

NETTLESTONE PRIMARY SCHOOL



EMERGENCY PLAN

Date Agreed: March 2017

Review Date: March 2018

Signed:

DMF Botlett

Chairman Board of Governors

Revision number	Prepared by	Date	Approved by	Comments
1	KH	Jan 2014		
2	KJH	Nov 2014	L & M	
3	KJH/AJ/JP	January 2016	L & M	
4	DR	March 2017	L&M	

All the governors and staff across the Federation of Nettlestone & Nettlestone Primary School are committed to sharing a common objective to help keep the children and staff of the school safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of each school.

NETTLESTONE PRIMARY SCHOOL

Emergency Plan

School Address:
 Nettlestone Green
 Seaview
 Ryde
 Isle of Wight
 PO34 5DY

School Contact Number: **01983 613171**

Local Education Authority contact number Office Hours: **01983 821000 ext 6412/6260**

Local Education Authority contact number Out of Hours: **07891386989 (Jade Kennett)**

Isle of Wight Council Emergency Management Team Office hours:
01983 823316

Emergency Services 999

Police 0845 045 45 45 (101)

Fire and Rescue 01983 525121

Ambulance 999 OR 01983 524081(St. Mary's Hospital)

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Purpose of the School Emergency Plan

Nettlestone Primary School is committed to ensuring that, in the event of a major emergency or incident, the school will provide an effective emergency response to minimise the impact of the emergency and ensure the wellbeing and safety of all children and adults in the schools care.

This plan will be supported by existing emergency response arrangements with the Local Education Authority, the Emergency Services and the Local Authority Emergency Planning Team.

Definition

An emergency incident or crisis can be clarified 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 a long-term impact on pupils, staff, governors and parents.

The following are examples of emergency incidents that may impact on the school and require activation of this Emergency Plan

- Fire or flood to buildings and contents
- Death, accident or assault to members of staff or pupils
- Natural major emergency incident within the local community
- Missing person(s) /abductions

The Emergency Plan will not list each type of emergency situation but will provide a framework for emergency response that can be used in most emergency situations.

It is important that the emergency plan policy is understood by those with the responsibility for implementation and activated immediately.

Aim of the School Emergency Plan

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 of the School Emergency Plan

1. Establish an effective framework of Emergency Response
2. Ensure that the emergency incident is communicated quickly and clearly to supporting agencies and partners, enabling support arrangements to be rapidly activated
3. Maintain high standards of welfare and duty of care arrangements for pupils, staff and carers
4. Ensure that actions and decision making during the emergency incident is properly recorded

5. To minimise educational and administrative disruption within school
6. To facilitate the return to normal working arrangements at the earliest time

Review

The Executive Headteacher and the Governing Body of the Federation Nettlestone and Newchurch Primary School are responsible for annually reviewing the Plan and identifying areas for amendment.

The school is also responsible for updating relevant sections of the plan on a regular basis.

The School Emergency Response Team (SERT):

The School Emergency Response Team (SERT) has responsibility for activating and implementing the School Emergency Plan.

The SERT team should record all decisions and actions in their own log books and be available for briefing session, handovers and post emergency debriefs

Name	Position in School	Role during incident
Kirsty Howarth Work ~ 865210 Home ~ 867852 Mobile~ 07796198227	Executive Headteacher	<ul style="list-style-type: none"> • Leader of plan • Designate roles and responsibilities • Liaise with Emergency services • Co-ordinates from School • Informs LA / Emergency Planning of incident
Caroline Lucy Work ~ 613171 Home ~ 611267 Mobile ~07872903394	School Administrator	<ul style="list-style-type: none"> • Assist Executive Headteacher • Liaise with Emergency services • Contact relevant outside agencies • Support Headteacher and SERT • Provide all necessary records • Inform parents /relatives
Anna Jacobs Work ~ 613171 Home ~ 883530 Mobile ~ 07867807395	Head of School	<ul style="list-style-type: none"> • Assist Executive Headteacher • Lead staff and pupil welfare arrangements on behalf of Executive Headteacher • Adopt leader role if Executive Headteacher not available
Kelly Pavitt Work ~ 613171 Mobile - 07905301763	Caretaker	<ul style="list-style-type: none"> • Assist Executive Headteacher • Assist with emergency response on site • Assist with building access and security
David Botell Home ~ 408046 Mobile ~ 07949086917	Chair of Governors	Support Executive Headteacher
Janine Walker Work ~ 613171	Admin assistant	Support School Administrator /deputise in her absence

Home ~ Mobile ~ 07805769966		Roles as advised by EHT and Head of School
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All members of the School Emergency Response Team (SERT) must:

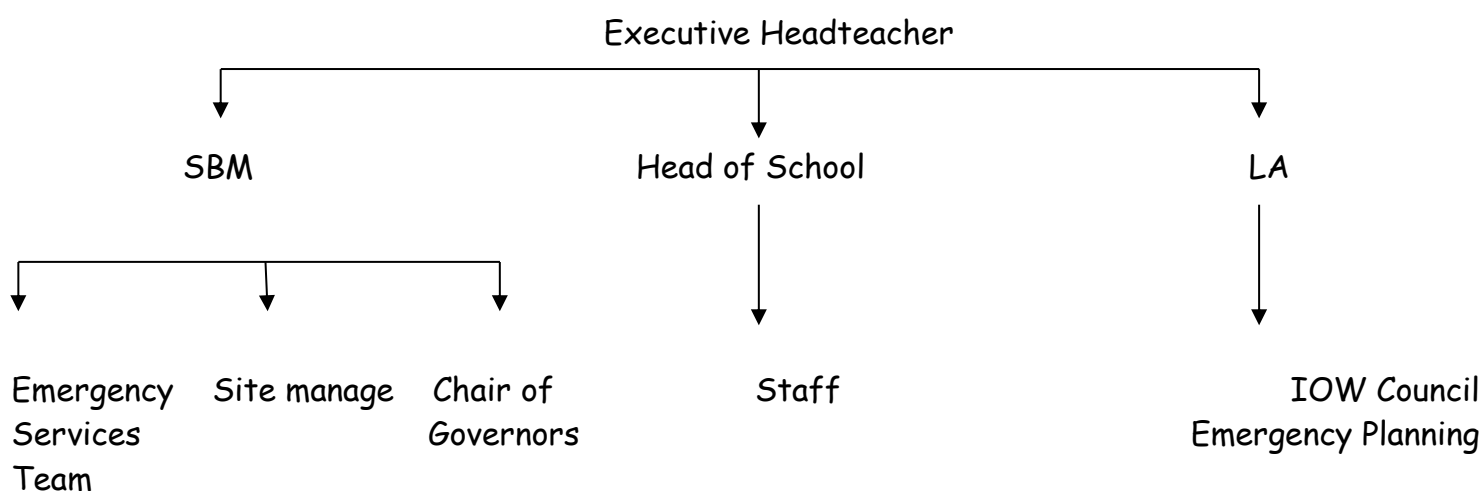
Have a copy of the Emergency Plan at home and at School

- be aware of the roles of each part of the plan to enable the School to react swiftly and accordingly. Identified as home-based contact on relevant risk assessment
- Retain the SERT contact numbers for 24 hour contact
- Have an on call rota for SERT members in the event of a School trip

Activation of the School Emergency Plan

The School Emergency Plan will be activated at the request of the Executive Headteacher/ Head of School. It is assumed that all members of the SERT team will make every effort (if safe to do so) to get to School Site in the event of the Plan being activated at any time of day/night.

The Executive Headteacher/ Head of School will activate the School Emergency Response Team through the following cascade system:



Roles and Responsibilities Check list

The following check list is provided to assist the School Emergency Response Team (SERT) to carry out their roles and responsibilities.

The check lists should be viewed as a general guide, further actions may be required that are specific to the incidents as it occurs.

Executive Headteacher

Headteacher - Emergency Response Check list			
No	Action	Completed by	Time
1.	Assess the information and situation		
2.	Instruct the School Administrator to request the appropriate Emergency Services		
3.	Activate the School Emergency Plan		
4.	Advise the School Administrator to activate the School Emergency Response Team (SERT)		
5.	Commence log of all actions and decisions		
6.	Ensure safety /welfare of pupils and all adults in the care of the School		
7.	Advise the Local Authority Alternatively contact the IOW Emergency Planning Team		
8.	Decide whether to keep pupils in class rooms and safe areas or consider evacuation		
9.	Consider evacuation of the School to designated Evacuation points		
10.	Consider evacuation of the School to designated back up location (Seagrove Pavilion)		
11.	Consider activating School closure arrangements		
12.	Identify any pupils or adults needing specific Support		
13.	Ensure that the School Emergency Response Team are effectively carrying out their designated roles and responsibilities		
14.	Ensure that the School Emergency Grab Bag has been collected		
15.	Liaise with the Emergency services		
16.	Undertake Emergency Roll call of all pupils and adults in the care of the School		
17.	Keep pupils and staff informed of situation		
18.	Ensure all media enquiries are passed to LA		
19.	Ensure Chair of Governors is kept informed of situation and emergency response arrangements		
20.	Prepare information / advice for parents		
21.	Call meetings of the SERT as required, and ensure that		

	the SERT and LA receive regular situation updates		
22.	Consider arrangements to assist the School in making a speedy return to normal functions		

School Administor/School Business Manager

SMB - Emergency Response Check list			
No	Action	Completed by	Time
1.	Request the attendance of the emergency services as directed by the EHT/Headteacher and support the caretaker in ensuring they can access the building		
2.	Assist and support the EHT/Head of School to activate the school emergency plan		
3.	Obtain as much information as possible from the EHT/Head of School about the situation		
4.	Commence a log of all actions and decisions		
5.	Ensure that all staff are aware that you are carrying out your designated Roles and Responsibilities as a member of the School Emergency Response Team (SERT)		
6.	Contact all members of the School Emergency Response Team (SERT) and request that they carry out their roles and responsibilities as described in the school emergency plan <ul style="list-style-type: none"> • Head of School • Caretaker • Chair of Governors 		
7.	Advise the EHT/Head of School if any member of the SERT is unavailable and can not carry out their roles and responsibilities. Identify a substitute.		
8.	Ensure copies of the School Emergency Plan are available for the SERT		
9.	Access and retain the school emergency Grab Bag		
10.	Ensure that pupil records and registers are available		
11.	Ensure that pupil medical records are available		
12.	Highlight to the SERT any pupils who may need specific support		
13.	Ensure that parental/carer records and contact numbers are available		
14.	Ensure that staff contact records and contact numbers are available		
15.	Ensure that the visitor and pupil signing in/ out book is available		
16.	Lead the office staff in assisting the SERT with information needs and the Emergency Response		
17.	Ensure that the EHT/Head of School is advised of all media requests		
18.	Assist the EHT/Head of School in providing consistent advice/ information to parents		

19.	Where possible cancel any planned visitors to the school		
20.	Advise service providers of the interruption to the normal arrangement for provision of goods and services to the school		
21.	Attend meetings of the SERT as required and ensure that you receive regular situation updates		
22.	Support arrangements to assist the school in making a speedy return to normal functions		

Head of School

Head of School- Emergency Response Checklist			
No	Action	Completed by	Time
	In the event of EHT being unavailable HOS will assume the responsibilities designated to EHT.		
1.	Assist and support the EHT to activate the School Emergency Plan		
2.	Ensure that all staff are aware that you are carrying out your designated Roles and Responsibilities as a member of the School Emergency Response Team (SERT)		
3.	Obtain as much information as possible from the EHT about the situation		
4.	Commence a log of all actions and decisions		
5.	Lead arrangements to ensure safety/ welfare of pupils and all adults in the care of the school		
6.	Lead and direct all school staff to support decisions taken by the EHT/Head of School and		
7.	Seek advice from the EHT on whether to keep pupils in the classrooms and safe areas or consider evacuation		
8.	If directed by the EHT: Make arrangements for the evacuation of the school to designated evacuation points		
9.	If directed by the EHT: Make arrangements for evacuation of the school to the designated back up location		
10.	If directed by the EHT: Make arrangements to activate closure arrangements		
11.	Identify any pupils or adults needing specific support		
12.	Carry out emergency roll call of all pupils and adults in the care of the school		
13.	Keep pupils and staff informed of the situation		
14.	Ensure that the Headteacher is advised of all Media requests		
15.	Assist the Headteacher in providing consistent advice/ information to parents		
16.	Attend meetings of the SERT as required, and ensure that you receive regular situation updates		
17.	Consider arrangements to assist the school in making a speedy return to normal functions		

Site Manager/Caretaker

Caretaker - Emergency Response Checklist			
No	Action	Completed by	Time
1.	Assist and support the Headteacher/HOS to activate the School Emergency Plan		
2.	Ensure that all staff are aware that you are carrying out your designated Roles and Responsibilities as a member of the School Emergency Response Team (SERT)		
3.	Obtain as much information as possible from the Headteacher about the situation		
4.	Commence a log of all actions and decisions		
5.	Ensure that the Emergency Services are able to access the scene of the incident quickly and without obstruction		
6.	Ensure all building and gate keys are available		
7.	If required: <ul style="list-style-type: none"> • Immobilise the gas supply • Immobilise the electricity supply • Immobilise the water supply (see section on utilities and services for location and switch off points in plan)		
8.	If requested assist with the evacuation		
9.	Be available to liaise with the Emergency Services and EHT/Head of School		
10.	Attend meetings of the SERT as required and ensure that you receive regular situation updates		
11.	Consider arrangements to assist the school in making a speedy return to normal functions		

Chair of Governors

Chair of Governors - Emergency Response Check list			
No	Action	Completed by	Time
1.	Assist and support the EHT/HOS to activate the School Emergency Plan		
2.	Ensure that all staff are aware that you are carrying out your designated Roles and Responsibilities as a member of the School Emergency Response Team (SERT)		
3.	Obtain as much information as possible from the Headteacher about the situation		
4.	Commence a log of all actions and decisions		
5.	Assist the EHT/HOS in providing consistent advice/information to parents		
6.	Attend meetings of the SERT as required and ensure that you receive regular situation updates		
7.	Consider arrangements to assist the school in making a speedy return to normal functions		

Local Authority

Local Authority- Emergency Response Check list			
No	Action	Completed by	Time
1.	Assist and support the EHT/HOS to activate the School Emergency Plan		
2.	Obtain as much information as possible from the Headteacher about the situation		
3.	Commence a log of all actions and decisions		
4.	Provide advice and support to the EHT/HOS to ensure safety/ welfare of pupils and all adults in the care of the school		
5.	Ensure the IOW LA Emergency Planning Team is advised of the situation and provided with updates		
6.	Request additional support from Emergency Planning as required		
7.	Assist the EHT/HOS with Media requests		
8.	Assist the EHT/HOS in providing consistent information and advice to parents		
9.	Attend meetings of the SERT as required and receive regular situation updates		
10.	Consider arrangements to assist the school in making a speedy return to normal functions		

Emergency Planning Team

Emergency Planning Team- Emergency Response Check list			
No	Action	Completed by	Time
1.	Assist with co-ordinating the emergency response		
2.	Liaise with the emergency services		
3.	Assist the LA and EHT/HOS with arrangements to ensure the safety and welfare of all the pupils and all adults in the care of the school		
4.	Assist with the provision of shelter, food and transport		
5.	Assist with co-ordinating the media response to ensure continuity of advice and information		
6.	Consider arrangements to assist the school in making a speedy return to normal functions		

School Emergency Grab Bag & Pupil Information File

The Grab Bag will be maintained by the School Administrator and retained by her in the event of the School Emergency Plan being activated.

Contents	Checked/date
School emergency plan	
Pupil records - names, addresses, contact numbers	
Pupil medical records	
Staff contact details - names, addresses, contact details, next of kin	
Parental contact details	
Governing Body Contact details - David Botell (Chair) 408046 or 07949086917	
School drawing/layout/map	
Log books/pens and paper	
LA and Emergency Planning contact numbers (On the front of this plan)	
School inventory (Separate file kept in office)	
Utilities contact details: Southern Water Customer No: 11262200 Tel 0845 270 1508 Opus Energy (Electric) Account No: Opus Energy (Gas)	
Catering suppliers contact details - Chartwells Yvonne Curran Senior Area Manager Tel: 07776 225254 Office: 01983 550500 Email: yvonne.curran@compass-group.co.uk	
Building and gate keys Key cupboard, main office Gate lock 401 padlock	
Alarm arrangements - Lifeline Alarms Tel: 01983 521621	
Back up disks SIMS back up held on black box located in Blue Room	
Details of evacuation location 4 Spithead Cl, Seaview, Isle of Wight PO34 5AZ - 01983 612602	
Torch	

School utilities and other services:

Utility	Location	Switch off arrangements	Supplier name and contact number
Water Meter cupboard and stopcock	Main Road by fire hydrant next to bungalows	Contact Southern Water	Southern Water Customer No: ?????????? Tel 0845 270 1508
Gas Meter cupboard	Outside main entrance in coal bunker with blue door.	Contact	Energy (Gas) Ref:
Electric Meter cupboard	Cupboard in main reception area	Contact Property Services - 823290	Opus Energy (Electric) Account No:
Telephone	Offices/ Staffroom/ Kitchen/ corridors/ Blue room	Contact BT	BT

Other school suppliers/ contacts:

Name	Service	Contact details
Daisyfield Nursery ~ Steph (Manager)	Pre-school Centre on- site	01983 562929

School Alarm

The alarm is located next to the main office on the wall opposite the reception hatch. To set / deactivate the alarm a code is needed and is held by all main key holders (Site Manager, Executive Headteacher, Head of School, School Business Manager).

Evacuation

On site evacuation point is the school playground.

Off site evacuation location is Seagrove Pavilion, 4 Spithead Cl, Seaview, Isle of Wight PO34 5AZ - 01983 612602

Media

The Executive Headteacher will not speak directly to the media.

All Media requests will be forwarded to the LA and the Corporate Media Team for a co-ordinated and agreed media response.

Existing Policies and Plans

The following existing policies and procedures support this School Emergency Plan:

- Accident and incident reporting procedure
- Risk assessments and safe working practices
- Health and safety
- Asbestos register
- Fire procedures
- School Closures (Inclement Weather) Guidance for Schools

Useful phone numbers and web links

The Local Authority 01983 821000

IOW LA Emergency Planning Team 01983 823316

The Met Office www.metoffice.co.uk

The Environment Agency www.environment.agency.gov.uk

CRUSE Bereavement Care 0870 167 1677
www.crusebereavementcare.org.uk

The Child Bereavement Trust 0845 357 1000

The Samaritans 0845 790 9090

Child Line 0800 1111

