



Emergency Response Policy

Mission Statement

We are a Church school and through our distinct Christian values we enrich the lives of our children and create an environment where there is opportunity to "Let Your Light Shine" (Mathew 5:16)

Our values are brought to life through our Love of Learning; our Faith; our Respect and our Partnerships.

Love of Learning - We provide an inclusive, meaningful, enjoyable curriculum to inspire and encourage pupils to reach their full potential. We nurture the social and emotional development of all our pupils and teach them how to stay safe and lead healthy lives. We develop their confidence and independence and encourage them to question and reason rationally.

Faith - We are proud to be a Church of England School. We promote the values and beliefs of the Christian faith whilst respecting and celebrating the beliefs and cultures of others.

Respect - We develop each child's sense of self-worth as well as their sense of responsibility. We encourage children to value diversity and the wonder of creation.

Partnerships - We work together with our families, the Church and the local and wider community, valuing their support.

HEADTEACHER: Mr Chris Burman

CHAIR OF GOVERNORS: Mrs Sue Owen

This policy is reviewed annually by the Local Governing Body (LGB).

Policy reviewed by the LGB

September 2023

Policy Links: Health and Safety

INTRODUCTION

An emergency is an event which disrupts the normal running of the School.

Emergencies include accidents, fire, explosions, bomb threats, violence or any other major external incident.

An emergency would normally involve threats to the safety, loss of life or destruction of the premises.

Emergencies may happen inside the School or outside it, during the School day or out of hours.

In accordance with Health & Safety statutory requirements it is the responsibility of the School to have a plan in place for responding to emergencies, to ensure that it is reviewed regularly, to ensure that the relevant people are aware of its existence, contents and implications, to keep the plan safe and to identify responsibilities within the Plan.

TYPES OF EMERGENCY

A major emergency in a School can arise out of many different events, e.g.

- A serious accident involving children and School personnel on or off the premises.
- A violent intrusion onto School premises by malicious person, either in person or by means of arson or a bomb.
- A School building becoming unsafe as a result of fire or structural damage.
- A release of hazardous substances (chemicals) near or on the School site.
- Severe weather such as floods, high winds, extreme storms etc.
- Epidemic (e.g. meningitis, legionnaires disease, flu, Covid).
- The death or major injury of a child, staff member or governor (through accident, suicide or murder).

Other events may also be deemed to be emergencies in Schools because of the impact they have on teachers, pupils or other staff, sometimes for a protracted period of time.

Such events could be:

- An incident in the community which is seen or experienced by pupils or staff.
- An incident affecting relatives of pupils and which is known about within the School.
- An incident affecting a nearby comparable School.

The main threats are perceived to be:

- The loss of buildings/parts of buildings by fire, storm, damage, etc.
- The failure of major utilities - electricity, gas, water.
- The loss of School data/records/expertise by fire, storm, theft, loss of key personnel, etc.
- The loss of equipment, particularly computer equipment, by fire, storm, theft, etc.

Prevention of Threat:

Fire, storm etc: all normal procedures must be regularly followed, equipment maintained and serviced and personnel trained on their use: e.g.

- Emergency evacuation drills held regularly (for fire/other emergency).
- Fire extinguishers regularly serviced.
- Fire doors kept shut.
- Litter kept to a minimum and bins emptied regularly.

- Hazardous material kept in secure storage.
- COSHH assessment regularly updated.
- Buildings kept secure and water tight.
- Site kept secure.
- Security systems (fire alarms, intruder alarm, access control) maintained in good order.

Theft: all normal procedures must be regularly followed:

- Buildings and equipment kept secure.
- Site kept secure.
- Security systems maintained in good order.
- Staff vigilance.

Loss of records: The server is backed up using an online backup service which is provided by the internet provider. There is also a USB hard drive that is plugged into the server that provides a local backup as well.

Loss of key personnel:

- Senior Management Team to take responsibility in absence of Headteacher.
- Key financial procedures can be accessed from the Chief Operating Officer at the Wessex Learning Trust.

Security of equipment and assets:

This should include:

- All equipment records in the relevant assets register and inventories with up-to-date records and values.
- All valuable equipment clearly marked with the School asset security label where possible
- Where possible, equipment fixed to surfaces, or kept in single location.
- All software inventories kept with up to date values and details.
- All central computing facilities and services regularly backed up.
- All computers and projectors are shut down at the end of each day.
- Vigilant site and building security.

The following people have a copy of the SCHOOL EMERGENCY PLAN:

The Headteacher:	Mr Chris Burman
The Senior Teacher:	Miss Hayley Richens
The Chair of the Governing Body:	Mrs Sue Owen
The School Secretary/Finance Officer:	Mrs Sally Field
Emergency Key Holder	In.Cleanz

The full postal address of the School:

Brent Street, Brent Knoll
Highbridge, Somerset TA9 4EQ

CONTACT NUMBER:

School Office: 01278 760546

DESCRIPTION OF SCHOOL

The School is a single-story building, with 2 pedestrian entrances off Brent Street.

There is a small Portakabin classroom and various storage sheds/structures and a pre-school classroom in daily use.

A car park is located at the south of the site, with direct access to Brent Street.

There are fire doors and emergency access from the School hall.

There are 2 external doors for use by pupils in addition to the main entrance, and emergency doors from each classroom (Unicorn, Phoenix, Griffin, Kitsune & Pegasus).

The exit from Pegasus classroom is via the School hall to the main entrance and the external door from the School hall.

The age range of pupils is 2 to 11.

The number of pupils on roll on any one day in January 2022 is a maximum of 160, including the pre-school.

Pupils are all able bodied. None of the current pupils have physical disabilities that would prevent them leaving the premises unaided.

IDENTIFIABLE RISKS

- School kitchenette.
- Proximity of M5 motorway Junction 22.
- Loss of utilities (water, electricity or gas) supply.

INVENTORY OF USEFUL RESOURCES

- FIRST AID KITS in STAFF ROOM and SCHOOL OFFICE
- TORCH in the School Office
- FIRST AIDERS: Mrs J Sinnott & Mr C Burman, plus others,

TYPES OF EMERGENCY

1 Risks within School site:

The School has restricted access to all external areas. The doors and gates are kept locked whilst staff and pupils are on site and can only be opened manually from within or by using the access pads or codes.

Fences around the perimeter are high enough to deter easy access to the grounds.

The School car park gates normally remain open, as it is fenced off from the rest of the School grounds, to which there is locked gated access from the west of the car park.

2 Risks to pupils/staff:

Records are kept of pupils who are subject to court orders and who may not be approached by named individuals.

3 Known risks in the community:

M5 motorway is within 2 miles of the School. Accidents on the M5 can cause severe traffic congestion in the surrounding area, which may delay children and staff getting to School or leaving at the end of the day. Loss of utilities (water, electricity or gas) supply is likely to require the School to be closed for health & safety reasons.

ACTION TO BE TAKEN IN THE EVENT OF AN EMERGENCY

Emergency Procedures

Phase One

During School Day:

Full emergency procedures are in every staff handbook and displayed in each room.

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| 1 Hit a fire alarm call point: | Various locations |
| 2 Contact fire brigade, give precise details
(and ambulance if necessary): | Headteacher or School
Secretary/Finance Officer |
| 3 All personnel evacuated to assembly point
and roll call taken (visitors): | All staff |
| 4 Receive emergency services, and direct
towards problem on arrival: | Headteacher |
| 5 Administer first aid (if required): | First Aid trained staff |
| 6 Shut down electricity and gas (and water) | Head/staff with Fire Brigade |
| 7 Contact Somerset County Council
and Wessex Learning Trust: | Headteacher |

Outside School hours:

- | | |
|--|---|
| 1 On receiving call from monitoring station: | Emergency key holder |
| 2 Contact Headteacher: | Emergency key holder |
| 3 Arrive at School - call ambulance if required: | Emergency key holder |
| 4 Communicate with Fire Brigade: | Emergency key holder -
direct to problem |
| 5 Administer first aid if required: | Ambulance |
| 6 Shut down electricity and gas and water: | Premises staff with Fire
Brigade |
| 7 Contact Wessex Learning Trust: | Headteacher |

Phase Two

During School Time and Outside School Hours:

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|--|-------------|
| 1 Fire Officer advise on state of buildings: | Headteacher |
| 2 Decide on best course for pupils: | Headteacher |
| 3 Protect rest of School, staff, visitors: | Headteacher |

Phase Three

- | | |
|--|-------------|
| 1 Set up Disaster Recovery Team meeting
(time and place): | Headteacher |
| 2 Contact governors, insurers, press etc as
appropriate: | Headteacher |

Recovery Plan:

To follow phases 1 and 2 of the Emergency Procedures

During this phase the Disaster Recovery Team is responsible for all actions on the site and parts of the site may only be released for School activities after they have confirmed that it is safe and reasonable to do so.

Priorities for Disaster Recovery Team:

- a) Establish communications: telephone, e-mail, etc.
- b) Establish a control room base.
- c) Check all buildings are safe and secure.
- d) Assess damage.
- e) Liaise with Somerset County Council officers and Wessex Learning Trust.
- f) Assess how much of the School can be used, who should use it and when.
- g) Look for temporary accommodation.
- h) Assess equipment shortages.
- i) Look for temporary equipment replacement.
- j) In the event of a major incident, implement a computing recovery plan.
- k) Take advice from engineers, insurers, loss adjusters, on state of damage and ways to restore.
- l) Make (temporary) repairs to consolidate the situation.
- m) Demolish unsafe areas.
- n) Salvage and clean items which can be salvaged.
- o) Make plans for parking/delivery of pupils, etc to site.

Incidents at School:

EVACUATION FROM THE BUILDING - Assembly Point is at the front of school. (There is an alternative point being at the west end of the School sports field and thereafter into the rear field if required, to which staff have access via a locked gate (key held in office)).

EVACUATION FROM THE SCHOOL SITE - is the car park on to Brent Street.

Sheltering at School: in the event that we are advised to shelter in the building, the children will be accommodated in the School hall and the classrooms which have access to toilets and water. There are chairs and tables for use, and some mats for the children to lie on if necessary.

Water is accessible in the nearby School kitchenette and in classrooms. There are fire doors for quick exit if required. Note: There are no foods held in stock in the School.

INCIDENTS WHICH HAPPEN TO STAFF AND PUPILS OUT OF SCHOOL

On School trips/visits:

The teacher in charge carries a mobile phone with all emergency numbers on it so speed dialling is possible.

The teacher has a class list with them so they know who is on the trip.

The teacher carries contact telephone numbers for all parents so individuals can be contacted quickly.

The teacher carries copies of medical information so they can be passed on in the event of a medical emergency.

The School Office has the mobile number of the staff member responsible for the trip and other staff on the trip.

The School Office has contact numbers and copies of PIN sheets for all pupils.

Parents and staff are advised to store School contact numbers in their phones for emergency use, or to inform the School of incidents.

CONTACTS LIST

Staff will communicate via e-mail and the telephone contact list (updated termly).

The Headteacher will be responsible for e-mailing governors to keep them informed.

Contact	Name	Daytime telephone number	Evening telephone number
Headteacher	Mr Chris Burman	07854 262435	01278 663432
Deputy Headteacher	Miss Hayley Richens	07934 888682	07934 888682
Chair of Governors	Mrs Sue Owen		07876829176
Emergency Key Holder	In.Cleanz	07813 469905	07813 469905
Emergency Services	Fire, Police or Ambulance	999	999
SCC Emergency Planning Officer	E-mail: civilcontingencies@somerset.gov.uk	0845 345 9188 SEE APPENDIX 1 FOR DETAILS ON ACCESSING SCC SUPPORT	
Wessex Learning Trust	Mrs Jane Hutton/Mr Gavin Ball	01934 745360	
School staff: See appended staff contact list. A contact chain will operate with each teacher taking responsibility to contact other on the list in order to pass on information.			
Pupils: See pupil information files in School Office.			
Parents: See pupil information files in School Office.			
Vicar of Three Saints Parish	Rev Kevin Wright	01278 760496	01278 760496

COMMUNICATION WITH PARENTS

Copies of sample letters can be found in the Public Drive in School's computer system under:

Secretary/ FILES/EMERGENCY PLAN/SAMPLE LETTERS

Notices will be sent to BBC Radio Somerset, B on Sea.com

SSE Web-site, school web-site, email to parents

RETURNING TO NORMAL

The Senior Management Team and Wessex Learning Trust will discuss such measures as are deemed necessary in order to restore the School to normality. This will depend upon the type of emergency. It may involve outside agencies, and advice will be sought from the health services, the police, other emergency services and the LA should counselling be required for any member of the School family.

LOG SHEET

A log of events and decisions taken will be maintained as far as is possible through the emergency. This will be filed and may be used for future reference and/or for debriefing.

APPENDIX 1

BRENT KNOLL PRIMARY SCHOOL

1 LOCKDOWN PROCEDURE

It is clearly not feasible to provide a generic lockdown plan for schools due to the unique circumstances of each school. For example, a school's plan may need to consider the available means of communication, site layout and geographical location.

However, these are some basic principles that need to be followed.

- Staff should be alerted to the activation of the lockdown plan by a recognised signal, audible throughout the School. **At Brent Knoll this is the intruder alarm siren, operated from the School Office, as opposed to the fire alarm bell.**
- **Pupils outside the School buildings should be brought inside as quickly as possible**
- All external doors, and windows as necessary, should be locked, as well as classroom doors if possible.
- Staff must notify the school office of any pupils not accounted for and a register taken to check.
- **If it is necessary to evacuate the building, the fire alarm will be sounded instead.**
- Staff should encourage the pupils to keep calm and instigate calming activities.
- The School Office will call emergency services, but any staff member may do so if they feel this is appropriate and are not aware this has already been done.
- The Headteacher or School Secretary will call Wessex Learning Trust and the Chair of Governors when feasible to do so.
- The telephone line needs to be left open for communication with the emergency services, not for parents or family members to be called.
- If using the Conference Suite, please ensure you have the 2-way radio in operation.

2 ABSCONDING CHILD

1. If a child leaves the school grounds and is clearly not moving back towards school, it is quite in order to call the Police to let them know. It is better to be safe than sorry.
2. Parents then need to be called by the Headteacher, followed by the Chair of Governors if the disappearance continues.
3. The Head will call County Hall for advice if the situation continues.
4. **DO NOT CHASE A CHILD WHO IS IN THE STREET. IT MIGHT CAUSE THEM TO RUN INTO THE ROAD. FOLLOW AT A SAFE AND UNTHREATENING DISTANCE.**

BOMB THREATS - ADVICE TO SCHOOL STAFF

Procedures for handling bomb threats

Most bomb threats are made over the 'phone and the overwhelming majority are hoaxes, often the work of malicious jokers, although terrorists do make hoax calls with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the Police.

Calls may be of two kinds:

- Hoax threats designed to disrupt, test reactions or divert attention
 - Threats warning of a genuine device - These may be attempts to avoid casualties or enable the terrorist to blame others if there are casualties. However, genuine threats can provide inaccurate information about where and when a device might explode.
- 1 Stay calm and listen.
 - 2 Obtain as much information as possible - try to get the caller to be precise about the location and timing of the alleged bomb and whom they represent.
 - 3 If possible, keep the caller talking. Ensure that any recording facility is switched on.
 - 4 When the caller rings off, dial 1471 (if that facility operates and you have no automatic number display) to see if you can get their number.
 - 5 Immediately report the incident to the relevant manager or security team to decide on the best course of action and notify the Police.
 - 6 If you cannot get hold of anyone, and even if you think the call is a hoax, inform the Police directly.
 - 7 Give your impressions of the caller and an exact account of what was said.
 - 8 If you have not been able to record the call, make notes for the security staff or Police.
 - 9 Do not leave your post - unless ordered to evacuate - until the Police or security arrive.