

WOLSEY HOUSE PRIMARY SCHOOL

Emergency Management Plan



This document provides guidance for teachers, support staff and Governors who may be involved in a serious or major incident affecting the school, including out of school activities.

MAJOR INCIDENTS INCLUDE :-

Death or serious injury of a pupil or member of staff

Death or serious injury on a school trip

Major violent incident in school

Destruction or major vandalism. in school

A hostage situation

A transport accident involving the school

A disaster in the community

Civil disturbance or terrorism

The guidance provided is to help responsible persons in deciding what actions to take when an emergency arises. It does not provide guidance for the preventative measures which should have been taken as a matter of course or in advance of a particular event.

Other documents can provide such information:-

Health and Safety Policy Document

Reporting of Accidents, Incidents, Dangerous Occurrences and Assaults

Conduct of Educational Visits -L.E.A. Administrative Memorandum No. 32

For out of school activities the school will put together an 'Emergency Pack'. The pack will include the following items:-

A copy of 'Emergency Planning Policy Document' (including an up to date emergency 24 hour directory).

A list of the names, addresses and telephone numbers of all pupils on the trip (Including their emergency contact numbers.)

A completed 'Educational Activity Form' should be given to the Headteacher.

A means of logging events, actions and messages (Sheet available)

Accident forms LCC Accident (Incident) form S01/S02

A mobile telephone

A torch and spare batteries

A First Aid Kit

At Wolsey House Primary School we will endeavour wherever possible to book coaches with SEAT BELTS.

When an emergency arises, those in charge should be able to turn to some form of guidance which, if followed, should eliminate the possibility of overlooking essential actions.

The guidance must be logical and succinct. All eventualities cannot however be covered if the guidance is to act as an emergency tool. Common sense and flexibility must take their place.

CATEGORY I

GUIDANCE FOR GROUP LEADERS ON OUT OF SCHOOL ACTIVITIES IN THE UK
RECORD ALL ACTIONS - if not immediately, as soon as possible after the events.

THERE HAS BEEN A MAJOR INCIDENT

OBTAIN FACTS AND INFORMATION

CALL EMERGENCY SERVICES AS NECESSARY USING 999 SYSTEM

ADMINISTER FIRST AID WHERE POSSIBLE - Be careful about blood contact

CALL OTHER ASSISTANCE AS NECESSARY - Staff, Passers-by, First Aid, Doctor

IDENTIFY AND KEEP A RECORD OF WITNESSES

ESTABLISH WHO IS IN CHARGE -

- | |
|-----------------|
| Police |
| Ambulance |
| Fire Service |
| Coastguard |
| Mountain Rescue |

ACCOUNT FOR ALL MEMBERS OF YOUR PARTY

<p>IF PARTY IS ALL TOGETHER, ARRANGE FOR <u>NON-CASUALTIES TO</u></p>	<p>IF PARTY IS IN SEPARATE GROUPS <u>INFORM OTHER</u></p>
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ESTABLISH CONTACT POINT- IF POSSIBLE, ONE MEMBER OF STAFF TO REMAIN AT INCIDENT SITE TO LIAISE WITH

ENSURE NON-CASUALTIES STAY

EMERGENCY SERVICES

TRAVEL WITH CASUALTIES TO HOSPITAL

KEEP OTHERS INFORMED OF THE SITUATION

INFORM SCHOOL SENIOR MEMBERS OF STAFF ON CALL (See Category 3)

LIAISE REGULARLY

GIVE INFORMATION

REQUEST ASSISTANCE ON SITE AS NECESSARY
e.g. **Backup** staff if leaders are involved, for student/pupil support - other skills as required

Names of those involved
Nature, date, time, location of incident
Details of injuries as known
Action **taken** so far
Contact point

CONSIDER ABANDONMENT OF THE ACTIVITY

ARRANGE FOR NON-CASUALTIES TO RETURN TO SCHOOL, HOTEL, HOSTEL etc.

CONSIDER TRANSPORT ARRANGEMENTS - NEED TO HIRE ADDITIONAL

NOTIFY THE HEALTH AND SAFETY EXECUTIVE BY PHONE - 01604 738 333

COMPLETE ACCIDENT AND INCIDENT FORMS/OBTAIN WITNESS STATEMENTS

DO NOT DISCUSS LEGAL LIABILITY

PREPARE TO DEAL WITH THE MEDIA (See Category 5) - Media may learn of the incident and quickly

DECIDE WHO IS TO SPEAK TO THE MEDIA | BEWARE OF RUMOUR-TRY TO DISPEL IT

PUPILS SHOULD NOT TALK TO THE MEDIA UNLESS ARRANGED BY STAFF/PARENTS AND WRITTEN PERMISSION GIVEN BY PARP.NT /mr AROTANS

CATEGORY 2

GUIDANCE FOR GROUP LEADERS ON OUT OF SCHOOL ACTIVITIES OUTSIDE THE UK
P...ECORD ALL ACTIONS - If not Immediately, u 100.0 at po111ble **after** the event.

THERE HAS BEEN A MAJOR INCIDENT

OBTAIN FACTS AND INFORMATION

CALL EMERGENCY SERVICES AS NECESSARY USING LOCAL NUMBERS ---

ADMINISTER FIRST AID WHERE POSSIBLE- Be careful about blood contact

CALL OTHER ASSISTANCE AS NECESSARY - Staff, Passers-by, First Aid, Doctor, Translator

IDENTIFY AND KEEP A RECORD OF WITNESSES

ESTABLISH WHO IS IN CHARGE | **ACCOUNT FOR ALL MEMBERS OF YOUR PARTY** |

IF PARTY IS ALL TOGETHER, ARRANGE FOR NON-CASUALTIES TO

IF PARTY IS IN SEPARATE GROUPS INFORM OTHER

ENSURE NON-CASUALTIES STAY

YOU SHOULD KNOW & RECORD THESE IN ADVANCE

ESTABLISH CONTACT POINT- IF POSSIBLE, ONE MEMBER OF STAFF TO REMAIN AT INCIDENT SITE TO

LIAISE WITH EMERGENCY SERVICES

TRAVEL WITH CASUALTIES TO HOSPITAL-TAKE TRANSLATOR, MEDICAL HISTORY, CONSENT AND INSURANCE FORMS - E11 IF IN EU

KEEP OTHERS INFORMED OF THE SITUATION -ADVISE INSURANCE COMPANY ASAP

INFORM SCHOOL SENIOR MEMBERS OF STAFF ON CALL (See Category 3)

LIAISE REGULARLY

GIVE INFORMATION

REQUEST ASSISTANCE ON SITE AS NECESSARY e.g. Backup staff If leader are involve particularly for student/pupil support - other skill are required

**Name of those involved
Nature, date, time, location of incident
Details of injury • known
Action taken so far
Contact point**

CONSIDER ABANDONMENT OF THE ACTIVITY

ARRANGE FOR NON-CASUALTIES TO RETURN TO - ~~1-BASE-1~~

CONSIDER TRANSPORT ARRANGEMENTS INC. PARENTS TO PARTY, PARTY TO RETURN HOME/BODIES TO RETURN HOME - NEED TO HIRE

NOTIFY THE HEALTH AND SAFETY EXECUTIVE BY PHONE - 01604 738 333

COMPLETE ACCIDENT AND INCIDENT FORMS/OBTAIN WITNESS STATEMENTS

DO NOT DISCUSS LEGAL LIABILITY

PREPARE TO DEAL WITH THE MEDIA (See Category 5) - Media may learn of the incident very quickly

~~1- DECIDE WHO IS TO SPEAK TO THE MEDIA - 1- BEWARE OF RUMOUR - TRY TO DISPEL IT - 1-~~

PUPILS SHOULD NOT TALK TO THE MEDIA UNLESS ARRANGED BY STAFF/PARENTS AND WRITTEN PERMISSION GIVEN BY PARENTS/GUARDIANS

CATEGORY 3

INCIDENT AWAY FROM SCHOOL - GUIDANCE FOR SCHOOL BASED STAFF

RECORD ALL ACTIONS - Hnot immediately, as soon as possible after the events.

THERE HAS BEEN A MAJOR INCIDENT

TELL HEADTEACHER/DEPUTY HEADTEACHER

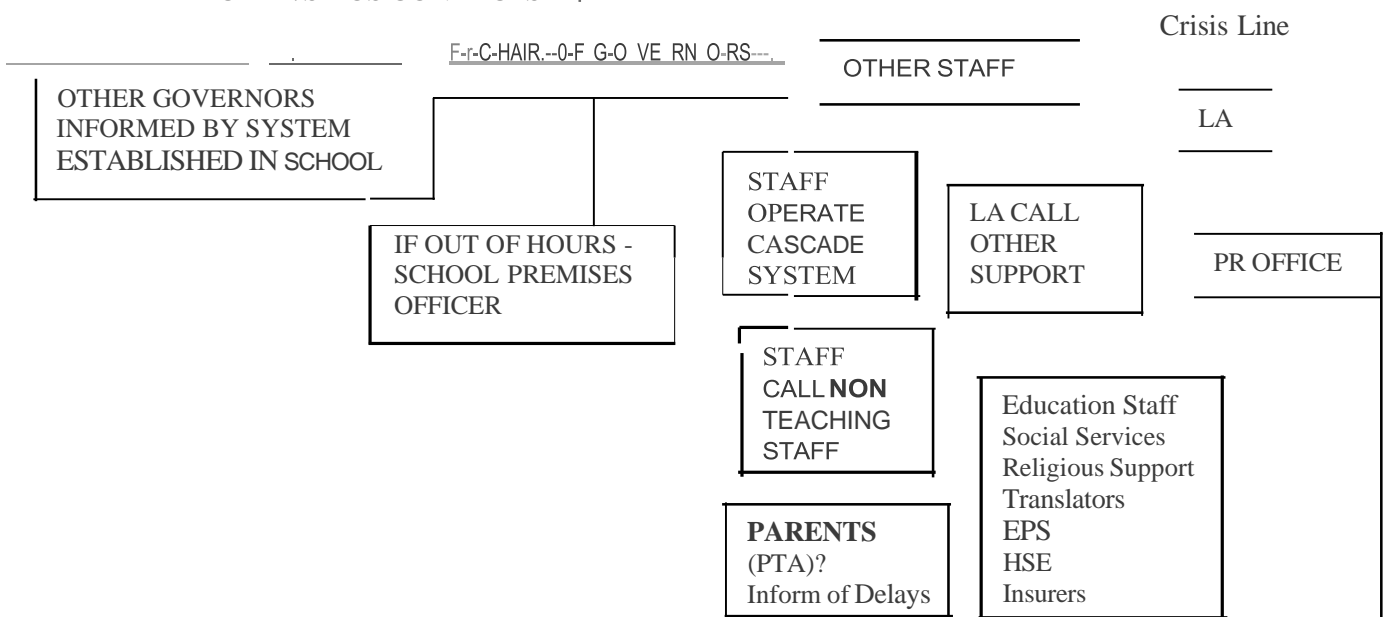
OBTAIN FACTS AND INFORMATION

ENSURE EMERGENCY ASSISTANCE HAS BEEN CALLED

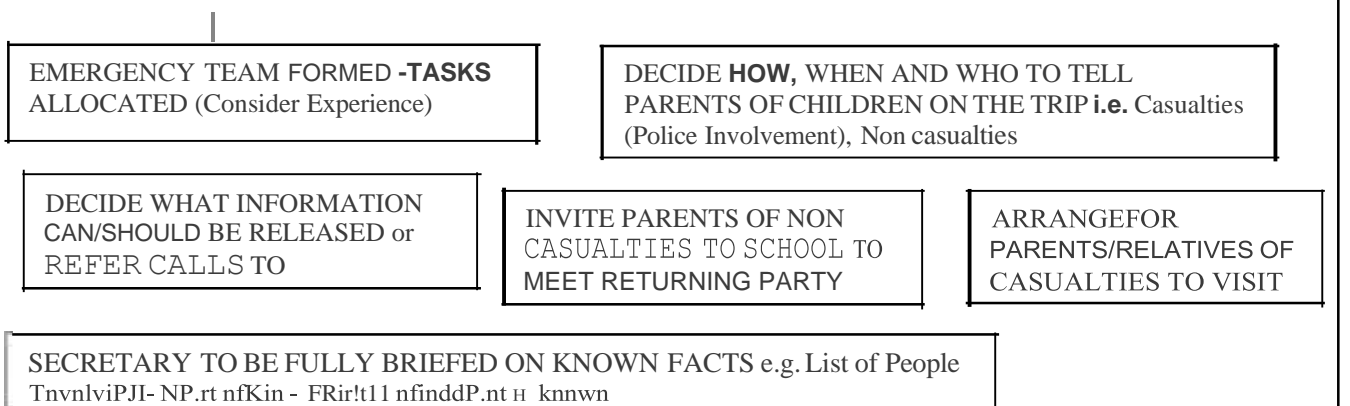
CONFIRM WHO IS IN CHARGE AT THE SCENE - ARE BACK UP STAFF REQUIRED?

HOME BASE CONTACT TO INFORM HEADTEACHER/ SENIOR MEMBER OF STAFF (SMOS)

HEADTEACHER/SMOS CONTACTS | _____



**HEAD/SMOS CALLS EMERGENCY MEETING.
ALL INFORMATION PASSED AS APPROPRIATE.**



PREPARE FOR THE MEDIA (THEY MAY KNOW BEFORE YOU) (See Category S)

DECIDE WHO IS TO SPEAK TO MEDIA BEWARE OF RUMOUR- TRY

IF INCIDENT IS IN HOLIDAYS ETC. CONSIDER BRIEFING SCHOOL AT EARLIEST OPPORTUNITY

CATEGORY 4

GUIDANCE FOR SCHOOL STAFF IN THE EVENT OF A MAJOR INCIDENT IN THE SCHOOL ENVIRONS

RECORD ALL ACTIONS - If not immediately, as soon as possible after the event
 FOR SPECIFIC EVACUATION AND INVACUATION see Appendix A

THERE HAS BEEN A MAJOR INCIDENT

TELL HEADTEACHER/DEPUTY HEADTEACHER

OBTAIN FACTS AND INFORMATION

CALL EMERGENCY SERVICES AS NECESSARY USING 999 SYSTEM

ADMINISTER FIRST AID WHERE POSSIBLE - Be aware of blood contact

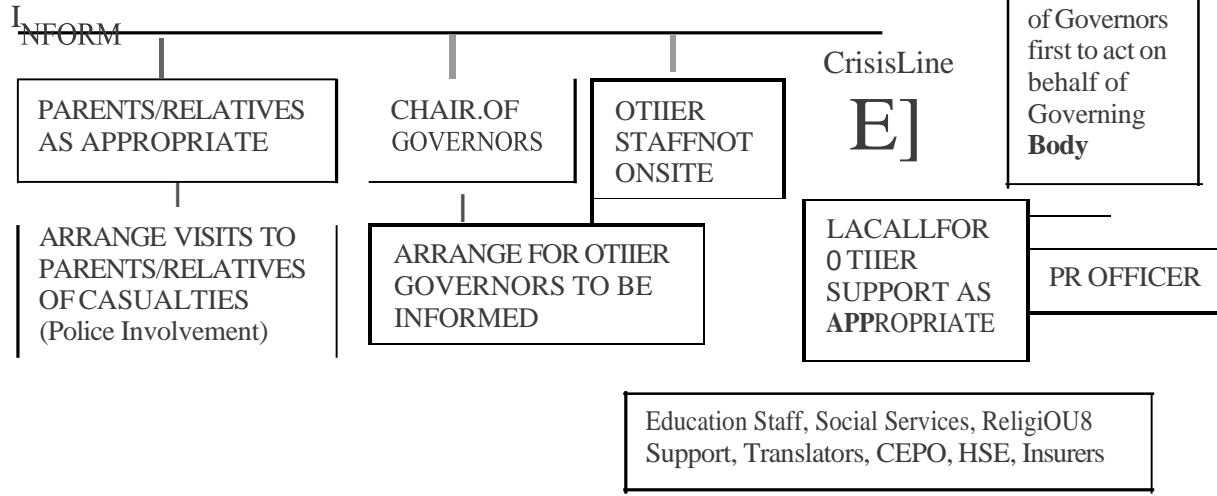
CONSIDER EVACUATION OF SCHOOL - By fire alarm/By word of mouth
 ACCOUNT FOR ALL PUPILS, STAFF & VISITORS
 If anyone missing inform Emergency Services

INFORM REST OF SCHOOL OF INCIDENT AS APPROPRIATE - INSTRUCT AS NECESSARY
 - KEEP RECORD OF WITNESSES

CALL MEETING TO DISCUSS PLANNING - FORM EMERGENCY TEAM
 -ALLOCATE TASKS (Consider Experience)

CONSIDER RELOCATION TO OTHER PREMISES -The LA can advise (SPACE CENTRE)

CONSIDER CLOSING THE SCHOOL (Sending home - Public Announcements) - Consult Chair of Governors first to act on behalf of Governing Body



SECRETARY TO BE FULLY BRIEFED ON KNOWN FACTS AND INSTRUCTED ON WHAT INFORMATION CAN BE RELEASED or REFER CALL TO LA CRISIS LINE

UPDATE INFORMATION REGULARLY/BRIEFING MEETINGS -REVIEW -REASSESS ACTIONS

NOTIFY HSE AS APPROPRIATE BY PHONE - COMPLETE ACCIDENT FORMS AS NECESSARY - CONSIDER POLICE REQUESTS FOR INCIDENT ROOM

PREPARE TO DEAL WITH THE MEDIA (See Category 5)

DECIDE WHO IS TO SPEAK TO MEDIA - BEWARE OF RUMOUR-TRY

PUPILS SHOULD NOT TALK TO THE MEDIA UNLESS ARRANGED BY STAFF/PARENTS AND WRITTEN PERMISSION GIVEN BY

IF INCIDENT IS IN HOLIDAYS ETC. CONSIDER BRIEFING SCHOOL AT EARLIEST OPPORTUNITY

CATEGORYS

DEALING WITH THE MEDIA

We believe that the benefit of a continuously proactive flow of information from the school to the media is two fold:-

Local papers give schools an unrivalled opportunity to explain what they are about and what they are doing.

If there is a crisis of some kind which attracts the media, we will be able to cope much better if we have planned ahead for such an emergency. Parents and other local people will see the story in context if they have been regularly reading good reports about our school.

We feel it is better to have a good working relationship with the local media than no relationship at all.

Press Releases

To be effective should:

- Build up the school's name e.g. school concerts and plays
- Enhance the school's reputation e.g. open evenings, awards, achievements, sporting successes
- Create a better appreciation of the school's stature, vitality and capabilities
- Inform and educate about the school e.g. New equipment, facilities, National Curriculum in action, exhibition of pupils work etc.
- Celebrate the school's successes

Procedures

We feel that there should be only one spokesperson dealing with the media at the time of an emergency or crisis - that person is our CHAIR OF GOVERNORS. A second person should be fully briefed to step in if necessary - that person will be our HEADTEACHER. All enquiries from the media will be directed to our spokesperson. We may wish to call upon the services of THE LA PUBLIC RELATIONS OFFICER. We recognise that there will be great pressure from the media to talk to those directly involved.

Our secretarial staff will be fully briefed on known facts and made aware of what information can be released to callers.

ADVICE FOR SPOKESPERSON

DO NOT FLATLY REFUSE TO COMMENT - buy time to seek advice and ring the journalist back.

STICK TO FACTS - Do not give any fact unless you are certain it is correct.

DO NOT SPECULATE - Your interpretation and understanding can and probably will be exaggerated or quoted as fact.

DO NOT REVEAL UNAUTHORISED INFORMATION - But do tell the media that is why you cannot divulge such detail.

NEVER SAY 'NO COMMENT' - It can be taken as a negative answer which could be inaccurate and lead to later difficulties.

DO NOT BE AFRAID TO SAY 'I DON'T KNOW - Try to find the answer for a later response. ('I don't know but as soon as I do I will get back to you'.)

TRY TO ARRANGE A PRESS CONFERENCE OR INTERVIEWS - State time and place. Make sure that any press statements are written out for faxing or reading to the media. Never issue casual statements which you have not recorded.

ADVICE FOR STAFF DEALING WITH THE MEDIA

Do know where the Media Liaison Point or Media Centre is if set up.

Do not unnecessarily hinder or obstruct media personnel.

Do remember your attitude to the media will be reflected upon your school and/or the city council.

Do inform the Press Officer/Spokesperson of:-

Any development that might assist them, and
any media representative you suspect of acting inappropriately.

Do not allow yourself to be distracted from the main task - explain if you have to why you are too busy to help.

REMEMBER - Ad hoc, ill Informed and casual statements will be unhelpful and may prejudice a later claim for negligence. All official statements to the press should be made after liaison with the relevant persona involved to avoid misrepresentation.

We will consider notifying the Diocesan Education Officer/the Education Department and seeking further advice if the media asks about:-

- Incidents likely to involve legal or disciplinary proceedings
- Matters of L.A policy or with political implications
- Issues which may have implications for other schools or the LA.
- Incidents in sensitive areas involving violence, truancy or race.
- Staff and Governors will be kept aware that press releases have been issued and/or that the media have taken interest in or been informed about any other issue concerning the school.

CATEGORY6

TQ AFTERMATH

General Guide for Staff and Managers

THERE HAS BEEN A MAJOR INCIDENT

You may have been the first person who has received the news, but by now, a Senior member of staff has called a meeting and has told you what has happened.

It is important that we acknowledge our own emotional responses to the tragedy, and allow others to do the same. There will be many different reactions from adults and children, depending on their age and individual circumstances.

The emotional reactions of adults may include:-

- tearfulness
- shock and disbelief
- fear for the safety of children - those in our family or those in our charge
- feelings of inadequacy about how we as adults would cope if directly involved
- anxiety about how to reassure children
- loss of concentration

The reactions of children may include:-

- fear, but children may not know or be able to say what it's about
- fantasy about half understood pieces of news
- unusual behaviour ranging from extreme excitability to withdrawal

Changed behaviour in younger children may include:-

- bed wetting
- drawing, role playing the incident
- destructiveness

Those who will be most affected:-

- younger children whose lives were at risk
- those who witnessed the incident
- those from unstable backgrounds
- intellectually less able

Much will now fall on your shoulders. You will have to do the most difficult job on earth - the care support necessary for individuals will be needed as quickly as possible after the event.

BUT.....

YOU are the person best placed to help your pupils.

KEEP to your usual routine. Remain calm and rational.

ACKNOWLEDGE that the event has taken place using language appropriate to the age and understanding of the pupils.

GIVE the pupils opportunity to talk today, tomorrow, next week, next year.

TALK to each other - we are our best support group.

LISTEN to the pupils and each other - ALLOW TIME.

REMEMBER the incident- draw pictures, consider acting it out- separate FACTS/ FEELINGS/ THOUGHTS.

REMEMBER our friends, talk about them.

REASSURE the children that the event was exceptional and that the school is a safe place.

MONITOR possible after effects - seek professional support - Educational Psychology, Welfare Officers.

WATCH for any extreme response.

REMEMBER you are not alone. Please lean on your colleagues. We all need each other more now than ever before.

TRY not to apportion blame.

The Effects of different kinds of incidents can be rather different. For example, pupils might respond very differently in the case of a classmate being killed in a road traffic accident from how they would if a staff member died from a degenerative illness.

BE CAREFUL how you answer the phone • it may be a relative of a casualty, it may be the press.

DON'T talk to the media.

CONSIDER how hurt and bereaved families should be contacted - use the most appropriate people with relevant skills.

CONSIDER HOW HOSPITAL VISITS SHOULD BE ARRANGED - WHO SHOULD GO, WHO SHOULD NOT.

CONSIDER PROTOCOL FOR FUNERALS WITH FAMILY - Seek advice e.g. Ethnic/ religious considerations.

CONSIDER A SPECIAL ASSEMBLY.

CONSIDER HOW TO HANDLE SPONTANEOUS MEMORIALS e.g. Flowers in school.

Later:

- **Consider what may have been lost - not only lives but other things - resources, accommodation, counework, personal property and continuity.**
- **Consider re-entry to school/setting of Injured pupils, service users and staff.**
- **Consider establishing a memorfal/holdlng a service.**

ALL STAFF

LISTEN to each other.

TALK to each other.

WATCH for those who seem to be alone

HUG

CRY

ORGANISE RE-ENTRY for those staff and pupils who have been away

- share visits to home
- replace books, equipment lost in the incident
- consider part-time staff
- consider special assembly, memorial garden, garden seat?

IDENTIFY your own reactions and be aware of others.

MEET regularly to ensure ALL staff are informed - the support staff will be playing a crucial role as the 'front line' -we ALL NEED SUPPORT.

REMEMBER

We are a good team.

We can do no more than our best.

Being anxious is normal.

We will make mistakes.

We shall not achieve instant results.

We shall not please everyone.

We will try to learn from what has happened.

We will adjust our emergency plans accordingly.

INCLEMENT WEATHER- CODE OF PRACTICE

The principles which underlie the agreed code are:-

- a) Employees who lose time because they genuinely have travelling difficulties will not be penalised.
- b) The onus is on employees to convince their Headteacher that their late arrival or failure to attend is reasonable in the circumstances.
- c) It is legitimate for employees who have difficulty reaching their normal school to be asked to report to another school or to work at home.

PROCEDURE FOR STAFF WHEN A DECISION HAS BEEN TAKEN TO OPEN OR CLOSE A SCHOOL

Headteacher to contact Premises Officer to find out information about local conditions.

Headteacher to contact Deputy Headteacher as early as possible.- activate Snowline

Headteacher to inform Chairman of Governors and media if need be.

Staff to contact Deputy Headteacher/ school to find out whether the school is still open or closed. These contacts are necessary to establish, if needs be, that staff who are themselves unable to travel or have not heard a radio bulletin mentioning their schoolt have informed someone in authority at school of their own situation.

Mlnter Conditions

***** Important Notice *****

The policy of the school, when coping with severe weather conditions, is:-

1. No child will be sent home early or the school closed unless notice, in writing, has been given to parents i.e. the school will remain open during normal school hours unless you have received a letter advising you otherwise.
2. In some circumstances, parents may feel it is wiser to collect their children early. This is quite in order as it is a decision which only you can make, knowing your particular circumstances and distance from school etc., but to avoid confusion, please follow the established procedure and call at the office and ensure your child's name is entered on the list of children leaving early so that we know quite definitely which children have been safety collected and by whom.
3. Please do not collect other people's children unless you have the full knowledge and consent of the child's parents or this could lead to worry and confusion. If you have arranged to collect other children as well as your own, please see that their names are listed also.
4. If in doubt ring the school, telephone Leicester 2667566, but remember that the school will remain open and your children will be cared for.

However, in very exceptional circumstances, the school uses Radio Leicester Education Snow Desk, to broadcast up to date news.

CATEGORY7

DIRECTORY

SCHOOL	0116 2667566
HEAD	07743164187
CRISIS LINE	0116 373 7599

LA PRESS OFFICER 0116 252 7737

EDUCATIONAL PSYCHOLOGIBT 0116 4545470

EDUCATION WELFARE OFFICER 0116 4545932

LEICESTER CITY COUNCIL CENTRAL
HEALTH & SAFETY UNIT 0116 4544300

APPENDIXA

Evacuation Plan

If the school site is not safe, the entire school will evacuate to **The National Space Centre, Exploration Drive, Leicester, LE4 SNS (Tel: 01162582112)**

Following an incident, children will be released by their teacher into the care of their parent or a designated adult from the centre car park. Children must be marked off on the register before leaving the teacher's care.

Invacuation Plan:

In case of Invacuation, the invacuation alarm will sound. All staff, children and visitors should return to the school building and close the blinds along with all windows and doors. Move **away** from the windows. The evacuation report will be taken to the classrooms. Class lists will be issued to account for all pupils.

In the event of classrooms needing to be evacuated, all staff and children should move immediately to the Top Hall.

Accidents

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Fully equipped first aid boxes are kept in the medical room **as is** the school's accident book. In the event of a serious accident, the aim of the school is to get the child qualified medical assistance as quickly as possible. A qualified first aider will deliver immediate assistance. Parents are informed straight away and, if necessary, emergency services are contacted. Significant accidents and near misses should be reported, by the Headteacher, in accordance with the LA procedures, using the LA Accident Report Form. In the case of major injury or death, the Emergency Plan should be activated.

Date: **Autumn 2024**

To be reviewed: Autumn 2026

