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Section 1

About this plan

Rational

This plan contains the following sections:

- The perception of the risks
- Why our school should have a critical emergency plan in place
- How we assess our current position
- Contingency planning and recovery
- Relationship with the media
- Monitoring the Critical Emergency Plan and responsibilities / Timescales for drills

The perceptions of the risks

Perception of and actual risk can be very different. People tend to overestimate the risk from very rare events that may have catastrophic consequences and underestimate the risk from everyday hazards. It is vital that emergency planning is seen to deal with perceived as well as actual risks.

Critical emergency planning deals with the unusual and even the unthinkable. Events which may have a very low frequency (in fact they may never happen), but if they do, will have severe consequences. It is therefore difficult to apply cost/benefit techniques to set limits on spending to prevent accidents which are very unlikely to occur.

The roles of the key staff in the school are crucial in informing the public, as well as employees, of actual risk levels so that perception of risk can be brought in line with actual risk.

Why our school should have a critical emergency plan in place

As a critical emergency can strike a school at any time and can arrive in a variety of forms. The disaster can put the school out of action for a short or longer period of time. Advance planning can limit the impact of the disaster. Examples of threats to our school may come from the following areas:

Contagious diseases/viruses	Water escape
Fire	Falling aircraft
Theft	Chemical/nuclear pollution
Fraud	Death
Vandalism	Assault
Serious storms	Accidents to staff/pupils
Floods	

Planning makes a substantial difference to the possibility of surviving an incident and minimising the disruption to continuity.

Risk Assessment of current position at CCHT Primary Schools

Day to day risks are identified and managed through the Health & Safety Policy – available from the school office in both buildings. More significant risks to the school are identified in the business continuity plan. However the critical emergency plan deals with any situation that may arise.

Contingency planning and recovery

There are three main elements to planning in order that incidents can be quickly brought under control with the minimum of disruption to the normal running of the school.

These are:

1. Establish a recovery management team

2. Determine areas of responsibility

Form a school critical emergency kit

1. The Recovery Management Team should include some or all of the following people:

- Chair of Governors / Vice Chair of Governors
- Headteacher
- Deputy Headteacher
- Members of the Senior Management Team
- School Business Manager / School Administrators
- Site Manager
- ICT Technician
- Parent governor
- London Diocesan Board for Schools advisor
- Local Authority advisor
- Trustees of Holy Trinity School / Church wardens

Disasters can usually be divided into two main types, although they could overlap. They are disasters to property or personnel.

2. Areas of responsibility will normally be divided into two main areas, and people should be assigned to specific areas of responsibility. Teams will be assigned into either PROPERTY or PERSONNEL

responsibilities. This must take into account the nature of flexible/part-time working at Holy Trinity School. These teams must be reviewed annually.

It should be noted that:

- Not all tasks could be undertaken at the moment of the disaster
- Repercussions will continue for some time after the event, depending on its nature
- Not all tasks will necessarily need to be undertaken

The media, following a disaster, may attempt to pin responsibility on the school or individuals they think are culpable. They will demand instant information and details. They will want interviews with teachers, support staff, pupils and parents. They will attempt to pin the blame on someone and focus on the human elements of the story. Short term and long-term damage limitation can be greatly improved if appropriate responses are made. A designated person or persons should have responsibility. (Headteacher, Deputy Headteacher and Chair of Governors)

Conclusion

Staff training, in the form of a seminar to identify problems and find solutions, and familiarisation with this plan, will yield the following benefits:

- Significant increase in the likelihood of the school surviving a disaster
- Minimising disruption to the school
- Preservation and enhancement of reputation
- Minimising the impact of disaster on the community and environment
- Minimising the social, political, legal and financial consequences of disaster
- Identifying areas of the school's vulnerability
- Training those who may be involved with responding to an emergency

Section 2

Activating the Plan

First responder (Head teacher / Deputy Head teacher / Chair of Governors)

CRITICAL INCIDENT TELEPHONE NUMBERS

DAYTIME – 8.00AM – 5.00PM

IMMEDIATE ACTION

DIAL 999 IF EMERGENCY SERVICES ARE REQUIRED

ACTIVATE SCHOOL EMERGENCY PLAN

CONTACT EXECUTIVE DIRECTOR, Family & Children's Services

020 7361 3009 (OFFICE HOURS)

CONTACT THE ROYAL BOROUGH'S DIRECTOR OF SCHOOLS,
QUALITY AND STANDARDS

08785 878 760

LONDON DIOCESAN BOARD FOR SCHOOLS

020 7932 1100

This will activate an internal cascade system to alert support services within the Family and Children's Services Business Group and the rest of the Council (e.g. Media and Communications Officer and the Emergency Planning Officer)

OUT OF SCHOOL HOURS – 5.00pm – 8.00am

DIAL 999 IF EMERGENCY SERVICES ARE REQUIRED

ACTIVATE SCHOOL EMERGENCY PLAN

ACTIVATE THE OUT OF HOURS EMERGENCY CASCADE

CONTACT THE BOROUGH DUTY OFFICER

020 7373 2227 (24 hours) – Option 1

CONTACT THE LONDON DIOCESAN BOARD FOR SCHOOLS

020 7932 1100

This will be answered by the Duty Officer's Answering Service. Choose option 1 from the recorded message menu and you will be diverted to the Customer Liaison Officer. You will then be contacted by the Borough Duty Officer who will be responsible for assisting you to deal with the incident and activating the out of hours emergency cascade.

This plan should be enacted by a senior member of the school (identified in cascade list)

Activation of Plan – first 24 hours

In the event of a School related emergency the proposed arrangement is outlined here:

INCIDENT OCCURS DURING OFFICE HOURS

Head Teacher is notified



Head Teacher rings:

1. Emergency services
2. Executive Director, Family & Children's Services: 020 7361 3009 (Office hours) requesting Local Authority help
3. London Diocesan Board for Schools



LEA Team Co-ordinator

- Puts Support Team Officers on standby
- Attends site
- Mobilises Supports Team



Senior Officer/LDBS

Attends site to:

- Assist/advise Headteacher/Nominee
- Determines full needs
- Takes action accordingly



Head Teacher (or Nominee)

- Nominates on-site Co-ordinator
- Identifies on-site facilities
- Mobilises on-site Team via cascade (if appropriate)

Officers as
required

OUT OF OFFICE HOURS – Central Control Contacts

The Local Authority Out of Hours Line –



Out of hours Duty Officer rings:

1. Emergency services
2. Executive Director, Family & Children's Services: 020 7361 3009
(Office hours) requesting Local Authority help
3. London Diocesan Board for Schools



LEA Team Co-ordinator

- Puts Support Team Officers on standby
- Attends site
- Mobilises Supports Team Officers as required



Senior Officer/LDBS

Attends site to:

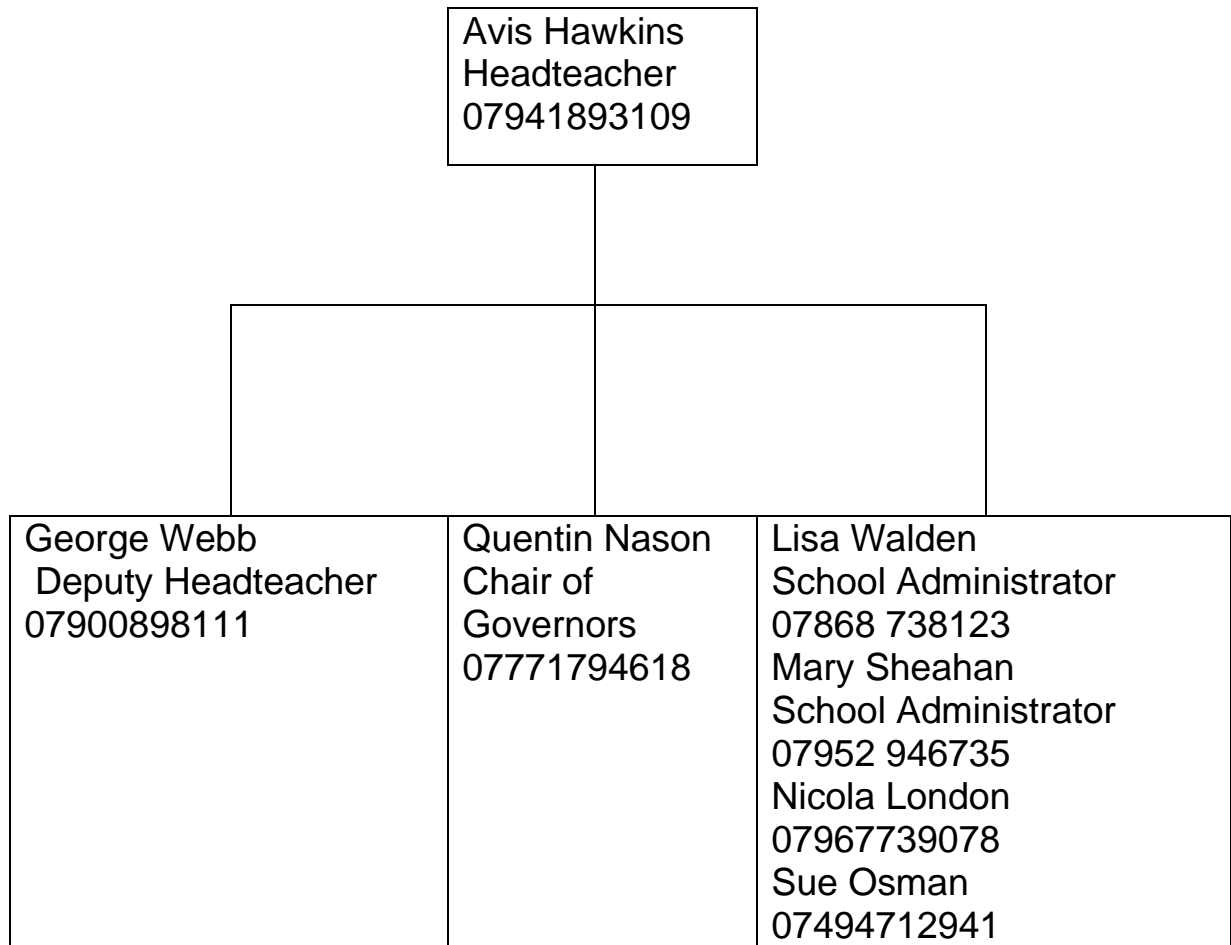
- Assist/advise Headteacher/Nominee
- Determines full needs
- Takes action accordingly



Head Teacher (or Nominee)

- Nominates on-site Co-ordinator
- Identifies on-site facilities
- Mobilises on-site Team via cascade (if appropriate)

Holy Trinity and Christ Church CE Primary Schools
Cascade Communication List (illustrates line of communication)



CRITICAL EMERGENCY RESPONSIBILITIES

PROPERTY RESPONSIBILITY	STAFF MEMBER RESPONSIBILITY	OR
Inform emergency services	Headteacher Avis Hawkins Deputy Headteacher George Webb	Admin staff Lisa Walden Mary Sheahan Nicola London Sue Osman
Evacuate buildings	All staff	
Immobilise utilities	Site Manager-Andy Smart	
Ensure access for emergency services	Site Manager-Andy Smart	Admin staff Lisa Walden Mary Sheahan Nicola London Sue Osman
Take a roll call	All class teachers	All LSAs
Liase with emergency services	Headteacher Avis Hawkins Deputy Headteacher George Webb	Admin staff Lisa Walden Mary Sheahan Nicola London Sue Osman
Decide on next step i.e. close the school	Head Teacher Avis Hawkins Chair of Governors Brian Leathard	Deputy Head George Webb Vice Chair Quentin Nason
Liase with the media	Chair of Governors Brian Leathard	Vice Chair Quentin Nason

Contact services and suppliers	School Administrator Lisa Walden/Mary Sheahan Site Manager-Andy Smart	Support staff – out of class Judith Kelly Lisa Phillips
Contact Risk Management & Insurance Service	School Administrator- Lisa Walden/Mary Sheahan Linda Healy Nicola London	Support staff – out of class Judith Kelly Lisa Phillips

A comprehensive emergency telephone list

I. Emergency Event Log

A large scale map of the locality showing:

- Refuge
 - Police and fire stations
 - Nearest A&E hospital
 - Assembly points

II. Site plans showing:

- Fire points
- Isolation points for electricity, gas and water
- Storage areas for flammable or hazardous substances

SCHOOL PERSONNEL RESPONSIBILITY	STAFF MEMBER	OR
Inform Chair of Governors	Head teacher –Avis Hawkins	Deputy Headteacher-George Webb
Inform all members of the teams Inform Governors	Headteacher-Avis Hawkins Chair of Governors- Brian Leathard	Deputy Headteacher-George Webb Vice Chair of Governors –Quentin Nason
Contact staff & parents Contact affected next of kin	School Administrators – Lisa Walden Mary Sheahan Nicola London Sue Osman	
Meet with parents/carers	All staff	
Visit site of disaster if off site	Headteacher-Avis Hawkins Chair of Governors- Brian Leathard Vice Chair of Governors – Quentin Nason	Deputy Headteacher-George Webb Senior Management Team Site Manager-Andy Smart
Liaise with emergency services	Head teacher –Avis Hawkins	Deputy Headteacher-Donna Verity Senior Management Team Site Manager-Andy Smart

Meet with relevant support services	Headteacher-Avis Hawkins Chair of Governors- Brian Leathard Vice Chair of Governors – Quentin Nason	Deputy Headteacher-George Webb
Ensure continuing function of the school	Head teacher –Avis Hawkins Chair of Governors – Brian Leathard Vice Chair of Governors – Quentin Nason	Deputy Head Teacher-George Webb Senior Management Team

Signed: *Avis Hawkins*

Name of School	Christ Church and Holy Trinity Primary Schools Chelsea
Policy review Date	March 2020
Date of next Review	March 2021
Who reviewed this policy?	Avis Hawkins, Resources
Ratified by Governors	March 2020