

## EMERGENCY ACTIONS POLICY

This policy helps to provide guidance in case of sudden emergencies such as:

- a serious accident involving pupils and staff where injury or fatalities may be involved
- where emergency evacuation is required

Copies of this document are available in the main office, staff room, the Head Teacher's office and the Vice Principal and Principal's office. It is each individual's responsibility to ensure that they have read the policy and understand its content. The content of the policy will be brought to the attention of all staff at the beginning of each academic year by the Headteacher. Telephone numbers will be updated as necessary by the Headteacher's P.A. and it will be subject to reasonable review.

Duties of the Headteacher:

- to ensure all senior staff are informed immediately via reception using emergency broadcast via telephone system/email /personal contact
- to keep calm at all times, it is very easy to be overwhelmed by pressure in an emergency
- to calm fears by maintaining a well ordered, quiet, supportive and confident presence and environment
- to put the safety of the pupils first but not compromise our own safety
- to work as a team and share the burden
- Only the Headteacher , Vice Principal or Principal are to talk to the press and/or attend a press conference.
- To be aware of the differing needs of all groups and keep them fully informed:
  - parents whose children are involved
  - all parents
  - all pupils
  - all staff
  - Vice Principal/Principal
  - the Trust
  - The ISA/DoE

*N.B. It is the responsibility of each member of the Senior Management Team to leave contact numbers with the Headteacher's P.A. when on holiday. The Headteacher will agree periods of responsibility during school holidays and the information will be circulated at the end of each term by the Headteacher's P.A. Access to the school will be via a key holder.*

### Specific Incidents

In the case of specific incidents it is the responsibility of staff on the scene/on duty to take appropriate action. The latter should be reasonable and responsive to the situation. Common sense is the guiding principle. All situations vary but it is hoped the following will provide some helpful guidelines:

Possible incidents:

- Death of a pupil or member of staff
- Violence or assault in school
- Fire breaking out in school
- Destruction or vandalism of part of the school
- A pupil or member of staff being taken hostage

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- f) Road, sea or air traffic accident involving pupils
- g) Natural disaster in the community
- h) Death or injuries on school journeys
- i) Civil disturbances or terrorism

For all incidents:

1. The Headteacher, the Vice Principal, the Principal, the Human Resources Manager and the Site Supervisors should be alerted immediately via the school office.
2. Emergency services should be telephoned by the Headteacher or Member of Senior Management
3. The Headteacher to be informed by her P.A. if off-site.
4. The fire alarm to be rung to get pupils into order if during break/lunchtime/after school.
5. Information to classrooms if pupils in lesson times by runners.
6. An emergency telephone line may have to be manned after normal closing time to field calls.

Fire

On site evacuation - designated member of staff

Search procedures – The Fire Marshal

Off site evacuation - The designated member of staff will instruct everyone to leave the site by the front main exit, or back exit doors if the site team is available to unlock it. The evacuation should turn right to the Citadine Hotel. Alternatively, if the concern is in the directly outside the school, the evacuation should use the back road next to the school and assemble on the far pavement.

All site supervisors available on the site where a fire alert occurs, should attend as quickly as possible to the fire alarm panel to verify the location of the alert. The first member of the site team to arrive should immediately investigate the alert location having left notice to the other team members by leaving the fire alarm panel open. Depending on the nature of the alert, one of the following actions should be taken:

Fire - Major

- Leave the area immediately and call the Fire Brigade by dialling 999 on any phone in a safe area
- Report to the Headteacher, Vice Principal, Principal or Senior member of staff the extent of the fire and leave the alarm sounding.
- If the alert presents a threat to any fire assembly points, the Headteacher, Vice Principal or Principal will direct all staff and pupils away from that point and if necessary off the premises altogether

Emergency evacuation of the school in cases of fire will depend on the location of the fire, with a swift but controlled evacuation by the nearest exit away from the fire. All exits are well marked and staff should be familiar with the location and operation of fire doors and extinguishers.

Any individual discovering a fire should raise the alarm immediately. The school fire alarm is activated by pressing the emergency button at any call point.

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For fire, fire drills, bomb scares etc., the alarm bell is the same and will easily be recognised as a long, continuous ringing. Office staff will bring out registers. Each teacher having closed all doors and windows and turned off the lights, will direct the class to the nearest exit. Every person must vacate the building by their designated fire exit unless it is blocked. \*

Class teachers are responsible for ensuring that pupils in their charge leave the building in an orderly fashion and in silence.

Pupils assemble in their designated areas in register order and their form tutors must collect the registers from the appointed secretary for that area and register the pupils. Any pupils missing must be reported to the secretary who will then report to the Headteacher or, if the Head is off site, the designated Senior Leader.

All visitors to the site and non-teaching staff should report to the Fire Marshal outside the Citadine Hotel. The only exceptions to this arrangement should be the PA to the Head and receptionist who will coordinate distribution of the registers. The Receptionist will also be responsible for taking out the visitor's book, staff and pupil signing in/out books.

All teaching staff should report to the Head Teacher.

The designated fire marshals will check the building and report back to the Head, Vice Principal and Principal. Pupils, Staff and Visitors may only return to the building when directed to do so by the Headteacher or the Vice Principal/Principal.

Exit notices are displayed in each classroom.

All pupils should lead out in an orderly manner, **in total silence**.

The Theatre Arts School will assemble in forms (in alphabetical order) outside the Citadine hotel.

The Student body will assemble in their respective year groups (in alphabetical order) in front of the hotel. If the hotel is unsafe, forms should be assembled in the park on Fann Street..

The academic form tutor should collect the register from the office staff and mark it. Any pupil missing, who had been marked present for that day should be reported immediately to the Head Teacher. Office staff to check both Staff, Pupils, Students and Visitors signing in and out books to check all are present.

\* If an exit is blocked then leave by the nearest available exit and report the matter to the Health and Safety representative immediately.

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### **ROUTINE EVACUATION OF SCHOOL:**

*Evacuation as per Fire Evacuation*

**Saturday Dance School will be provided with details of exits and evacuation routes at the beginning of each term, once their club location has been agreed.**

Fire - Minor

If the fire does not present an immediate danger to you, attempt to control the fire using the

available and appropriate fire fighting equipment. If the fire cannot be controlled:

1. Leave the area immediately and call the Fire Brigade on any phone in a safe area
2. Report to the Headteacher or Member of the Senior Management Team the extent of the fire and leave the alarm sounding. If the fire can be controlled and extinguished safely do so:
  1. Then call the Fire Brigade if necessary to declare the area safe
  2. Report to the Headteacher the actions taken and disable the alarm.

#### Fire - False Alert

If the alert is clearly a false one, report this to the Headteacher and disable the alarm. Do not put yourself in personal danger at any time during a fire alert. If you have any doubts about the safety of any situation call the Fire Brigade immediately.

#### Bomb scare/suspect packages

Off site evacuation - Headteacher should ensure the safe evacuation of appropriate rooms/buildings in liaison with the Bursar and site team. Evacuation of site should be immediate (register classes outside first). Pupils should, as far as is practical, take out coats (possibly bags) Senior staff should have mobile numbers stored in their phones as well as numbers for police and fire service. Any one of us could be in a situation where we are the most senior member of staff on site. Ensure that staff who are not directly responsible for a particular group of pupils patrol/assist with escorting pupils.

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The site is to be checked and a strategy for organising pupils agreed. An evacuation pack should be brought out by office staff. The pack would contain things such as: mobile phone, plans of all the rooms, powerful torch, comprehensive first aid kit, waterproof jackets warm blanket, asthma inhaler, etc.

#### Armed intruder/hostages

Evacuation of appropriate rooms/buildings – Headteacher/SMT

Suspend break times for pupils – Headteacher/SMT

#### Intruder somewhere on site

Search procedures – Site Manager to manage

Suspend break times – Headteacher/SMT

Site supervisor team available on the site where an intruder alert occurs, should meet as quickly as possible by the School Office. If possible a description of the intruder and the place where the intruder was reported should be provided by the School Office. Assess the risk of danger using the available information and if necessary call the police for assistance. The available premises staff should commence a search of the immediate and surrounding areas to try and locate the intruder. Mobile phones should be taken and used if they are available. Depending on the nature of the intruder alert, one of the following actions should be taken:

#### Suspicious or Armed Intruder

Upon discovering an intruder, if there is any suspicion that the intruder is armed or that there is any other apparent danger, or if the intruder refuses to leave, do not approach them or attempt to use physical force. In these circumstances use any phone in a safe area to call the Police on 999 or ring a panic button.

### Unarmed Intruder

If the intruder appears to be unarmed and presents no threat, approach them and ask them to leave the site, referring if necessary to the School intruder policy notices located around the buildings. Providing the intruder complies with this request, accompany the person off site keeping an appropriate distance between you and the intruder. Do not put yourself in personal danger at any time during contact with an intruder. If you have any doubts or suspicions call for help or contact the police immediately.

### Sniper on roof

- Suspend break times/all playground activities
- All staff/pupils to remain in the building
- Headteacher to deal with police
- Keep all away from window visibility

### **TERRORIST ATTACK**

The Academy will act upon advice and information from the Police, Security and Emergency services. Should they suggest we evacuate the buildings or deter from travelling to Italia Conti House & Avondale Hall then we will notify everyone connected to both sites. In the event of there being a risk of travel from the premises and the Police state we should stay safe and remain in the buildings then we will 'lock down' closing all security shutters until we have clearance from the Police.

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#### Disaster on School trip

- Senior Management Team alerted and come to school if outside school hours
- Incident room/parents' room/communications all set up
- Office staff to assist.

#### Disaster in local community

- Register all pupils in form rooms if out of teaching hours
- Liaison with emergency services - Headteacher
- Set up incident room as above – Human Resources

#### Death of pupil/teacher

- Liaison with family – Headteacher and Vice Principal/Principal
- All groups informed -
- Support services in school -
- Attendance at funeral - School to be represented as appropriate
- Memorial Service - School to be represented as appropriate

*This policy will be reviewed once a year*