



Hampton Dene Primary School

School On-Site Emergency Plan

Adopted by the Governing Body on: 14th October 2019

Review Date: 15th October 2024

Review Date 15th January 2026

School Address	Hampton Dene Primary School Church Road Hereford HR1 1RT
School Contact Number	01432 273232

People's Services contact number Office Hours	01432 260900
Herefordshire Council Emergency Planning Team (24hrs)	01432 260000 and ask for the Emergency Planning Duty Officer

Emergency Services 999 /112
Police
Fire and Rescue
Ambulance

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Purpose of the School on-site Emergency Plan

Hampton Dene School is committed to ensuring that, in the event of an on-site incident, the school will provide an effective response to minimise the impact of an incident and ensure the wellbeing and safety of all children and adults in the school's care.

This plan will be supported by existing emergency response arrangements within Herefordshire Council (Emergency Planning in particular) and the Emergency Services.

Definition

An 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 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 incidents that could impact on the school and could therefore require activation of this School on-site Emergency Plan:

- Fire or flood to buildings and or contents
- Death, accident, or assault to members of staff or pupils
- Adverse weather
- Missing person(s)/abductions

The school on-site Emergency Plan will not list each type of possible incident but will provide a framework for response that can be used in most incidents. It is important that the school on-site Emergency plan is understood by those with the responsibility for implementation and activated immediately.

Aim of the School on-site Emergency Plan

To provide effective in-house response arrangements that will ensure the wellbeing and safety of all children and adults in the care of the school.

Objectives of the School on-site Emergency Plan

1. Establish an effective framework of response.
2. Ensure that the 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 decisions made during the incident are correctly 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 Headteacher and the Governing Body of Hampton Dene School are responsible for annually reviewing this Plan and identifying areas for amendment.

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 logbooks and be available for briefing sessions, handovers and post Emergency debriefs.

Name	Position in School	Role during incident
Liz Kearns 01432 273232 (work) 01432 860031 (home) 07867 307687 (mobile)	Headteacher	• Lead • Designate roles and responsibilities • Liaise with Emergency services • Co-ordinates from site • Inform Peoples Services/ Emergency Planning Duty Officer of incident
Ruth Napolitano 01432 273232 (work) 01544 209169 (home) 07771 852946 (mobile)	Deputy Headteacher	• Assist Headteacher • Lead staff and pupil welfare arrangements on behalf of head • Adopt lead role if Headteacher is not available.
Kerry McEnery 01432 273232 (work) 07443 431339 (mobile)	Deputy Headteacher	• Assist Headteacher • Contact relevant outside agencies • Support Headteacher and SERT • Provide all necessary records • Inform parents/relatives
Paul Lloyd 01432 271934 (home) 07818 406149 (mobile)	Site Manager/ Custodian	• Assist Headteacher • Assist with on-site response • Assist with building access and security • Liaise with emergency services
Simon Phillips 07775 761741 (mobile)	Chair of Governors	• Support Headteacher

People's Services
01432 260900

Emergency Planning Duty Officer (24hr)
01432 260000 (Ask for the Emergency Planning Duty Officer)

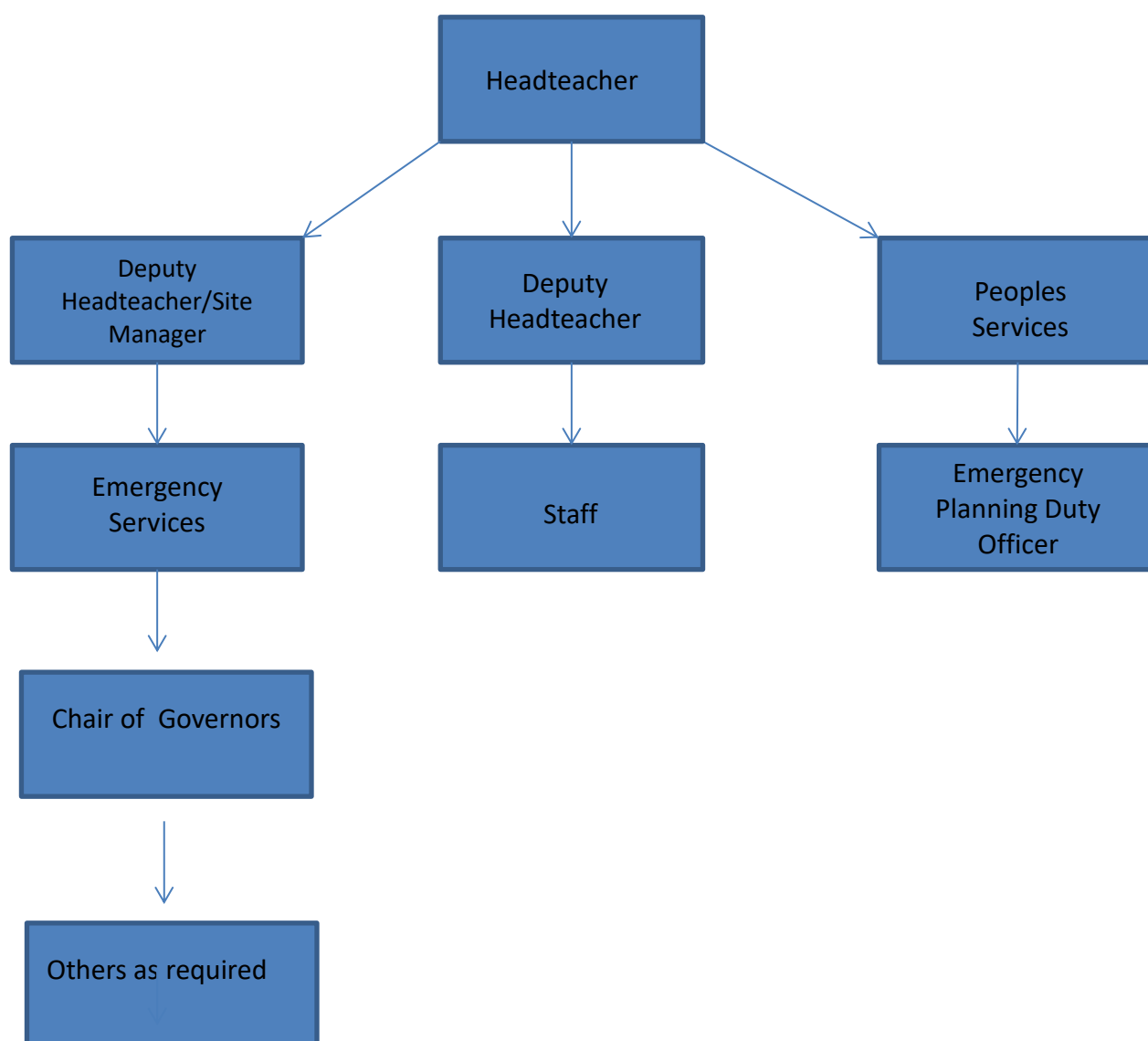
All members of the School Emergency Response Team (SERT) must:

Have a copy of the school on-site Emergency Plan at home and at School (held securely due to contact details and data protection):

- be aware and fully trained in the roles identified in 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.

Activation of the School on-site Emergency Plan

The school on-site Emergency Plan will be activated at the request of the Headteacher (or nominated deputy) through the following cascade system:



Roles and Responsibilities checklist

The following checklist is provided to assist the School Emergency Response Team (SERT) to carry out their Roles and Responsibilities.

The checklists should be viewed as a general guide; further actions may be required that are specific to the incidents as they occur.

Headteacher

Headteacher – checklist			
No	Action	Completed by	Time
	Assess the information and situation		
	Instruct the Office Manager to request the Emergency Services		
	Commence a log of all actions and decisions made		
	Activate the School on-site Emergency Plan		
	Advise the Office Manager to activate the School Emergency Response Team (SERT)		
	Ensure the safety/welfare of pupils and all adults		
	Advise Peoples Services and Herefordshire Council's Emergency Planning Duty Officer of the incident		
	Decide whether to keep pupils in classrooms or safe areas		
	Consider evacuation of the school to pre-designated evacuation points or back up locations		
	Consider activating School closure arrangements		
	Identify any pupils or adults needing specific support		
	Ensure that the School Emergency Response Team are effectively carrying out their designated roles and responsibilities		
	Liaise with the Emergency services		
	Consider Emergency Roll call of all pupils and adults		

	Keep pupils and staff informed of the situation		
	Ensure all media enquiries are passed to Herefordshire Council's Communication Team		
	Ensure Chair of Governors is kept informed of the situation and response arrangements		
	Assist with the preparation of information/advice for parents		
	Hold regular meetings of the SERT to ensure that the SERT and Peoples Services receive regular situation updates		
	Consider arrangements to return the school to normal functions		

Deputy Headteacher RN – checklist			
No	Action	Completed by	Time
	Request the attendance of the Emergency Services and commence a log of all actions and decisions made		
	Assist and support the Headteacher to activate the school on-site Emergency Plan		
	Obtain as much information as possible from the Headteacher about the situation		
	Ensure that all staff are aware that you are carrying out your designated Role and Responsibilities as a member of the School Emergency Response team (SERT)		
	Contact all members of the School Emergency Response Team (SERT) and request that they carry out their role and responsibilities as described in the school on-site Emergency Plan: • Deputy Head(s) • Building Manager/Custodian • Chair of Governors		
	Advise the Headteacher if any member of the SERT is unavailable and cannot carry out their role. Identify a suitable and trained substitute member of staff		
	Ensure copies of the school on-site Emergency Plan are available for the SERT		
	Ensure that pupil records and registers available		
	Ensure that Pupil medical records are available		
	Highlight to the SERT any pupils that may need specific support		
	Ensure that parental/carers records and contact numbers are available		
	Ensure that staff records and contact numbers are available		
	Ensure that the visitor and contractors signing in/out book is available		
	Lead the office staff in assisting the SERT with any requirement.		
	Ensure that the Headteacher is advised of all media requests		

	Assist the Headteacher in providing consistent advice/ information to parents		
	Where possible cancel any planned visitors to the school		
	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.)		
	Attend meetings of the SERT as required and ensure that you receive regular situation updates.		
	Consider arrangements to return the school to normal functions		

Deputy Headteacher KM – checklist			
No	Action	Completed by	Time
	Assist and support the Headteacher to activate the school on-site Emergency Plan		
	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)		
	Obtain as much information as possible from the Headteacher about the situation		
	Commence a log of all actions and decisions made		
	Lead arrangements to ensure the safety/welfare of pupils and all adults		
	Lead and direct all school staff to support decisions taken by the Headteacher		
	Seek advice from the Headteacher on whether to keep pupils in classrooms and safe areas or to consider evacuation		
	If directed by the Headteacher make arrangements for the evacuation of the school to designated evacuation points or any backup location		
	If directed by the Headteacher make arrangements to activate school closure arrangements.		
	Identify any pupils or adults needing specific support		
	Carry out Emergency Roll call of all pupils and adults		
	Keep pupils and staff informed of the situation		
	Ensure that the Headteacher is advised of all media requests		
	Assist the Headteacher in providing consistent advice/information to parents		
	Attend meetings of the SERT and ensure that you receive regular situation updates.		

	Consider arrangements to return the school to normal functions		
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Site Manager - checklist			
No	Action	Completed by	Time
	Assist and support the Headteacher to activate the school on-site Emergency Plan.		
	Obtain as much information as possible from the Office Manager about the situation.		
	Commence a log of all action and decisions.		
	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)		
	Ensure that Emergency Services are able to attend the scene of the incident quickly and without obstruction.		
	Ensure all building and gate keys are available.		
	If required (and trained to do so): • Turn off the gas supply • Turn off electricity supply • Turn off water supply (see section on utilities and services for location and switch off points in plan)		
	If required, assist with the evacuation.		
	Be available to liaise with the Emergency Services and the Headteacher.		
	Ensure the security of the school site		
	Ensure that the Headteacher is advised of all media requests		
	Attend meetings of the SERT and ensure that you receive regular situation updates		
	Consider arrangements to return the school to normal functions		

Chair of Governors – checklist			
No	Action	Completed by	Time
	Assist and support the Headteacher to activate the school on-site Emergency Plan.		
	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)		
	Obtain as much information as possible from the Headteacher about the situation.		
	Commence a log of all actions and decisions made		
	Assist the Headteacher in providing consistent advice/information to parents		
	Attend meetings of the SERT as required and ensure that you receive regular situation updates		
	Consider arrangements to return the school to normal functions		

Peoples Services – checklist			
No	Action	Completed by	Time
	Assist and support the Headteacher to activate the School Emergency Plan		
	Obtain as much information as possible from the Headteacher about the situation		
	Commence a log of all actions and decisions made		
	Provide advice and support to the Headteacher to ensure safety/welfare of pupils and all adults		
	Ensure that the Emergency Planning Duty Officer is advised of the situation and request any additional support		
	Assist the Communications Team and/or Headteacher with media requests.		
	Assist the Headteacher in providing consistent advice/information to parents		
	Attend meetings of the SERT as required and receive regular situation updates		
	Consider arrangements to return the school to normal functions		

Emergency Planning Team

Emergency Planning – checklist			
No	Action	Completed by	Time
	Assist with co-ordinating the Emergency Response		
	Liaise with the Emergency Services.		
	Assist the Peoples Services and Headteacher with arrangements to ensure the safety and welfare of pupils and all adults		
	Activate multi- agency communication		
	Assist with the provision of temporary shelter, food, and transport requirements		
	Assist with co-ordinating the media response to ensure continuity of advice and information		
	Consider arrangements to return the school to normal functions		

School Emergency Grab Bag

An emergency grab bag has been created to hold key information that will support the school in the event of an emergency/business continuity disruption. Depending on the nature of the disruption, this pack should be kept in a location that can be accessed at all times.

Suggested grab bag contents include:

Business Continuity	Business Continuity Plan (plus spare copies of forms in Appendices) Key contact details, including Governors, Parents/Carers, Local Authority, Suppliers etc.
Organisational Information	School branding material and stationery School logo Other key documents
Financial Information	Insurance Policy
Staff Information	Staff contact details. Staff emergency contact details

IT / Equipment Information Software license agreement and key codes Office (Chestnut Infrastructure Ltd)
Office telephone list (for phone divert)
Back-up rota and data restoration routine (Cloud based-Chestnut Infrastructure Ltd)

Equipment and other items: Business Continuity Plan
Physical Contents of Grab First Aid Kit
Bag: Portable wind-up radio
Wind up LED torch
Multitool
Stationery including permanent markers, clipboards, pens, labels, pins, pegs
pencils, waterproof notebook, face masks
Hazard barrier tape
Contact details for taxi / transport providers / Caterers
School Floor Plans
Whistle / loudhailer / batteries
High visibility jacket
Glow sticks
Incident Controller arm band
Emergency rations
Emergency drinking water
Face goggles
Emergency blankets
Protective gloves

School Utilities and Other Services

Utility	Location	Switch off arrangement	Supplier name and contact number
Water	Boiler Room, Main Building LCC Boys toilet cubicle	Manual	Welsh Water. 0800 052 0145
Gas	Kiosk or Boiler House	In the event of fire – Switch off is automated. Other incidents - Manual	National Grid: 0800 389 8000
Electric	Boiler Room	Manual	Western Power Distribution: 0800 096 3080
Telephony			Chestnut Infrastructure 01905 905415

Other School Suppliers

Supplier	Service	Contact details
Alliance in Partnership	School meals	Hub: 01432 350271 Area Office: 0121 440 3030
Children's Services	Transport	01432 260927

School Intruder Alarms

There are two control panels:

- 1) Main Building – Inside Inner Entrance Doors:
To Set the Alarm: 1379
To Unset the Alarm: 1379
- 2) New Building – Inside Mrs McEnery's Office:
To Set the Alarm: 1379
To Unset the Alarm: 1379

School Lock Down Alarm Call Points

Located strategically across the site – a pulsating beep will sound.

Evacuation

On site evacuation points are:

Playground

Off site evacuation location is:

St Paul's Church Hall

List evacuation locations (neighboring Schools or community facilities)

St Paul's Church

St Paul's School

The Bishop of Hereford's Bluecoat School

Hampton Park Reform Church

Media

The Headteacher will not speak directly to the media. All media requests will be forwarded to Herefordshire Council's Communications Team for a co-ordinated and agreed media response. All local and most National Media organisations are fully aware of this policy.

Existing Health and Safety Policies and Procedures

The following existing policies and procedures support this School on-site 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
- Business Continuity Plan
- Emergency Lockdown Procedure

<u>Useful Phone Numbers and Web links</u>	
The Peoples Services	01432 260261 24hr
Herefordshire Council's Emergency	
Planning Team Emergency Planning Duty Officer	01432 260000 01432 260850 24hr
Ignis Group (Gas/Heating etc.) EMS Water (Water/Legionella) EMS Asbestos	01527 267766 01432 263333 0800 3581100
The Met Office www.metoffice.co.uk	
The Environment Agency www.environment.agency.gov.uk	

Herefordshire Council
www.herefordshire.gov.uk

CRUSE Bereavement Care
www.crusebereavementcare.org.uk

The Compassionate Friends

Child Bereavement Trust

The Samaritans

Child Line

This Version: 18/09/19

Action Log Sheet

<i>Date</i>	<i>Time</i>	<i>From</i>	<i>To</i>	<i>Message/Action</i>	<i>Response</i>	