



**West Kirby**  
Grammar School

# **Emergency Management Plan 2021-2022**

**DfE No: 344 4056**

<b>Administration Use:</b>	
<b>Statutory/Non-Statutory:</b>	Statutory
<b>GB Committee:</b>	Behaviour, Attitude and Personal Development
<b>Review:</b>	Annually
<b>Date Reviewed by Committee:</b>	9 February 2022
<b>Next Review Date:</b>	Spring term 2023

## DEFINITION

“An event - or events - usually sudden, which involve the experience of significant personal distress to a level which potentially overwhelms normal responses and procedures and which is likely to have emotional and organisational consequences.”

## Aims

The aims of this policy are to: -

- Ensure that incidents can be dealt with in a structured manner.
- Provide re-assurance that practical help is available from the local authority and other agencies, at short notice.
- Pass on advice based upon previous experiences.
- Give guidance on other sources of information and help.

## Nominated Personnel for the Emergency Management Team

The following personnel will comprise the school emergency team. They will assume responsibility for coordinating the school's response to the incident in the order of publication. The responsibility for liaison with the media will lie with the Wirral Press Office in close liaison with the Headteacher.

- Headteacher: Mr S Clarke
- Deputy Headteacher: Mrs L Begbie
- Senior Assistant Headteacher: Mrs J Morrison
- Assistant Headteacher: Mrs L Marley
- Assistant Headteacher: Mrs K Cliffe
- Chair of Governors: Dr A Waller
- Finance Manager: Mrs N McDonald
- PA to the Headteacher: Mrs S Owen
- IT Manager: Mr N Attwood
- Site Manager: Mr J Akehurst
- Caretaker: Mr S Ostle

The designated person to meet emergency vehicles in the event of a fire or medical emergency is Mr S Clarke.

## Place of Safety

In the event of an evacuation during school time under circumstances that would prevent a speedy reoccupation then the designated safe haven is the astro-turf pitch on Anglesey Road.

## Grab Bags

A 'grab bag' containing the following is kept in the main office. It contains the following:

- emergency holdall
- incident controller armband
- AM/FM wind-up emergency radio
- compact megaphone 8 Watt with batteries
- wind-up LED torch
- emergency foil blanket x 100
- safety whistle x 10
- hand sanitizer sachets x100
- safety lightstick x 10
- hazard barrier tape 100M x 7.5cm
- first response first aid kit
- high visibility jackets
- notepad and pens
- a copy of the emergency plan with contact details

The plan will cover such instances as are shown below. This list is not exhaustive.

#### 1. In school

- A deliberate act of violence, such as a knifing or use of firearm.
- A school fire or a laboratory explosion.
- A student or teacher being taken hostage.
- The destruction or serious vandalism of part of the school.
- The emergency closure of school.
- Catastrophic failure and loss of IT systems.

#### 2. Outside school

- The death of a student or member of staff through natural causes or accidents.
- A transport-related accident involving students and / or members of staff and / or parents.
- A more widespread disaster in the community.
- Pandemics
- Death or injuries on educational visits.
- Civil disturbances & terrorism.

NB In respect of educational visits, the school policy must be followed. For further guidance contact the WKGS Educational Visits Coordinator Mr K Vane.

NB All lead teachers on Educational Visits should carry with them the contact details for all students and staff plus a copy of the emergency plan.

IN AN EMERGENCY THE FOLLOWING ACTIONS SHOULD BE FOLLOWED.

## **THE ROLE OF THE HEADTEACHER (OR NOMINEE)**

### Stage 1 - Initial actions

- If necessary arrange the evacuation of the building. Follow procedures for normal fire evacuation. If outside agencies, parents etc. are on site inform them of the emergency and of your actions and ask them to vacate the premises stressing that you need to get on with the evacuation.
- Inform the Chair of Governors
- Open and continue to maintain a personal log of all factual information received, actions taken, and the time of those events.
- Make every attempt to clarify exactly what has happened.
- Make contact with the Local Authority Support Team by telephoning the Director's number.
- Establish whom the Local Authority Support Team will contact. (This would be the person who is managing the process, this may not be the Headteacher)

### **If during term time**

Make a decision as to whether to close the school. This action should be avoided if possible as it is often better to maintain normal routines & timetables. It will be necessary to consider business continuity plans at this stage and it may be required to alter the provision of the service e.g. no cooked food or after school club sessions

If closure is unavoidable then the following procedure must be followed:

- The Headteacher or nominated representative must make the decision after consultation with the Director or Nominated Officer first.
- If the decision is made before the start of the school day and staff have not yet started to arrive on the premises, the Deputy Headteacher will contact the IT Manager so that staff can be informed by text message and a notice can be placed on the website. The latter will be available to both staff and parents.
- If the decision is taken before the start of the school day and staff are present (e.g. heating failure) children will be kept in a safe location until parents can be notified and arrangements made for them to go home.
- If the decision is taken during school time then parents will be informed via the emergency contact numbers and asked to come and collect their children. Those children not collected will be kept safe until they are collected at the end of the school day.
- The Local Authority should be informed of all school closures.
- Contact Local Authority Press Office who can liaise with local radio stations.

## **Major Incidents outside term time, other than a closure (or outside school hours)**

The Headteacher or nominated person should:

- Contact Local Authority Support Team
- Arrange for the Site Manager to open certain parts of the school, as appropriate, and to be available (and responsive to requests). The Site Manager should only respond to requests from staff, LA Support Team Members or authorised personnel.
- Organise immediate secretarial support.
- Think about what you are wearing when you go into school, in case you are unavoidably drawn into a TV Interview.

If the incident does attract Media attention, you are likely to be inundated with requests for interviews and statements. Try to postpone Media comment until after the LA's PR officer arrives (who will be part of the 'Local Authority Support Team').

ONLY THE NOMINATED PERSON SHOULD SPEAK TO THE MEDIA. SEE INTRODUCTION. THAT PERSON WILL BRIEF OTHER SPOKESPERSONS.

It is especially important that if any names of those who may have been involved in the incident, are known, DO NOT release - or confirm - them to anyone, before their identities are formally agreed and parents are informed.

#### Action Plan

1. Inform Chair of Governors of the incident and, if appropriate, of involvement of 'Local Authority Support Team'.
2. Clearly establish who will man telephones and keep logs of calls.
3. Headteacher or nominated person should standby to be available for interview by the Media. In all cases seek guidance from Press Office
4. The Chair should make arrangements to inform the other Governors.
5. Call in the designated staff members to form the 'School Emergency Management Team', and nominate one as an On-Site Co-ordinator to oversee the Team on your behalf.
6. Be prepared to receive many telephone calls.
7. Recognise the relevance of multi-cultural and multi-faith factors in the response.
8. Remember to keep a log off all decisions, actions and significant events.

#### Stage 2 –Once An Incident Has Been Declared.

The Headteacher or appointed nominee will

- Arrange for on-site facilities for the Local Authority Support Team if it is involved.
- All staff should be wearing their ID Badges.
- Expect to see identification of Local Authority Support Team officers.
- Set up arrangements to manage visitors
  - Arrange for their names to be recorded in accordance with school policy.
- Set up arrangements to enable accurate information to flow into and out of the school by ensuring that the following list is actioned.
- Prepare brief, but up-to-date statements for staff answering telephones.
- Ensure that sufficient help is available to answer the many calls that could be received (The Local Authority Support Team will be able to assist with a 'Help-Line')
- Staff maintain records of calls received.
- Ensure that media calls are directed to the Local Authority's PR officer
- Brief staff to be cautious when answering telephone calls. Ensure telephone staff are reminded that some calls could be bogus.
- An independent telephone is made available for outgoing calls only - a mobile phone can be useful - but remember such messages can be readily intercepted.
- Arrange for all staff - not just teaching staff - to be called in, if necessary, to be briefed at an early stage. Make arrangements for subsequent briefings say 2x per day for 10 mins, to take place. Colleagues should be made aware of the dangers of unguarded talk.
- To be aware of how colleagues are coping.
- To arrange for all students to be told, in simple terms, at an early stage (ideally in small groups and initially by class teachers, wherever possible).

- To discourage staff and students from speaking to the Media.
- To arrange, if appropriate, for Team members to each have a copy of the Registers and the emergency contact lists.

#### Parents/carers

- If students are involved, the contacting of parents will be an important early task (Remember if it is a major incident, the parents may well have already heard). It may be appropriate to ask the parents to come to the school for a briefing and support. This will need to be done with the utmost care.
- Maintain regular contact with parents. Notice Boards will be updated School Web Site will carry bulletins Telephones will be staffed.

Explanatory letters will be distributed

- If the incident is away from school, seek Police advice whether parents should travel to the scene, or whether children should be taken home.

#### Staff

- Remember to have regular breaks, and advise others to do so.
- Maintain regular contact with staff (teachers and office staff). Make a point of seeing that all staff involved knows each other's roles & responsibilities.
- Always try to think of something positive to say to staff & respond positively to ideas and suggestions.
- Be available to see staff when required.
- Remember, some members of staff may be so affected that they will not be able to help in supporting children.
- Recognise also that if the burden of dealing with the situation falls disproportionately on a small number of staff, they too could need professional support.
- If incident is away from school, try to dissuade shocked staff from driving parents to the scene.

#### Local Authority Support Team

- Maintain liaison with 'Local Authority Support Team' Senior Officer for duration of Incident. They should be in school.

#### **Stage 3 Period following the Close of the Incident**

- When appropriate, seek advice from 'Local Authority Support Team' and local clergy contact on special assemblies / funeral / memorial services.
- Prepare joint report with named Senior Officer for Director of Children's Services.
- Arrangements should be made to make contact with any students either at home or in hospital.
- Make sensitive arrangements for the return to school (as appropriate).

#### **Stage 4 Longer Term Issues**

The effects of some incidents can continue for years. Thought will need to be given to-

- Work with staff to continue to monitor students informally.
- Clarify procedures for referring students for individual help.
- Be aware that some Staff may also need help in the longer term.
- Recognising and if appropriate, marking anniversaries.

- Remember to make any new staff aware of which students were affected and how they were affected.
- Remember that legal processes, inquiries and even news stories may bring back distressing memories and cause temporary upset within the school.
- Remember that if the incident does attract Media attention, it is likely that interest will continue for many weeks.

#### IT FAILURE

In the event of a total collapse or failure of the IT systems the following restoral order will be followed.

- Curriculum Network (IT Suite and Classrooms) • Office admin systems beginning with SIMs/Arbor
- Senior Leadership Admin network.

Distribution List

Head

Reviewed September

Deputy

(annually)

SLT Members

Finance Manager

Headteacher's PA

Chair of Governors

Copies to be displayed in General Office, Staff Room.

Staff Meeting Agenda Item at first meeting in September