

Rotherham Metropolitan Borough Council

**Children and Young People's
Services**

**Emergency Planning
Guidance / Plan for
Schools**

School: **Abbey School**

Controlled copy No: **1**

Dated: **September 2017**

Person responsible for keeping details within this plan up to date:

Karen Blakemore, Business Manager

Introduction

This guidance has been put together to assist Schools in ensuring an effective response to an emergency. The legal responsibility for ensuring Schools have effective emergency plans in place rests with the Governing Body and the Head Teacher as they have day to day control of School premises. In addition the Council also has responsibility e.g. Premises Management for the School. The guidance offers specific guidance for dealing with different emergencies and includes a 'further information' section, for each type of emergency for use by schools to input school specific information, contacts etc.

Schools should therefore identify a **responsible person** to:

- Complete the emergency plan and keep it up to date
- Ensure members of staff and governors are aware of arrangements
- Ensure resources required to deal with emergency situations are available
- Ensure there is a structure in place for dealing with emergencies including
- Appointing an Emergency Co-ordinator and Deputy.

Emergencies covered by this guidance include:

- Fire
- Bomb threats
- Floods
- Gas leaks and risk of explosion
- Major electrical fault
- Fuel / chemical leaks
- Disturbance of Asbestos
- Trespassers
- Lockdown procedures
- Snow

The guidance also includes the 'guidance on exceptional school closures' information.

Contact telephone numbers should be kept up to date within this plan. Copies should be available out of hours for emergencies that may impact on the school such as the floods of June 2007. The plan should be issued as a controlled document due to the information it contains such as staff home telephone numbers.

Fire

Each school must have a site specific Fire Risk Assessment and a plan of the building/s on site, for inspection purposes by the fire service which highlights significant risks and control measures. The risk assessment must be regularly reviewed and updated. The Schools Premises Manager will be able to advise/support with this.

The building plan should highlight the location of fire fighting equipment, hydrants and the location of fire exits / escape routes. Fire extinguishers should only be used by staff who have been trained and where they do not put themselves or others at risk.

There should also be appropriate information around school describing the actions to be taken when there is a fire including:

- How and where to raise the alarm on discovering a fire
- Contacting the emergency services
- The location of fire fighting equipment
- The location of fire escapes
- The location of assembly points

If there is ever any doubt about the possibility of a fire the alarm should be activated, emergency services contacted and the building/s evacuated.

Staff should be appointed to act as wardens/marshals in the event of an evacuation e.g. class teachers are responsible for their class. There should be a roll call conducted and the fire service informed of any person unaccounted for.

Personal Emergency Evacuation Plans should be prepared for all persons requiring assistance to evacuate the building in an emergency. These plans should indicate the support the individual requires and any equipment needed. There is a template document available on the CYPS intranet site under CYPS Health and Safety.

Further information - Fire:

See Section 3 of the Abbey School Health & Safety File for LA Fire Risk Assessment, Fire Evacuation Procedures, Abbey School Map identifying Fire Exits and Fire Extinguishers and Fire Evacuation Records.

LA Fire Risk Assessment is dated June 2017

Bomb Threats

In the case of a telephone threat, as much detailed information as is possible in the circumstances, should be sought from the caller. In particular, information about:

- Time/date of call
- What is the location of suspect package
- What time will it be detonated?
- What does it look like?
- Why has the device been placed in School?
- The callers' accent and manner?
- Were there any background noises
- Message – exact words

Although threats may prove to be hoaxes they must be taken seriously

All threats should be reported to the responsible person and or the Head Teacher, who should authorise a call for police advice and assistance. After advice from the police it may be necessary to evacuate the building, this should be co-ordinated by the responsible person/Head teacher. In general the police will advise that the site should not be evacuated unless a suspect package or container is found in conjunction with a telephone threat.

Evacuation of School

- Verbally notify all staff
- Responsible person to leave a distinctive marker near the suspect package (do not touch it)
- Do not use mobile phones or radios whilst in or around the building
- **Do not activate the fire alarm**
- Confirm assembly point with police (this will generally be a much further distance from the building than in the event of a fire – a neighbouring 'buddy' school may be a useful refuge)
- Leave internal doors open and lights switched on
- Leave the building in an orderly manner – ensure all pupils and visitors are accounted for
- Notify neighbouring buildings
- Lock main entrances and place notices in prominent positions
- Nominated person to meet and liaise with police and take appropriate action
- DO NOT re-enter the building until instructed to do so by the police

Further information – Bomb Threats:

Assembly Point – Winterhill School/ youth club at the end of the lane

Floods

Flooding will usually be caused by heavy rainfall, rising river levels, rising water on flood plains or a leak within the building from a supply pipe.

Contractors who would be contacted in the event of flooding should be included within this plan.

The school should have persons available to isolate utility services in the event of flooding.

If the school building becomes unsafe due to flooding the responsible person should instigate the evacuation procedure.

Based on the flooding of June 2007, individual schools will already know if they are vulnerable to the effects of flooding and may need to consult the councils 'Emergency and Safety' section for further advice. (See contact details section for telephone numbers).

Further information - Floods:

Isolation of Safety Valves to ensure there is a map of where they are in the H & S file

Gas leaks and explosion risks

Persons should be named within this plan to isolate gas supply in the event of a gas leak. It may be necessary to discuss this with your Premises Manager, so they can ensure key staff are aware of this procedure.

The relevant statutory body should be notified immediately and their advice followed.

Depending on the severity and location of the leak it may be necessary to evacuate the school. In such instances the assembly point will be the same as for bomb threats.

Ensure that:

- There is no smoking
- Use of naked flames is prohibited
- Use of light switches is prohibited
- **The fire alarm is not activated as this could also ignite gas in the air**

Further information – Gas leaks and Explosions:

Isolation of Safety Valves to ensure there is a map of where these are in the H & S file

Major electrical fault

Should the electricity supply fail within the building, the emergency lighting should operate automatically, enabling people to move around the building relatively safely.

In the first instance the responsible person should ascertain whether the fault is isolated to part of or the whole school or an even greater area. Contact should then be made with the appropriate statutory authority to report the fault.

If a building contains a lift, checks should be made to ensure the lift hasn't stopped between floors with persons trapped inside. If it has the rescue procedure should be activated by the responsible person / lift engineer using the lift telephone / mobile telephone.

IT systems may be affected in the event of a power failure. Contact with the relevant IT specialist should be made to protect stored data etc.

<p>Further information – Major electrical fault:</p>

Chemical / fuel Spillages

There should be emergency procedures in place for dealing with a spillage of chemicals or fuel. For minor spillages 'spill kits' can be purchased (contact the Safety Section for more information on suppliers – see contact details section for telephone numbers).

Procedure for spillages

Ensure that anyone who could come into contact with the substance are kept away from the area.

If the substance is flammable ensure the area is a 'No Smoking/No Naked Lights' area.

Notify the responsible person. If the spillage cannot be contained the responsible person should contact the Fire Service.

Spread common sand or a similar inert material over the spillage to soak up the liquid and make the substance easier to handle. Grit/salt may be used from the 'grit bin' if sand is not available. In science labs appropriate 'spill packs' should be provided.

In particular attempts should be made to prevent spillages reaching drains. The responsible person should ensure that waste materials are disposed of correctly. (For further information contact the Property Environmental Manager).

Major Spillages

Examples of a major spillage include a burst petrol tank on a car park, fuel or chemical tanker leaking on site.

Isolate the area as described previously and if possible spread sand in the area between the spillage and drains to prevent pollution of water courses. Contact the responsible person who should dial 999 and give as much information to the fire service as possible. Follow the advice given by the fire service or police with regard to the safety of pupils and staff.

Further information - Chemical / Fuel spillages:

There are no chemicals on site

Damage to materials that may contain Asbestos.

The Schools Premises Manager will have conducted an Asbestos survey of the School and highlighted on plans the areas where Asbestos may be present in School. Not all School buildings will contain Asbestos, as this will largely depend on the age and type of building. (See guidance on Asbestos in buildings on the CYPS intranet site – under CYPS health and safety and under health and safety - corporate)

Unless evidence exists to the contrary, assume that materials disturbed may contain Asbestos. The responsible person should be contacted and the following procedure activated:

Segregate the area.

Lock off contaminated areas if possible.

Put up appropriate 'No Entry' signage, and inform colleagues immediately.

The responsible person should contact the Safety Section and the Premises Manager as soon as possible for further advice and guidance.

Further information - Damage to materials that may contain asbestos:

Asbestos File is located in the Reception office.

Trespassers on Site

Schools are not places to which members of the public are entitled to have access. Any person who enters without permission or reason to be on site is a trespasser. Trespassers may therefore be asked to leave. Trespass is not a criminal offence, but may be dealt with through the civil courts. However if a trespasser refuses to leave School premises, or enters after being required to leave, their behaviour may give rise to a criminal offence under section 547 of the Education Act.

Schools may take the following steps to clarify the position regarding trespass:

The Schools security strategy should make clear that nobody has unrestricted right of access to the School Premises, except those who have a statutory right to enter for certain purposes e.g. Emergency Services, OFSTED, HSE.

The Head Teacher and/or the Governing Body may post notices at entrances to the premises clarifying the terms on which people may enter, notices should of course be welcoming, but also specify that:

- During the day, parents should act as visitors to the School, complying with appropriate School arrangements.
- Visitors should present themselves to specific reception points, with a route indicated where necessary.

Procedures for suppliers, contractors and deliveries should be clearly indicated

Those who have a broad permission to enter e.g. Staff, contractors, out of hours users, can be informed in writing of any limitations in terms of time and place to which their permission extends.

Powers to remove Trespassers

Only certain people can remove trespassers from School premises or anyone whom they reasonably suspect is committing or has committed an offence under section 547. These are:

- A police constable
- A person authorised by the local authority
- A person authorised by the Head Teacher/Governors (in certain Schools)

Excluding Parents from School Premises

Where a Head Teacher is seeking to exclude a parent from School premises, the parent should be afforded the opportunity to provide a written reason why they should not be excluded, before a decision is made by the Head Teacher. Head Teachers should be aware of a parents' right to enter school premises to collect their child.

Further information – Trespassers on site:

Lockdown Procedures

This is the term given to keeping pupils safe by keeping them indoors, in their classrooms or other safe locations. An example of when a lockdown may be appropriate is where there is a serious threat from an intruder carrying a weapon on or around school premises.

It may be necessary to develop a specific signal for a lockdown such as multiple rings of the school bell etc. and to ensure all staff are aware of the signal. The lockdown procedure is a 'protect in place' procedure so that you can ensure you have control of the children at all times.

- Activate the lockdown signal.
- Ensure all pupils are in their classrooms or designated safe area.
- Keep all pupils in designated safe areas until given the all clear from the police.
- Consider locking or wedging classroom doors if necessary, close windows and blinds.
- Keep pupils seated and away from windows and doors. There may be circumstances where it is necessary to sit on the floor or under desks.
- Teachers will need to maintain a calm atmosphere (as best they can in the circumstances) and keep alert to the emotional needs of pupils.
- Try to keep pupils engaged in a quiet activity or game.
- Do **not** allow anyone out of the classroom during a lockdown procedure under any circumstances.
- Teachers should remain with their pupils at all times.

This procedure has saved the lives of children in American Schools during shooting incidents and also at Dunblane.

Further information – Lockdown procedures:

Snow affecting the site

Following the heavy snowfall of January 2010 a review was undertaken within RMBC due to the number of school closures.

Recommendations from the review include:

- Schools ensure adequate stocks of salt/grit are maintained on the school site.
- Schools consider a later opening (to allow more time for gritting/salting to be completed and staff travelling to work have additional time to complete their journey) as opposed to closure.
- Unsafe areas of the school site are cordoned off / pupils are restricted from these areas.
- Schools consider the minimum staffing requirements in advance to maintain a school opening and consider where staff live in relation to school.
- Schools consider all avenues of communication to parents / carers of pupils including technology e.g. text alerts etc.

Further information – Snow procedures:

Information required by CYPS when closing School.

(This will enable CYPS to provide support / assistance where necessary).

Name of School

Person informing CYPS of the closure

Reason for closure

Number of pupils affected

Contact with Emergency Services

Damage to the premises or property

When the school will re open

Have School Meals service been notified

Has the CYPS Communications Officer been informed?

Have local radio stations been informed / have parents been informed

Has the schools RMBC Building Manager been informed

Any other relevant information.

GUIDANCE ON EXCEPTIONAL SCHOOL CLOSURES

1. Introduction

- 1.1 This circular details the procedures to be followed in emergency circumstances which may result in the closure of educational establishments. Examples of such circumstances include severely inclement weather, abnormal temperatures, burst pipes and disruption to fuel, power or water supplies. The length of closure may vary from an early closure with a return to normal on the following day to a closure for one or more full days.
- 1.2 The guiding principles in such circumstances should be the safety and welfare of pupils and the minimum disruption to the normal education service. Inconvenience, discomfort or travel delay, do not necessarily constitute good reason for an early closure.

2. Advice to Parents

- 2.1 Parents should be periodically reminded, for example by letter and through the school prospectus, that there may be occasions when emergencies make it necessary for pupils to be sent home prematurely and that in these circumstances parents should have advised their children of the care arrangements.

3. Early Closure

- 3.1 Early closure should be considered only when the circumstances are such that it is impossible to continue to make reasonable provision for pupils. Head Teachers should make every effort to provide education for as long as possible and for as many pupils as possible. Where feasible, consideration should be given to partial rather than full closure.
- 3.2 When considering early closure, Head Teachers should give paramount priority to the health and welfare of pupils. All arrangements should ensure the standard of care for each pupil as would be expected of a prudent parent. Arrangements should take account of the age, ability and capacities (physical and mental) of the pupils concerned; the location of the establishment in relation to pupils' homes, road traffic and other hazards; the home circumstances of the pupils and any other emergency arrangements.
- 3.3 No primary aged pupils should be sent home without ensuring that an adult's presence is available. In the absence of parental acknowledgement or consent to the amended time of dismissal, or acceptance of responsibility for the reception of the pupil by an adult nominated by the parent as an emergency contact point, supervision and care must be provided until such arrangements are made or until normal dismissal time.

- 3.4 Pre-five children must not be sent home. Parents or emergency contacts must collect children.
- 3.5 If, after considering all of the above factors, the Head Teacher still feels that there is no alternative to early closure, the proposed action should be taken:
1. If the decision to close is before the start of the school day, local radio stations should be informed as soon as possible to notify parents (telephone numbers are in appendix 1). Schools should also give consideration to the utilisation of technology to inform parents e.g. text alert systems, **RMBC electronic notification** (information is then uploaded on to the RMBC website) etc.
 2. The school needs to inform facilities management and CYPs **School Organisation** – (see telephone numbers appendix 1).
 3. Parents should be informed of the reason for closure and when pupils should return to school.
 4. Consideration should be given to the health and welfare of staff. However, the authority expects staff to remain at work wherever possible. In all cases it is essential to retain during normal school hours a nucleus of staff including senior staff to look after children for whom alternative arrangements cannot be made, to deal with enquiries and to maintain contact with Children and Young Peoples Services.

4. Full Day or Extended Closure

- 4.1 In more extreme circumstances than those resulting in an early closure it may be necessary to consider the closure of an establishment for one or more days.

These may include emergencies such as fire, burst pipes and heating or power failure which occur out of normal school hours with the result that unless immediate remedial action is taken the school will be unable to open.

Consideration should also be given to how education can be provided to pupils in these circumstances e.g. setting homework using electronic Communications e.g. Emails to parents / pupils, texts, via the school website or by telephone.

- 4.2 In such cases it is essential that immediately the emergency is discovered. Contact is made with LA Facilities Management (Tel. 01709 822 838) and/or your LA Premises Manager. If facilities management are unable to take steps to allow the establishment to open they will contact the head of service or relevant manager who will agree with the head Teacher what action will be taken.

4.2.1 Closure for one or more days may also require consideration in situations such as abnormal severe weather conditions or disruption to fuel supplies. Such circumstances could affect large numbers of establishments at the same time. Consideration should also be given to the impact on the local community and schools should consider a later opening time as opposed to closure in the first instance where appropriate e.g. to allow more time for snow clearance etc.

4.3 Where large numbers of schools are affected, the Rotherham Council website will be regularly updated stating the affected schools. Up to date information from schools is needed to ensure the correct information is broadcast on the website.

4.4 Access to Schools

Caretakers must keep stocks of salt and gritting material available. As soon as treacherous conditions develop, gritting and/or salt scattering should be carried out. Head Teachers should take all possible action to ensure that access for fuel deliveries and for pupils and staff is not made impossible by snow or ice. Where the caretaker is unable to keep access open, Children and Young Peoples Service should be informed without delay.

4.5 Communication with Parents

Head Teachers should consider how best to ensure good communication with parents. They should make every effort to advise parents in writing of the reasons for closure and indicate the methods by which they will be informed of the date for the reopening of the establishment. These methods will normally include local radio and press.

Head Teachers should also inform parents of the establishment telephone number and where possible the hours during which parents may telephone the establishment for information.

The importance of good communication with parents and the general public cannot be over-emphasised and Head Teachers should use every means at their disposal, for example notices in local shops and announcements in churches/mosques to ensure that the community is aware of the up to date situation. It is essential that Head Teachers regularly update information about pupil emergency contacts as part of the establishment communication policy.

4.6 Attendance of Staff

The arrangements for staff attendance will depend on the situation in each establishment. While the welfare of pupils and the requirement to maintain the maximum possible educational service remain paramount, responsible consideration must be given to the welfare of staff. Where conditions allow, staff should be asked to attend and work as normal a

day as possible. It is important that teaching and support staff be treated equitably. Where it is impracticable for all members of staff to attend, a nucleus of staff should be present during normal working hours to deal with enquiries and maintain contact with Children and Young Peoples Services. At the very least every effort should be made to ensure the presence of a senior management member and caretaking staff.

- 4.7 The following applies to all staff with regard to absence due to inclement weather:-

When the weather is sufficiently inclement to cause difficulties but staff manage to report for work personally at any time during that day it will be regarded as if they had worked a full day. Where staff do not appear for work, the school governing body will need to determine whether or not they are paid.

Further information – Closing the School procedures:

1. Taxis are to be contacted to ensure they can all come early to pick the children up.
2. Parents are to be messaged to contact school so we are sure they have the messages. Office staff on hand with a – z and tick off when parents have contacted school to make sure someone will be in. Parents who don't contact us, we will try to contact them.
3. A list of transport will also be ticked with the pupils that are ok to go home.

Appendix 1**Useful Telephone Numbers**

Department	Contact	Tel. Number
RMBC Switch board		01709 382 121
Radio Sheffield		0114 267 5440
Radio Hallam		0114 209 1010
Rother F.M		01302 341 166
School Organisation	Dean Fenton Dean.fenton@rotherham.gov.uk	01709 254 821
School Organisation	Christopher Stones Christopher.stones@rotherham.gov.uk	01709 254 831
RMBC Emergency and Safety Team		01709 823 720 01709 823 876
Snow clearance companies	Greenacre Landscaping George Hursts Hather Plant Hire	07850479838 01709 582 139 01709 528 585
Facilities Management	Lynn Newby Lynn.newby@rotherham.gov.uk	01709 822 838
		01709 822 837
Press Office		01709 822 732
Communications	Steve Pearson	01709 822 641
School Meals	Ron Parry	01709 822 300
Transport	Rotherham	01709 334 322
	EDS-PassengerTransport@rotherham.gov.uk	
Transport	Sheffield	0114 273 6195
	transportservices@sheffield.gov.uk	
Transport	Barnsley	01226 773 584
	schooltransport@barnsley.gov.uk	

Other Useful Contact Information

RMBC Building Manager	01709 823 723
RMBC Health and Safety	01709 823 720 01709 382 121 ext: 3720
RMBC Emergency Planning	01709 823 876 01709 823 870
Press Office	01709 822 732
CYPS Communications Manager	01709 822 641
Police non Emergency	0114 220 2020
Fire Service non Emergency	0114 272 7202
Flood line	0845 988 1188
Yorkshire Water	08451 242 424
Health Authorities	01709 302 000
NHS Direct	111
Social Services	01709 823 907
Travel Line	01709 515 151
Transco	0800 111 999
Yorkshire Electricity	08451 242 424
Dangerous Structures	01709 823 164
Electricity Power cut information	0800 169 2996
Electricity Provider (N Power a/c 37840514)	0800 073 3000
Isolation Switch Location
Gas Provider (British Gas a/c A3641123)	0800 111 999
Isolation Valve Location
Water Provider (Yorkshire Water a/c 800286278)	0345 124 24 24

Stop Tap Location 

Persons Appointed to Isolate utility services
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Location of Fire Assembly Point: **Covered Sports Arena**

Location of - Assembly Point for bomb threats/major gas leaks etc:



Contact details for bomb threat/major gas leak Assembly Point:







Staff and Governor Contact Details: