

Shaw Wood Academy



School Emergency Plan

Adopted by the Governing Body on:	March 2018
Signed by Chair of Governors:	Val Wren
To be reviewed:	March 2019

School Address	Mere Lane, Armthorpe, Doncaster, DN32DG
School Contact Number	01302 831307

Education Provider Service	01302 737204 Office Hours 01302 737205 Office Hours
Doncaster Children's Services Trust	01302 734100
Out of Hours – Doncaster Council Resilience and Emergency Planning Team Contact numbers	01302 341628
Office Hours – Doncaster Council Resilience and Emergency Planning Team Contact numbers during	01302 736956
Emergency Services	999
Include any other useful numbers as required	

M Ridley	15/06/15	
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M Ridley	15/06/15	
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CONTENTS

SECTION 1	PLAN MANAGEMENT	5
	Record of Amendments.....	5
	Controlled Distribution List	5
	Exercise Record	5
	Review of the Plan	6
SECTION 2	PLAN OVERVIEW	7
	Purpose of the School Emergency Plan.....	7
	Definition of an Emergency	7
	Aim of the School Emergency Plan	7
	Objectives of the School Emergency Plan	7
SECTION 3	ACTIVATION AND COMMUNICATION ARRANGEMENTS	9
	School Emergency Response Team (SERT)	11
	Key Contacts.....	12
	Responsibilities of SERT.....	12
SECTION 4	ROLES AND RESPONSIBILITIES.....	14
	Headteacher.....	14
	Business Manager.....	16
	Heads of School.....	Error! Bookmark not defined.
	Site Manager.....	21
	Chair of Governors	21
	Education Provider Service	22
	Resilience and Emergency Planning Team.....	23
SECTION 5	SCHOOL EMERGENCY GRAB BAG.....	24
	School Utilities and Other Services	25
	Other School Suppliers	25
	School Alarm.....	25
	Evacuation	25
	Possible Evacuation Locations.....	25
SECTION 6	AVAILABLE SUPPORT	27
	Media	27
	Doncaster Children’s Services Trust	27
	Doncaster Council Health and Wellbeing	27
	Winstons Wish.....	27
SECTION 7	ADDITIONAL POLICIES AND PROCEDURES.....	29
SECTION 8	USEFUL CONTACT INFORMATION	31
SECTION 9	EXAMPLE LOGGING SHEET	33

M Ridley	15/06/15	
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M Ridley	15/06/15	
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SECTION 1 PLAN MANAGEMENT

Record of Amendments

Amendment Number	Actioned By	Type of Change	Date	Distribution Method

Controlled Distribution List

Name	Designation	Distribution Method
Jo Campbell		Email
Anna Horsfield		Email
Lindsey Taylor		Email
Matthew Ridley		Email
Michelle Connolly		Email
Val Wren		Email
Other governors		Email

Exercise Record

Date	Type	Details

M Ridley	15/06/15	
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Review of the Plan

The Headteacher and the Governing Body of Shaw Wood Academy 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.

M Ridley	15/06/15	
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SECTION 2 PLAN OVERVIEW

Purpose of the School Emergency Plan

Shaw Wood Academy 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 Resilience and Emergency planning Team.

Definition of an Emergency

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

- Establish an effective framework of Emergency Response
- Ensure that the Emergency incident is communicated quickly and clearly to supporting agencies and partners, enabling support arrangements to be rapidly activated
- Maintain high standards of welfare and duty of care arrangements for pupils, staff and carers
- Ensure that actions and decision making during the Emergency incident is properly recorded
- To minimise educational and administrative disruption within School
- To facilitate the return to normal working arrangements at the earliest time

M Ridley	15/06/15	
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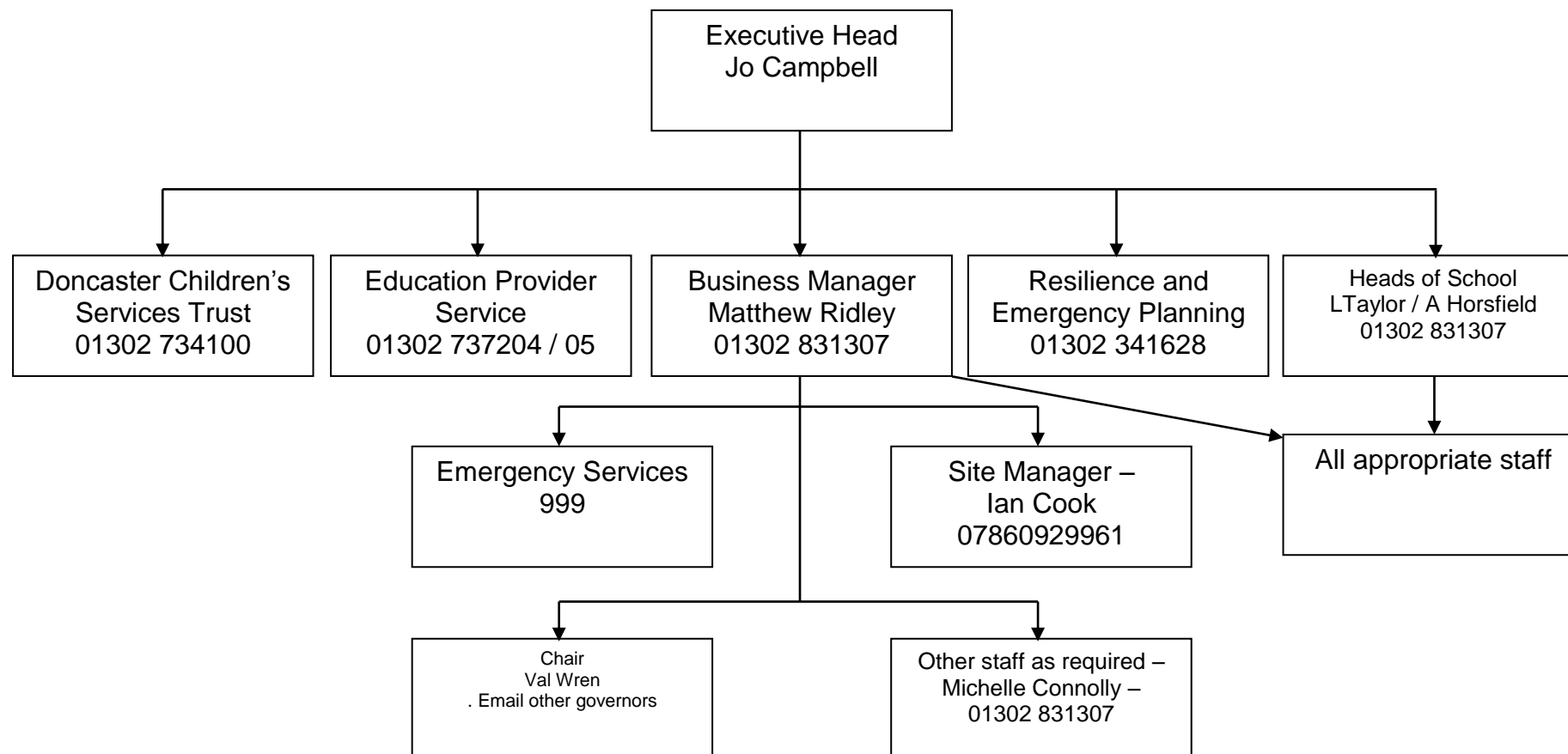
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M Ridley	15/06/15	
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SECTION 3 ACTIVATION AND COMMUNICATION ARRANGEMENTS

The School Emergency Plan will be activated at the Request of the Headteacher.

The Headteacher will activate the School Emergency Response Team and arrangements through the following cascade system:



M Ridley	15/06/15	
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M Ridley	15/06/15	
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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 sessions, handovers and post Emergency debriefs

Name	Position in School	Role during incident
Jo Campbell 01302 831307 – See Section 3 for mobile	Executive Headteacher	<ul style="list-style-type: none"> • Response Lead • Designate roles and responsibilities • Liaise with Emergency services • Informs Education Provider Service / Resilience and Emergency Planning of incident
Matthew Ridley 01302 831307 – See Section 3 for mobile	Business Manager	<ul style="list-style-type: none"> • Assist the Executive Headteacher • Liaise with Emergency services • Contact relevant outside agencies • Support the Executive Headteacher and SERT • Provide all the necessary records • Inform parents /relatives • Inform staff
L Taylor and A Horsfield 01302 831307 - See Section 3 for mobile	Heads of School	<ul style="list-style-type: none"> • Assist the Headteacher • Lead staff and pupil welfare arrangements on behalf of the head • Adopt response lead if the Executive Headteacher is not available
I Cook 01302 831307 07860929961	Site Manager	<ul style="list-style-type: none"> • Assist the Headteacher and Business Manager • Assist with Emergency response on site • Assist with the building access and security
Val Wren– See Section 3 for mobiles	Chair of Governors	<ul style="list-style-type: none"> • Support the Executive Headteacher
Michelle Connolly 01302 831307 – See Section 3 for mobile	Office Manager	<ul style="list-style-type: none"> • Roles as advised by the Headteacher and Heads of School

M Ridley	15/06/15	
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Key Contacts

Education Provider Service	01302 737204 Office Hours 01302 737205 Office Hours
Doncaster Children's Services Trust	01302 734100
Out of Hours – Doncaster Council Resilience and Emergency Planning Team Contact numbers	01302 341628
Office Hours – Doncaster Council Resilience and Emergency Planning Team Contact numbers during	01302 736956
Emergency Services	999

Responsibilities of SERT

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
- Retain the SERT contact numbers for 24 hour contact
- Have an on call rota for SERT members in the event of a School trip

M Ridley	15/06/15	
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M Ridley	15/06/15	
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SECTION 4 ROLES AND RESPONSIBILITIES

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

Headteacher

Headteacher – Emergency Response Check list			
No	Action	Completed by	Time
1.	Assess the information and situation		
2.	Consider activation of the school emergency plan if appropriate. And agree the cascade alert message		
3.	Activate the School Emergency Plan Request that the activation message is passed verbatim		
4.	Advise the Business Manager of the activation of the School Emergency Plan and request that they carry out their role		
5.	Advise the Heads of School and request that they carry out their role		
6.	Advise the Education Provider Service of the incident and impact for your school		
7.	Commence log of all actions and decisions		
8.	Ensure safety /welfare of pupils and all adults in the care of the School		
9.	Agree a course of action:- Whether to keep pupils in class rooms and safe areas or consider evacuation		
10.	If evacuation - consider location of evacuation and Consider transport arrangements		
11.	Consider activating school closure arrangements		
12.	Identify appropriate plans for 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.	Consider emergency roll calls of all pupils and adults in the care of the School		
17.	Keep pupils and staff informed of situation		

M Ridley	15/06/15	
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Headteacher – Emergency Response Check list			
No	Action	Completed by	Time
18.	Consider media enquiries are passed to LEA for support		
19.	Ensure Chair of Governors / Vice Chair 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 Education Provider Service receive regular situation updates		
22.	<i>Add other action as required</i>		
23.	<i>Add other action as required</i>		
24.	Consider arrangements to assist the School in making a speedy return to normal functions		

M Ridley	15/06/15	
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Business Manager

Business Manager – Emergency Response Check list			
No	Action	Completed by	Time
1.	Assist and support the Headteacher 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 action and decisions		
4.	Request the attendance of the Emergency Services (If appropriate)		
5.	Alert the Site Manager Advise that you are carrying out your designated Roles and Responsibilities as a member of the School Emergency Response team (SERT) and that the plan has been activated Pass the alert message verbatim		
6.	Alert the Chair / Vice chair of governors Advise that you are carrying out your designated Roles and Responsibilities as a member of the School Emergency Response team (SERT) and that the plan has been activated Pass the alert message verbatim		
7.	Advise the Headteacher if any Member of the SERT is unavailable, and cannot carry out their roles and responsibilities in an effort to Identify a substitute		
8.	Ensure copies of the School Plan are available for the SERT		
9.	Access and retain the School Emergency grab bag		
10.	Access and retain a laptop (if possible)		
11.	Ensure that pupil records and registers are available		
12.	Ensure that Pupil medical records are available		
13.	Highlight to the SERT any pupils that may need specific support		
14.	Ensure that parental / carer records and contact numbers are available		
15.	Ensure that staff records and contact numbers are available		
16.	Ensure that the visitor and pupil signing in/out book is available		
17.	Lead the office staff in assisting the SERT with information needs and the Emergency response		

M Ridley	15/06/15	
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Business Manager – Emergency Response Check list			
No	Action	Completed by	Time
18.	Ensure that the Headteacher is advised of all Media requests		
19.	Assist the Headteacher in providing consistent advice / information to parents		
20.	Where possible cancel any planned visitors to the School		
21.	Advise Service providers of the interruption to the normal arrangement for provision of goods and services to the School (Catering, Transport providers, providers of goods and Services etc)		
22.	Attend meetings of the SERT as required, and ensure that you receive regular situation updates		
23.	<i>Add other action as required</i>		
24.	<i>Add other action as required</i>		
25.	Consider arrangements to assist the School in making a speedy return to normal functions		

M Ridley	15/06/15	
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Heads of School

Heads of School – Emergency Response Check list			
No	Action	Completed by	Time
1.	Assist and support the Headteacher 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 action and decisions		
4.	Alert staff 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) Pass the alert verbatim		
5.	Lead arrangements for ensuring 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 Headteacher		
7.	Seek advice from Headteacher on whether to keep pupils in class rooms and safe areas or consider evacuation		
8.	If directed by the Headteacher : Make arrangements for the Evacuation of the School to designated Evacuation points		
9.	If directed by the Headteacher : Make arrangements for the Evacuation of the School to the designated back up location		
10.	If directed by the Headteacher: Make arrangements to activate closure arrangements		
11.	Identify any pupils or adults needing specific support		
12.	Ensure Staff carry out Emergency Roll calls of all pupils and adults in the care of the School		
13.	Keep Pupils and staff informed of 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.	<i>Add other action as required</i>		
18.	<i>Add other action as required</i>		

M Ridley	15/06/15	
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Heads of School – Emergency Response Check list

No	Action	Completed by	Time
19.	<i>Add other action as required</i>		
20.	Consider arrangements to assist the School in making a speedy return to normal functions		

M Ridley

15/06/15

Site Manager

Site Manager – Emergency Response Check list			
No	Action	Completed by	Time
1.	Assist and support the Headteacher to activate the School Emergency Plan		
2.	Obtain as much information as possible from the Business Manager about the situation		
3.	Commence a log of all action and decisions		
4.	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)		
5.	Ensure that 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 Electricity supply • Immobilise water supply (see section on utilities and services for location and switch off points in plan)		
8.	If required assist with Evacuation		
9.	Be available to liaise with the Emergency services and Headteacher		
10.	Where possible assist with ensuring the security of the School Site		
11.	Ensure that the Headteacher is advised of all Media requests		
12.	Attend meetings of the SERT as required, and ensure that you receive regular situation updates		
13.	<i>Add other action as required</i>		
14.	<i>Add other action as required</i>		
15.	Consider arrangements to assist the School in making a speedy return to normal functions		

M Ridley	15/06/15	
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Chair of Governors

Chair / Vice Chair of Governors– Emergency Response Check list			
No	Action	Completed by	Time
1.	Assist and support the Headteacher 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 action and decisions		
5.	Assist the Headteacher in providing consistent advice / information to parents		
6.	Attend meetings of the SERT as required, and ensure that you receive regular situation updates		
7.	<i>Add other action as required</i>		
8.	<i>Add other action as required</i>		
9.	<i>Add other action as required</i>		
10.	Consider arrangements to assist the School in making a speedy return to normal functions		

M Ridley	15/06/15	
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Education Provider Service

Local Education Authority – Emergency Response Check list			
No	Action	Completed by	Time
1.	Assist and support the Headteacher 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 action and decisions		
4.	Provide advice and support to the Headteacher to ensure safety /welfare of pupils and all adults in the care of the School		
5.	Ensure that DMBC Resilience and Emergency Planning Team is advised of the situation and provided with updates		
6.	Request additional support from Resilience and Emergency Planning as required		
7.	Assist the Headteacher with Media requests		
8.	Assist the Headteacher in providing consistent advice / information to parents		
9.	Attend meetings of the SERT as required, and receive regular situation updates		
10.	<i>Add other action as required</i>		
11.	<i>Add other action as required</i>		
12.	<i>Add other action as required</i>		
13.	Consider arrangements to assist the School in making a speedy return to normal functions		

M Ridley	15/06/15	
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Resilience and Emergency Planning Team

Resilience and 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 LEA and Headteacher with arrangements to ensure the safety and welfare of pupils and all adults in the care of the School		
4.	Activate multi agency communication and response arrangements		
5.	Assist with the provision of shelter, food and transport		
6.	Assist with co-ordinating the media response to ensure continuity of advice and information		
7.	Consider arrangements to assist the School in making a speedy return to normal functions		

M Ridley	15/06/15	
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SECTION 5 SCHOOL EMERGENCY GRAB BAG

The School Emergency Grab Bag is located in the admin office (Secure Location Required) *Consider use of encrypted flash drives for documents*

The Grab Bag will be maintained by the Office Manager and retained by the Office Manager in the event of the School Emergency Plan being activated

Contents	Checked / date	By Whom
School Emergency Plan		
Pupil records – names, addresses, contact numbers		
Pupil medical records		
Parental contact details		
Staff Contact details – names, addresses, contact numbers and next of kin		
Governing Body Contact details		
Schools Layout / drawing / plans		
Pens and paper		
LEA and Resilience and Emergency Planning Contact Numbers		
School Inventory		
Building and Gate keys		
Alarm arrangements		
Backup disks		
Contact details of evacuation location		
Wind up Torch		
Radio		
Mobile phone chargers(where possible)		
Log books		
Add any other essential items		

M Ridley	15/06/15	
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School Utilities and Other Services

Utility	Location	Switch off arrangements	Supplier name and contact number
Water	Boiler House	In house (Boiler House)	Yorkshire Water 0345 1 24 24 24
Gas	Boiler House	In house (Boiler House)	Corona 08008048589
Electric	Server Cupboard	In house (Server Cupboard)	Npower 0845 070 9494
Telephone	Resource room	In house (Resource Room)	Complete Communications 0845 032 8635

Other School Suppliers

Supplier	Service	Contact details
School Meals	DMBC	01302 862776
Transport	NA	
School Cleaning	DMBC	01302 736863
Doncaster music services	DMBC	01302 327444

School Alarm

The alarm is located at the side of the gents toilets

To set the alarm you need a fob

To unset the alarm you need a fob

Evacuation

On site evacuation points are on the school playgrounds and car park.

Off site evacuation location is on Armthorpe Academy school field (at the side of our school).

Possible Evacuation Locations

List possible evacuation locations (Consider neighbouring schools or community facilities which have the capacity to house pupils until such time that parents are able to collect them) *NB this is a short term facility*

Armthorpe Academy

Community Centre

Armthorpe Leisure Centre

NB make appropriate agreements with any evacuation locations

Out of School Hours Emergency

Should there be any emergency outside of school hours the headteacher will contact the local authority and also dispense the relevant information to parents and

M Ridley	15/06/15	
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stakeholders via the schools own forms of media such as the school website, school facebook account and the local radio contact.

M Ridley	15/06/15	
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SECTION 6 AVAILABLE SUPPORT

Media

The Executive Headteacher will not speak directly to the Media. All Media requests will be forward to the LEA and the Corporate Communications Team for a co-ordinated and agreed media response. All local and most National Media organisations are fully aware of this policy. Headteachers who are approached by media organisations should request that they “Contact Doncaster Councils Corporate Communications Team on 01302 736000” who will work with the Headteacher to provide information to the media

Doncaster Children’s Services Trust

The trust works in partnership with schools, parents, children and young people to provide support in the event of tragedy, crisis or trauma.

The services specific function is to provide additional support to schools in managing the emotional effects that an incident may have on pupils, parents and staff.

How to contact Doncaster Children’s Services Trust

In the situation where a school requires the services of the Trust, the initial contact should be made via the Chief Executive of the Doncaster Children’s Service Trust. To access the Trust out of hours contact the Resilience and Emergency Planning Team

Doncaster Council Health and Wellbeing

Health and Wellbeing can offer an individual or group counselling service which is:

- Free of charge to the member of staff
- By self-referral only
- Independent of management
- Completely confidential
- Professional and impartial
- For personal and/or work-related difficulties

Further details on this service and how to access the service can be found at

<http://intranet.doncaster.gov.uk/directorates/finance-corporate-services/about-health-and-well-being>

Winstons Wish

Winston’s Wish, the charity for bereaved children, helps young people re-adjust to life after the death of a parent or sibling. By providing professional assistance before, during and after bereavement they help them to better understand the nature of loss and offer the practical support and guidance that many need in order to cope throughout the grieving process- www.winstonswish.org.uk/

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M Ridley	15/06/15	
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SECTION 7 ADDITIONAL POLICIES AND PROCEDURES

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

- Suspect Packages and Bomb threat guidance (Corporate Health and Safety Management System)
- Accident and incident reporting procedure
- Risk assessment and safe working practices
- Workplace health and safety
- Asbestos
- Fire procedures
- Lockdown Policy
- Snow Policy

M Ridley	15/06/15	
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M Ridley	15/06/15	
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SECTION 8 USEFUL CONTACT INFORMATION

Education Provider Service	01302 737204 Office Hours 01302 737205 Office Hours
Doncaster Children's Services Trust	01302 734100
Out of Hours – Doncaster Council Resilience and Emergency Planning Team Contact numbers	01302 341628
Office Hours – Doncaster Council Resilience and Emergency Planning Team Contact numbers during	01302 736956
Emergency Services	999

The Met Office

www.metoffice.co.uk

The Environment Agency

<https://www.gov.uk/government/organisations/environment-agency>

Doncaster Council

www.Doncaster.gov.uk

CRUSE Bereavement Care

0844 4779400 or 01302 814647

www.crusebereavementcare.org.uk

The Compassionate Friends

0845 123 2304

www.tcf.org.uk

www.winstonswish.org.uk/

08452 03 04 05

Child Bereavement Trust

0800 02 888 40

www.childbereavement.org.uk

The Samaritans

0845 7909090

www.samaritans.org

Child Line

0800 1111

www.childline.org.uk

British Red Cross –

Donations and memorials advice

0844 8711111 Switchboard

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M Ridley	15/06/15	
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SECTION 9 EXAMPLE LOGGING SHEET

Date	Time	From	To	Message/Action	Response	✓

M Ridley	15/06/15	
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Date	Time	From	To	Message/Action	Response	✓

M Ridley	15/06/15	
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