



The plan has been in December 2016 and should be reviewed annually/when there are any changes.

There is also a School Recovery plan (2016) which should be read in conjunction with this document and should be reviewed annually.

Ambler Primary School and Children's Centre
Blackstock Road
London
N4 2DR
Tel: 020 7226 4708
Email: office@ambler.islington.sch.uk

Or

Emergency Planning & Business Continuity Department
Public Protection
Upper Street
London Borough of Islington
London
N1 1XR
Tel: 0207 5272593
Email: emergency.planning@islington.gov.uk

Schools Emergency Response Plan



| <p style="text-align: center;">IN AN EMERGENCY</p> | <p style="text-align: center;">HAVE AS MUCH OF THIS INFO READY AS YOU CAN</p> | <p style="text-align: center;">USEFUL NUMBERS AND NAMES</p> |
|--|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Ensure the safety of staff and pupils. Provide first aid as required <input type="checkbox"/> Call 999 and act on any guidance provided by 999 operator / Emergency Service controller. <input type="checkbox"/> Inform Head teacher/ Deputy <input type="checkbox"/> Call the Local Authority Emergency Planning Team on 0207 527 2000– 24 hour number (ask for on call Emergency Planning Officer) <input type="checkbox"/> Activate the School Emergency Management Team <input type="checkbox"/> Inform Chair / Deputy Chair of Governors <input type="checkbox"/> If necessary contact: <ul style="list-style-type: none"> ○ Key Holder ○ Pupils’ families / carers | <ul style="list-style-type: none"> <input type="checkbox"/> Your name and school name <input type="checkbox"/> Telephone number you are calling from <input type="checkbox"/> <i>Return Number + another number (see Communications)</i> <input type="checkbox"/> What has happened? <input type="checkbox"/> When & Where <input type="checkbox"/> To whom <input type="checkbox"/> Numbers of those affected or injured <input type="checkbox"/> Location of those affected <input type="checkbox"/> Whether there is still a continuing danger or not <input type="checkbox"/> What has happened since? <input type="checkbox"/> Which Emergency Services are involved / in attendance? <input type="checkbox"/> Name of contact at the scene | <ul style="list-style-type: none"> <input type="checkbox"/> Local police: 999 <input type="checkbox"/> Key holder(s): SOS, 07951 235 461 <input type="checkbox"/> Education Psychology: Lisa Crispin 020 7527 5783 <input type="checkbox"/> Social Services: 020 7527 5833 <input type="checkbox"/> Child protection: 020 7527 5833 <input type="checkbox"/> Education Welfare: 020 7527 5833 <input type="checkbox"/> Property/Maintenance: SOS, 07951 235 461 <input type="checkbox"/> Health and safety team. Stephen Wells, 020 7527 5971 <input type="checkbox"/> Electricity: David Panter, 020 7527 2083 <input type="checkbox"/> Water/Sewage: David Panter, 020 7527 2083 <input type="checkbox"/> Gas: David Panter, 020 7527 2083 <input type="checkbox"/> [if church school Diocese and Ministry team contact details] |

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EMERGENCY PLAN SCHOOL TEMPLATE

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This document is for information purposes only. The document is generic and does not constitute specific advice. You must not act in reliance upon the contents of this document and should at all times undertake appropriate investigations in order to consider what steps should prudently be undertaken. Accordingly Ambler Primary School and the London Borough of Islington does not accept any liability in respect of the contents, or omissions from the content of, this document".

Schools Emergency Response Plan



6. [Name of school] General Information

Name: Ambler Primary School and Children's Centre
Address: Blackstock Road. London. N4 2DR
Telephone Number: 020 7226 4708
Head teacher: Ms. Juliet Benis
Chair of Governors Mr. John Nicolson
Type of School: Primary School and Children's Centre including nursery
Pupils: **Mixed**
No. of Pupils: Number of pupils registered at the school
Age range of pupils: **6 months to 11 years**
Emergency Services access: Blackstock Road main car park entrance (for large Fire Engines, Ambulances)
School operating Hours: **Core School Hours and Extended day:**

| Playground Supervision (Starts) | Start of morning session | Morning Break | Lunch Time | Start of afternoon session | End of School | Extended day |
|---------------------------------|--------------------------|---------------|--------------|----------------------------|---------------|--------------------------|
| 0900hrs | 0915hrs | 1030hrs | From 1130hrs | 1300hrs | 1530hrs | 1745hr sch 1800hrs cc |

Extended School Activities:

Details of any extended school activities operated by the school for pupils. Including type of activity, days and times - also, include activity lead contact details

- **Breakfast Clubs:** – every weekday from 0800-09.00hrs
 - **School contact:** Kym Julien, 020 7226 4708
 - **Children's Centre contacts:** Leona or Asma, 020 7359 7628
- **After-School Clubs/After-School Care – every weekday from 15.30-1745hrs or 1800hrs, Children's Centre**
 - **School contact:** Kym Julien, 020 7226 4708 or 07809 332 072
 - **Children's Centre contacts:** Michael Jarrett or Honoria Lukulay 020 7359 7628



External Clubs

Details of any external clubs that hire the school facilities. Including type of activity, days & times - also, include activity lead contact details

- **Remark! Community Play scheme during half-term breaks and summer breaks. These clubs run between 10:00 and 16.00**

Contact Name: Steven Wynne. Community Coordinator, Remark! Community

email: steven.wynne@remark.uk.com

Special Notes:

This is a play scheme for deaf children and children who have hearing difficulties.



7. Activation of the School Emergency Management Team

To activate the school EM team use the call out list below starting from the top down.

THIS SHOULD BE UPDATED IN RESPONSE TO CHANGES AND REVIEWED AT LEAST ANNUALLY

| Key holder ✓ | Name | Status | School extension number (If appropriate) | Home /Mobile phone |
|-----------------|-----------------|-----------------------|---|--------------------|
| ✓ | Juliet Benis | Headteacher | 020 7226 4708 | 07740 457 773 |
| | Natalie Creed | Deputy Head | 020 7226 4708 | 07734 264 147 |
| | Helen Ryan | Deputy Head | 020 7226 4708 | |
| | Michael Jarrett | Head of CC | 020 7359 7628 | |
| | Honoria Lukulay | Deputy Head of CC | 020 7359 7628 | 07809 332 074 |
| | Maria Galster | Inclusion Manager | 020 7226 4708 | N/A |
| | Marina Kilcoyne | Business Manager | 020 7226 4708 | 07809 332 078 |
| | Paul Fossett | Premises Manager, SOS | 020 7226 4708 | |
| ✓ | John O'Neil | Managing Director SOS | 020 7226 4708 | 07951 235 461 |

Other school contacts (including representatives from the Governing Body¹)

| Key holder ✓ | Name | Status | School extension number | Home telephone and Mobile phone |
|-----------------|----------------|----------------------------|-------------------------|---------------------------------|
| | John Nicholson | Chair of Governors | n/a | Email: txikijohn@hotmail.com |
| | Elli Bate | Chair of F&P | n/a | Email: ellicocobate@gmail.com |
| | Mark Owen | Headteacher, Gillespie | n/a | 020 7226 6840 |
| | Lynne Gavin | Headteacher, Pakeman | n/a | 020 7607 2575 |
| | Susan Service | Headteacher, IAMS | n/a | 020 7281 5511 |
| | Henry Jones | Headteacher Highbury Grove | n/a | 020 7288 8900 |

¹ Note in the case of Church Schools and schools with a resident/visiting minister include contact details of Ministry Team



8. External contacts

| | |
|---|--|
| Islington Emergency Planning Team - 24 hour number | 0207 527 2000 |
| Local Authority Education Emergency Helpline | 020 7527 2593 |
| Education Welfare Service (Soola Georgiou) | 020 7527 5845 |
| Islington Corporate communications team | 0207 527 2307 (or out of hours 24hrs on call officer ring 07769163303) |
| Educational Psychology Service | 0207 527 5783 |
| Children’s Services (Reception) | 0207 527 5768 |
| Counselling Service | Maria Galster: Contact all counsellors/students |
| School’s usual bus company | Empress Coaches: 020 7739 5686 (7am-7pm) |
| Social Services Transport | N/A usually arranged by Social Services |
| Public Transport | TfL 0343 222 1234 National Rail 08457 48 49 50 |
| Building Direct | N/A |
| Risk & Insurance Section | 020 7527 2000 |
| Education Welfare Officer | 0207 527 5833 |
| Key suppliers. i.e. cleaning company, Catering company, out side contractor that support the school | (See recovery plan) |
| Health and Safety Executive | 0845 3009923 |
| (Off-site insurance) emergency number | 020 7527 2000 |
| The Foreign Office (links with British Consulates etc) | 020 7270 1500 |
| Local radio | n/a |
| Met Office Weather call (60p/min local forecast) | 09014 722062 |
| The Samaritans | 08457 909090 |
| Teacher Support Network (trained support and counsellors available 24hrs) | 08000 562 561 |

9. Control point for EMT

| | |
|--------------------------------|---|
| 1st Location | <i>E.g. Head teachers office</i> |
| 2nd Location | <i>E.g. School Media room</i> |
| Off site | <i>E.g. Media room in St James Primary school</i> |

(Consider, the following: grab bag, Contact Information, School Data, Office Equipment, Maps, drawings etc, telephones (land-line and mobiles, latter with charger/s) pagers and radios, Laptops/printers, Stationery, Incident and other log books, Briefing material, guides and plans, White boards and pens or similar, cleaning materials, tissues, Television, video and radio. Torches (and spare batteries), Equipment

Schools Emergency Response Plan



for making refreshments. (also: wet weather gear – e.g. Wellingtons, umbrellas, waterproofs)

| <i>Equipment and Resources Required:</i> | <i>Where they are normally stored:</i> |
|--|---|
| <i>Grab Bag</i> | <i>School: Storage Cupboard Children's Centre: Outside storage cupboard (near electricity unit).</i> |
| <i>TV and DVD</i> | <i>Vince's Lodge</i> |
| <i>Torch and spare batteries</i> | <i>School Office</i> |
| <i>Laptop(s)</i> | <i>School office</i> |
| <i>White board</i> | <i>Year 1 classroom</i> |
| <i>Flip chart</i> | <i>Year 1 classroom</i> |
| <i>Pens and paper</i> | <i>EMT box in school office/school office</i> |
| <i>Phones</i> | <i>Are there phones in your dedicated room? Use of mobile phones Use of spare telephone within server room) can be plugged in at meeting room point.</i> |
| <i>Mobiles</i> | <i>2</i> |
| <i>Incident Logs</i> | <i>EMT Grab bag in school storage cupboard (beside Admin)</i> |
| <i>Copy of School emergency plan and maps</i> | <i>EMT Grab bag in school storage cupboard (beside Admin)</i> |

Remember, your aim is to return to normality as quickly as possible, and to continue to ensure that those who are not directly affected by the incident also receive support.

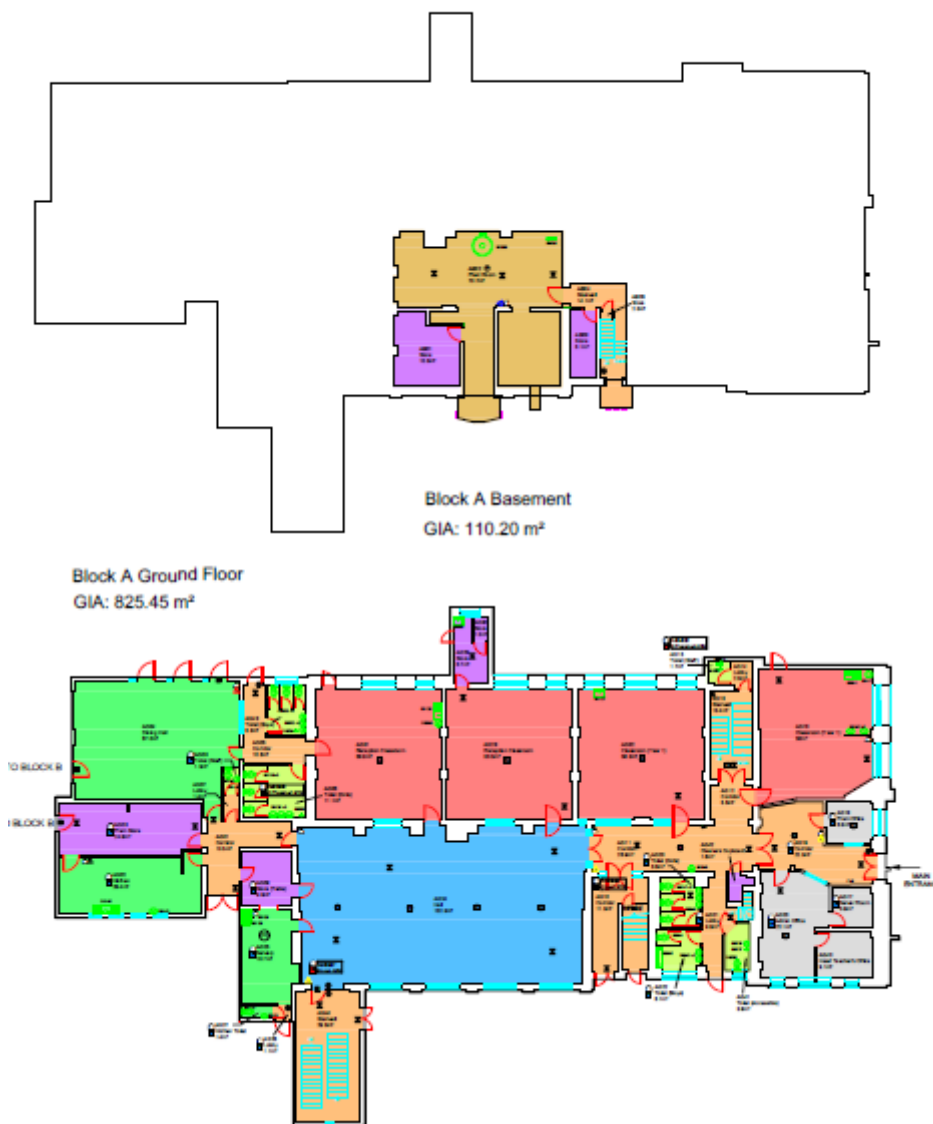
Identify the facilities, staff and equipment to be earmarked for the control centre.

10. Information Map

PLEASE INSERT COPIES OF SCHOOL MAPS HERE:

This section should include:

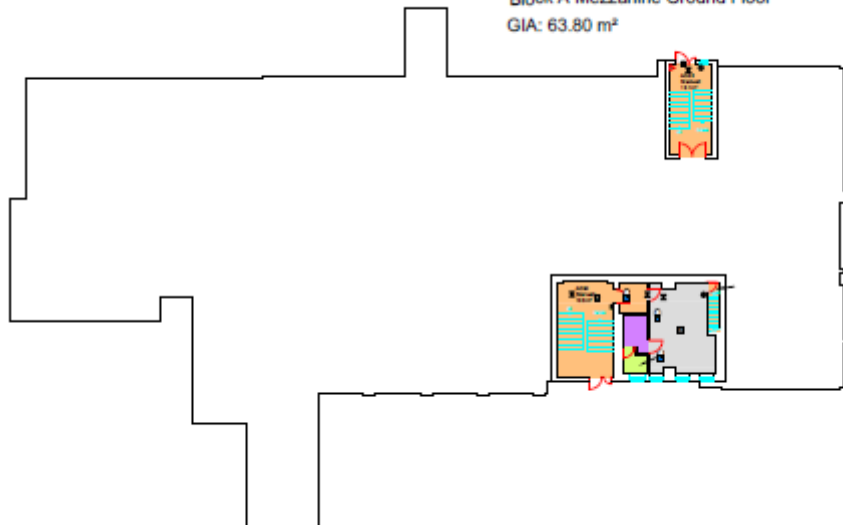
- An up-to-date, detailed floor plans of the school + **(Map- Copies or your school floor plans are available on the schools asset management data base.)**, showing:
- Location of cut-off valves and switches for gas, water and electricity. Include details of master switches as well as local stopcocks.
- Information on the drainage system
- Key evacuation and evacuation rendezvous points.
- Copies of the maps should be included in the Grab Bag and EMT box if you have one (see guidance for more details)



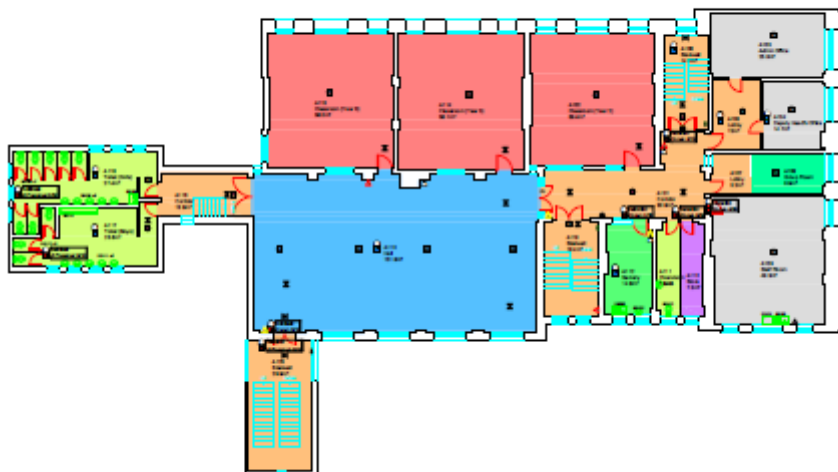
Schools Emergency Response Plan



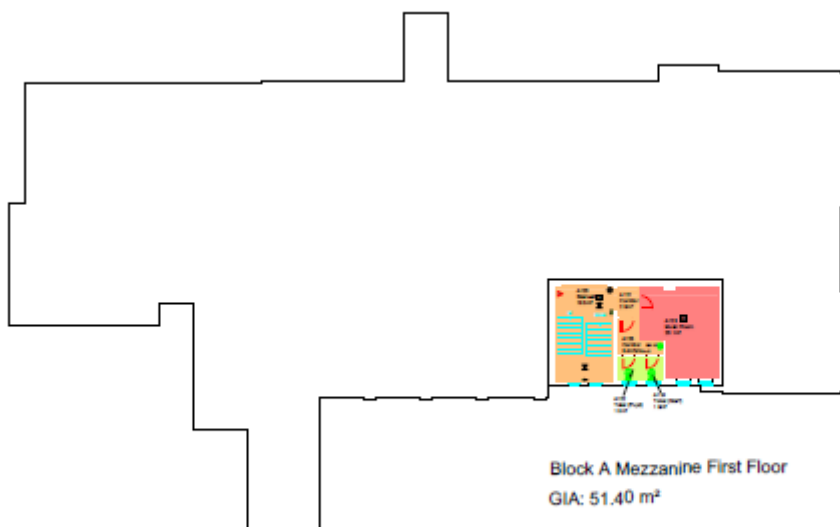
Block A Mezzanine Ground Floor
GIA: 63.80 m²



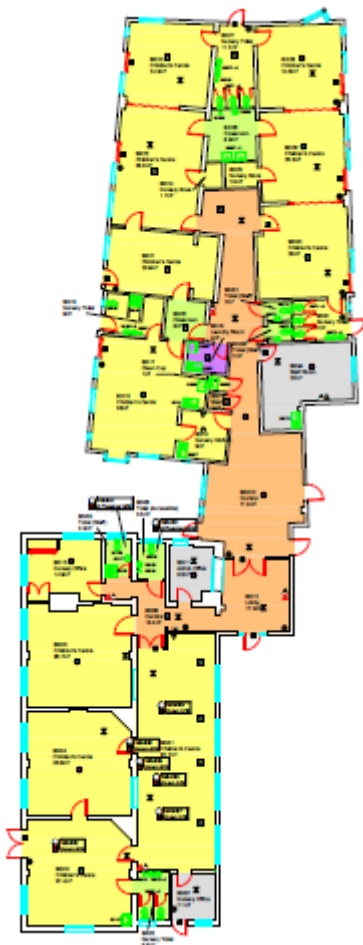
Block A First Floor
GIA: 674.10 m²



Block A Mezzanine First Floor
GIA: 51.40 m²

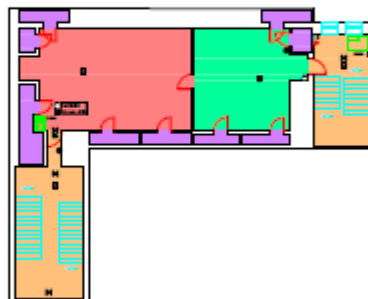


Schools Emergency Response Plan



Block B Ground Floor
GIA: 640.80 m²

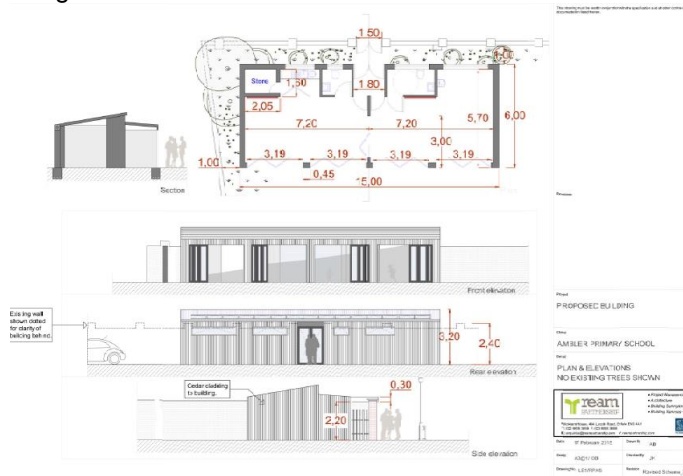
Block A Third Floor
GIA: 172.71 m²



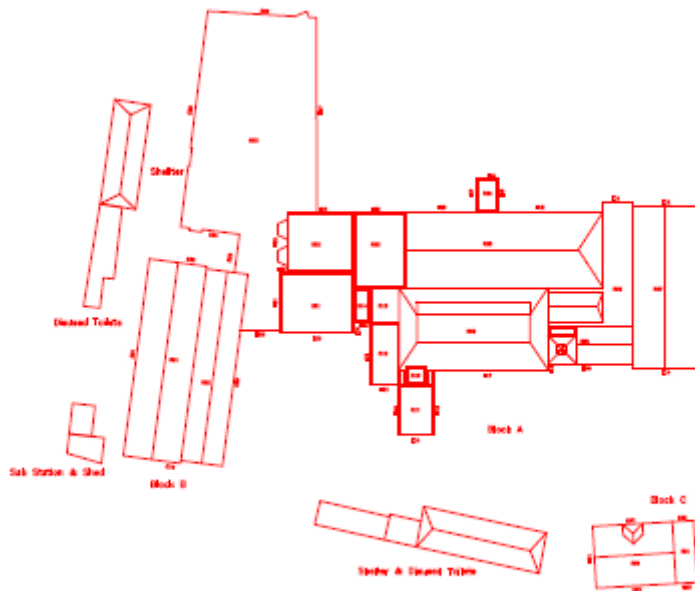
Schools Emergency Response Plan



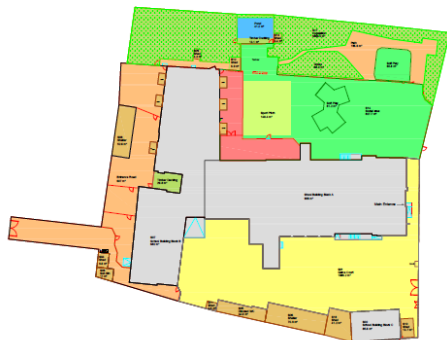
Lodge



Roof plan:



Site plan:



11. Facilities fact sheets

NOTE: THE FOLLOWING INFORMATION IS SENSITIVE TO YOUR SCHOOL RESTRICT ACCESS TO SCHOOL AND LA STAFF.

Fill in the following information. Keep a copy in your plan. Please add any information, which would be useful and appropriate for your school.

Gas:

- Access the boiler room key from premises manager key safe (wooden).
- Go to main boiler room and press in red button

Electricity:

- Main electricity supply is located in the premises manager's office.
- Valve is located on main panel (bottom) turn to off. This will turn off all the power

Water:

- Located in the from playground, near the display board
- Turn butterfly switch off

- Details of how to reset the fire (and any intruder) alarm systems.
 - Follow instructions on main panel located outside Administration office.
- Details of where / how to access the school CCTV system and recording tapes/discs
 - Screen located in Interview room. Contact Paul Fossett or John O'Neil regarding viewing recordings.
- School telephone number, fax number, and details of any additional telephone numbers (including mobiles) that could be used
 - School: 020 7226 4708
 - John O'Neil (Managing Director, SOS): 07951 235 461
 - Juliet Benis (Headteacher): 07740 457 773
 - Marina Kilcoyne (Business Manager): 07809 332 078
- Details of any other hazard areas that have been identified in the school.

None



Facility Fact Sheet

| Facility | Location (Room/s/Building/s) | Description (Type / quantity of equipment) |
|---------------------------------|--|---|
| Grab Bag | <i>X1 in stock room (beside Admin office) X1 Children's Centre – outside storage near electricity room</i> | |
| Keys – to buildings | <i>Head teacher Premises Manager</i> | Main key holder: Out of hours/holidays: SOS, John O'Neil |
| Fire Hydrants | <i>NONE</i> | |
| Fire Alarm / Fire Control Board | <i>In Reception area school and reception area in Children's Centre</i> | Premises Manager and Senior management trained in alarm use. |
| Security Alarm | <i>Interview room. To deactivate, hold black fob to the reader located on the left hand side approaching from reception.</i> | Senior management and school office staff trained in alarm use |
| CCTV equipment | <i>Interview room. Office Children's centre office</i> | To review, contact Paul Fossett or John O'Neil, Premises Manager |
| Fire extinguishers | <i>Water extinguishers, Dry powder. Located in school Corridors, outside boys and girls toilets on middle floor and throughout the Children's centre in corridors.</i> | All checked (2016) and under 10 year warranty. |
| Fire exits | <i>See School Map</i> | |
| Lifts | <i>Service Lift (server)</i> | Located in kitchen (ground floor) and middle hall. |
| Gas shut off | <i>Add Location on school map</i> | Mode of operation. See 11 |
| Electricity shut off | <i>Add Location on school map</i> | Mode of operation. See 11 |
| Water shut off | <i>Add Location on school map</i> | Mode of operation. See 11 |
| First aid kits / cupboard | <i>Located on all corridors in the school, extended days room, administration. First aid kits in all room within the Children's Centre.</i> | List of school first aid personnel are positioned throughout the school close to the first aid boxes and on various notice board. First aid personnel within Children's Centre are displayed on the notice board. |

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| Facility | Location (Room/s/Building/s) | Description (Type / quantity of equipment) |
|---|--|---|
| Spillage clean up equipment / disinfectant | <i>Cleaners room (locked only accessible via SOS)</i> <i>Yellow head mops and buckets. (locked only accessible via SOS)</i> | |
| Protective clothing | <i>Premises Manager storage</i> | Disposable gloves |
| Flammable materials | <i>N/A</i> | |
| Toxic materials | <i>N/A</i> | |
| Telephones | <i>Offices, babies, nursery 1, nursery 2, toddlers, 2 year old, 2 reception classes, year 1 G, The Lodge, headteacher, deputy headteachers, inclusion manager, room 24, head of children's centre, outreach office, consulting room.</i> | |
| Chemical | Notes | Location |
| Dry Acid | <i>N/A</i> | <i>N/A</i> |
| Chlorine Stabiliser | <i>N/A</i> | <i>N/A</i> |
| Weed killer | <i>N/A</i> | <i>N/A</i> |

| Location of equipment | Phones | Fax | Radios | School Mobiles | Email enabled PC's |
|---------------------------|-----------------------------|----------|----------|-------------------|-------------------------------------|
| School office | 4 | 1 | 0 | 2 | 3 desktops/ 1 laptop |
| CC Office | 2 | 1 | 2 | 0 | 2 |
| School office Grab bag | 0 | 0 | 0 | 0 | <i>N/A</i> |
| Staff Room | 1 | 0 | 0 | 0 | 2 |
| Play ground duty staff | 0 | 0 | 0 | 0 | <i>N/A</i> |
| Off site team | <i>Personal mobiles</i> | 0 | 0 | 0 | <i>N/A</i> |
| Head teachers office | 2 | 0 | 0 | 0 | 1 |



12. Buddy Schools

A buddy school is another educational establishment which can accommodate your pupils for a short time which can be used as a place of safety. **Have your buddy school marked on one of your maps and include them in the plan.**

| Name and address of Buddy school | Telephone number | How will your pupils get there? |
|---|---------------------------------|---|
| <p>Gillespie Primary School Gillespie Road, Highbury, London, N5 1LH Email: office@gillespie.islington.sch.uk</p> | <p>Phone: 020 7226 6840</p> | <p>Having a haven is not enough; we must consider how to get pupils there safely. For example if the police have evacuated your whole school can we walk to our buddy school? What is the route? Staff availability?</p> <p>There are 2 routes to walk to Gillespie:</p> <p>School Route from Blackstock Road: Turn right from main gate, walk towards Comma Close and cross. Continue towards Monsell Road, and cross at traffic lights. Continue towards Chatterton Road and cross. Walk towards Gillespie Road (the next road on the right) and turn right. Wait for teachers' instructions where crossing will be made, class-by-class.</p> <p>Children's Centre Route from Romilly Road: Go to exit gates on Romilly Road, turn left on to Romilly. Walk towards Monsell Road and one staff member will guide everyone across the road safely. Turn left on Plimsoll Road. Continue towards Gillespie Road. Turn left and wait for instructions from room leaders to cross the road, room by room.</p> <p>Which staff would you have available ALL staff except Premises Manager, Headteacher and Business Manager</p> <p>If you can't walk the whole school to another location can certain years be sent home? Print off parents telephone numbers from SIMS. 1st option is to go to another school.</p> |



13. Fire Plan

Insert your existing school fire procedure here / as an Appendix (note elements of this will be similar to the evacuation plan were possible try and avoid duplication). In some cases this can be combined in to one evacuation plan. However, because the school may be evacuating to sites that are further away that the fire assemble points it recurs a separate policy

There are 3 fire assembly points:

- 1. Main front Playground**
School Children Years 1-6
Visitors
Contractors

- 2. Back playground**
2 x Reception classes
Year 1 Green

- 3. Romilly Road assembly point within the grounds**
Babies, Nursery, Toddlers, Outreach teams,
visitors and contractors.

**EVACUATION PLANS EXISTS THROUGHOUT
THE SCHOOL AND CHILDREN'S CENTRE AND
ARE DISPLYAYED ON NOTICE BAORD AND
CLASSROOMS.**



14. Evacuation plan

The school may need to be evacuated when it is dangerous or potentially dangerous to remain in the building; circumstances include fire, gas or chemical leaks, bomb threats, explosions, and substantial damage to the building

| | | |
|---|--|--------------------|
| Method of activating Evacuation procedures | | Use the fire alarm |
| Details of evacuation routes and locations need to be on the school map or as a separate map. These must be familiar to all staff. | | |
| Evacuation site (1) | Main School play grounds (same as for Fire Evacuation) Romilly Road assembly point. | |
| Evacuation site (2) 200m from school | ROMILLY ROAD | |
| Evacuation Site (3) 600m from school | Buddy School. GILLESPIE SCHOOL | |



15. Shelter within the school building.

Emergencies may very occasionally arise when it is safer for the members of a school to remain within the school building beyond normal school hours. These would be very rare indeed e.g. a factory fire with hazardous fumes, following major transport disruption where it has become difficult/impossible for parent/carers to travel to school to collect their children, or a terrorist attack. For more details see guidance section. **However - working with the Emergency Services / Council Incident Controller - every effort should be made to move children / staff etc to a place of safety / get them home at the earliest possible opportunity.**

ACTIVATION OF SHELTER IN PLACE:

| | |
|---|--|
| Activation | <ol style="list-style-type: none"> 1) Administration staff within the school will advise classes individually: Reception classes and School Yoga, Business Manager Middle Floor, Senior Administration Officer Top Floor, Administration Assistant. 2) Children’s Centre Administration staff will go to the rooms: Senior Administration Officer, inform Head of Centre and Assistant Head of Centre. Advise Nursery 1 & 2 and staff room. Administration Assistant: 2 year olds, baby room and toddler room 4. Head of Centre or Assistant Head of Centre to inform Outreach, crèche room, CC yoga and CC aerobics. 3) Premises Manager will check other rooms such as Arts Therapy, IT, Room 24, training room and resources room |
| ACTIONS | |
| <ul style="list-style-type: none"> • Check all external and internal public areas (i.e. playgrounds, sports facilities, corridors etc) and get all pupils and staff into secure classrooms or safe areas. • Emergency services at the scene will advise EMT • Head teacher, office staff and other non-teaching staff who can be safely assembled, should form a School Emergency Management Team. • Keep all pupils in secure classrooms until given the all clear • Consider locking or wedging your doors shut if possible, shut windows and blinds. Turn off lights if necessary. • Keep pupils seated and away from doors and windows. There may be | |



circumstances when it is best to sit on the floor or under desks and/or move to rooms away from the incident (i.e. on the other side of the building).

- Teachers and Teaching/Classroom Assistants will maintain (as best they can) a calm atmosphere in the classroom and keep alert to the emotional needs and other of pupils.
- Try and keep pupils engaged in quiet classroom based activities or games.
- Do not allow anyone out of the classroom during a shelter in place procedure under any circumstances.
- Teacher and Teaching/Classroom Assistants should remain with their pupils at all times.
- If the teacher / teaching/classroom is out of class at the time of the incident then they should attempt to go back to the classroom IF SAFE to do so. However, if this is too risky or dangerous then they must try and make contact with the children as soon as possible.
- Parents should not be allowed to pick up their children during a shelter in place procedure.
- If the children are outside, teachers/supervisors should, depending on the situation, either move them to the nearest hall or building that can be secured and that has an alternative escape route, or ask them to hide, disperse or take cover.

16. Closure

**Please add details of your school closure policy.
For in and out of normal school hours.**

Ambler School has an early dismissal procedure in place that requires parents or other designated individuals to check pupils out of school. The school and Children's Centre regularly update parent/guardian contact details. Where these are held on a computer database a regular print out should be made and a copy kept in your grab bag and in a secure offsite location. Copies of the school emergency plan can also be added to the asset management data base.

16.1 If an individual, group of pupils, or the whole school needs to be sent home you should:

- Only release pupils to custodial parent/guardian or person pre-designated by parent/guardian as an authorised contact.
- All school staff should be instructed on the early dismissal policy and the policy should be consistently enforced.
- The location of all children should be known at all times.

16.2 If the whole school is to be closed during the school day you should:

- Alert the Local Authority Emergency Response team. 0207 527 2000.
- The LA can set up telephone hotlines to provide information to other schools and the public.
- You should contact all parents/guardians to come and collect pupils.
- Children of a reasonable age that are ordinarily allowed to walk home should do so.
- Pupils whose parents/contacts cannot be informed or cannot look after them, should remain in the school under adult supervision. If this is not safe or practical, they should be taken to your buddy school or safe haven. Messages should be left with parents and at the schools gates as to where the pupils have been taken.
- Parents at the schools gates should be told as to where the pupils have been taken.



16.3 If the school is to be closed before the start of the school day, e.g. due to bad weather or utilities failure, you should:

- A notice will be placed at the schools gates and a member of staff to stand duty so that parents delivering their children are alerted.
- The school will contact the parents/guardians of any pupils who arrive at the school unescorted. Keep the pupils at the school until the parent/guardian arrives to collect them. Or, if this is not safe or practical; we will evacuate them to our buddy school or safe haven. Messages should be left with parents and at the schools gates as to where the pupils have been taken.



17. Offsite trip incident.

Firstly obtain as much information from the caller as possible. Use the sheet below to guide you.

| | | | |
|--|----------------|--------------------------|----------------------------------|
| Maintain a written record of your actions using this pro forma and attached log sheet. | | | |
| Offer reassurance and support. Be aware that all involved in the incident, those at the school and you, may be suffering from shock or may panic. | | | |
| Find out what has happened. Obtain as clear a picture as you can: Who informed you of the incident? (usually the group leader) | | | |
| Name: | Status: | Telephone number: | Additional Tel number(s): |
| Where they now and where are they going? | | | |
| Remind the group leader to follow the emergency procedure advice in the Local Authority offsite trips guidelines (Leaders are advised to have a copy with them on the visit.) | | | |
| Record the details of the off-site activity/visit during which incident occurred | | | |

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| | | | |
|--|----------|----------------------|----------------------------------|
| Location and nature of activity/visit | | | |
| Name of person in charge of activity/visit | | Telephone number (s) | |
| Record the details of the incident: | | | |
| Date and time of incident | Location | | |
| What has happened? | | | |
| People affected | Name | Injury | Where they are /will be taken to |
| Emergency Services involved and advice they have given | | | |



| | |
|---|--|
| Names and locations of hospitals involved. Names and details of attending Drs. | |
| Arrangements for pupils not directly involved in the incident | |
| <p style="color: red;">Depending on the scale of the incident, consider assembling a school emergency management team from the list of staff at to assist with the response.</p> | |

17. Offsite trip incident.

After taking the initial call, if necessary activate EMT: If in doubt activate EMT.

Then consider doing the following.

- Use call out procedure to inform emergency planning and other groups who can help with the response. (see “making the call” back page)
- Once exact details know as to what has happened consult with head of EMT. Notify concerned parents providing a full factual account of the incident as possible
- If there have been fatalities liaise with the police. If overseas the foreign office. They will be able to advice about telling parents.
- If overseas - notify insurers especially if medical assistance/evacuation/repatriations required.
- If members of party hospitalised note hospital / medical centre contact numbers and names (i.e. attending / senior doctor/s and/or nurse)
- Again if overseas notify the British Embassy/Local Consulate.
- Ascertain if local Police and/or Emergency Services called – note name of senior officer attending / Incident Controller (also Police Number and contact phone number/s)
- Ascertain local contact phone numbers for future calls; try not to rely only on mobile phones.

Schools Emergency Response Plan



- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.
- Keep an incident log of all events, times and contacts after the incident (i.e. details of what happened, who involved, timings, actions taken, details of conversations, etc)
- Complete an accident report form as soon as possible and contact the council's Health and Safety Advisor and HSE if appropriate.
- No-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause further distress to their families
- All media inquires must go through the authority's Press Office.
- **No one in the group should discuss legal liability with other parties; nothing should be signed relating to the accident liability without clear advice from the LA**



ACTION CARD

EMERGENCIES IN SCHOOLS - IMPLEMENTATION

STAGE 1 – ESTABLISHING THE RESPONSE

Action list for Head teacher or nominee coordinating EMT

| Head / EMT lead actions (1) | Cleared (✓ / time) | Comments (i.e. named contact details; follow/ups / incomplete actions etc) |
|---|--------------------|--|
| Start a log of events, Decisions taken and times | | |
| Mobilise the School EMT, brief them on the situation and allocate tasks | | |
| Ensure all EMT staff maintains a log of (timed) actions and decisions. | | |
| Ensure that accurate, factual information is available for those arriving at the scene. | | |
| Liaise with the Police, Fire and Ambulance services, Hounslow Council, and other organisations and/or agencies. Act as the main contact to coordinate response and give your contact details. | | |
| Inform the Chair of Governors (or Deputy Chair if Chair unavailable). | | |

Schools Emergency Response Plan



| Head / EMT lead actions (1) | Cleared (✓ / time) | Comments (i.e. named contact details; follow/ups / incomplete actions etc) |
|---|--------------------|--|
| Authorise any additional expenditure and keep a log or authorise another member of the team to do so. | | |
| Inform all staff, and parents/carers of injured pupils. Decide how / when to inform other parents/carers. | | |
| Allocate tasks below between EMT as appropriate. | | |

Schools Emergency Response Plan



| EMT Welfare officer lead actions | Cleared (✓ / time) | Comments (i.e. named contact details; follow/ups / incomplete actions etc) |
|--|--------------------|--|
| Start a log of events, Decisions taken and times | | |
| Take actions to secure the immediate safety of pupils and staff – this may include evacuation of some or all of the school buildings, or keeping pupils and staff inside the main building (e.g. keep pupils safe and secure in the main hall or dining room area until all clear given by Head / EMT lead / Senior Officer Emergency Services). | | |
| Establish the whereabouts of all pupils, staff, and visitors using timetables, registers and the visitor's book - make a list of those unaccounted for and ensure that Head / EMT lead / Emergency Service Coordinator/s informed | | |
| Arrange feeding as necessary in association with facilities | | |
| Make provision for any pupils who need to remain in the school | | |

Schools Emergency Response Plan



| EMT Communication officer lead actions | Cleared (✓ / time) | Comments (i.e. named contact details; follow/ups / incomplete actions etc) |
|---|--------------------|--|
| Start a log of events, Decisions taken and times | | |
| <p>Consider emergency communications needs. Dedicate phone lines for incoming and outgoing calls and arrange extra support for reception. If necessary, seek support from the Local Authority, who can set up a public helpline for enquiries from the public in the event of a major emergency.</p> <p>Telephone line / Mobile to be used for incoming calls only No. (named holder/contact):</p> <p>Telephone line / Mobile to be used for outgoing calls only No. (named holder/contact):</p> <p>(Note: make sure that a normal land-line phone or charging facilities available for mobile phones)</p> | | |
| If possible, avoid responding to media enquiries directly - direct them to Islington Corporate Communications Team 0207 527 2307(or out of hours 24hs on call officer ring 07769163303) press officer | | |

Schools Emergency Response Plan



| EMT Communication officer lead actions | Cleared (✓ / time) | Comments (i.e. named contact details; follow/ups / incomplete actions etc) |
|---|---------------------------|---|
| Ensure that any media access to the site, staff and pupils is controlled. In a major emergency, the police can deal with the press and prevent intrusion onto the site. | | |
| Be aware of the potential problems caused by the spread of misinformation through pupil and/or staff use of mobile phones. | | |

Schools Emergency Response Plan



| EMT Facilities officer lead actions | Cleared (✓ / time) | Comments (i.e. named contact details; follow/ups / incomplete actions etc) |
|---|--------------------|--|
| Start a log of events, Decisions taken and times | | |
| Ensure access to site for emergency services | | |
| Open/close parts of school as required, and turn off water, gas and electricity supplies if necessary | | |
| Ensure the security of the school premises | | |
| Ensure that appropriate equipment and resources are made available promptly | | |

Schools Emergency Response Plan



| EMT Logistics officer lead actions | Cleared (✓ / time) | Comments (i.e. named contact details; follow/ups / incomplete actions etc) |
|--|--------------------|--|
| Start a log of events, Decisions taken and times | | |
| <ul style="list-style-type: none"> • Liaising with other EMT members (and Emergency Services and Hounslow Council incident response coordinators) – confirm logistical needs re: incident response. E.g. • Finding/sourcing emergency contractors (e.g. plumbers, electricians) • Arranging alternative staff/pupil transport • (Working with Facilities lead and Emergency Services) arranging – for services for pupils/staff other members of the school community remaining on site: • Suitable safe and secure accommodation facilities (preferably away from main incident site – possible in neighbouring community facilities) • Catering / refreshments • Clothing / blankets / (use sports mats – for sleeping/resting on) • Books/games/paper and wiring material to occupy those held on / unable to leave site | | |



ACTION CARD EMERGENCIES IN SCHOOLS - IMPLEMENTATION
STAGE 2 – ONGOING RESPONSE

Schools Emergency Response Plan



| Head / EMT lead actions | Cleared (✓ / time) | Comments (i.e. named contact details; follow/ups / incomplete actions etc) |
|--|--------------------|--|
| Provide regular briefings for staff, and continue to liaise with the Emergency Services and Education Department. | | |
| Try to maintain normal routines as far as possible. | | |
| Monitor the health and safety of school personnel and pupils | | |
| If major incident consider longer term recovery issues | | |
| <p>Tell the staff involved to:</p> <ul style="list-style-type: none"> • Prepare a written report of their involvement, noting events, who involved and times. (Note: Inform the LA's Education Safety Officer (ESO) who will advise on reporting procedures, and inform relevant Trade Unions / professional associations if necessary). • (In the event of an accident or other serious incident) complete relevant accident report forms | | |
| Notes: | | |
| Allocate tasks listed below between EMT. | | |

Schools Emergency Response Plan



Schools Emergency Response Plan



| EMT Communication Officer lead actions | Cleared (✓ / time) | Comments (i.e. named contact details; follow/ups / incomplete actions etc) |
|---|--------------------|--|
| Inform pupils, in groups as small as practicable, considering the best way to impart tragic news (advice is available from the Educational Psychology Service). Lease with welfare Officer | | |
| Inform parents of children not directly involved in the incident, as decided by the head teacher or nominee. Use any existing arrangements, such as a telephone tree, for contacting parents quickly and efficiently. | | |
| Receive visitors to the school, ensuring they sign in and out and are issued with identification badges. | | |
| Liaise with Hounslow corporate communications to prepare a press statement, to be agreed by the head teacher and director of education, and to decide the ongoing strategy for dealing with the press. | | |
| Be prepared to be interviewed by the press if necessary. (HOWEVER SEEK GUIDANCE FROM CORPORATE COMMS BEFORE YOU DO) 0207 527 2307(or out of hours 24hs on call press officer ring 07769163303) | | |

Schools Emergency Response Plan



| EMT Welfare Officer lead actions | Cleared (✓ / time) | Comments (i.e. named contact details; follow/ups / incomplete actions etc) |
|---|--------------------|--|
| Establish a staff rota and ensure that staff take regular rest periods | | |
| Identify those pupils and/or staff who are badly affected, and who need extra support. | | |
| Contact the school psychologists for advice regarding on going welfare issues. | | |
| Make arrangements for reuniting pupils with their parents. | | |
| Take account of religious and cultural factors, and consider contact with leaders of local faith communities. In particular, some faiths may wish to hold funerals within 24 hours of death, so swift and sensitive enquiries must be made to ascertain whether it would be appropriate for representatives of the school, including pupils, to attend. | | |

Schools Emergency Response Plan



| EMT Facilities and Logistics Officers lead actions | Cleared (✓ / time) | Comments (i.e. named contact details; follow/ups / incomplete actions etc) |
|---|--------------------|--|
| Establish a safe and secure base for the EMT | | |
| Arrange a safe and quiet place to receive parents of children involved (ensure refreshments and suitable toilet and rest facilities available) | | |
| Has school premises and infrastructure (i.e. ICT, power, water, lighting, heating, etc) recovery and restoration issues been considered and plans set for implementation / implemented? | | |

Schools Emergency Response Plan



| <p style="text-align: center;">IN AN EMERGENCY</p> | <p style="text-align: center;">HAVE AS MUCH OF THIS INFO READY AS YOU CAN</p> | <p style="text-align: center;">USEFUL NUMBERS AND NAMES</p> |
|---|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Ensure the safety of staff and pupils. Provide first aid as required <input type="checkbox"/> Call 999 and act on any guidance provided by 999 operator / Emergency Service controller. <input type="checkbox"/> Inform Head teacher/ Deputy <input checked="" type="checkbox"/> Call the Local Authority Emergency Planning Team on 0207 527 2000– 24 hour number (ask for on call Emergency Planning Officer) <input type="checkbox"/> Activate the School Emergency Management Team <input type="checkbox"/> Inform Chair / Deputy Chair of Governors <input type="checkbox"/> If necessary contact: <ul style="list-style-type: none"> <input type="checkbox"/> Key Holder <input type="checkbox"/> Pupils' families / carers | <ul style="list-style-type: none"> <input type="checkbox"/> Your name and school name <input type="checkbox"/> Telephone number you are calling from <input type="checkbox"/> <i>Return Number + another number (see Communications)</i> <input type="checkbox"/> What has happened? <input type="checkbox"/> When & Where <input type="checkbox"/> To whom <input type="checkbox"/> Numbers of those affected or injured <input type="checkbox"/> Location of those affected <input type="checkbox"/> Whether there is still a continuing danger or not <input type="checkbox"/> What has happened since? <input type="checkbox"/> Which Emergency Services are involved / in attendance? <input type="checkbox"/> Name of contact at the scene | <ul style="list-style-type: none"> <input type="checkbox"/> Local police: 999 <input type="checkbox"/> Key holder(s): SOS, 07951 235 461 <input type="checkbox"/> Education Psychology: Lisa Crispin 020 7527 5783 <input type="checkbox"/> Social Services: 020 7527 5833 <input type="checkbox"/> Child protection: 020 7527 5833 <input type="checkbox"/> Education Welfare: 020 7527 5833 <input type="checkbox"/> Property/Maintenance: SOS, 07951 235 461 <input type="checkbox"/> Health and safety team. Stephen Wells, 020 7527 5971 <input type="checkbox"/> Electricity: David Panter, 020 7527 2083 <input type="checkbox"/> Water/Sewage: David Panter, 020 7527 2083 <input type="checkbox"/> Gas: David Panter, 020 7527 2083 <input type="checkbox"/> [if church school Diocese and Ministry team contact details] |