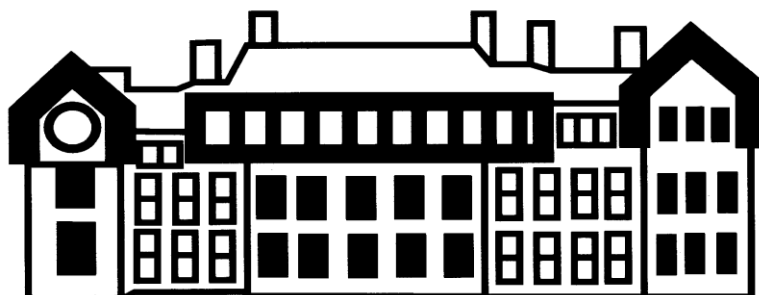


GORDON



SCHOOL

Emergency Procedures Plan

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Review date: February 2027

Agreed: Jason Taylor (Headteacher)

Agreed: Lynsey Christini-Clay (Chair of Governors)

EMERGENCY PROCEDURES PLAN

1, Context

Emergency procedures refer to our responses to incidents such as fire, bomb threat, chemical spill, and civil disorder. They can be enacted on a small area (e.g. classroom), whole school or community scale.

- **Evacuation** occurs when people leave the school building, the school premises or the immediate area. An example of this is during a fire.
- **Lockdown** occurs when circumstances dictate that the safety of people is better ensured inside the buildings, behind locked doors. In the event of lockdown, staff and students should remain out of sight away from openings, windows and behind furniture or solid walls. An example of this sort of emergency is a chemical spill.

The overriding priority in enacting the *Emergency Procedures Plan* is to ensure the safety and well-being of pupils, staff and school visitors.

School procedures are usually designed as a response to a typical situation. Unfortunately, no evacuation and lockdown emergency situation is typical. Common sense must prevail in carrying out evacuation and lockdown procedures. Much of the information in this policy is a guide and actions may need to be amended given the context of the situation.

The school emergency assembly areas are:

- **the Key Stage 2 playground;**
- **the Key Stage 1 playground.**

Initially all emergency evacuations will be to these areas, unless circumstances prevent assembly here; e.g. wind direction / blocked exit.

If the designated area is not safe, the Headteacher (or other person in charge), will issue directions about further movement.

Note: the assembly area should not be used in case of a lockdown.

2, In the event of evacuation

Orderly communication has a high priority. In the event of a site emergency the evacuation alarm will be sounded. A continuous sounding of the alarm signals the evacuation of all persons to the emergency assembly areas.

- Everyone inside the buildings must evacuate immediately.
- Personal belongings must not be collected.
- The nearest exit must be used. Directions are provided in all rooms but may not always be appropriate if a particular route is blocked.

- The office staff take the class registers outside and give them to the class teachers. They may need to walk around the outside of the building in order to locate teachers.
- Due to children often being taught in various parts of the school buildings, they must go to the nearest assembly point even if the remainder of their class is not there. If they are in a different playground to their class they must wait to be registered by another member of staff who will coordinate with other staff members to check that everyone has evacuated the building.
- There is an increased risk if the school building has to be evacuated during lunchtime. Everyone inside the building must take the nearest exit. Those who exit into the Key Stage 2 playground will stay there and the children will form class lines. People who have evacuated into the Key Stage 1 playground will exit through the Grangehill Road gate, turn right and follow the pavement until they reach the gate on Earlshall Road where they will re-enter the premises. This will mean that all staff, pupils and visitors will assemble together in the Key Stage 2 playground.

Following an evacuation, when the school community has assembled, the Headteacher (or other person in charge) will direct further movement, following consultation with the Emergency Services personnel if the particular situation dictates.

If the school premises need to be evacuated, the children will be escorted in their class groups away from the area. We will walk to one of the nearby schools, depending on the direction in which we have to move. Likely schools will be Deansfield Primary or Eltham Church of England Primary. Agreements have been made with these schools.

The Headteacher (or other person in charge) is responsible for ensuring evacuation procedures occur smoothly and in the best interests of the safety of the people affected. The “other person in charge” may be a member of the Senior Leadership Team or the Premises Manager.

In a classroom emergency, the staff member in charge of the group is considered the Headteacher’s delegate.

In each situation the person in charge needs to follow the basic evacuation procedures outlined in this document, and then to make decisions about further action; e.g. evacuation to a more distant site or lockdown. All members of the school community are expected to comply with the directions of the person in charge in the interests of order and safety.

3, In the event of lockdown

Some emergencies may require staff and pupils to shelter within the school building if, for example, there is an environmental hazard (such as smoke plumes or toxic alert) or we need to prevent an intruder from causing harm to pupils and staff. The signal for a lockdown is an announcement via the Softros LAN Messenger which is installed on all computers. In addition, the Headteacher will instruct the school office staff and all other available staff to take the message to all rooms in the building. The

office staff will also be responsible for locking all external doors in the main building. They will telephone across to the Sports Hall and Delta Building if they are in use. The adult in charge in these spaces takes the responsibility for locking the external doors and ensuring the children do not touch the “push” bars on the emergency exit doors.

If lockdown is necessary whilst children are outside, the bell will ring as usual and the children will walk into their rooms in the normal manner. The children will not be informed of lockdown at this time as it may lead to heightened anxiety.

Windows will be closed and blinds will be lowered, if required.

Emergency services will be contacted immediately and advice will be sought.

4, Supporting Children with Special Educational Needs

Children with impaired mobility are subject to a risk assessment which identifies the support they will require in the event of an emergency procedure.

Children with impaired communication will have prior warning of fire drills, if it is deemed necessary. In the event of a real evacuation the staff will use visual cards to assist them with leaving the building, if these are part of the child’s usual provision. Staff must not carry children unless there is a risk to life.

5, Ensuring the Safety of the Public, Contractors and Visitors

From time to time, members of the public, contractors and visitors will be on the premises and they may not have a clear understanding of exit routes. These guests must sign in at the main office when they arrive and sign out when they leave. Maps showing the exit routes are displayed in all rooms and these are explained by the staff member who has designated responsibility for the guests. The member of staff is expected to be aware of where the guests are at all time. As a common-sense rule, members of the public, contractors and visitors are advised to follow children and staff out of the building immediately, should the fire alarm sound.

6, Roles and responsibilities

The Headteacher will take overall responsibility as Emergency Coordinator. Other members of the Senior Leadership Team have authority to take key decisions in the absence of the Headteacher.

All other available staff members at the time of the emergency will support the Emergency Coordinator. The Premises Manager and Senior First Aider will work in consultation with the Emergency Coordinator and offer advice. The local authority will be contacted via the current Improvement Partner (named on the contact list in the school office) or if they are not available, through the general switchboard number. Briefings during the emergency will be held in the staff room or online via Zoom, if possible. It is important that, depending on the nature of the emergency, a shift pattern may have to be set up during the incident between staff in order for them to stay focused and clear. As soon as possible, an Emergency Incident Log

should be kept, up-dated and shared. This will be useful in reviewing actions taken. The log should include reasons why decisions were made.

7, Responding to emergencies

Public health incidents (for example, a significant infectious disease)

If pupils or staff suffer from any communicable disease or there is a significant risk of such a disease being brought onto school premises, Royal Borough of Greenwich (RBG) public health department will advise the school of any precautions that are required.

Severe weather

Severe weather such as a hurricane is rare in the UK as they require much higher sea surface temperatures to develop than exist close to the UK. However, the UK is sometimes affected by extratropical storms as they move to higher latitudes. In cases of severe weather, staff and pupils must remain inside and stay at the lowest level of the building if possible. They must stay away from windows and blinds should be lowered. Staff and pupils should take shelter under tables if necessary. We will endeavour to contact parents and carers if it is not deemed safe for them to collect children at the usual times.

Serious injury

In the case of a serious injury the Senior First Aider will carry out an assessment and administer first aid inline with their training. Emergency services will be called immediately from the site of the injury so that advice can be taken and actions taken as directed by the emergency services representative. The parent / carer (for a child) or emergency contact (for a staff member / visitor – if known) will be contacted immediately.

Suspicious packages

Any suspicious package is treated as a threat until proved otherwise. When a package is believed to be suspicious, the school will follow these guidelines:

- Do not touch any suspicious items.
- Move everyone away to a safe distance.
- Prevent others from approaching
- Communicate safely to staff, students and the public.
- Notify the police.
- Ensure whoever found the item or witnessed the incident remains on hand to brief the police.

Bomb threat

Bomb threats are always to be taken seriously, even though the majority of them turn out to be hoaxes. All staff need to be aware of the actions to take if they receive a call from someone claiming to have information about a bomb. Bomb threats can come from a variety of sources, including truants, former pupils or strangers. A threat is more likely to be real if:

- A codeword is used that is known to the police.
- The police are aware of potential terrorist activity in the area.
- The threat is specific rather than general.

- The threat is credible.

Whilst it is not reasonable for staff to assess the accuracy or validity of a threat, employees should record as much detail about the call as possible; this information will prove useful to the police. A bomb threat is a crime so even if employees are confident the call is a hoax they must still report the incident to the police. The person receiving the call should;

- Keep calm.
- Try to obtain as much information as possible from the caller (Where is the bomb? What time will it go off? What does it look like? Why are you doing it?)
- Use the 1471 facility if possible/available.
- If possible, ascertain whether the caller:
 - is male/female
 - is rational or not/intoxicated or sober.
 - has a distinctive accent/noticeable speech impediment.
 - finding this amusing/laughing.
 - is using a mobile/land line
 - is in an identifiable location - are there background noises – indicating public place/near traffic/place of entertainment.
 - as soon as possible, the police must be notified and a course of action agreed. If a decision to act is made, then usual evacuation / lockdown procedures will be followed.

Significant damage to the building

If fire or structural incident requires temporary structural supports to the building, a risk assessment will be carried out by school leaders and RBG and the actions will be implemented. In the event of school closure, school leaders will liaise with RBG on the provision of alternative premises and/or how to deliver learning remotely.

Disruption to normal services

Loss of power or water is likely to impact on the ability to maintain a safe environment. A risk assessment will be carried out and if necessary, there will be temporary closure of the school. Parents and carers will be informed before bringing their children to school, if possible. If an incident occurs during the school day and the risk assessment identifies that the school must close temporarily, we will inform parents and carers and ask for pupils to be collected.

If telecommunications are affected, we will endeavour to use other methods of communication. This will include posting a message on the school website via mobile phone or contacting the Friends of the Gordon committee members to share a message via the WhatsApp groups they have and asking parents to share information.

Cyber incident or data breach

If there is a cyber incident or data breach we will seek advice from Classroom365 (our ICT support provider) and Judicium Education (our GDPR data protection service provider) for advice. We have a Data Protection policy and a Data Breach policy.

Disaster in the local community

Whilst the school may not be directly involved in a disaster in the local community, our role within the community means that families may need our help. We will look to offer this in whatever form is required, including the provision of childcare, a safe, warm and dry place for families to stay and signposting families to agencies that can offer support.

8, Emergencies outside of standard school hours

This policy, as much as possible, should be followed at all times when the school is open and pupils and/or staff are onsite.

If an incident occurs whilst wraparound care is being provided, the manager will contact the Headteacher immediately. In the Headteacher's absence, another member of the SLT or the Premises Manager can be contacted. There is access to the school's systems from the Delta Building. There is access to a telephone in all school buildings so the police can be called.

9, Monitoring and review

Whole school evacuations are performed each term. The expectation is that the buildings should be evacuated within two and a half minutes. The Premises Manager times each evacuation and reports this to the Headteacher. If any issues have arisen which impact on the swift evacuation of the buildings these are discussed at Senior Leadership level and any changes in procedures are reported to the staff.

The Premises Manager keeps a record of the date and time of each evacuation. This is reported to the Resources Committee of the Governing Body termly.

This policy will be reviewed every three years, or sooner if there are legislative changes or if it is deemed that a review is necessary.