

**School Emergency Plan**

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| ***Marwood Primary School***  ***Whiddon, Muddiford***  ***Barnstaple. Devon***  **EX31 4HF**  **Updated and adopted 16th May 2017** | | | | | | | | |
| **The aim of this school emergency plan is to describe how the school will respond to an emergency in order to save lives and minimise the risk of injury to the school community in the event of a potential or actual life-threatening emergency.** | | | | | | | | |
| **The objectives of the school emergency plan are:**   * To identify key responders (and deputies). (‘Incident Management Team’). * To identify possible hazards and identify appropriate strategies for managing the response. * To identify potential triggers for plan activation. * To identify how the Incident Team will communicate with the extended school community. * To identify the immediate actions of the responders and school community. * To identify key locations relevant to the implementation of the plan. * To identify a training and exercise schedule. * To identify critical contact information. * To identify a plan audit and review process. | | | | | | | | |
| **Person responsible for updating this plan:** | | | | **Update undertaken by a governor, plan to be approved by Mr. A. Dobson** | | | | |
| **Critical School Contact information:**  ***(Names given here, 24 / 7 contact details given in Appendix 1)*.** | | | | Head teacher: Alun Dobson  Key-holder(s): Alun Dobson, Barbara Martin, Tony Kitchin  **Note: In a major emergency the Police would be the lead agency/coordinator. Phone 999**. | | | | |
| **Plan Activation**  **The plan will be activated under the following circumstances.** | | | | * On activation of the fire alarm * On receipt of a telephone call by the emergency point of contact. * On being informed of a bomb threat. * On being informed of an external threat. * On being informed of an intruder within the school. * On being informed of a sudden illness in the school * On receipt of information that the head considers warrants plan activation. | | | | |
| **Date of review:**  **Version Number:** | **22.03.2017** | | | **Date of next review:** | | | **Spring Term 2018** | |
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| **Number of staff**  **employed at school** | **25, including 3 contractors** | | | **Number of pupils on roll** | | | **118**  **(as at 22.03.2017)** | |
| **Are accurate names, addresses, and telephone numbers held for staff, governors and pupils?** | | | | **Yes** | **Contact details last updated:** | | | **Staff: Nov 2015 Govs: Ongoing**  **Pupils:Annually** |
| **Who is responsible for updating the contact details?** | | | | **Jill Hayward / Sue East** | | | | |
| **How will Parents be kept informed of school closures and re-openings?** | | | | Initial information via telephone call/email/note on school gate as appropriate.  Follow up by email, on School’s own website & Devon County Council website. | | | | |
| **The following addresses / contact details of important local institutions in the school neighbourhood:** | | | | Police Station: 999 or 101  Fire and Rescue Station: 999  Hospital: 01271 322577  Other: | | | | |
| **Who holds copies of the Emergency Plan?** | | | | **Governors and School.**  **Copy available to view on school website.** | | | | |
| **Are contact details for outside agencies including the LA current and readily available?** | | | | | | **Emergency Plan held in school office (in ‘signing in’ folder) and contact details are in Appendix 1 and 3 of the Emergency Plan (part of this document).** | | |
| **State the location of the following. See also site plan (Appendix 2) to this plan:** | | | | | | | | |
| **Water cut off valve:** | | | **In lane adjacent to playground.** | | | | | |
| **Gas mains valve:** | | | **No gas supply.** | | | | | |
| **Electric meter:** | | | **In external meter cupboard between the staff room and Class 1** | | | | | |
| **First incoming telephone point:** | | | **Reception office** | | | | | |
| **What are the pre-planned arrangements for the following:** | | | | | | | | |
| **Evacuation routes:** | | | **All classes have their own escape route, details in classroom.** | | | | | |
| **Assembly points:** | | | **If whole site needs to be evacuated move children to Mr Berry’s barns across road from school. Otherwise assemble in top playground.** | | | | | |
| **Disabled evacuation routes:** | | | **As above** | | | | | |
| **Loss of premises:** | | | Short term arrangements, 1 or 5 days: Children to remain at home as for extreme weather days, staff to post work on website.  Long term arrangements, over 1 week: Liaise with Devon County Council (DCC) for alternative | | | | | |
| **Loss of water supply:** | | | Short term arrangements, 1 or 5 days: Bottled water and emergency plumber.  Long term arrangements, over 1 week: Liaise with South West Water and DCC for alternative. | | | | | |
| **Loss of electric supply:** | | | Short term arrangements, 1 or 5 days: day 1 continue without power days 2 – 5 as extreme weather school closed with staff to post work on website.  Long term arrangements, over 1 week: liaise with Western Power and Devon County Council. | | | | | |
| **Loss of gas supply:** | | | N/A | | | | | |
| **Loss of Communications:**   |  | | --- | | Examples may include; text messaging, Twitter, etc. | | | | Mobile phones to be used if electricity is lost, as landline phones will **NOT** work.  There is a separate plug in analogue phone kept in the Staff Room that will work if phone lines are still operating. | | | | | |
| **Deliberate act of violence:** | | | **Call police 999**  **Move children away from danger** | | | | | |
| **Bomb threat or act of terrorism:** | | | **Call police 999**  **Move children away from danger taking a route that avoids the threat.** | | | | | |
| **Death or serious injury at school or on excursion:** | | | Pupil: inform Family+ Devon County Council (DCC) + Health and Safety Executive (HSE) (tel 0345 300 9923)  Staff or Governor: inform Family + DCC + HSE  Visitor or Parent: inform Family + DCC + HSE  In all cases be aware of effects on school – seek counselling help for all who need it + assemblies and community remembrance | | | | | |
| **Large clusters of localised human to human viral infection – likely Epidemic** | | | Follow NHS / Health advice  Ensure good hygiene | | | | | |
| **What are the pre-planned arrangements for the following Severe Weather events:** | | | | | | | | |
| **Flooding:** | | | School is not at risk on Environment Agency Flood Map. Checked March 2017.  Local lanes can flood causing access delays. Parents/visitors advised on condition of roads and caution advised as appropriate. | | | | | |
| **Heat wave:** | | | Shade on site for outdoor activities (trees on field and in garden behind Class 2, and wooden shelter on the field).  Window blinds  Water available  Classes 1 and 2 air conditioned  Reduction in PE | | | | | |
| **Snow:** | | | Maintain sufficient supplies of salt.  Yellow bin full of salt in Autumn of each year.  Agreement with A&B contractors to clear and salt lane (01271 882006).  School issues extreme weather plan each year in Autumn.  Site pathways and areas requiring salting:  Car park and all walkways | | | | | |
| **Arrangements for the management of young people and staff involved in visits and off-site activities** | | | | | | | | |
| **Off-site visits information** | | | 24 hour access to information about off-site groups e.g.  Evolve (web based) or paper information about the visit.  Emergency contact details for off-site staff and parents. | | | | | |
| **What processes are in place for continued learning during a prolonged emergency:** | | | | | | | | |
| **Electronic teaching i.e. School learning platform:** | | | School website and parent email list to be used to post work and links for children to access at home, library or wherever they can use the internet. | | | | | |
| **Alternative school premises:** | | | Seek assistance from Devon County Council | | | | | |
| **Other sources:** | | | Possibly use local churches/church halls | | | | | |
| **What are the pre-planned arrangements for safeguarding pupils and adults at risk during an emergency?** | | | | | | | | |
| **Vulnerable Children** | | | All children ambulatory  Statemented children to be overseen by staff | | | | | |
| **Pupils / Staff with Disabilities** | | | As above  Hearing impaired child – class staff to ensure safety | | | | | |
| **Make an assessment below of any other identified potential emergencies or specific hazards which pose a particular risk to your school and plan how you will deal with incident arising from them:** | | | | | | | | |
| **Emergency Hazard** | | **Emergency Plan** | | | | | | |
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**Appendix 1**

**Emergency Contact Information**

**School key contact telephone numbers:**

Alun Dobson (Head Teacher):

Mobile: 07870 440003

Barbara Nicholson-Martin (Senior Teacher)

Mobile: 07505 403712

Tony Kitchen (Caretaker):

Mobile: 07791 896061

Liz Quick (Chair of Governors):

Land: 01271 850 903

**1.** During Office hours (08.00 – 17.00hrs) contact the Business Services Team

**Telephone: 01392 383369**

**Email: peopleandschoolsemergency-mailbox@devon.gov.uk**

**2.** Outside Office Hours (24-hours) contact the DCC Emergency Planning Team

**Telephone: 07699 734637**

*Messages will be cascaded to all appropriate Senior Officers.*

School Closures can be reported by using the telephone contacts above or

alternatively completing the details on line at:

**3. Online: http://www.devonschoolclosures.info/**

Then complete the on-line form by:

• Clicking on the link, **http://www.devonschoolclosures.info/closures-form/**

• Enter the user name and password below,

User Name: **closure**

Password: **Educ808tion505**

• Enter the school DFES number and press **'submit form'**.

• Complete the closure information and press **'submit'**

**Ensure to keep User Name and Password details in a nominated and secure**

**location**

The school closure information will automatically be updated on the DCC website.

**Appendix 2**

Site plan showing school layout (attached).

**Appendix 3**

Sources of Further information

Health and Safety guidance, including information on dealing with emergencies, is available from the Source or **Devon Health and Safety Services** on 01392 382027 or by email to Healthandsafety@devon.gov.uk

Head teachers / Governors in schools will be directly supported by their area H&S Adviser. If you are unsure on whom this is please contact the **Devon Health & Safety** **Services** and you will be notified of your H&S Adviser.

In addition, employee support and assistance is available from:

• **Wellbeing@Work**: Tel: 01392 383277 or wellbeingreferral@devon.gov.uk

• **HR Helpdesk**: Tel: 01392 385555 or HR Helpdesk–Mailbox

• **Schools Helpline** Tel: 01392 384567 or schoolspersonelhelpline@devon.uk

**South West Grid for Learning (SWGfL)** Responsible for Internet Connectivity and

Services for Merlin

Support Desk: Tel No. 0845 3077870 or email support@swgfl.org.uk

**Severe Weather** - **Floods, hail, ice, snow** – extreme weather events could become

more frequent and schools need to be prepared and ready to respond.

The following links provide helpful advice and guidance on preparing for these events.

DCC advice for winter weather: http://www.devon.gov.uk/index/councildemocracy/publicsafety/emergencies/winter.htm