

# RED ROSE SCHOOL EMERGENCY PLAN

Updated: October 2017  
Named Person: Gill Makinson

Section 8

7a

Compiled by: Mrs Gill Makinson

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## **Introduction**

Red Rose School strives to maintain its reputation as an excellent educational establishment. We seek to protect the school's resources, including its staff, pupils and visitors, its infrastructure and its intellectual property. Its community support contributes to the positive perception that Red Rose School is working towards creating a safe environment in which to work, learn and play. The purpose of this Emergency Plan is to define the school's response to a major incident. For the purposes of the plan a major incident is likely to be one which involves major site failure or trauma. This plan should be read in conjunction with Lancashire County Council guidance on Health & Safety and the school's Health & Safety Policy.

## **Aims and Objectives**

The aims and objectives of this emergency plan are to ensure:

- Rapid and appropriate action is taken.
- The safety of staff, pupils and visitors to the school/setting.
- Accurate information is provided.
- Normal school routines are maintained as far as possible, giving continuity to pupils.
- Prompt, sensitive and non-intrusive support is offered.

## **Response Procedures**

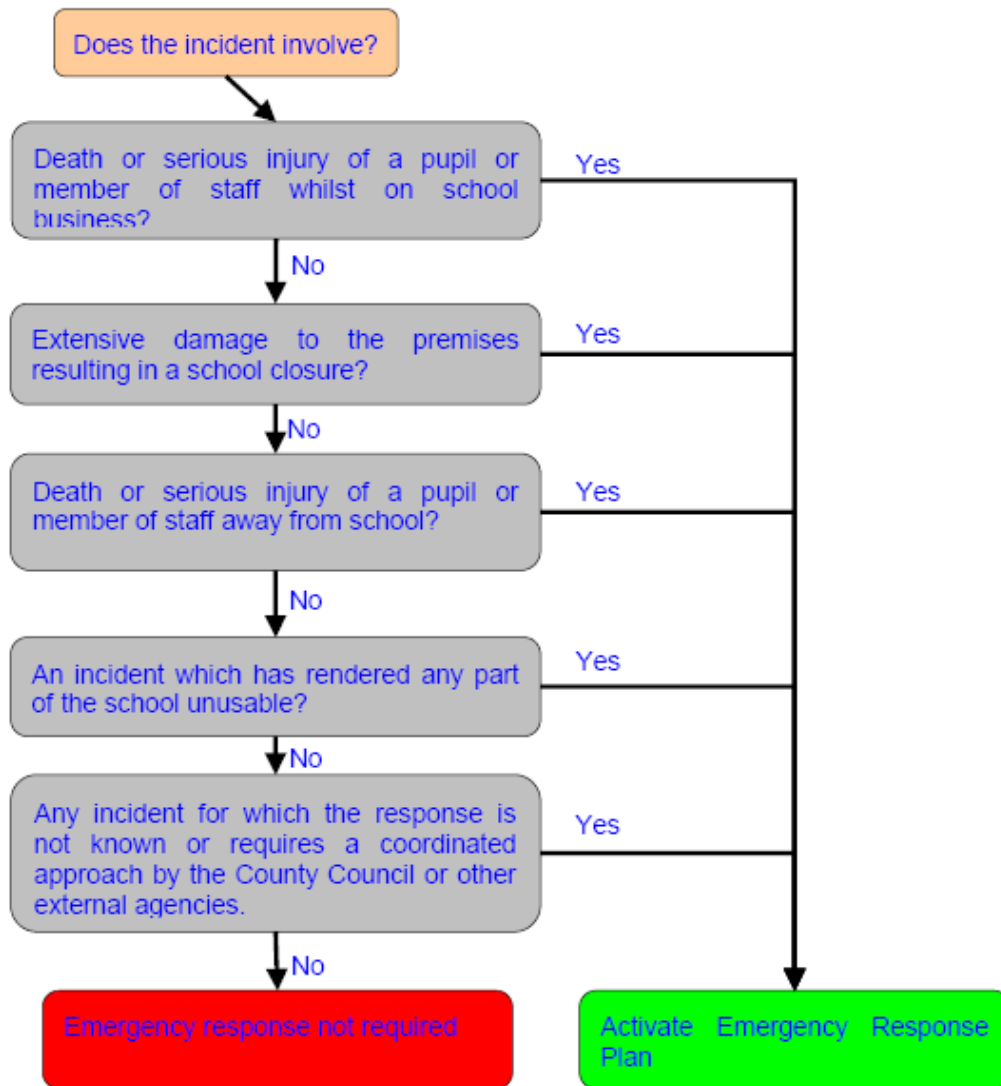
In addition to the procedures and arrangements set out in the school's emergency plan, the school will follow agreed procedures in respect of:

- Educational Visits
- Unavoidable School Closures
- The School's Health and Safety Policy.
- The School's Fire and Bomb Evacuation Procedures.

## **Activation of the Emergency Plan**

The decision to activate the Emergency Plan should be made by the Head Teacher.

The person making the decision should do so by using the following criteria. The judgement must be made on the basis of the nature and scale of the incident as it is presented to them. If in doubt the Emergency Plan should be activated. It can always be 'scaled down' if necessary.



## Roles and Responsibilities

The size, roles and responsibilities of the Incident Management Team (IMT) will vary according to the nature and circumstances of the incident. It will be the role of the Incident Manager to determine the appropriate level of response for each incident and to select the necessary roles to achieve the required level of response.

It is important that the names and roles for members of the IMT are circulated to all members of staff to minimise confusion and risk of duplication of tasks. The key responsibilities of each role within the IMT are covered within this section. As a small establishment some of the roles are undertaken by the same person.

### Incident Manager

- Consider the need to alert other colleagues, external agencies and the IMT.
- Collate all relevant information relating to the emergency.
- Categorise the incident as outlined in this plan.
- Co-ordinate and direct the activities of the IMT.
- Draw up an emergency plan course of action for the specific incident.
- Delegate responsibilities and give task sheets to the IMT.

- Provide a flexible response, based on this plan.
- Keep a comprehensive incident log.
- Consult with the police and the person responsible for liaison with the media about the release of information to pupils, staff, parents/carers and general enquiries.
- To ensure the continued welfare of the staff responding to the incident. Rotate staff duties where appropriate.

### **Deputy Incident Manager**

Assists the Incident Manager.

- Co-ordinates and manages staff in the Incident Management Team.
- Monitors staff welfare and organises staff roster.
- Undertake role of incident manager in the absence of the Head Teacher.

### **Parent/Carer Liaison Officer**

- Advises parents/carers and provides information.
- Provides a point of contact for parents/carers.
- Arranges on-site co-ordination of visiting parents/carers.
- Maintains regular contact with parents/carers where appropriate.
- Respond to the directions of the Incident Manager.

### **Team Administrator(s)**

- Operate telephone lines.
- Help collate information.
- Relay incoming and outgoing messages.
- Provide administrative support to the Incident Management Team.
- Maintain a master log of key events and decisions made.
- Respond to the directions of the Incident Manager.

### **Communications Officer**

- Check that all available communications and office equipment are working in the designated Incident Management Room. Acts as a point of contact for media enquiries and emergency services communications officers (Police would manage all communications if the incident involved fatalities).
- Works with the Lancashire County Council's communications team to prepare media statements.
- Establishment of a central media point.
- Provides basic information about the school. (Pre-written statement).
- Assists with internal communications.
- Respond to the directions of the Incident Manager.

### **Evacuation Officer**

- Evacuate the buildings in accordance with the Fire/Bomb procedures.
- Undertake a roll call.
- Liaise with the IMT and the Emergency Services following the roll call.
- Respond to the directions of the Incident Manager.

### **Teachers**

- Maintain supervision.
- Ensure the safety and security of pupils.
- Provide information and offer reassurance.
- Monitor pupil's physical and emotional welfare.
- Respond to the directions of the Incident Manager.

## EMERGENCY RESPONSE PLAN

### Incident Management Team

Prime Contact	Position	Acronym	Prime Tel.	Alternative
Mrs Gill Makinson	Incident Manager	IM	01253720570	07887350784
Mr Craig Kennerely	Deputy Incident Manager	DI	01253720570	07843155593
Mr Peter Reed	Evacuation Officer	EO	01253720570	07966091099
Mrs Karen Kennerely	Parent/Carer Liaison Officer	LO	01253720570	07540945520

### Stage 1: Incident Evacuation

Ref	Action	Owner
1.1	Evacuate the school – Appendix H	EO
1.2	Call the Emergency Services – Appendix B	IM
1.3	Undertake roll call of pupils, staff and visitors	EO
1.4	Feed information of roll call to attending emergency services	EO
1.5	Assign a manager to care for the welfare of the evacuated person(s)	IM

### Stage 2: Incident Management Team Assembly

Ref	Action	Owner
2.1	Obtain Emergency Support Pack - Appendix G	IM
2.2	Complete Incident Information Checklist with as much factual information as is possible at this time	IM
2.3	Begin Incident Log Sheet	TA
2.4	Choose location for Incident Management Team (IMT)	IM
2.5	Assemble IMT informing attendees of location	IM

### Stage 3: Incident Briefing

Ref	Action	Owner
3.1	Brief the IMT on the current status of the incident	IM
3.2	Determine that the incident requires an emergency response, decision to be documented on incident log sheet	IM
3.3	IMT to assign roles and responsibilities for specific incident	IM
3.4	Agree appropriate identification of IMT (using badges if required)	CO
3.5	IMT members begin their personal incident log sheets	IMT
3.6	Brief all staff and pupils NOT to talk to the media and to direct them to the Communication Officer	IM

#### Stage 4: Activation and Communication

Ref	Action	Owner
4.1	Contact Lancashire County Council as per contact card	IM
4.2	Agree on Incident contact details as per Incident Information Checklist	CO
4.3	Liaise with TA and set-up initial rota for the manning of the telephones	CO
4.4	Agree statement, contact message for parents/carers if required	IM
4.5	Contact and brief Governing Body as appropriate	CO
4.6	If required, contact parents/carers - Appendix I	CO
4.7	Agree external communications required, to whom and in what format	CO
4.8	Carry-out agreed communications	CO/TA
4.9	Set-up reception area/desk for arriving parents/carers	LO
4.10	Ensure continued contact is kept with safe centre	CO

#### Stage 5: Incident Management

Ref	Action	Owner
5.1	Ensure continued contact is kept with Evacuation Point/Centre.	CO
5.2	Arrange times for IMT briefings with attending emergency services (if appropriate)	TA
5.3	Brief Local Authority representative	IM
5.4	Arrange briefing sessions for Teachers, Pupils and Parents/Carers	CO
5.5	If required, arrange for a media centre to be set-up away from the incident	CO
5.6	Ensure continued personal wellbeing of team members – arranging refreshments and cover as required	TA

#### Stage 6: Close of Incident

Ref	Action	Owner
6.1	Arrange with IMT members to hold a debriefing session as soon as is practicable following the closure of the incident	IM
6.2	Collect all individual log sheets from IMT and store together with the incident log sheet	IM
6.3	If required, seek advice from Local Authority or Diocesan/Church Authority minister on special assemblies/funeral/memorial arrangements	IM
6.4	Prepare a joint statement for Executive Director of Children and Young People (involving LCC incident support team as necessary)	CO
6.5	Arrange for a member of staff to make contact with any pupils involved in the incident	CO
6.6	Agree arrangements for the re-opening of the school	IM
6.7	Communicate decision(s) to parents/carers as soon as possible	CO

### Stage 7: Longer Term Incident Implications

Ref	Action	Owner	
7.1	Work with staff to monitor pupils informally	IM	
7.2	Clarify procedures for referring pupils for individual support	IM	
7.3	Be aware that staff may also need longer term support	IM	
7.4	Recognise and if appropriate, mark anniversaries	IM	
7.5	Submit report on incident to School Governing Body (Appendix K)	IM	

**Incident Fact Sheet**

Name	
Position	
Contact Details	
Date	

Incident Details:

Description of incident (What happened?)	
Time and Location details	
Number & nature of injuries and/or fatalities	
Nature & extent of damage to property, vehicles, etc.	
Who has been informed? (eg Governors, Police, Local Authority, Health and Safety Executive, Media)	
What have they been told?	
What other agencies or services are involved?	



## SCHOOL EMERGENCY CONTACT CARD

<b>Name</b>	<b>Position</b>	<b>Daytime</b>	<b>Emergency</b>
Mrs Gill Makinson	Headteacher	01253720570	07887350784
Mr Craig Kennerely	Deputy Incident Manager	01253720570	07843155593
	Lancs County Council		07887830854 07771663498 07767253947 07771663501 07771848643
	Local Newspaper		
	Local Radio		
	HSE	08453450055	

## Unavoidable School Closures

### Local Authority Emergency Contacts

In the event of a major incident, the contact telephone numbers for the designated Local Authority Emergency Officers (24 hours cover) are set out below:

Area	Emergency Number
<b>All Areas</b>	07887 830854
<b>North</b> (Lancaster, Wyre and Fylde)	07767 253947
<b>South</b> (Preston, South Ribble and West Lancashire)	07771 663501
<b>East</b> (Hyndburn, Ribble Valley, Burnley, Pendle and Rossendale)	07771 663498

**PLEASE NOTE:** Any one of these mobile numbers can be used.

### Critical Incident Support Team (CIST)

Bronwyn Gendall Acting CIST Co-ordinator <a href="mailto:bronwyn.gendall@lancashire.gov.uk">bronwyn.gendall@lancashire.gov.uk</a>		Tel: 01772 530107 Mob: 07887 830937
North Area	David Wood <a href="mailto:david.wood2@lancashire.gov.uk">david.wood2@lancashire.gov.uk</a>	Tel: 01524 581200
South Area	Stephen McCoy <a href="mailto:stephen.mccoy@lancashire.gov.uk">stephen.mccoy@lancashire.gov.uk</a>	Tel: 01772 531818
East Area	Yakub Padia <a href="mailto:yakub.padia@lancashire.gov.uk">yakub.padia@lancashire.gov.uk</a>	Tel: 01254 220553

### Liaison and Compliance Team

Liaison and Compliance Team <a href="mailto:spot@lancashire.gov.uk">spot@lancashire.gov.uk</a>	<b>Tel:</b> 01772 531808/ 531810/ 531815/ 531624/ 531893 <b>Fax:</b> 01772 531633 <b>Text:</b> 07826 902534	Answer phone 01772 533643
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**Incident log sheet**

Incident Manager	
Date and Time of Incident	
Nature of Incident	

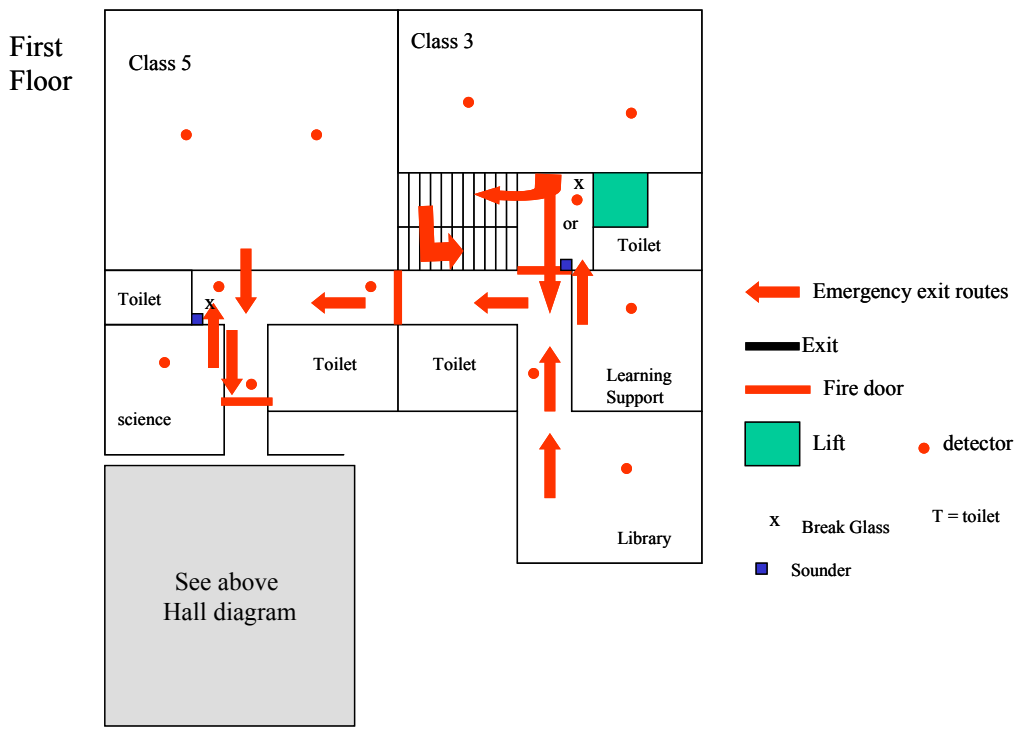
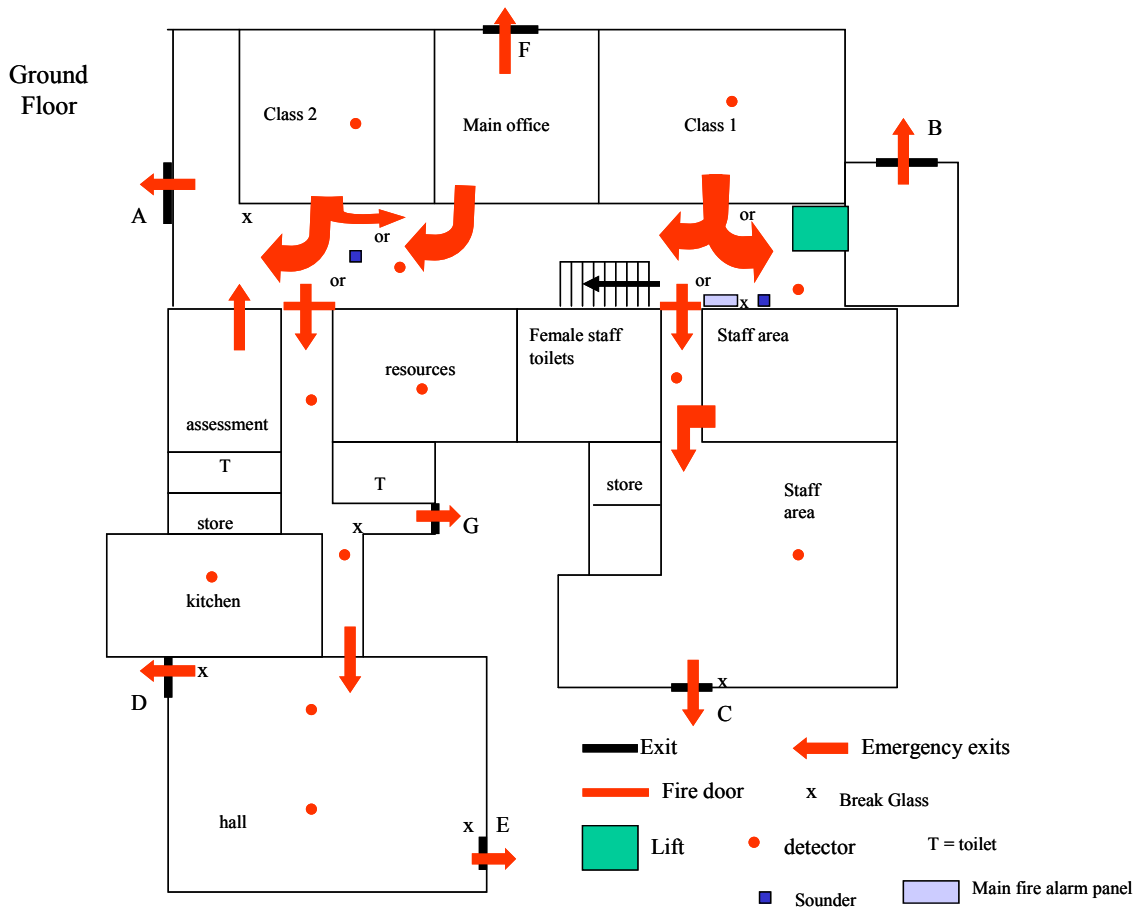
Date	Time	Action Taken	Initial



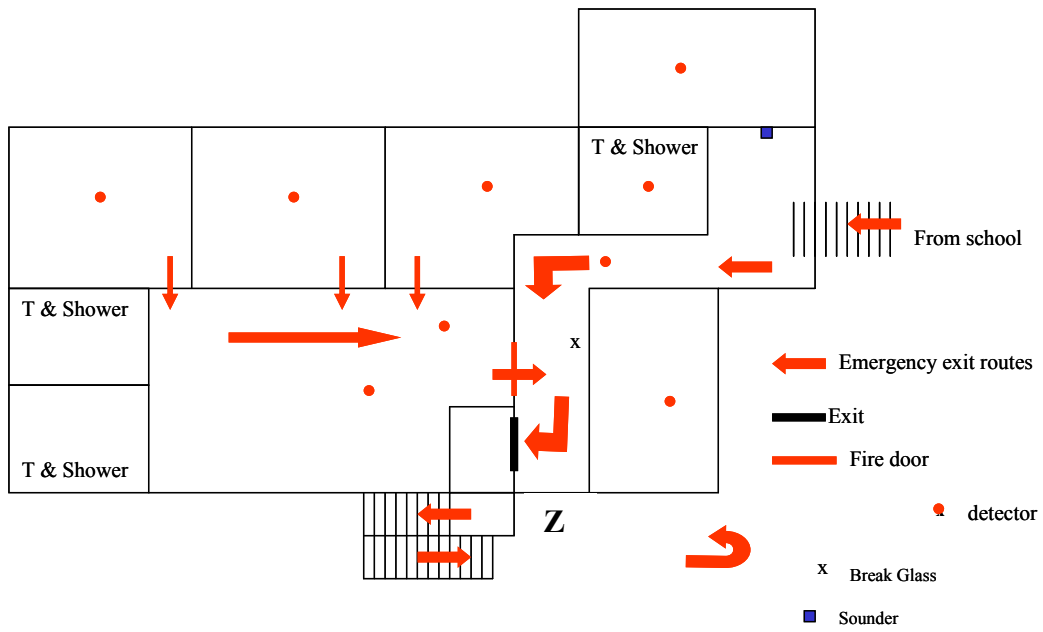
**SCHOOL KEY HOLDERS**

<b>Name</b>	<b>Daytime</b>	<b>Emergency</b>
Mrs Gill Makinson		07887350784
Mr Peter Reed		07540945520

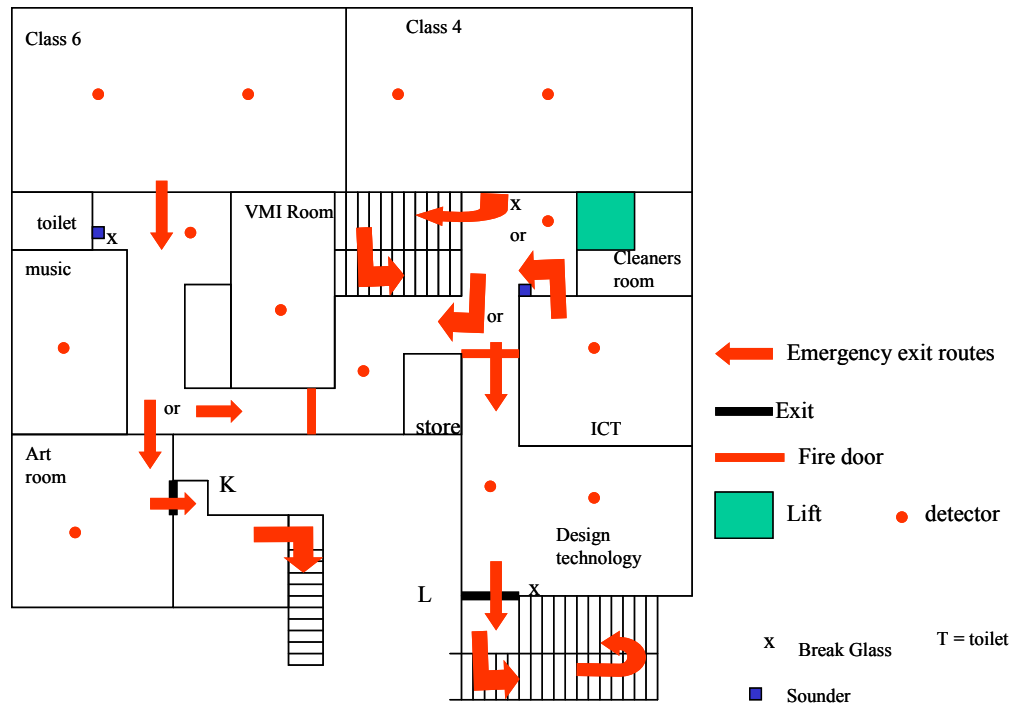
School Layout



# First floor rooms above Hall



# Second Floor



## EVACUATION PROCEDURES

### **Class 1**

Depending on location of fire, persons in Class 1 may exit through A to G

### **Class 2**

Depending on location of fire, persons in Class 2 may exit through A to G

### **Main Office**

Depending on location of fire, persons in main office may exit through A to G

### **Assessment**

Depending on location of fire, persons in Assessment room may exit through A, G, D or E

### **Resources**

Depending on location of fire, persons in Resources room may exit through A, G, D or E

### **Kitchen**

Depending on location of fire, persons in Kitchen may exit through A, G, D or E

### **Hall**

Depending on location of fire, persons in Main Hall may exit through D or E

### **Staff Rooms**

Depending on location of fire, persons in Staff rooms may exit through B or C

### **Class 3**

Depending on location of fire, persons in Class 3 may exit through B, I, L or K

### **Class 5**

Depending on location of fire, persons in Class 5 may exit through I, B, L or K

### **Library**

Depending on location of fire, persons in Library may exit through B, J, L or K

### **Science**

Depending on location of fire, persons in Science room may exit I, B, L or K

### **Class 4**

Depending on location of fire, persons in Class 4 may exit through L, K, I or B

### **ICT Room**

Depending on location of fire, persons in ICT room may exit through Z

### **Design Technology Room**

Depending on location of fire, persons in Design Technology room may exit through L, K, I or B

### **Class 6 & Music Room**

Depending on location of fire, persons in Class 6 or music room may exit through K, L, I or B

### **Art Room**

Depending on location of fire, persons in art room may exit through K or L



## Informing Parents/Carers Letter

Dear Parent/Carer,

You may have heard / It is with sadness and regret that I have to inform you . . . .

(Enter known facts of the incident)

As a school community, we are all deeply affected by this tragedy. I am sure that you will wish to join me and my staff in offering our condolences and sympathy to those affected/to

(refer to individuals/families affected only where it is appropriate to release this information)

I have spoken to all pupils and staff in the school about what has happened and you will need to be aware of the following arrangements that we have now made:

Details about:

School closures.

Changes to timings of school day.

Transport.

Lunchtime arrangements.

Changes to staffing.

Arrangements for specific classes/year groups.

Emotional support.

Provision for further information as relevant.

If appropriate give advice about media contacts..

I think it is important that we all take time to talk with and reassure the children about what has happened. This is likely to be a very difficult time for us as a school community and we will all need to support each other.

We appreciate the expressions of concern we have received, however it would be helpful if parents/carers did not telephone the school during this time so we can keep staff free to manage the situation.

Yours Sincerely

## Arrangements for Supporting Children -Emotional support letter template

Dear Parents/Carer,

As a school community, we have all been affected by the recent tragedy involving

.....

As part of our care and support for the children, we have been able to make arrangements to provide emotional support for the children in the school. We would like to make this available to your child.

This support is likely to consist of staff and professionals from outside agencies talking to pupils in small groups and offering advice and reassurance as appropriate. Please contact me if you have any queries regarding this.

Yours sincerely

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Reply Slip –Emotional Support

I give permission for my child, \_\_\_\_\_ of Yr \_\_\_\_\_ to receive emotional support in school.

Signed.....(parent/carer)

Date.....

Please sign and return this form to the school office.

**Incident evaluation sheet**

School Name:	Date of Incident:
Description of Incident:	
LA contacted:            Yes / No            Name of Contact: _____	
Incident deemed critical: Yes / No	
Action taken by school:	
Description of any external support accessed:	
What worked well:	
What worked less well:	
How could things have been done better:	
Comment on usefulness of school emergency plan:	
Feedback from School Governing Body:	