**Insert School Name – Emergency Plan**

Adopted by the Governing body on

Review Date:

|  |  |
| --- | --- |
| **School Address** |  |
| **School Contact Number** |  |

|  |  |
| --- | --- |
| **Academy Address** | James Montgomery Academy Trust  Brampton Ellis Primary School  Brampton Road  Brampton  Barnsley |
| **Academy Contact Number** | 01709 763905 |

|  |  |
| --- | --- |
| **Local Authority** |  |
| **Local Authority Contact Number** |  |

**Emergency Services – 999**

**Police – 01142202020**

**Fire & Rescue – 01142727202**

**Ambulance – 01709 828820**

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**Section 1 Plan Management**

Record of Amendments

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Amendment No | Actioned By | Type of Change | Date | Distribution Method |
|  |  |  |  |  |
|  |  |  |  |  |
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Distribution List

|  |  |  |
| --- | --- | --- |
| Name | Designation | Distribution Method |
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Exercise Record

|  |  |  |
| --- | --- | --- |
| Date | Type | Details |
| Date the plan was exercised | i.e table top discussion, live evacuation | Brief details of the exercise |
|  |  |  |
|  |  |  |
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Review of the Plan

The Headteacher and the Governing Body of Insert School XX are responsible for annually reviewing the Plan and identifying areas for amendment. The school is also responsible for updating relevant sections of the Plan on a regular basis.

**Section 2 Plan Overview**

**Purpose of the School Emergency Plan**

XXXX School is committed to ensuring that, in the event of a major emergency or incident, the School will provide an effective Emergency response to minimise the impact of the emergency and ensure the wellbeing and safety of all children and adults in the Schools care.

This plan will be supported by the James Montgomery Academy Trust Strategic Operation Lead

**Definition of an Emergency**

An Emergency incident or crisis can be clarified as an unexpected event which affects the school community, and which causes disruption on a scale which is beyond the normal coping capability of the school.

The Emergency incident may involve significant threat, damage or injury to property and individuals, and may have a long term impact on pupils, staff, governors and parents.

The following examples of emergency incidents that may impact on the school and require activation of this emergency plan:

* Fire or flood to buildings and contents
* Death, accident or assault to members of staff or pupils
* Natural major emergency incident within the local community
* Missing person(s) / abductions

The emergency plan will not list each type of emergency situation but will provide a framework for emergency response that can be used in most emergency situations. It is important that the emergency plan policy is understood by those with the responsibility for implementation and activated immediately.

**Aim of the School Emergency Plan**

To provide effective emergency response arrangements that will ensure the wellbeing and safety of all children and adults in the care of the school.

**Objectives of the School Emergency Plan**

* Establish an effective framework of Emergency response
* Ensure that the emergency incident is communicated quickly and clearly to supporting agencies and partners, enabling support arrangements to be rapidly activated
* Maintain high standards of welfare and duty of care arrangements for pupils, staff and carers
* Ensure that actions and decision making during the emergency incident is properly recorded
* To minimise educational and administrative disruption within the school
* To facilitate the return to normal working arrangements at the earliest time.

**Section 3 Activation and Communication Arrangements**

The School Emergency Plan will be activated at the request of the Headteacher. The Headteacher will activate the School Emergency Response Team through the following cascade system.

INSERT ORGANOGRAM

The School Emergency Response Team (SERT) has responsibility for activating and implementing the School Emergency Plan.

The SERT team should record all decisions and actions in their own log books and be available for briefing session, handovers and post emergency debriefs.

|  |  |  |
| --- | --- | --- |
| Name | Position In School | Role during incident |
|  | Headteacher |  |
|  | SBM |  |
|  | Caretaker |  |
| Jackie Oliver  Work 01709 763905  Mobile 07983252600 | JMAT Strategic Operations Lead | * Inform Chair of Govs * Inform JMAT CEO * Inform Diocese (if applicable) * Assist Headteacher |
|  | Other |  |

**Responsibilities of SERT**

All members of the School Emergency Response Team (SERT) must:

* Have a copy of the emergency plan at home and at school
* Be aware of the roles of each part of the plan to enable the school to react swiftly and accordingly
* Retain the SERT contact numbers for 24-hour contact

**Section 4 – Roles and Responsibilities**

The following check list is provided to assist the School Emergency Response Team to carry out their roles and responsibilities. The check lists should be viewed as a general guide; further actions may be required that are specific to the incidents as it occurs.

|  |  |  |  |
| --- | --- | --- | --- |
| Headteacher – Emergency Response Checklist | | | |
| No | Action | Completed | Time |
| 1 | Assess the information and situation |  |  |
| 2 | Consider the activation of the school emergency plan if appropriate, and agree the cascade alert message |  |  |
| 3 | Activate the school emergency plan. Request that the activation messaged is passed verbatim |  |  |
| 4 | Advise the SBM of the activation of the school emergency plan and request they carry out their role |  |  |
| 5 | Advise the Deputy Headteacher and request that they carry out their role |  |  |
| 6 | Advise JMAT H & S and Buildings Managements and request that they carry out their role |  |  |
| 7 | Advise the LEA |  |  |
| 8 | Commence log of all actions and decision |  |  |
| 9 | Ensure safety and welfare of all pupils and adults in care of school |  |  |
| 10 | Agree a course of action whether to keep children in classrooms and safe areas or whether to evacuate school |  |  |
| 11 | If evacuation – consider location of evacuation and consider transport arrangements |  |  |
| 12 | Consider activating school closure arrangements |  |  |
| 13 | Identify appropriate support for any pupils or adults needing specific support |  |  |
| 14 | Ensure that the school emergency response team are effectively carrying out their designated roles and responsibilities |  |  |
| 15 | Ensure the school’s emergency grab bag has been collected |  |  |
| 16 | Liaise with emergency services |  |  |
| 17 | Consider emergency role calls of all pupils and adults in the care of school |  |  |
| 18 | Keep pupils and staff informed of the situation |  |  |
| 19 | Ensure all media enquiries are passed to JMAT |  |  |
| 20 | Ensure the Chair of Govs is kept informed of the situation and response arrangements |  |  |
| 21 | Prepare information / advice for parents |  |  |
| 22 | Call meetings of SERT as required and ensure that SERT, JMAT and LA receive regular situation updates |  |  |
| 23 | Any Other actions required |  |  |
| 24 | Any Other actions required |  |  |
| 25 | Consider arrangements to assist the school in making a speedy return to normal functions |  |  |

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| --- | --- | --- | --- |
| School Business Manager – Emergency Response Checklist | | | |
| No | Action | Completed | Time |
| 1 | Assist and support the Headteacher to activate the school emergency plan |  |  |
| 2 | Obtain as much information as possible from the headteacher about the situation |  |  |
| 3 | Commence log of all actions and decision |  |  |
| 4 | Request the attendance of the emergency services if appropriate |  |  |
| 5 | Alert the caretaker |  |  |
| 6 | Ensure copies of the school emergency plan are available |  |  |
| 7 | Access and retain the schools emergency grab bag |  |  |
| 8 | Access and retain a laptop if possible |  |  |
| 9 | Ensure pupil records and registers are available |  |  |
| 10 | Ensure the pupil medical records are available |  |  |
| 11 | Highlight to SERT children with specific needs |  |  |
| 12 | Ensure parent / carer records are available along with contact numbers |  |  |
| 13 | Ensure staff records and contact numbers are available |  |  |
| 14 | Ensure visitor signing in book is available |  |  |
| 15 | Lead the office staff in assisting with SERT with information needs and the emergency response |  |  |
| 16 | Ensure the headteacher / JMAT are advised of all media requests |  |  |
| 17 | Assist the headteacher in providing consistent advice / information to parents |  |  |
| 18 | Cancel any planned visitors to school |  |  |
| 19 | Advise service providers of the interruption to the normal arrangements for provision of goofs |  |  |
| 20 | Attend SERT meetings |  |  |
| 21 | Consider arrangements to assist the school in making a speedy return to normal functions |  |  |
| 22 |  |  |  |
| 23 |  |  |  |
| 24 |  |  |  |
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| --- | --- | --- | --- |
| Deputy Headteacher – Emergency Response Checklist | | | |
| No | Action | Completed | Time |
| 1 | Assist and support the Headteacher to activate the school emergency plan |  |  |
| 2 | Obtain as much information as possible from the headteacher about the situation |  |  |
| 3 | Commence log of all actions and decision |  |  |
| 4 | Alert staff - Ensure all staff are aware you are carrying out your designated roles and responsibilities as a member of SERT |  |  |
| 5 | Lead arrangements to ensure safety / welfare of pupils and all adults in care of school |  |  |
| 6 | Lead all school staff to support decisions taken by the headteacher |  |  |
| 7 | Seek advice from the headteacher whether to keep children in classrooms and safe areas or whether to evacuate school |  |  |
| 8 | If directed by the headteacher make arrangements for the evacuation of the school to evacuation points |  |  |
| 9 | If directed by the headteacher make arrangements for the evacuation of the school to designated evacuation point |  |  |
| 10 | If directed by the headteacher make arrangements to activate closure arrangements |  |  |
| 11 | Identify any pupils or adults needing specific reports |  |  |
| 12 | Ensure staff carry out the emergency roll call of all pupils and adults in the care of school. |  |  |
| 13 | Keep pupils and staff informed of the situation |  |  |
| 14 | Ensure the headteacher / JMAT are advised of all media requests |  |  |
| 15 | Assist the headteacher in providing consistent advice / information to parents |  |  |
| 16 | Attend SERT meetings |  |  |
| 17 |  |  |  |
| 18 |  |  |  |
| 19 | Consider arrangements to assist the school in making a speedy return to normal functions |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Caretaker– Emergency Response Checklist | | | |
| No | Action | Completed | Time |
| 1 | Assist and support the Headteacher to activate the school emergency plan |  |  |
| 2 | Obtain as much information as possible from the headteacher about the situation |  |  |
| 3 | Commence log of all actions and decision |  |  |
| 4 | Ensure all staff are aware you are carrying out your designated roles and responsibilities as a member of SERT |  |  |
| 5 | Ensure the emergency services are able to access the scene of the incident quickly and without obstruction |  |  |
| 6 | Ensure all building and gate keys are available |  |  |
| 7 | If required   * Immobilise the gas supply * Immobilise the electricity supply * Immobilise the water supply |  |  |
| 8 | If required assist with evacuation |  |  |
| 9 | Be available to liaise with the emergency services and headteacher |  |  |
| 10 | Where possible assist with the security of school site |  |  |
| 11 | Ensure the headteacher / JMAT are advised of all media requests |  |  |
| 12 | Attend SERT meetings |  |  |
| 13 |  |  |  |
| 14 | Consider arrangements to assist the school in making a speedy return to normal functions |  |  |

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| --- | --- | --- | --- |
| JMAT Health and Safety and Buildings Manager – Emergency Response Checklist | | | |
| No | Action | Completed | Time |
| 1 | Assist and support the Headteacher to activate the school emergency plan |  |  |
| 2 | Obtain as much information as possible from the headteacher about the situation |  |  |
| 3 | Commence log of all actions and decision |  |  |
| 4 | Alert JMAT’s CEO |  |  |
| 5 | Alert LA |  |  |
| 6 | Alert Chair of Govs |  |  |
| 7 | Liaise with the headteacher and deal with all media requests |  |  |
| 8 | Alert the Diocese |  |  |
| 9 | Assist the headteacher in providing consistent advice / information to parents |  |  |
| 10 | Attend SERT meetings |  |  |
| 11 | Consider arrangements to assist the school in making a speedy return to normal functions |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
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**Section 5 School Emergency Grab Bag**

The School Emergency Grab Bag is located in XXXX

The grab bag will be maintained by the office staff and retained by the School Business Manager in the event of the School Emergency Plan being activated

|  |  |
| --- | --- |
| Contents | Checked / Date |
| School Emergency Plan |  |
| Pupil records – names, addresses, contact numbers |  |
| Pupil Medical records |  |
| Staff contact details – names, addresses and contact numbers |  |
| Schools layout |  |
| Pens and Papers |  |
| School inventory |  |
| Building and gate keys |  |
| Alarm arrangements |  |
| Torch and batteries |  |

**School utilities and other services**

|  |  |  |  |
| --- | --- | --- | --- |
| Utility | Location | Switch off arrangements | Supplier name and contact number |
| Water | Various | Caretaker | Castle Water  01205718700 |
| Gas | Green housing by gate | Caretaker | Corona |
| Electric | Electric meter room access from outside hall | Caretaker | Npower  08451663166 |
| Telephone | Heads room | Caretaker | Axis Telecom  08448751950 |

**Other school suppliers**

|  |  |  |
| --- | --- | --- |
| Supplier e.g. | Service | Contact Details |
| RMBC | School Meals | 01709822311 |
|  |  |  |
|  |  |  |
|  |  |  |

**Alarm**

The alarm is located XXXX

To set the alarm …..

To unset the alarm, E.g. press the button (in conjunction with using key)

**Evacuation**

One site evacuation points are XXXX

Offsite evacuation location is XXXX

**Possible evacuations points**

XXXXX