

PENKETH HIGH SCHOOL



CRITICAL INCIDENT EVACUATION POLICY



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Fire Emergency

If you discover a fire, YOU must:

- If safe to do so, close the door of the room.
- Raise the alarm using the nearest fire alarm call point.
- Evacuate the building by the nearest exit. (DO NOT USE LIFTS)
- Close all doors behind you.
- Report to your assembly point.

When you hear the fire alarm YOU and everyone else in the building must:

- Evacuate the building
- Staff should check stockrooms and close windows if practicable.
- Staff should lead their class/students out to the designated assembly point
- Workshops and Laboratories make the area safe if possible
- DO NOT re-enter the building or leave the designated assembly point until instructed.

Bomb / Other Emergency

In the Event that the Bomb Alarm is Activated

- Evacuate the building by the nearest route, take your personal belongings if in close proximity. (Be observant, take a quick look around your work space as you are leaving to identify if there are any suspicious items)
- Staff should lead their class/students out to the designated assembly point. Report any suspicious items to your Fire Marshals.
- Await further instructions.
- Do not attempt to re-enter the building

In the Event of a Verbal Instruction to Evacuate

- Instructions will be verbally communicated (STATING 'CODE BLUE') to all locations within the building to evacuate (the instruction may include evacuating the building via the normal fire exit routes or via dedicated identified safe exit points)
- If time, an email will be sent to all staff and a text message to all staff mobile numbers (STATING 'CODE BLUE')
- Radios given to senior members of staff need to be switched to Channel 8 immediately on hearing the continuous school bell sound
- Instructions will include the location of the safe assembly point and any specific instructions relating to exiting the building.
- Personal belongings should be taken if in close proximity (Be observant, take a quick look around your work space as you are leaving to identify if there are any suspicious items)
- Staff should lead their class out to the designated assembly point. Report any suspicious items to your Fire Marshals.
- Await further instructions.
- Do not attempt to re-enter the building.

OVERVIEW OF BELL CODES

1. Fire alarm – evacuation of block(s) where alarm has sounded	Fire Alarm – continuous alarm sounds
2. Staggered/ Partial Evacuation– evacuation of block where alarm has sounded / staff have been notified. Evacuation and assemble at designated place / part of site	Continuous school bell sounds in appropriate block
3. Whole School Evacuation – assemble at The Woodlands car park	Continuous school bell sounds in all blocks
4. Lockdown	Rapid short school bell sounds in all blocks

POLICY STATEMENT

The Principal and Governors of Penketh High School recognise the importance of establishing clear guidelines and strategies to react swiftly to any school related emergency. It is important that the plan remains flexible to allow the school to respond to any type of incident that may effect or interrupt the normal operation of the school.

DEFINITION

The definition of an emergency related/critical incident is:

“An incident or situation involving trauma, fatality or serious injury to an individual or serious damage to property. By its very nature such an incident is sudden, unpredictable and is often outside the range of normal human experiences. Such events are likely to have significant emotional and organisational consequences”.

AIMS

To:

- Create an awareness of the need for planned arrangements to be made.
- Provide re-assurance of the practical help that is available from the Local Authority and other agencies at short notice.
- Give guidance on the range of sources of information and support available.

SCOPE OF THE PLAN

Planning, control and clear communications are all essential elements that allow the immediate situation to be managed effectively and then to minimise the long-term impact of an event. A detailed plan is needed to ensure that all involved have clearly stated roles of responsibility. This will ensure that actions, such as contact with parents, the media and any emergency agencies are carried out correctly.

Key teaching staff and Governors will have a copy of the plan available to them to assist the school senior management in the event of an emergency.

The LA and the Directorate’s Critical Incident Co-ordinator (CIC) should be notified and informed that we have an Emergency / Critical Incident and further advice can be sought from the Critical Incident Support Team (CIST).

This plan provides a generic guide to actions that will enable the school to prepare, respond, recover and return to business as usual, as quickly and as effectively as possible should an Emergency / Critical Incident occur, such as:

In School

- A deliberate act of violence, such as the use of a knife or firearm
- A school fire or explosion

- A collapse of a wall or structure
- The destruction or serious vandalising of part of the school

Outside School

- A transport-related accident involving pupils and/or members of staff
- A more widespread disaster in the community
- Death or injuries on school journeys or excursions.

MEDIA

The Principal, in consultation with the Authority's Critical Incident Support Team, will cover the response to the media. In the absence of the Principal, the following chain of responsibility will be followed:

- Senior VP
- Chair of Governors

He/She will inform the LA Directorate's Critical Incident Co-ordinator immediately of any occurrence that is designated as an Emergency incident.

NOTE: ALL other staff should NOT:

- Give interviews
- Make any comments or draw attention to any relevant, written or printed material
- Hand ANY material to the media

POINTS TO NOTE WITH MEDIA INTERVIEWS

- Consult with the Critical Incident Support Team before making any comment or releasing a statement
- Try to have another person with you, to monitor the interview
- If possible, agree an interview format i.e. establish what the interviewer wants to ask
- Be prepared to think on your feet, but try to decide beforehand what you want to say. Do not read it out from a script
- Remember you could be quoted on anything you say to a journalist, even if it is not part of the formal interview
- Be prepared to say you cannot comment
- Do not over elaborate your answers
- Refuse requests for photographs or schoolwork of the children and staff involved
- Try to keep a grip on your emotions during interviews – especially if it is for TV
- Most journalists are responsible, but check where the interview/camera team go when the interview is over

Be prepared to be correctly dressed in case of TV coverage when called out in an emergency. Be smart and tidy avoiding 'flashy' jewellery and accessories and checks or stripes that may 'strobe' or distract from showing a professional response you wish to convey.

RESPONSE TO AN EMERGENCY INCIDENT

EMERGENCY MANAGEMENT PLAN

The hours immediately following an incident are key to managing any response successfully. The period immediately after an incident is often referred to as the 'Golden Hour'. It is crucial that the right people are notified in a timely manner and the information they receive is accurate.

The plan is formulated to allow any member of school staff to manage any response in the 'Golden Hour', therefore as well as the detailed plan of action a flow chart for ease of reference has been included and staged actions to allow any member of staff to undertake specified roles in the management of an incident.

The Principal, the Vice Principal(s) and the Chair of Governors, all have a copy of this procedure at home to refer to in the event of an Emergency / Critical Incident, as well as in school.

AT SCHOOL

All relevant contact numbers and addresses of personnel, Governors, children etc are held centrally at school in Reception. Backup details of key, named Emergency / Critical Incident Support Team members are also held centrally in the school in Reception and with the Principal, Vice Principal(s), Operations Manager, School Office and the Hub.

Penketh High School		
School Emergency Response Team		
School Staff	Name	Telephone No.s
Principal	John Carlin	07468 861752
Senior Vice Principal	Judith Wright	07729 833894
Vice Principal	Ibrahim Syed	07525 655618
Assistant Principal	Amy Turner	07779 712785
Assistant Principal	Claire Lomax	

Operations Manager	Rob Lunt	07814 571193
Site Manager	Colin Swift	07814 279884
Governors		
Chair of Governor	Steve Pennington	01925 726540 penningtonsw@ntlworld.com
Vice Chair	Jackie Thelwell	01925 502330 Jmthelwell79@hotmail.co.uk
Administration		
HR Manager	Jane Regan	
Cover Manager	Tracey Booth	
External		
Emergency Services	Fire/Police/Ambulance	999

Council / Outside Agencies CONTACTS for EMERGENCIES

Designation	Name	Telephone No.s
Head of Education	Hilary Smith	01925 442940 07591890567
Critical Incident Co-ordinator	Ellen Parry	01925 443263
Principal Educational Psychologist	Wendy Rydzkowski	01925 442918
Education Psychologist Team	Team	01925 443173
MAT Team	Adrienne Laing	01925 263919 ext 305

	Bridgewater High Matthew Grant Priestley College	01925 624453
Deputy Head of HR	Julie Holt	01925 442843 07825228128
Building Maintenance Issues	First Response	01925 443503, calls will be automatically transferred to out of hours call centre between 5.00pm - 8.30am, weekends and bank holidays
Building Services Manager	Elwyn Rowlands	01925 442633 07917721210
Press Office	Office Hours	01925 442081 any call to this number will automatically be transferred to the person on call. press@warrington.gov.uk
Risk & Resilience Manager	Theresa Whitfield	01925 442657 07730075836 Out of hours: 01925 443322 Major Incident Out of Hours 01925 443944 (only to be used if a major incident has or is being declared)
Public Health England	Cheshire & Merseyside Health Protection Team	03442251295 (then Option 1) Out of Hours 0151 434 4819 (ask for public health on call)
Insurance Team		
Insurance for TCAT	Zurich, Andrew Threfall Policy Number for	07875398580 Andrew.threfall@uk.zurich.com Property Claims – 01252 387 249 (Out

	TCAT KSC-242094-4803	of Hours: 0800 0280 336) Motor Claims – 0800 232 1913 Liability, Personal Accident & Travel Claims – 0113 242 7742 Travel Claims Hotline: 24 hour emergency helpline 0845 271 3848 (from UK) or 0044 845 271 3848 (from abroad) DAS Legal Expenses Helpline – 0117 9342116 (Policy number required)
External Services		
Water	Water- Plus Account 4083205130 Emergency (major leak or site without water)	0345 072 6073 0345 672 3723
Gas	Corona Account 20429355	0800 804 8599
	Emergency (gas escape)	0800 111 999
Electric	N Power Account P9050017	0845 672 9209
	Electricity NW (loss of power)	0800 001 5400 or 105
Telephone	Welcome Telecom	0800 008 7080 info@welcometelecom.co.uk
Transport	Fairbrothers Springfields	01925 415200 01925 210044

In respect of school trips and visits, the Risk Assessment Procedures will be developed before any planned trip or excursion.

EMERGENCY PROCEDURES

Following the appropriate alarm sounding, the senior person on site, listed below in order, will assume responsibility. He/she will delegate the responsibility for meeting the emergency service, assembly and roll call and declaring the building safe. Once the building is declared safe staff and pupils will be re-admitted in an orderly fashion.

SCHOOL EMERGENCY CO-ORDINATOR: Principal – John Carlin

Delegation will be in the following order in his absence

- Senior Vice Principal Judith Wright
- Vice Principal Ibrahim Syed
- Assistant Principal Amy Turner
- Assistant Principal Claire Lomax
- Operations Manager Rob Lunt

The emergency co-ordinator will then ensure the Fire Marshals check that blocks/ zones around the school are clear / supervise exit of block / site and post a sentry on the front doors to meet the emergency services.

Once the school zones have been checked, these staff should then report to the emergency co-ordinator at the assembly point to verify the status of buildings.

In the event of an emergency the following staff should report to the Fire Marshals for their block

- **Teachers who are not teaching**
- **Premises Staff**
- **Support / Non teaching staff**

The HR lead (Jane Regan or, in her absence, Fiona Agnew) will organise the collection of:

- Pupil/Visitor Signing Out Book
- Absence report
- Staff Timetable
- Whole School Pupil Timetable
- Pupil contact information
- Cover Sheet

A head count for each class should be done as quickly as possible and the names of any pupils who are unaccounted for passed on to the Fire Marshall for that block who in turn will alert the Operations Manager who in turn will notify the Emergency Co-ordinator.

To ensure class numbers are accurate, each classroom must have a file with up to date class lists in. These are to be kept on the desk, and taken out by the teacher.

Any staff who are not directly involved in supervising pupils and have not been called upon by the Emergency Co-ordinator should assist colleagues to supervise pupils, ensuring silence is maintained

Pupils should assemble at their designated assembly point in their class line, with their teacher, and remain in silence.

Nobody may re-enter the building until the Emergency Co-ordinator gives permission.

RESPONSIBILITIES

SCHOOL EMERGENCY CO-ORDINATOR

STAGE 1 - Initial Actions

- Open and continue to maintain a personal log of all factual information received, actions taken and the times of those events.
- Make every attempt to clarify exactly what has happened. (Facts)
- Consider whether the incident requires the direct involvement of the Local Authority. Initial contact should always be made with the Local Authority in emergencies in case they have a wider significance.
- Contact members of the Critical Incident Support Team as appropriate

During Term Time:

- Avoid closing the school, if at all possible
- Endeavour to maintain normal routines and timetables

Outside Term Time:

- Instruct the Caretaker to open the school.
- Set up school administrative support.
- Inform the Chair of Governors.
- Inform the Local Authority.
- Inform other School Emergency Response team members
- Contact the Council's Public Relations Team and agree statement to the media.

STAGE 2

- Brief both teaching and non-teaching staff.
- Brief relevant Governors.
- Set up arrangements to manage visitors e.g. record their names, arrange for badges of identification.
- Set up a telephone link-line ensuring care is taken when answering telephone calls. Make sure that only accurate information flows in and out of the school and that staff have up-to-date statements available. Ensure that all calls are answered courteously, effectively and efficiently.
- Record/log calls received reminding staff that some calls may be bogus.
- Ensure that a designated independent telephone is made available for outgoing calls (e.g. Principal's telephone). Ensure media calls are re-directed to appropriate officer.
- Ensure that all staff and pupils are discouraged from speaking to the media.

STAFF:

- Communicate regularly either via briefings or email.
- Be aware how colleagues are coping. Where appropriate, set up counselling support.
- At an early stage arrange for all pupils to be told in simple terms what is happening. This may be in small groups in class or in year groups.
- Brief the team to ensure that staff and pupils do not speak to the media.
- Have available if required the Class next-of-kin / Emergency contact list.

PARENTS:

- If pupils are involved, it is vital that parents are informed early on.
- Decide whether parents should be informed in writing or spoken to personally.
- Maintain regular contact with parents.
- If the incident is away from school, ask the Police whether parents should travel to the scene or whether children should be taken home.

LOCAL AUTHORITY:

- Continue to liaise with the Local Authority for the duration of the incident.

STAGE 3 - Period following the "Close of the Incident":

- When appropriate, seek advice from the Local Authority to arrange special assemblies, Staff/Pupil support, memorial services, etc.
- Principal to prepare a joint report with the named Local Authority Officer.
- Arrange for a member of staff to make contact with any pupils who are still at home or in hospital.

STAGE 4 - Longer Term Issues:

In some cases the effects of an incident continue for many years. Thought will need to be given to:

- Working with staff to continue to monitor pupils informally, particularly those who are vulnerable
- Clarifying procedures for referring pupils for individual help.
- Recognising that some staff may also need help in the longer term
- Recognising and marking anniversaries.
- Remembering to make any new staff aware of those pupils who were affected and how they were affected.
- Remembering that legal processes, injuries and even news stories may bring back distressing memories and cause temporary upset within the school.
- Remembering that if the incident does attract media attention, it is likely that interest will continue for many weeks.

- Being aware that some pupils' ability to concentrate is significantly affected after a critical incident. If public examinations are imminent for involved pupils it is important to make the examining boards aware of the situation.

ACTION BY: ADMINISTRATIVE STAFF (Principal's PA – FJA or delegated other)

STAGE 1 - Initial Actions

- Obtain full facts of the incident from the Principal.
- Open and continue to maintain a personal log of information received, actions taken and the times of those events.
- If coming from home, remember to bring useful items such as any keys needed.

STAGE 2

- Work under guidance from the Principal or nominated Senior Manager.
- Remember that the School Office is likely to be the first point of contact of visitors. Exercise caution in making comments to visitors.
- Take special care when answering telephone calls especially early on
- Maintain a record of calls received
- Only give out information from the prepared statements that will be made available
- Remember that some calls may be bogus

SUPPORTING PROCEDURES.

- School Fire Plan and Evacuation Procedure.
- School Safeguarding Policy.

SUPPORTING DOCUMENTATION

- Warrington Critical Incident Booklet

SCHOOL EMERGENCY / EVACUATION PLAN GRAB BAG

The school Emergency / Evacuation Grab Bags (4) are located in the HR office on Senior Staff Corridor.

The Grab Bag will be maintained securely by HR office staff (JR / FJA) until an Emergency / Critical Incident. They will carry out half termly checks of the bag.

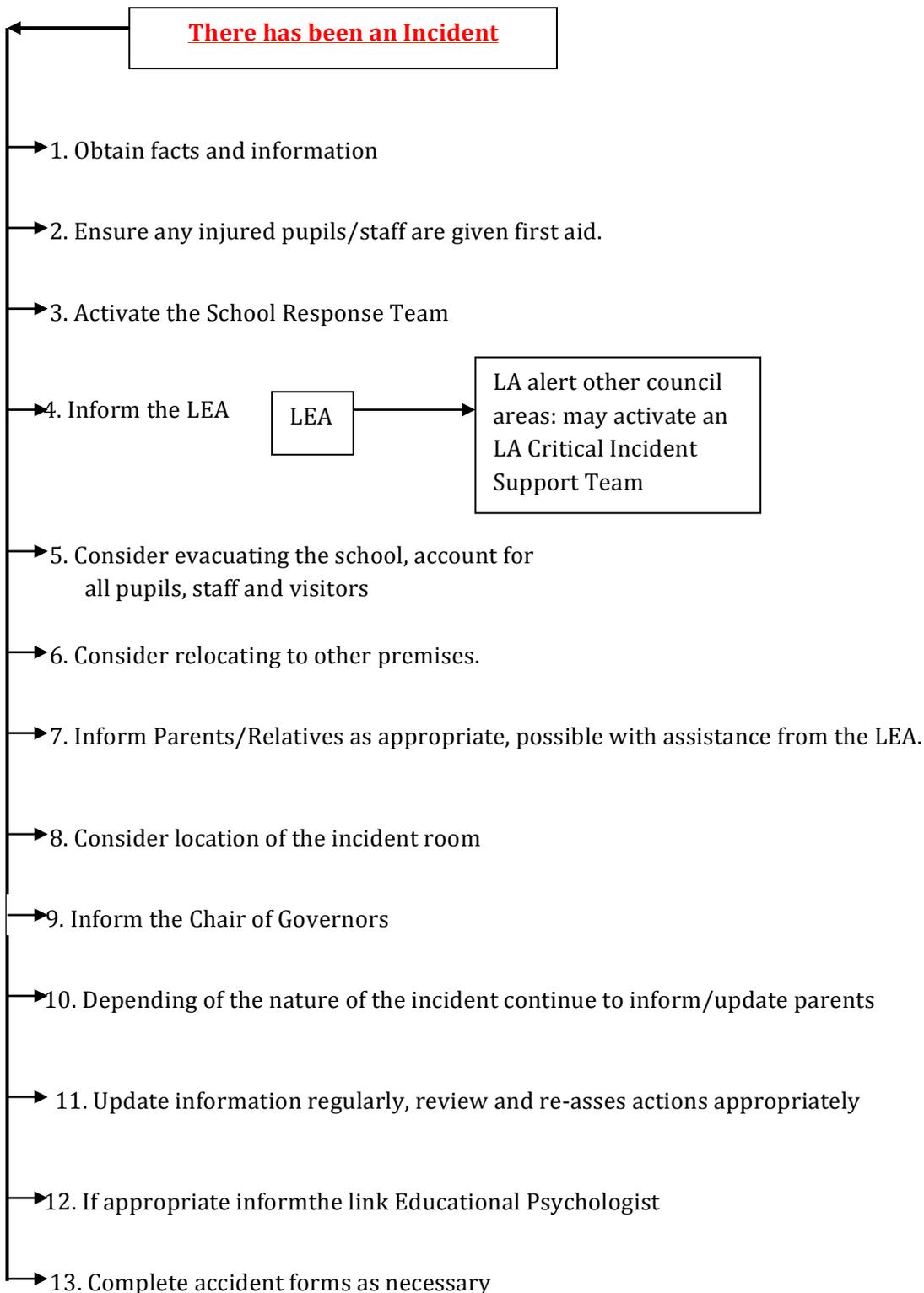
These are to be given to the Principal, Senior Vice Principal, Site Manager, Caretaker in the event of an Emergency / Evacuation.

Rob Lunt (Operations Manager) will carry out half termly checks of all school first aid boxes & both defibrillators.

Contents	Date Checked
Copy of the School Emergency Plan	
Pupil records – Names, addresses and contact numbers. (To be added to the contents on activation of an event) Data Manager to print off hard copies each half term	
Staff contact details (To be added to the contents on activation of an event) Data Manager to print off hard copies each half term	
Parent contact details (To be added to the contents on activation of an event) Data Manager to print off hard copies each half term	
School building and site plans	
Alarm operation setting and arrangements to de-activate	
Building and Gate Keys	
Catering contact details	
Log book, pens and paper	
Torch with spare batteries	
Mobile phone and charger	
White tape	

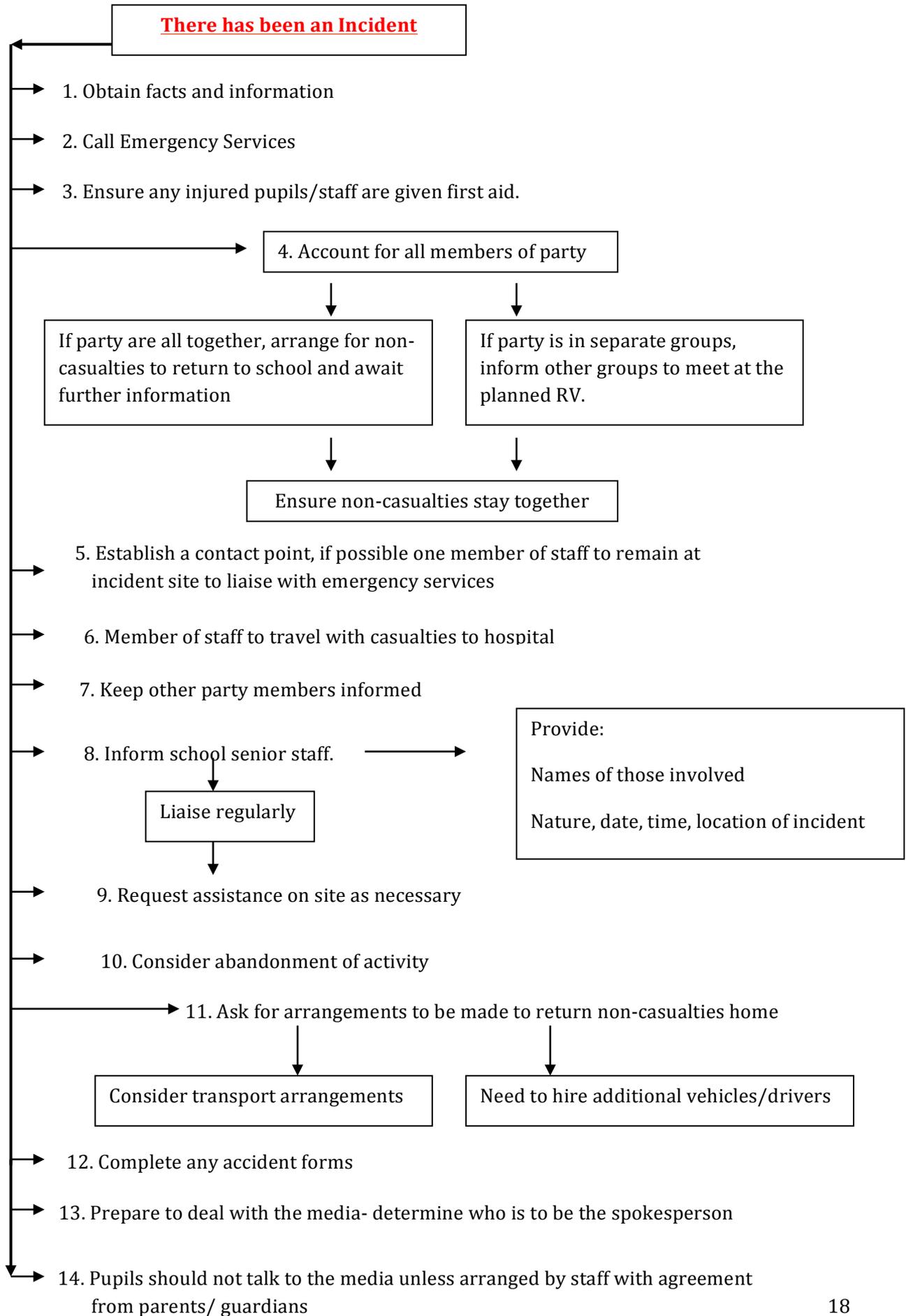
1. Guidance for Staff following an Emergency on School Grounds

RECORD ALL ACTIONS- if not immediately, as soon as possible after the event.

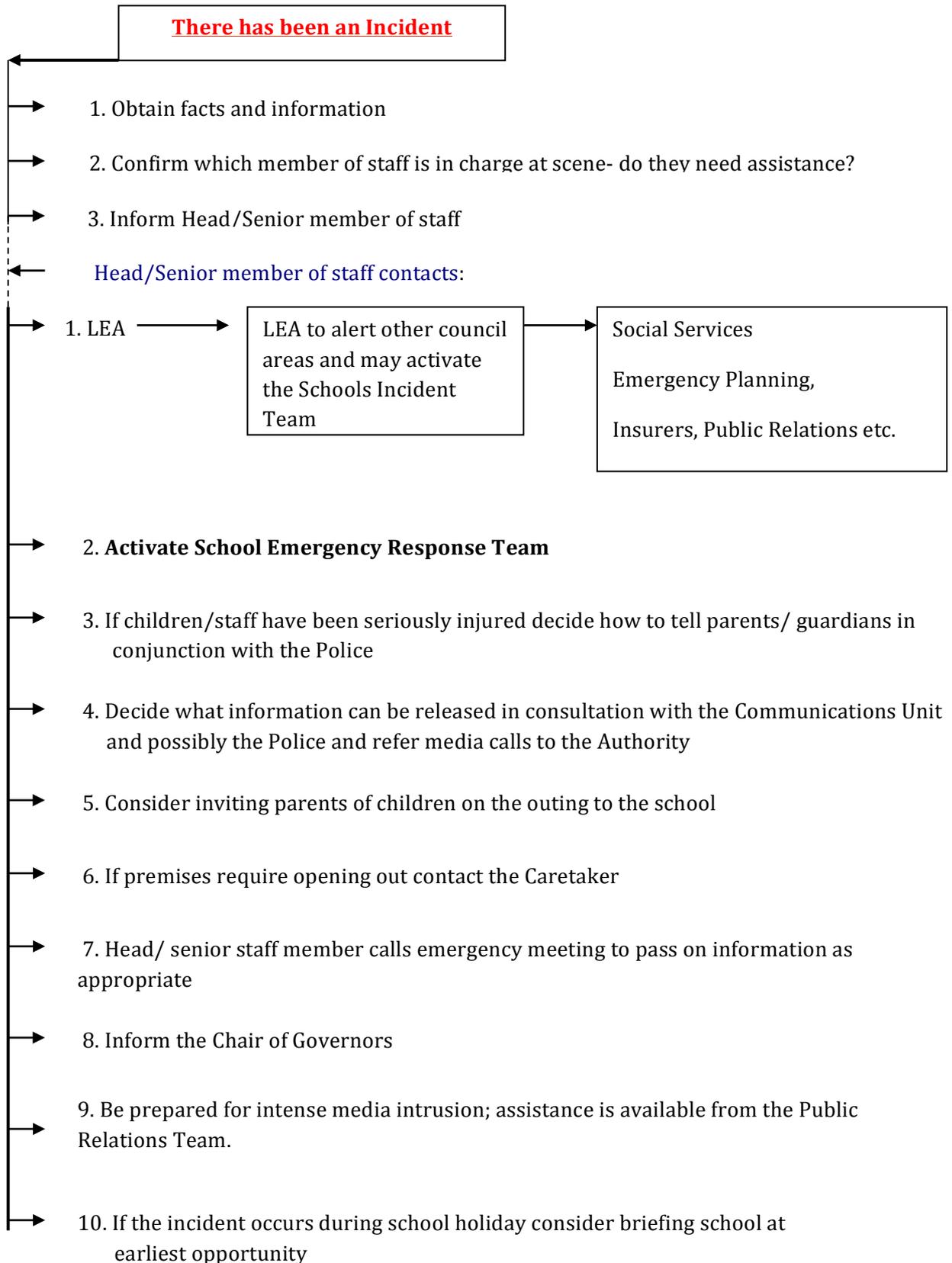


2. Guidance for Group Leaders on Out of School Activities

RECORD ALL ACTIONS - If not immediately, as soon as possible after the event.



3. Guidance for 'on-site' staff following notification of an off-site incident (either in or out of school hours)



Evacuation Procedures

Procedure	Guidance for evacuation	Communication methods	Responsibilities
Fire Evacuation	<p>Normal school evacuation procedure to be followed. Normal school fire alarm sound.</p> <p>Blocks affected to be evacuated</p> <p>All staff and students follow the Fire Evacuation and assembly plan as detailed in the School Health and Safety Policy</p>	<p>Fire Alarm sounds in relevant buildings – this is a different tone to the school bell</p> <p>Radio Channel 8 for all radio holders</p> <p>Await instruction to return to building from senior staff</p>	<p>Class teachers – lead students to assembly point in a calm and orderly manner. Take class list file with them.</p> <p>Class teachers – Conduct a head count, stand with class, in silence.</p> <p>All other staff – assist in directing students & maintaining silence.</p>
Partial Evacuation	<p>Evacuation of block(s) where alarm has sounded / staff have been notified.</p> <p>Evacuation and assemble at designated place / part of site: this will depend upon the site of the Emergency Incident</p>	<p>Continuous school bell sounds in appropriate block(s)</p> <p>Radio Channel 8 for all radio holders</p> <p>Await instruction to return to building from senior staff</p>	<p>Emergency Co-ordinator to Class teachers – lead students to assembly point in a calm and orderly manner.</p> <p>Class teachers – Conduct a head count, stand with class, in silence.</p> <p>All other staff – assist in directing students & maintaining silence.</p>

<p>Whole School Evacuation</p> <p>Threat level is significant and/or police guidance and/or threat assessment requires immediate whole school evacuation to place of safety.</p>	<p>Evacuation of all blocks.</p> <p>The location of the Emergency Incident will dictate the order of egress.</p> <p>Ennis, Thompson, Rosetta, Da Vinci & Riley</p>	<p>Continuous school bell sounds in all blocks</p> <p>Radio Channel 8 for all radio holders</p> <p>Email communication to staff, message in subject field to read: “FULL EVACUATION EVERYONE to The Woodlands car park”</p> <p>Text communication to staff, message to read: “FULL EVACUATION EVERYONE to The Woodlands car park”</p> <p>Await instruction to return to building from senior staff</p>	<p>Class teachers inform students ‘we are carrying out an evacuation drill’.</p> <p>Class teachers should assemble their groups on the yards as per the Fire Evacuation policy. Conduct head count. Staff should then wait for the Emergency Co-ordinator to instruct them to leave the site. Staff will lead their class down to the footpath in a brisk and orderly fashion, in silence, heading out of rear of school, down the footpath to assemble at The Woodlands car park.</p> <p>Non-teaching staff should sweep the buildings as they head outside to line the footpath, guiding pupils, filtering them down the path to The Woodlands car park.</p> <p>HR staff / Emergency Coordinator ensure grab bags are taken and distributed to Principal, SVP, Site team, (JMC, JAW, RL, CS)</p> <p>HR staff to check that all staff are accounted for.</p>
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Date of Approval by Governors: January 2018

Next Review Date: January 2020