



**BROADWATER**  
CHURCH OF ENGLAND  
PRIMARY SCHOOL

Rectory Gardens  
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West Sussex  
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# Emergency Management Plan 2021-2022

## **Turn your ear to wisdom and apply your heart to understanding (Proverbs 2:2)**

Broadwater is a Christian School. We will enable children to become wise, confident, successful learners with the motivation, skills and responsibility to make a positive difference in God's world. Our vision is underpinned by the values we live by.

*The Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. There is no law against these things! Galatians 5:22*

It is this fruit that, in partnership with parents, we will instil in the children of our school.

# Critical Incident Policy and Management Plan 2021-2022

## Introduction

Ref: Head Teacher and Deputy include any person designated to Act in those roles.

### **Why do we need an Emergency Management Plan?**

Handling crises and dealing with difficult 'incidents' on a daily basis is viewed by some as a normal aspect of school life. However, there are occasions when schools will experience incidents of a significantly more extreme nature. What seems to distinguish these incidents is their nature and scale, and it is this type of occurrence, which has come to be termed a 'critical incident' or 'emergency'.

### **What is a critical incident?**

Although the concept of a critical incident is difficult to precisely define we regard it to be an 'unexpected occurrence, which may suddenly have a major impact on school'. It is also important to note that this approach, which views critical incidents as situations or crises that are beyond the everyday experiences of school life, contains an implied understanding that these incidents would be markedly distressing to a significant number of adults and children.

### **Preventative and precautionary measures**

Whilst no amount of planning can totally prevent accidents and problems occurring, it is hoped that some can be prevented and the effects of others minimised by taking sensible precautionary measures. It is expected that

- all staff and pupils are familiar with the school's routines for fire and the evacuation of the school building on hearing the fire alarm
- all staff are familiar with the routines and procedures for dealing with emergencies
- (as detailed in this Plan)
- all staff and pupils are familiar with the school's security procedures, in particular that all visitors not wearing a visitor's badge should be questioned and escorted to reception.
- all staff organising school trips and visits follow the guidelines and provide all relevant information for a risk assessment to be conducted
- all staff are aware of pupils with medical needs or health problems
- all staff are aware of the procedures concerning working alone (see staff handbook)
- all staff are aware of school policy in dealing with violence at work
- all staff are aware that they should assess associated risks to children before carrying out a curriculum or other activity
- all staff are aware of the Health and Safety Policy
- all staff are aware of the procedures documented in the Staff Handbook.

### **A major incident may be defined as:**

An accident leading to a serious injury or fatality;

- severe injury or severe stress;
- circumstances in which a person or persons might be at serious risk of illness;
- circumstances in which any part, or whole of the school is unable to function as normal due to external influences and
- any situation in which the national press or media might be involved

### **As such, major incidents include:**

- death of a pupil or member of staff
- death or serious injury on a school trip
- epidemic/pandemic in school or community

- violent incident in school
- a pupil missing from home
- destruction or major vandalism in school
- a hostage taking
- a transport accident involving school members
- a disaster in the community
- a civil disturbance or terrorism
- arson attacks on schools
- major fires at a school
- significant vandalism
- pupil suicides and sudden deaths
- violent attacks on pupils and staff members
- the sudden death, in tragic circumstances of members of staff
- incident involving an intruder, believed to be armed, on school premises
- road traffic accidents, involving fatalities within a school community, abductions / disappearances
- allegations or actual incidents of abuse against pupils by staff and against staff by pupils
- incidents involving the murder of schoolchildren that attracted the attention of national and international media over prolonged periods
- floods
- school used in an emergency

### **What is an Emergency Management Plan?**

This Emergency Management Plan sets out the procedures to ensure the safety and protection of the whole school community in the event of a critical incident.

#### **Key Personnel:**

- Chair of Governors: Liz Crockett
- Head Teacher: Natasha Simpson
- Deputy Head Teacher: Anna Corless
- Inclusion Manager: Tracy Mitchell
- School Business Manager: Gaynor Carrigan
- Premises Officer: Frank James
- Critical Incident Management Team: Natasha Simpson, Anna Corless, Gaynor Carrigan, Frank James.
- All staff via staff school web-site
- Parents via school web-site

## **Background Information**

### **Site Information.**

The primary school is normally open from 08:30 to 15:15 weekdays; its community consists of approximately 60 adult staff and 434 children (ages 4 to 11 years).

Wrap Around Care is normally open from 07:30 to 08:50 and 15:15 to 17:30 weekdays; its community consists of, approximately 4 adult staff and up to 50 children (ages 5 to 11 years).

Maps and plans of the school site are in the **EMERGENCY RESPONSE FILE**

**School Contact Information:**

Address: Rectory Gardens, Worthing, West Sussex BN14 7TQ

Telephone: 01903 235389

Email: [office@broadwaterce.org](mailto:office@broadwaterce.org)

**Potential Risks.** The major risks to the school site are thought to be:

- a Fire.
- b Gas Leak
- c Accidents

**Potential Emergencies.** There are three main types of emergency:

**Sudden and Localised Emergencies, they include:**

- Serious accident
- Violent intrusion into school
- Fire/explosion
- Hostage situation
- Structural damage to school
- Death of a pupil or member of staff on site
- Local epidemic
- Hazardous substance release

**Widespread Natural Disasters, they include:**

- Floods
- Severe weather
- Widespread epidemics

**Miscellaneous.**

There are also events outside the school which may have an impact on the pupils/staff and therefore be considered an emergency; including:

- An incident within the local area witnessed by pupils.
- Death of pupil or member of staff off-site.
- An incident affecting a relative of a pupil or member staff.
- A widespread emergency in the local area that affects pupils or staff.

**Emergency Management Team.**

The school will set up an Emergency Management Team to co-ordinate the response to a critical incident implementing the Emergency Management Plan. The team will comprise of the following people:

**Core Team**

Head Teacher: Natasha Simpson

Deputy Head Teacher: Anna Corless

Premises Officer: Frank James

School Business Manager: Gaynor Carrigan

Chair of Governors: Liz Crockett

Additional Team Members will include:

Inclusion Manager: Tracy Mitchell

Health and Safety Governor: Nick Laycock

The school's reaction to a critical incident is divided into the following categories:

1. Initial Reaction
2. Short term action
3. Medium term action
4. Longer term action

**Emergency Plans.**

The school has planned for a "Critical Incident" by making Precautionary Plans, Initial Reaction Plans, Consolidation and Dispersal Plans and Follow-up Plans. Protocols for Communication and plans to respond to a "Fatal or Serious Injury" have also been drawn up. These form the Emergency Management Plan.

**Review**

All documents are reviewed annually and the Emergency Response File is updated annually. The Emergency/Fire Bag/Grab bag is checked each term.

# Broadwater Church of England Primary School

## Emergency Management Plan

### **Aim.**

The aim of this plan is to enable the school to deal rapidly and effectively with an emergency situation with the least adverse impact on the school community.

### **Purpose.**

The purpose of this plan is to:

- Minimise injury or loss of life.
- Evacuate all the school community to a designated safe area

### **Alert**

1. Emergency Services
2. Local Authority
3. Governors

- Establish effective control until the emergency services arrive.
- Minimise effect on the school's routines.
- Support the school community in the aftermath.
- Work effectively with the media.

The plan addresses these issues in a pre-planned phased manner.

### **Pre-planned Phases**

1. Precautionary Plans
2. Immediate Reaction Plans
3. Fatal or Serious Injury Protocols
4. Consolidation and Dispersal Plans
5. Follow-up Plans
6. Communication Plan

# Broadwater Church of England Primary School

## Emergency Management Plan – Precautionary Plans

### **Staff /pupil awareness.**

The following precautions are put in place at the beginning of each academic year and form part of staff induction:

- all staff and pupils are familiar with the school's routines for fire and the evacuation of the school building on hearing the fire alarm
- all staff are familiar with the routines and procedures for dealing with emergencies (as detailed in this Policy)
- all staff are familiar with the routines and procedures for dealing with 'lock-down' (as detailed in this Policy)
- all staff and pupils are familiar with the school's security procedures, in particular that all visitors not wearing a visitor's badge should be questioned and escorted to reception
- all staff organising school trips and visits follow the guidelines and provide all relevant information for a risk assessment to be conducted
- all staff are aware of pupils with medical needs or health problems
- all staff are aware of the procedures concerning working alone
- all staff are aware of school policy in dealing with violence at work
- all staff are aware that they should assess associated risks to children before carrying out a curriculum or other activity
- all staff are aware of the Health and Safety Policy
- all staff are aware of the procedures documented in the Staff Handbook.

### **Pre-planned Locations.**

#### **Assembly Area.**

A point has been designated on the School Field where staff and children will gather on hearing the alarm being raised, initial checks are made while awaiting decision to move to Safe Area.

#### **Temporary Incident Control Point.**

A safe point near to the school where the Head Teacher or designated person, key witnesses and casualties gather prior to arrival of emergency services. The emergency services will establish their own Incident Control Point rapidly. The Temporary Incident Control Points for the school are designated as the **School Office** or the **Walled area adjacent to the Adventure Trail**.

#### **Safe Area.**

A known designated building outside the school grounds to where, on the decision of the Head Teacher or designated person, all school personnel will gather and further confirmatory checks made. This building is designated as **Offington Park Methodist Church**.

#### **Emergency Control Centre.**

A facility to initiate, coordinate and record actions undertaken by all members of the school community. This building is designated as **Offington Park Methodist Church**.

#### **Emergency Control Centre: Location.**

In the event of a confirmed incident, the Head Teacher or designated person is to decide where the Emergency Control Centre is to be established. There are two options:

If the school is not evacuated - School Office. With the Sunshine Room and Rainbow Room as designated quiet rooms.

If the school is evacuated – Offington Park Methodist Church

### Emergency Control Centre - Equipment.

The emergency/fire bag is stored in the School Office containing the following equipment.

The Emergency response File is contained in the emergency/fire bag.

Number	Item	Detail	Source
1	Contact Information	Important phone numbers, external services and internal contacts	Emergency Response File section 1
2	School Personnel Data	Staff Names/Cascade System	Emergency Response File Section 2
3		Staff Next of Kin Details	Emergency Response File Section 3
4		Pupil Names (Class Lists)	Laminated class lists stored in Emergency/Fire bag. Emergency Response File Section 4
5		Parent Contact Details	Emergency Response File Section 5
6	Home contact texting system and access to news section of school website.	Password and instructions on how to use. Password and instructions on how to access the news section of the school website.	Emergency Response File Section 6
7	Infrastructure details	Maps and plans	Emergency Response File Section 7
8		Contents of emergency/fire bag: 2 hi-viz vests, 1 whistle, 1 hand sanitizer, 1 emergency first aid kit.	Stored in emergency/fire bag.
9		Log Sheets	Emergency Response File Section 10
10	Keys	Green Gate Key	Attached to inside cover of Emergency Response File.
11			

### Communications

There is a need to communicate both externally and internal in an assured and consistent manner to all parties throughout the incident as well as logging a summary of the contents of these communications.

#### Internal:

Affected Parents.

All Pupils.

All Staff and parents not directly affected.

#### External:

Emergency Services

External Agencies

Media



Please follow the guidance set out in section **Communication Plan**

### **Emergency Management Team Communication Protocol**

<b>Designated Person</b>	<b>Will Contact...</b>	<b>Will also...</b>
Head Teacher or designated person	Emergency Services	
Head Teacher or designated person	Local Authority	Contact Emergency Planning Teams
School Business Manager	Parents via text and web systems	Designate pick-up points and archive logs
School Business Manager		Designate quiet areas
Head Teacher or designated person	Media	Contact LA Communications Team Governors (Chair /Deputy)

#### **Emergency Management Team - Internal Communications Plan - Out of Hours**

- Staff are informed using **STAFF EMERGENCY CASCADE SYSTEM** or via the **HOME CONTACT TEXTING SERVICE** if required.
- Parents will be informed by the **HOME CONTACT TEXTING SERVICE** or via the news section of the website.

#### **Emergency Management Team - Internal Communications Plan - In Hours.**

- Headteacher or Designated Person Set up lines of communications and roles.
- Office staff contact staff not on duty.

#### **Qualified First Aiders:**

The majority of teaching staff have emergency first response training. The following staff have enhanced First Aid training:

Mrs Elaine Stubbs

Mrs Elma Hargreaves

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## Emergency Management Plan – Immediate Reaction Plans

### Source of Initial Incident Information.

The initial alert information may come from any one of a number of sources, including: Pupils, Staff, Neighbours, Parents, Emergency Services, the Local Authority, Media.

### Initial Reaction Plan.

Initiating Member of Staff Immediate Actions:

<b>Initial Actions by Initiating Adult</b>	
1	Take action to ensure the children are safe and remove them from the threat/incident to a supervised safe area.
2	Consider staff safety.
3	Check to establish whether any individual or group needs immediate attention or assistance.
4	Verify incident.
5	Contact the Head Teacher or designated person.

Head Teacher or designated person Immediate Actions:

<b>Initial Actions by Head Teacher or Designated Person</b>	
1	Alert Emergency Services and initiate Emergency Management Plan
2	Decide whether to secure the children and staff in school or evacuate to a pre-designated safe area.
3	Account for all personnel
4	Alert LMT and Emergency Management Team
5	Start Log
6	Establish Temporary Incident Control Point
7	Establish Emergency Management Plan in Emergency Control Centre
8	Build profile of incident
9	Plan duty and standby rosters
10	Draft communique for parents and media

# Broadwater Church of England Primary School

## Emergency Management Plan – Protocol in the Event of a Death or Accident on Site

### FATAL INCIDENT PROCEDURE

1. Clear the immediate area of all children.
2. Stay with the body
3. Alert another adult to call the emergency services immediately and then alert the Head Teacher to initiate the Emergency Management Plan.
4. If there is the slightest possibility of the presence of life, resuscitation is to be attempted (defibrillator in medical room).
5. Encourage other adults to take appropriate care of the remaining people.
6. Following advice/support from the police, the Headteacher or designated person may be involved in informing the next of kin.
7. If individuals need counselling, this is to be arranged through their registered GP.
8. The Emergency Management Team is to liaise with the Coroner's Office with a special reference to the removal of the remains and any necessary forensic or other medical examination.
9. The immediate environment should not be disturbed without the authority of the Coroner.

### ACCIDENT PROCEDURE

When any member of staff is called to assist at an accident where they suspect that there might be a fracture of a bone or there is gushing blood:

1. **DO NOT MOVE THE PERSON.** (Only move the person, if he/she is not safe where they are.)
2. Send another person (a sensible child or another member of the staff) to contact the Headteacher or designated person.
3. Keep the person in as comfortable, warm and still a position as the injury allows, supporting the affected limb.
4. If there is gushing blood use something (maybe an article of clothing) to put pressure on the wound (wear gloves).
5. Taking the above actions may prevent further damage to both the person and yourself; for example: if the child faints on stone, you could easily damage your back whilst stopping the child from falling.

# Broadwater Church of England Primary School Emergency Management Plan – Consolidation and Dispersal Checklist

## Summary of Activities.

	Person	Action
1	Head Teacher or Designated Person	Call Emergency Service
2		Initiate Planned School Response
3		Account for all personnel on premises
4		Brief Emergency Management Team
5		Inform and liaise with Police and Chair of Governors
6		Prepare statement
7	Deputy Head or Designated Person	Allocate staff to tasks
8	School Business Manager	Inform and liaise with Local Authority.
9	Emergency Management Team	Log events and actions taken
10	Head Teacher or Designated Person	Inform and liaise with Local Authority Communication Team
11	School Business Manager and Head Teacher	Keep record of witnesses
12		Deal with enquiries from relatives
13	First Aiders	Administer First Aid
14	All Staff	Keep mental/physical note of facts/information
15		Reassure pupils and handover to relatives at pickup point
16		Do not move anything only people
17		Do not discuss legal liability or talk to the media.
18	Teachers	On leaving the classroom the teacher will take the emergency 'Grab Bag'.

## Support for People.

Throughout the incident, all staff, and especially LMT+, should be aware of the following general responsibilities:

1. Take care of themselves and those around them and, if necessary, nominate people to provide specific support.
2. Some staff may feel unable to support others or the pupils.
3. Try and share out the burden of support and prevent it falling disproportionately on a small number of staff.

# Broadwater Church of England Primary School

## Emergency Management Plan – Subsequent and Follow Up Actions

### **Reopening.**

After consultation with the Emergency Management Team: The Chair of Governors; Local Authority and Emergency Services and the Head Teacher, will decide on the arrangements and timing for reopening the school or whether alternative provision must be made. They will also inform and update the parents on these decisions.

### **Log Sheets.**

Each member of the Emergency Management Team is to keep a log of all actions that they undertook. At the closure of the incident, the logs are to be handed to the School Business Manager for safe keeping.

### **Follow-up Actions.**

LMT should nominate individuals (consider Governors) to prepare a plan for the longer-term issues such as:

- Support arrangements for pupils emotionally affected (e.g. Counselling)
- Formal and Informal Recognition and Rituals:
  - Arrangements for sympathy to the families directly affected
  - Injured children can be visited/pupils encouraged to send cards and letters
  - Staff and pupils may attend funerals if welcome. School may be closed in recognition of funerals.
  - Special Assemblies/in-school memorial services.
- Ensure that staff members receive training in areas such as loss, change or bereavement as part of the School Improvement Plan.
- Consider the provision of relevant fiction and non-fiction books in the School Library
- Consider discussions with pupils about what are normal reactions to bereavement, stress or crisis.

# Broadwater Church of England Primary School Emergency Management Plan – Communication Plan

## Outline Plan

### Concept.

The Headteacher is responsible for managing the communications plan. The Deputy Head is nominated as the person to execute the plan by being the focal point for outgoing and incoming communications.

### Immediate Actions:

#### Actions Arising.

- The Head Teacher and the LMT should:
- Prepare Statement
- Contact Parents/Guardians
- Inform Teachers and Support Staff
- Inform Pupils
- Inform Families and Relatives
- Inform the Media, if necessary, Contact Governors to support and help manage communications (e.g. media interest).

### Template.

Agree and write a short factual communications statement based upon:

	Action	Remark
1	Who is involved	
2	What happened	
3	Where	
4	When	
5	What actions have been taken	
6	What actions are planned	

### Contact Parents/Guardians:

The Emergency Management Team will determine the appropriate person to talk to families. (Contact families directly affected using the Contact Details provided in the **Emergency Response File.**)

- Only give details to parents or guardians
- If they cannot be contacted directly, leave a message with a relative/friend/neighbour for them to call the School – give no more info.
- Alternatively, arrange to drop a note through the door of the house asking them to call the School – give no more info.

If school is not an appropriate site to meet parents, Offington Park Methodist Church should be used. (This should not be made known to the media)

## **Telecommunications Plan.**

If possible, try to log time/caller/info passed. Assigned phone lines as follows:

### **School**

Incoming Calls      01903 235389  
Outgoing call      01903 235389

### **Offington Park Methodist Church**

Incoming Calls      01903 205722 (Church Office)  
Outgoing call      Core Team Mobile Phones

## **Information Flow.**

### **To Staff.**

Keep all staff informed with as much info as possible:

Within School      Regular Meetings  
Outside School      Email, telephone, text messages, updates on school website

### **Internal Channel of Communication**

Staff to use the emergency phone cascade as necessary

The Head Teacher may consult with: Chair of Governors, Staff, Local Authority

### **To Pupils**

Plan the following communications:

- Advice to staff on briefing children (KS2/KS1/EYFS details)
- Time, place, method (e.g. assembly or class) for briefing children
- Response to likely questions
- Inform families about the amount of information their children have been given.

### **To Relatives and Families**

Plan the following communications:

- Advice to Staff on briefing parents not directly affected.
- Time, place, method (meeting or letter). It is essential to remember that a letter can be passed on to the media (seek guidance from county before issuing any form of written statements).
- Inform families about the amount of information their children have been given.

### **To Media**

- Staff and children should be cautioned against talking to the media or responding to questions from reporters.
- Nominate a single School Spokesperson to talk to the media. They should have a colleague present to take notes/record what is said. Provide nothing but the facts (no opinion, no “off the record” comment). Give a prepared (written) statement rather than an interview. Anticipate the worst possible questions. Immediately correct any incorrect or misleading information. Be sensitive about personal information.
- Remember to praise and thank any person or service that have helped during the incident

# Broadwater Church of England Primary School

## Emergency Management Plan – Miscellaneous Safety Procedures

- Emergency or Adverse Weather Procedures
- In Case of Fire
- Gas Leak
- Electricity Failure

### PROCEDURES IN AN EMERGENCY OR ADVERSE WEATHER

1. The Head Teacher or designated person is the person to decide what action needs to be taken in emergency conditions. The first consideration will always be the safety and welfare of the pupils and staff.
2. Whenever possible the closure of the school will be avoided. If pupils have reached school where at all possible the school will be kept open. This will depend on whether staff have been able to get to school.
3. If the school needs to be closed pupils will not be sent home. We will expect the children to be collected from school. In this way we can ensure the safety of the children.

The Headteacher will consult with: Chair/Deputy of Governors, Staff, Local Authority

#### Actions:

- Inform all who need to know: Parents, Local Authority, Staff, Catering. This is undertaken using the Emergency Phone Cascade
- Make arrangements for the collection of pupils.
- Inform Radio Stations

### PROCEDURES IN CASE OF FIRE

In the event of a Fire emergency, evacuation procedures will take place. If the fire is minor and the emergency services allow safe access back into the school then the emergency is over. However, if the fire is such that either the Fire Service Incident commander or the Head Teacher consider evacuation of the site to the **Safe Area at Offington Park Methodist Church**:

- Teachers will ensure that each class is walked quietly and safely to Offington Park Methodist Church. This ought to take approximately 10 minutes.
- There the pupils will be kept safe until it is decided that there is no possibility of returning to the school. The pupils' parents will be asked to collect their children from the **Safe Area at Offington Park Methodist Church**.
- The School Business Manager (office team member) will ensure that the Emergency/Fire Bag with all contact numbers and addresses is brought to the **Safe Area at Offington Park Methodist Church**.
- The entrance area will be used as emergency control centre. Parents collecting pupils will report to the entrance of the **Safe Area at Offington Park Methodist Church**. Their child will be brought to them.
- Staff will inform parents to collect their child initially using the text alert system and subsequently by phone.
- Pupils will be cared for by staff until all have been collected.



## PROCEDURES IN CASE OF GAS LEAK

### Immediate Actions

Action	
1	Children to Assembly Point
2	Turn off all gas - Premises Officer
3	Extinguish naked flames
4	Leave light switches alone
5	Open doors and windows
6	Alert Head Teacher

### Head Teacher or Designated Person Actions

1	Call 24-hour Gas Emergency Service - Tel: 0800 111999
2	Confirm leak
3	Consider evacuation to Safe Area – Offington Park Methodist Church
4	Consider Public Safety Risk - Tel: 999

## PROCEDURES IN CASE OF ELECTRICITY FAILURE

- Locate probable cause if only small area affected - Possible trip switch.
- If whole school affected contact 24-hour electricity emergency service 0800 783 8866

## Broadwater Church of England Primary School Major Emergency Plan Contact Sheet 2021-2022

Emergency Services	Out of Hours Contact	Senior Management Team	WSCC
Fire, police, ambulance <b>999</b> Control Room 0845 6070 999 Gas 0800 111 999 Electricity 0800783 8866 Water 0845 278 0845 Worthing Hospital 01903 205111	Mrs Natasha Simpson (Head Teacher) 07709 833286 01903 525926	Mrs Anna Corless (Deputy Head Teacher) 07929791550 01903 266709	<b>External Assistance.</b> Be ready to give: Your name Your telephone number Where you are calling from Details of what has happened and where Details of those involved
	Mr Frank James (Premises Officer) 01903 210429 07845 080763	Mrs Tracy Mitchell (Inclusion Manager) 07855 800264 01273 462612	
			Mrs Gaynor Carrigan (School Business Manager) 07810 370221
Rev Dawn Carn, Offington Park Methodist Church has agreed that the church can be used in an emergency. Home: 01903 260356, Work: 01903 205722, Mobile: 07772 141198 or Mr David Barnes: 01903 691867 or Mrs Mary Pirie: 07988 172984			
Parents	Other Staff	Governors	Counselling Teams
Contact from school records or text alert system.	Contact from school records	Mrs Liz Crockett (Chair of Governors) 01903 206708 07811 719418 Mr John Taylor (Vice Chair) 01903 831544 07786 212679 Mrs Barbara Taylor (Clerk) 01903 831544 07786 212679	St Mary's Church Office 01903 823916 Rev Gaz Daly Carl Coupar

# Broadwater Church of England Primary School Log Sheet

Name(s) of Log Keeper:

Notes:

1. Please indicate in the log sheet date and time of change of log keeper
2. Always sign each entry
3. When complete, pass to School Business Manager

Serial	Time	Message	Action	Acton Taken By	Signed

Page Number	Date

# Broadwater Church of England Primary School

## Full Lock Down Protocol

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity. Full details of our school procedure can be found in the Lock Down policy.

All staff must be aware that they need to be alert to potential risks in the school and act upon them.

### Notification of Lockdown

**Staff will be alerted by a rapid series of whistles repeated at regular intervals or by word of mouth initiated by the leadership team that a 'full lockdown' has been instigated using the term 'code red'.**

This signifies an immediate threat to the school and may be an escalation of a partial 'lockdown'. The aim of a full 'lockdown' is for the school and its rooms to appear empty. The Lockdown Manager (or designated members of the Leadership team) will check the toilets whilst communicating the Lockdown signal.

### Immediate action – Code Red

- All pupils/staff to stay in their classroom or move to the nearest classroom;
- Office staff should remain in their office;
- All outside activity to cease, pupils and staff return to the building.
- External doors locked. Classroom doors locked (where a member of staff with a key is present) or barricaded. Office windows secured;
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in);
- Pupils and staff to sit quietly out of sight and where possible in a location that would protect them from gunfire, bullets can go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls;
- Lights, smartboards and computer monitors turned off;
- Pupil's mobile phones to be turned off, staff mobiles to be set to silent with no vibrate;
- A paper register to be taken of all pupils and staff in each classroom/office;
- Communicate register of staff and pupils to the Lock down manager if there are individuals missing.
- Staff should await further instructions.

During the 'lockdown', staff will keep agreed lines of communication open but not make unnecessary calls as this could delay more important communication. Staff are not to use the school's email system or internal phone lines as these may not be secure. **STAFF OWN MOBILE PHONES** where possible.

Staff and pupils remain in 'lockdown' until it has been lifted by the Lockdown Manager or senior member of the emergency services.

## **Procedures:**

Follow the **CLOSE** procedure:

**C**lose all windows and doors

**L**ock up

**O**ut of sight and minimise movement

**S**tay silent and avoid drawing attention

**E**ndure. Be aware you may be in lock down for some time

## **Communication with parents and carers**

The 'lockdown' manager will inform parents and carers that the school is in full lockdown via the school's internet communication system (Teachers 2 Parents), the below template may be used:

'The school is in a lockdown situation. During this period phones will not be answered; all doors are locked and nobody can enter or leave the site. We are working to ensure the safety of all our children. **DO NOT** come to the school until the incident has been resolved. We will keep you informed as best we can.'

During a 'lockdown' no members of the public will be allowed into the school and parents/carers will be told not to travel to the school.

All staff, pupils and visitors to the school will not be allowed to leave the school until the lockdown has been declared over. Parents and carers must not try to contact the school during the 'lockdown'. Parents will be informed when it is all clear.

Pupils will not be dismissed to parents or carers until the incident has been declared over by the Lockdown Manager or senior member of the emergency services. If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

# Broadwater Church of England Primary School

## Appendix

### Summary Issues to be Dealt with in the Course of an Emergency

#### Issues requiring immediate action:

Action Point	Guidance	Responsible Person
Gather Information on the incident	<ul style="list-style-type: none"> <li>• What happened/where/when/who and how many are involved?</li> <li>• Name and contact numbers of adults on site</li> <li>• Details and location of injured</li> <li>• What action is on-going and have the emergency services been informed?</li> <li>• Are there any other factors to consider e.g. is it a crime scene?</li> </ul>	Person receiving the first notification of incident
Alert appropriate people	<ul style="list-style-type: none"> <li>• Call emergency services if necessary</li> <li>• Inform Head Teacher</li> <li>• Inform education service</li> <li>• Inform chair of governors</li> <li>• Inform diocesan authorities</li> </ul>	Person receiving the first notification of incident. When this person has informed the education service, the latter takes over the responsibility for informing others.
Call together the Emergency Management Team	Additional persons may be needed to fill additional roles as identified by the Emergency Management Team.	LMT
Deal with the media	Liaise with the Local Authority The Local Authority may need to consult the head teacher to establish strict information that can be released and to establish strict boundaries concerning what can be photographed and when.	Head Teacher Local Authority
Assess immediate response required and support needed	<ul style="list-style-type: none"> <li>• This needs to be done promptly and sensitively</li> <li>• An agreed statement should be produced using up to date information.</li> <li>• Establish a reception area for concerned relatives coming to the school, staffed by people who can comfort and inform relatives - Consider school routines- will pupils have to be sent home?</li> <li>• Liaise with agencies supporting those people outside school who might be directly involved with pupils and staff.</li> </ul>	Local Authority, school staff if appropriate, social services, Diocese
Set up control arrangements	<ul style="list-style-type: none"> <li>• Control centre</li> <li>• Extra phones, fax and mobile phones</li> <li>• Reception facilities</li> <li>• Rendezvous points</li> <li>• Suitable security measures</li> <li>• Lines of communications so school can receive and disseminate accurate information</li> </ul> <p>Responsibility of the school:</p> <ul style="list-style-type: none"> <li>• Contact numbers for parents</li> <li>• Have next of kin list to hand</li> <li>• Set up strategies to deal with enquiries</li> <li>• Open a log of events</li> </ul>	Headteacher Local Authority Diocese

### Issues requiring prompt action (within hours):

Action Point	Guidance	Responsible Person
Call a staff meeting	Communicate as much information as possible, giving an idea of the way forward, and organising a rota for staff assisting	Head Teacher or nominated deputy
Inform pupils	Consider the most appropriate way – small groups or in one big group. Give facts	Head Teacher or nominated representative
Debriefing meeting for staff involved in the incident	If possible arrange for staff to be together for this, or at least to speak to an appropriate person before going off duty	Headteacher Local Authority Diocese/Church
Debriefing meeting for pupils involved in the incident	Use advice and expertise of outside agencies such as school psychologist, educational welfare officers and social workers	Inclusion Manager Outside Services
Consider communicating with all parents/guardians	A letter stating the key facts of the situation, addressed to all parents/guardians, will reduce rumour and misinformation	Emergency Management Team

### Issues requiring action within the next few days:

Action Point	Guidance	Responsible Person
Facilitate support for high risk pupils and staff	<ul style="list-style-type: none"> <li>Consider asking outside agencies to visit the pupils or occupational health to contact members of staff at home if required, making arrangements for continuing contact with the school</li> <li>Check if there are worries about lost work or exams and reschedule as appropriate</li> <li>Consider part-time attendance</li> <li>Arrange alternative teaching if necessary</li> <li>Set up 'sanctuary' arrangements in the school for pupils to go if upset</li> <li>Arrange specialist support for pupils</li> <li>Arrange specialist support for staff through occupational health</li> <li>Liaise closely with parents</li> <li>Ensure confidentiality of any consultations</li> </ul>	Emergency Management Team Chair of governors
Funerals, rituals and memorials	<ul style="list-style-type: none"> <li>Get advice on different religious and cultural requirements where necessary.</li> <li>Whenever possible, survivors should be able to attend the funerals of any who have died, should they wish to do so, as long as it does not conflict with the families' wishes.</li> <li>Consider marking the event with a special assembly or memorial service, and encourage expressions of sympathy to the families affected, having first checked with the family and community/religious leaders it is acceptable.</li> </ul>	Emergency Management Team

### Long-term issues (possibly months or years):

Action Point	Guidance	Responsible Person
Decide and agree a range of response and support measures	<ul style="list-style-type: none"> <li>Keep an eye on vulnerable people</li> <li>Plan ahead to mark anniversaries with memorial ceremonies</li> <li>Ensure new staff are aware of which pupils were affected and in what way, and make sure they know how to obtain help if needed</li> <li>Legal processes and inquiries may bring back distressing memories and cause temporary upset within the school.</li> </ul>	Inclusion Manager All those who come into contact with those affected.