



Tuel Lane Infant School  
Clay Street  
Sowerby Bridge  
HX6 2ND

01422 831221  
[head@tuellane.calderdale.sch.uk](mailto:head@tuellane.calderdale.sch.uk)

## **Emergency Plan**

### **Review Date: Autumn Term 2017**

This plan is reviewed annually by the Governing Body with reference to updated information from Calderdale Health and Safety Team.

#### **Aim**

To provide effective emergency response arrangements that will ensure the well-being and safety of all children and adults in the care of the School.

#### **Objectives**

- Establish an effective framework of emergency response
- Ensure that LA and the Emergency Services are provided with up-to-date contact details for key school staff
- Ensure that the emergency incident is communicated quickly and clearly to supporting agencies, enabling supporting arrangements to be rapidly activated
- Maintain high standards of welfare and duty of care arrangements for pupils, staff and families
- Ensure that actions and decision making during the emergency incident is properly recorded
- Minimise educational and administrative disruption within School
- Facilitate the return to normal working arrangements at the earliest time

#### **What constitutes an emergency?**

An emergency incident can be defined as an unexpected event which affects the school community, and which causes disruption on a scale which is beyond the normal coping capability of the school. The emergency incident may involve significant threat, damage, or injury to property and individuals, and may have long term impacts on pupils, staff, governors and parents.

The following are examples of emergency incidents which may impact on the school and necessitate activation of the emergency plan.

- A fire within the school or nearby premises
- A serious accident involving children and/or school personnel, on/ off site
- Death of a pupil or member of staff
- Kidnap or disappearance of a pupil
- A terrorist attack, or violent intruder on or nearby school premises
- Chemical or toxic substance release on or off site
- An epidemic such as meningitis
- Severe weather events such as flood, high winds, extreme storms etc.

**The plan covers procedures for an incident occurring in school time and out of hours including weekends and school holidays.**

1. **Name and address:**  
Tuel Lane infant School

Clay Street  
Sowerby Bridge  
Halifax  
HX6 2ND  
Email. [admin@tuellane.calderdale.sch.uk](mailto:admin@tuellane.calderdale.sch.uk)

2. **Nature of business**

Education of up to 162 children between the ages of 3-7 between the hours of 8.50am-3.15pm and extra school activities or lettings in the evenings.

3. **Named people to contact in emergency**

- **Head teacher:** Judy Shaw
  - **Senior teachers:**  
Lorraine Booth, Jane Clayton
  - **Administrative staff:**  
Lindsay Hibbert and Janine Murphy
  - **Caretakers:**  
Sandra Kemp and Louise McDermondy
- **Chair of Governors:** Mike Imeson  
**Out of school hours:**
  - CMBC: Out Of Hours Emergency Telephone no. – 01422 288000
  - Gary Laird H&S Advisor 01422 392670, Mobile 07734 395176
  - Janet Whitlow H&S Advisor 01422 392670, Mobile 07887 632508

4. **Ways of raising alarm**

There are various alarm call points round school (see plan).

The admin staff and headteacher should phone emergency services if the incident is not a planned practice or drill.

Any other named person may do so.

5. **When should the alarm be sounded?**

For planned practice and drill purposes- both notified and surprise.

In the event of fire, flood; bomb warning or major alert or incident.

6. **Ways of evacuation**

Each class has a pre planned and well tested evacuation drill using set routes (sometimes when practicing evacuations barriers are placed in certain exits so leaders have to use an alternative exit). ALL the school should assemble in playground away from the building unless this is a dangerous position.

In this case ALL the school will assemble on Beech Recreation Ground.

7. **Registering of evacuees**

On hearing the alarm admin staff collect all registers and distribute to relevant teachers who will do a head count, check against registers and report to the head, senior teacher or admin staff.

If anyone is missing the informed person will report to the fire chief and give the name of the person missing, their last known whereabouts and of any dangers the fire fighters/rescuers will encounter.

8. **Re-entering the building/s**

This should only be done after inspection of the building by professional people i.e. fire chiefs/structural engineers/ electrician etc.

9. **Unsafe damages to building/s**

If it is not possible to use building/s alternative arrangements will be made.

Our immediate evacuation location is:

**St Paul's Church, Tower Hill, Sowerby Bridge, West Yorkshire HX6 2EQ**

**Telephone: 01422 372104**

A key for this building is kept in the school key box.

If accommodation is needed for a longer period of time, arrangements will be made with partner schools in the Sowerby Bridge Cluster of Schools to ensure continuity of educational provision as close as possible to our locality.

#### 10. Personnel details and Inventory

Personnel details, pupil details and admission registers are kept in the admin office. These details are checked and updated regularly. In the event of an emergency exit, the registers and emergency contact details would be taken.

Personnel details and pupil details are held on the admin computer and a backup is held by CMBC at Mulcture House, Halifax.

A full inventory of furniture and equipment is kept and regularly updated. A copy is held at Mulcture House.

#### 11. Media spokesperson

In the case of any incident where the media are involved a named person, usually the headteacher, will act on behalf of the school. Anybody else who is approached should steer the media to that named person.

Everybody should also give the named person up to the minute information/news.

Staff are advised not talk to the media as misinformed/partial information and speculation can be harmful, misleading and upsetting.

#### 12. Emergency committee

This committee should consist of the senior management, admin staff and caretakers.

The headteacher should be the chairperson.

This committee will also be fire wardens.

Our committee is:

- Judy Shaw
- Lorraine Booth
- Jane Clayton
- Lindsay Hibbert
- Janine Murphy
- Sandra Kemp
- Louise McDermondy
- Mike Imeson, Chair of Governors
- Representatives of CMBC

#### Specific roles, responsibilities and duties:

##### Headteacher- Judy Shaw or in her absence, nominated person in charge:

| <b>ACTION</b>   |
|---|
| <b>On notification of an incident :</b> <ul style="list-style-type: none"><li>• Start a log noting:</li><li>• The time, date and contact details of the informant.</li><li>• Location of incident</li><li>• Nature of Incident</li><li>• Details of possible casualties</li></ul>   |
| <b>Assess Situation</b> <ul style="list-style-type: none"><li>• Administer First Aid where appropriate</li><li>• Call emergency services if necessary</li><li>• Consider evacuation and shelter strategies if appropriate and identify those who require specific support</li><li>• Consider closure of the school if appropriate</li></ul> |
| <ul style="list-style-type: none"><li>• Activate the School Emergency Plan</li><li>• Account for all staff, pupils and visitors; initiate roll calls</li></ul>  |

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| <ul style="list-style-type: none"> <li>• Call a meeting of the emergency team to discuss planning, allocate tasks and agree reporting and communications</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Inform and liaise with others as appropriate <ul style="list-style-type: none"> <li>- Pupils</li> <li>- Staff</li> <li>- Parents (prepare advice and info). In the case of a fatality the Police usually break news to parents/ next of kin.</li> <li>- Chair of Governors</li> <li>- LA (requests for assistance)</li> </ul> </li> </ul> |
| <ul style="list-style-type: none"> <li>• If appropriate, arrange a quiet area to receive parents and pupils of the school and ensure someone is there to meet and greet them.</li> </ul>   |
| <p><b>Media</b></p> <ul style="list-style-type: none"> <li>• Liaise with Police to control media access to the school</li> <li>• Liaise with Police and LA before making any comment to the media.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Liaise with LA over future actions e.g. requirements for: transport, emergency feeding, de-briefing, recovery, psychological support, Health &amp; Safety, HR &amp; Legal issues etc.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Consider arrangements to assist the school in making a speedy return to normality</li> </ul>  |

**Senior staff: Lorraine Booth/ Jane Clayton**

| <b>ACTION</b>  |
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| <ul style="list-style-type: none"> <li>• Obtain as much information as possible from the Headteacher (or person notifying you) about the situation and start a log</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Assist and support the headteacher to activate the School Emergency Plan</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Seek advice from Headteacher on whether to evacuate or shelter</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Lead arrangements on safety and welfare of pupils and all adults in the care of the School</li> </ul>   |
| <p>If directed by the Headteacher :</p> <ul style="list-style-type: none"> <li>• Make arrangements for the evacuation of the School to designated evacuation point (Identify anyone requiring specific support)</li> </ul> |
| <ul style="list-style-type: none"> <li>• Carry out emergency roll call of all pupils and adults in the care of the School</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Keep pupils and staff informed of situation</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Ensure that the Headteacher is advised of all Media requests</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Assist the Headteacher in providing consistent advice / information to parents</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Attend meetings of the emergency team as required, and ensure that you receive regular situation updates</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Consider arrangements to assist the School in making a speedy return to normality</li> </ul>  |

**Admin: Lindsay Hibbert/ Janine Murphy**

| <b>ACTION</b>  |
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| <ul style="list-style-type: none"> <li>• Obtain as much information as possible from the Headteacher (or person notifying you) about the situation and start a log</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Assist and support the headteacher to activate the School Emergency Plan</li> </ul>   |
| <p>Telephone as instructed by the head teacher:</p> <ul style="list-style-type: none"> <li>• Emergency Services</li> <li>• Members of the emergency team</li> <li>• School governors</li> <li>• Parents</li> <li>• LA</li> </ul> |
| <ul style="list-style-type: none"> <li>• Prepare and distribute copies of the School Emergency Plan as required</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Ensure that pupil records and registers are available</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Ensure that parental/ carer records and contact numbers are available</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Ensure that the visitor and pupil signing in/out book is available</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Ensure regular reporting to the headteacher and advise of any contact from the media.</li> </ul>  |

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| <ul style="list-style-type: none"> <li>• Assist headteacher in provision of consistent advice and information to parents</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Where possible cancel any planned visits to the school</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Advise service providers of the interruption to the normal arrangements for provision of goods and services to the school (e.g. catering)</li> </ul> |
| <ul style="list-style-type: none"> <li>• Attend meetings of the emergency team as required, and ensure that you receive regular situation updates</li> </ul>                                  |
| <ul style="list-style-type: none"> <li>• Consider arrangements to assist the school in making a speedy return to normality</li> </ul>   |

**Caretakers: Sandra Kemp/ Louise McDermondy**

| <b>ACTION</b>   |
|---|
| <ul style="list-style-type: none"> <li>• Obtain as much information as possible about the situation and start a log</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Assist and support the headteacher to activate the School Emergency Plan</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Ensure that Emergency Services are able to access the scene of the incident quickly and without obstruction</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Ensure all building and gate keys are available</li> </ul>   |
| <p><b>If safe and appropriate:</b></p> <ul style="list-style-type: none"> <li>• Immobilise Gas supply</li> <li>• Immobilise Electricity supply</li> <li>• Immobilise Water supply</li> </ul> <p>Provide Emergency Services with site plan of school and advise of any hazards</p> |
| <ul style="list-style-type: none"> <li>• If required assist with Evacuation</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Be available to liaise with the Emergency services and the Headteacher</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Where possible assist with ensuring the security of the School site</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Ensure that the Headteacher is advised of all Media requests</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Attend meetings of the emergency team as required, and ensure that you receive regular situation updates</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Consider arrangements to assist the School in making a speedy return to normality</li> </ul>   |

**Chair of Governors: Mike Imeson**

| <b>ACTION</b>   |
|---|
| <ul style="list-style-type: none"> <li>• Obtain as much information as possible from the Headteacher (or person notifying you) about the situation and start a log</li> </ul> |
| <ul style="list-style-type: none"> <li>• Assist and support the headteacher to activate the School Emergency Plan</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Assist the Headteacher in providing consistent advice / information to parents</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Inform other governors of the incident and allocate tasks as necessary</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Attend meetings of the emergency team as required, and ensure that you receive regular situation updates</li> </ul>                  |
| <ul style="list-style-type: none"> <li>• Consider arrangements to assist the School in making a speedy return to normality</li> </ul>   |

**13. Recovering after the incident.**

There are two recognised forms of debriefing which can be valuable in dealing with the aftermath of an incident. These are:

- Psychological debriefing (also known as critical incident stress debriefing) – a useful way of helping people to come to terms with an incident, carried out by a trained specialist. Contact – Calderdale Council for advice and assistance.
- Post-incident debriefing – concentrates on learning lessons which will help the school improve plans and procedures to deal more effectively with an incident in the future.

Before the building can be made safe and appropriate for use, a full audit should be made of what equipment can be reused using the inventory and new stock should be reordered when permission from insurance company is issued. This should be steered by the emergency committee with input from all staff and contracted personnel as appropriate.