

EMERGENCY PLAN

FOR



NORMAND CROFT COMMUNITY SCHOOL

Bramber Road
W14 9PA

INTRODUCTION

This Plan provides generic guidance on actions that should be considered by the Headteacher, their nominated deputy, and the school management team in case of an emergency in school, on an educational visit and in the wider community.

The accompanying guidance is an integral part of the Emergency Plan and should be referred to when developing and utilizing the Plan.

Any emergency affecting a school may afterwards be the subject of a detailed inquiry. It is important that accurate written records are kept, and that no piece of information about the response to the incident is lost.

Date of issue: September 2020	Date of next review: September 2021
Copies of this Plan are kept at: <ul style="list-style-type: none">• School Emergency Pack (Grab Bag) in School Reception Office• Off site at a suitable location/s SBM house [10min walk from the school]• In an electronic format that can be accessed on/off-site	
Person/s responsible for reviewing plan: Marie-Laure School Business Manager	

ROLES & RESPONSIBILITIES

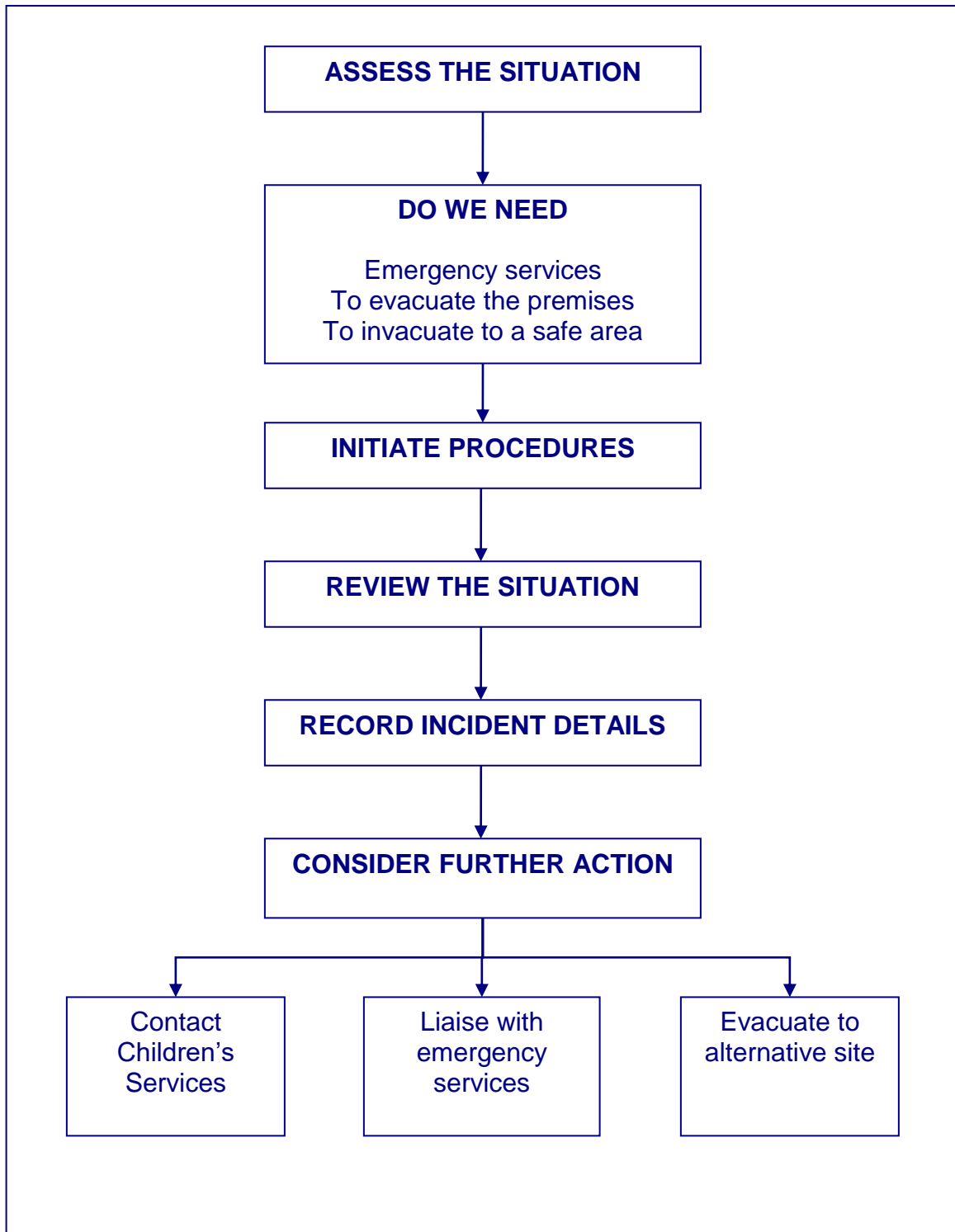
The School Plan should ensure that suitable members of staff are identified to fill the following roles.

Each role should also have a deputy, in case the principle member of staff is absent.

To assist post-holders, 'Job cards' have been developed.

ROLE	POST HOLDER	DEPUTY
INCIDENT MANAGER	Head Teacher	Deputy Head
NEXT-OF-KIN/PARENT LIAISON	Head Teacher	Deputy Head
ADMINISTRATOR	Deputy Head	School Business manager
SITE	School Business manager	Site care
COMMUNICATIONS	Head Teacher	Deputy Head
CASUALTY AND WELFARE	Lead teachers	Deputy Head
EDUCATIONAL VISITS	Dh Deputy Head	Lead teachers

PHASE I: IMMEDIATE ACTION



EVACUATION AND INVACUATION PROCEDURE

Signal to be used to evacuate to the assembly point: **Fire alarm**

Location of assembly point: **Playground [fire assembly point]**

Signal to be used to invacuate to a safe place: **Vocal communication**

Location of safe place: **KS1 Hall**

On hearing the relevant signal, all staff, pupils and visitors will evacuate or invacuate the premises in an orderly manner. All teachers in control of a class will:

- Lead children by the nearest safe route to the assembly point/safe area
- Carry out the roll call procedure
- Notify the incident manager of any persons unaccounted for
- Ensure children remain at the assembly point/safe area
- Await further instruction from the incident manager

Vulnerable persons will be evacuated/invacuated in accordance with the personal emergency evacuation plans developed for those individuals. Copies are attached to this plan.

On hearing the evacuation signal:

- The Emergency Pack will be collected by: **SBM**
- School Registers will be collected by: **Receptionists**
- School visitors book will be collected by: **Receptionists**
- Children's medications will be collected by: **Teachers in classrooms**
- First aid box will be collected by: **SBM**

Detail here role call procedures:

Staff in charge of the kitchen will take the following action: **Eden evacuation procedures**

Staff in charge of breakfast clubs will take the following action: **Emergency Plan procedures**

Staff in charge of extended services/after school clubs will take the following action: **Emergency Plan procedures**

INCIDENT INFORMATION SHEET

Information about an incident may come from a number of sources. Whoever receives the alert should ask for, and record, as much information as possible.

INCIDENT DATE:	TIME:
INCIDENT LOCATION:	
WHAT HAPPENED	
CASUALTIES (Number/nature of injuries)	
EMERGENCY SERVICES Those involved/advice given	
EVACUATION On-site evacuation or evacuation to alternative safe place	
DAMAGE TO PROPERTY Details of any known damage	
HAZARDS Any known continuing hazards	

INCIDENT INFORMATION SHEET: EDUCATIONAL VISITS

Information about an incident may come from a number of sources. Whoever receives the alert should ask for, and record, as much information as possible.

DATE:	TIME:						
CLASS INVOLVED:							
PERSON IN CHARGE:							
PERSON REPORTING INCIDENT:							
PLACE BEING VISITED:							
LOCATION OF INCIDENT:							
WHAT HAPPENED							
CASUALTIES (Number/nature of injuries)							
CASUALTY LOCATION/S (e.g hospital)							
LOCATION OF SCHOOL PARTY (e.g. hotel)							
ADVICE FROM EMERGENCY SERVICES							
OTHER ACTION TAKEN							
NUMBER OF PEOPLE ON VISIT	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">PUPILS</td> <td style="width: 33%; text-align: center;">TEACHERS</td> <td style="width: 33%; text-align: center;">OTHER</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	PUPILS	TEACHERS	OTHER			
PUPILS	TEACHERS	OTHER					

CONTACTING CHILDREN'S SERVICES

The incident manager will contact Children's Services to inform them of the incident. The following telephone numbers will be used to inform Children's Services:

Daytime Hours:

020 8753 3728
020 8753 3601

Out-of-Hours

020 8748 9787

THESE NUMBERS SHOULD NOT BE GIVEN TO THE PRESS, PARENTS OR PUBLIC

SITE EVACUATION PROCEDURES

Site 1

Type of premise: **school**

Contact name/details: **Sir John Lillie Primary School**

Address: **Lillie Road SW6 7LN**

Directions/map:

Estimated travel time: **7 minutes' walk**

Facilities: **halls**

Site 2

Type of premise: **St Andrew's church**

Contact name/details: **Vicar**

Address: **Greyhound Road, London W14 9SA.**
Phone: 020 7385 5023

Directions/map:

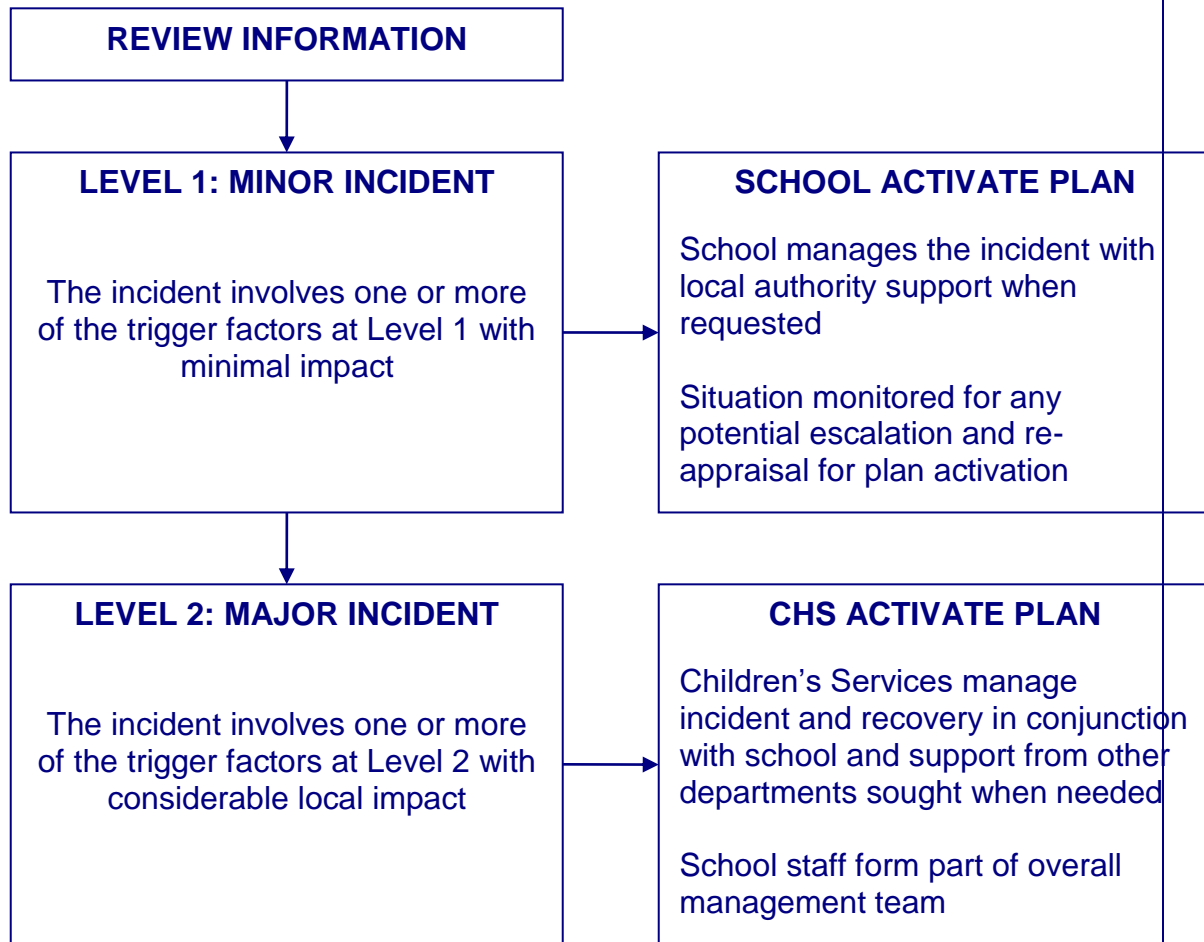
Estimated travel time:

Facilities: **church and church hall**

Details of procedures to be followed when traveling to alternative site (e.g. travel plan, known hazards etc) should be attached.

PHASE II: PLAN ACTIVATION

The following flowchart and trigger levels can be used to determine what further action is required in relation to the incident. This may be done in conjunction with CHS senior managers.

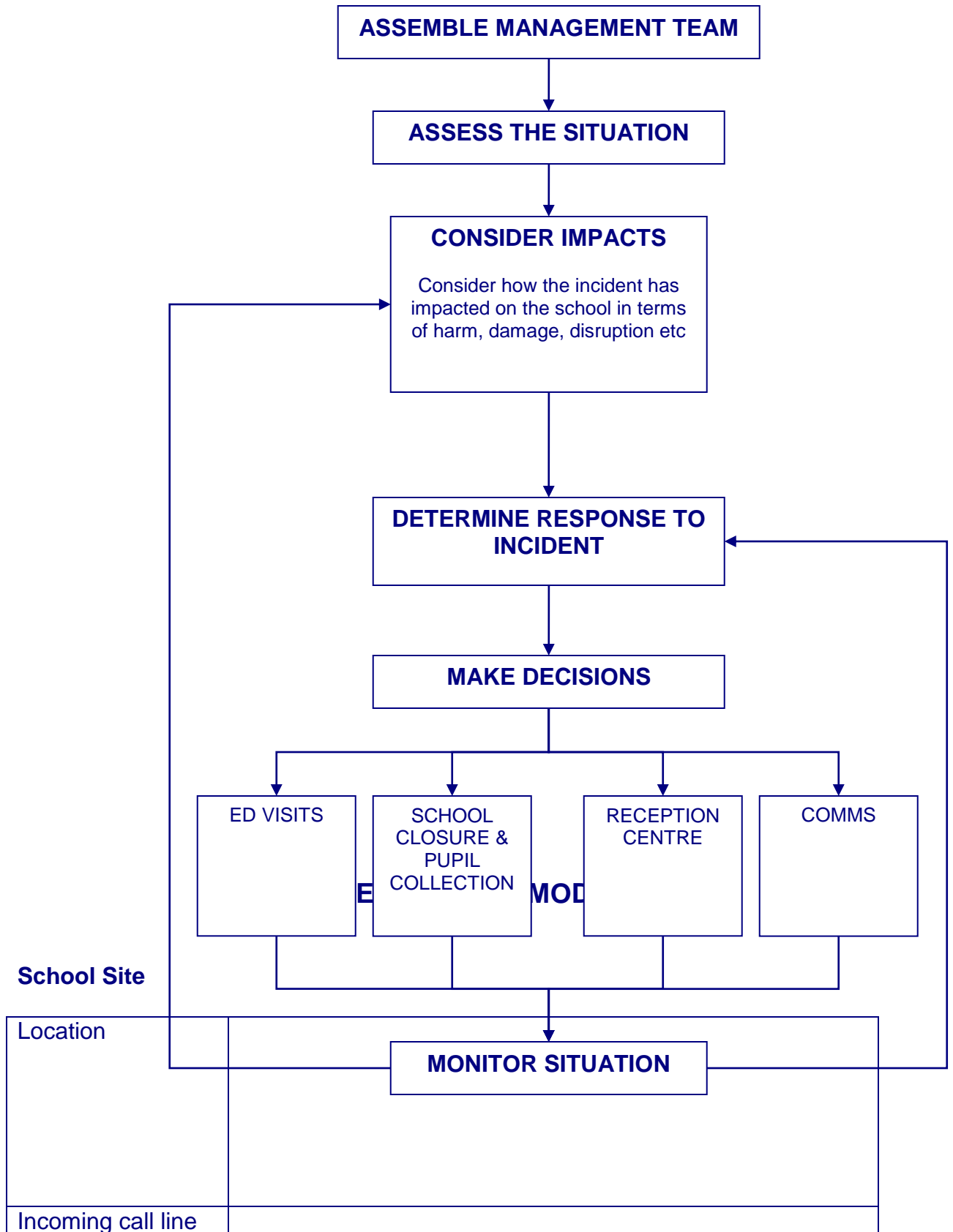


ACTION TRIGGER LEVELS

FACTOR	LEVEL 3 - SITE INCIDENT	LEVEL 2	LEVEL 1	LBH ACTIVATE PLAN
PREMISES	Minor or moderate loss/denial of access to main school building or ancillary buildings	Major or complete loss/denial of access of main school building and/or ancillary buildings	Widespread levels of loss/denial of access to a number of establishments	Children’s Services managing local issues
PEOPLE	Single person involved with minor injuries or harm requiring local first aid provision	Single person involved - serious injuries/death or multiple casualties requiring professional treatment	Multiple deaths or injuries requiring professional treatment across numerous sites	

		Potential serious harm to persons (e.g. abduction)	
SCHOOL TRIPS	Single person involved with minor injuries or harm Local trip capable of returning to school unassisted	Single person involved-serious injuries/harm or multiple minor casualties School trip domestic or overseas requiring assistance to return home	Multiple deaths or serious injuries Numerous school trip parties unable to return home (domestic or overseas)
UTILITIES	Partial loss of a utility for a short period of time Limited damage to plant and equipment	Loss of numerous utilities for a week or more Major damage to various items of plant and equipment	Complete loss of all utilities in numerous sites with extensive damage to plant and equipment
ICT	Loss of administrative or educational data and hardware. Short-term loss of communication systems	Loss of schools network and/or communications systems Loss of school related Council systems	Total loss of all Council and schools ICT system
SUPPLIERS	Short term loss of local school contractors	Loss of specific critical contractors for extended period of time	Total loss of borough wide contractors (cleaning and catering) for extensive period of time
EDUCATIONAL MATERIALS	Limited loss of educational materials and coursework	Total loss of all educational materials and coursework-single site	Total loss of educational materials and coursework in numerous sites
OTHER			

PHASE III: MANAGE THE RESPONSE



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Off Site 1

Location	
Incoming call line	

Off Site 2

Location	
Incoming call line	

TACTICS: COMMUNICATION

Notification of incident and provision of ongoing information:

- Identify who will need to be informed of incident (e.g. pupils, parents, governors etc)
- Determine the information that needs to be provided about the incident
- Determine how the information is to be provided (e.g. letter to parents, parent call, website, pupil/staff briefings etc)
- Decide who is responsible for delivering what message to what persons
- Ensure that messages are authorized before they are delivered
- Keep under review information and messages as incident progresses

Decide the most appropriate method of contacting relatives of pupils / staff affected by the incident. If the matter is very serious (such as a fatality) liaise with the Police about informing next of kin.

Incoming enquiries and requests for information:

- Prepare a response for parents/next-of-kin
- Nominate person to respond to enquiries
- For parents/next-of-kin obtain confirmation of identity before providing information
- For press enquiries, refer to the corporate communications team
- Ensure a direct contact number is available for incoming calls
- Prepare a message on the school answer machine

The following action should be taken where press enquiries are made

- Seek advice from corporate communications
- Prepare a written statement in conjunction with corporate communications
- Brief staff and if necessary pupils on talking to media
- Advise parents/next of kin on talking to media

TACTICS: EDUCATIONAL VISITS

The following action should be taken:

- Identify all educational visits that are underway
- Identify those educational trips that may be directly and indirectly effected by the incident
- Contact group leaders for those groups identified as being effected
- Consider if the educational trip members need to return from the trip
- Make arrangements for the trip to return or for parents/next-of-kin to attend location
- Overseas trips liaise with British Embassy/Consulate, Foreign Office, tour operator, Insurers
- UK trips liaise with other local authority, local emergency services, tour operators, visit centres etc

TACTICS: SCHOOL CLOSURE

The following action should be considered:

- Assess the need to close the school fully or partially based upon the information available

- Assess the need to close additional services that are provided (e.g. breakfast clubs, after school clubs etc)
- Identify any transport needs particularly for pupils with special needs
- Put in place children collection and release procedures
- Determine method for informing parents of school closure
- Inform parents of closure and of collection procedures
- Put in place arrangements for pupils who are not collected
- Identify who else will need to be informed of closure/partial closure (e.g. CHS, Chair of Governors, corporate communications)
- Identify procedures for keeping stakeholders informed of ongoing closure
- Consider how pupils with Special Educational Needs (SEN) or medical needs may be affected if the school remains closed for an extended period of time
- Ensure the security of the school premises during period of closure.

TACTICS: RECEPTION CENTRE

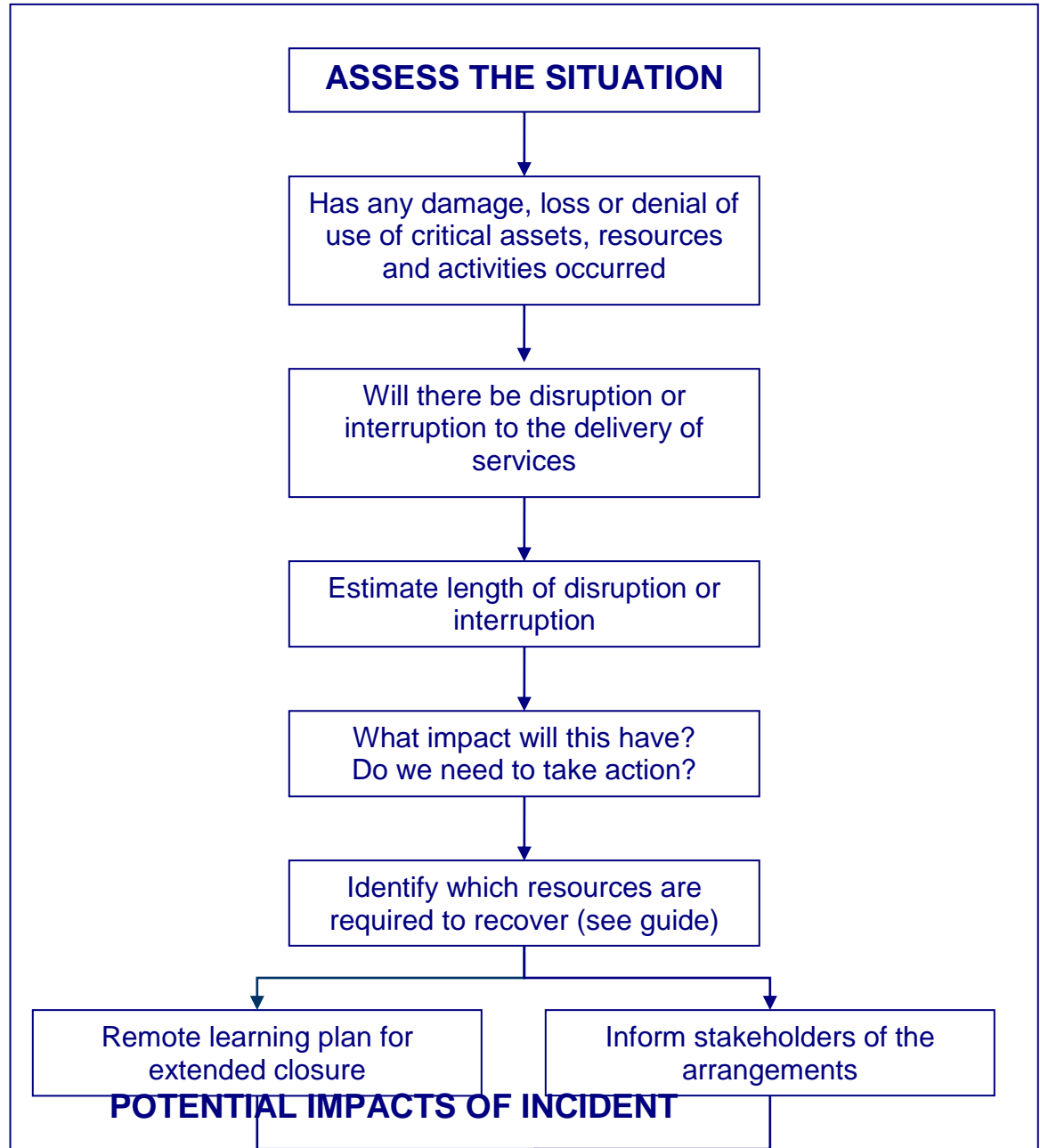
The following action should be considered:

- Determine if parents/next-of-kin of those harmed/involved will need to attend the school/alternative site
- Determine if pupils need to be collected from school or an alternative site following site evacuation/school closure
- Consider how many parents/next-of-kin may need to be accommodated
- Consider if the police or other agencies will need to speak to parents/next-of-kin
- Identify areas that can be used as reception centres
- Identify sufficient staff to be present at the reception centre and brief them

DECISION LOG

DATE	TIME	DECISION	INITIALS

PHASE IV: MANAGE RECOVERY



POTENTIAL IMPACTS OF INCIDENT

AREA	POTENTIAL INCIDENT IMPACTS
Education	Monitor and review position and estimate time to full recovery Disruption to examinations Disruption to general education Lost teaching days Loss of coursework (hard copy/electronic)
Educational Visits	Loss of contact with school party/group leader School party unable to return on-time

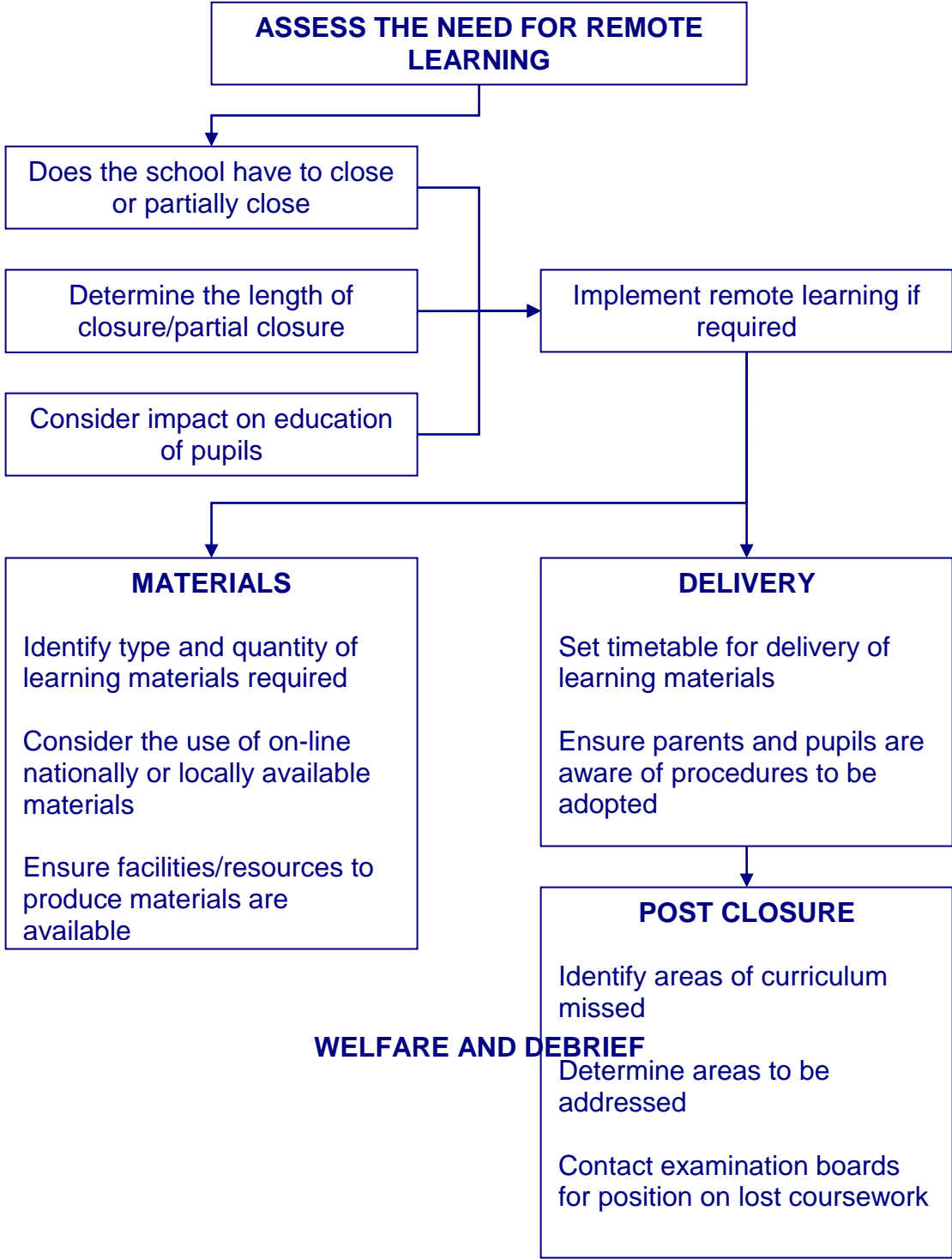
	School party stranded overseas School party stranded in UK
Pupil welfare/well-being	Major injury or harm to pupil/s Concern/upset over friends involved Loss of supervision and behavioural issues Loss of support for SEN children Loss of free school meals Ongoing health and safety concerns (e.g. cold)
Parents/Guardians	Large number of enquiries to school Parents unable to get information (site evacuated) Parents arriving at school site Concern/anger over failure in duty of care
Premises	Denial of access to premises (whole or partial) Damage to property, assets and facilities Loss of vital utilities Loss of ICT and communications Loss of supplies and suppliers
Press/Media	Large number of press enquiries Press arriving at scene Press intrusion (pupils, parents, staff) Social media use by staff, pupils, parents, press
Extended Services	Disruption to service delivery Loss of income
Staff	Major injury or harm to member of staff Loss of key staff members Stress and psychological issues over colleagues Loss of personal goods and information
Statutory	Breach of statutory duty Crime scene and crime investigation Enforcing authority investigation LBHF investigation

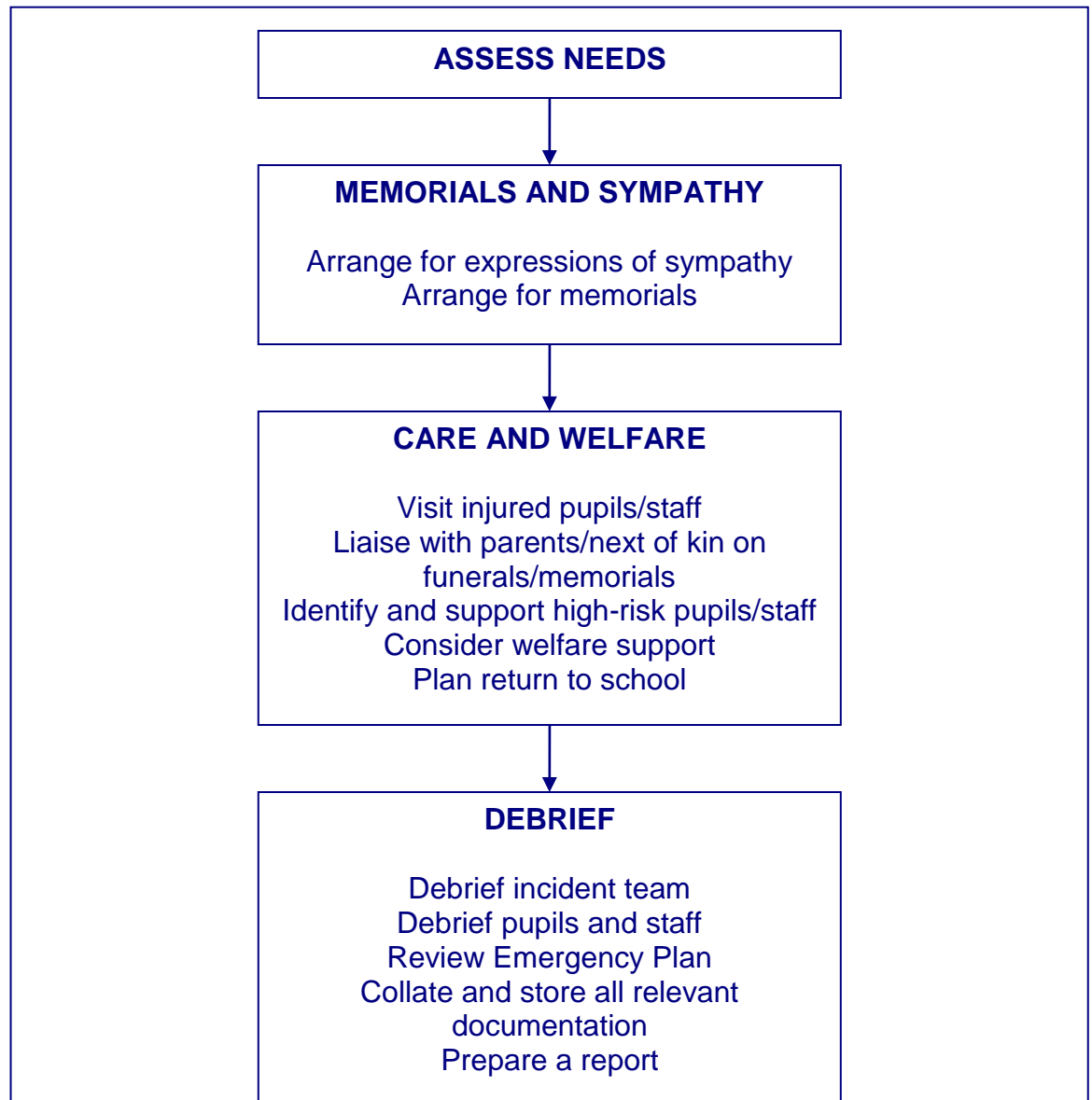
TACTICS: RESPONSE AND RECOVERY

- Establish what effect the emergency will have on the operation of the school. Try to ascertain how long the disruption will last.
- Attempt to recover important documentation, records and equipment if safe to do so (consult the emergency services for advice if necessary).
- Minimise any disruption to the provision of education. Put arrangements in place to keep the school open and try to maintain normal school routines (e.g. teaching, exams) wherever possible.

- Work with school staff and other organisations to restore the usual school routine as a matter of urgency.
- Put in place arrangements for remote learning, if necessary.
- Work with the 'communications' role to ensure staff, pupils and parents/carers are informed of any changes to the school routine.
- Make an inventory of any equipment which has been damaged. Arrange for important items / documentation to be salvaged, restored or replaced.

REMOTE LEARNING PLAN





TACTICS: WELFARE AND SUPPORT

- Establish arrangements to meet the welfare needs of pupils, staff, parents/carers, visitors and responders.
- Identify those who may require additional support SEN, medical, etc
- Assess the welfare and emotional needs of all those involved. Continue to monitor and support those who may be particularly affected by the incident.
- Introduce a strategy to monitor pupils and staff who may be particularly affected by the incident. Ensure that staff are aware of this strategy.

- Offer pupils and staff the opportunity for psychological support and counselling. Ensure staff and pupils know that support is available and arrange access to these services as necessary.
- Provide opportunities for pupils to discuss their experiences (e.g. promoting discussion during class, arranging a special lesson). Do not discourage pupils from talking about their experiences.
- Make arrangements to express sympathy to those who have been hurt. Consider encouraging pupils to send cards / messages to those affected.

CONTACT LISTS

CONTACT	NAME	TELEPHONE NUMBER/S
Director of Children's Services	Jacqui McShannon	Jacqui.mcshannon@lbhf.sch.uk 020 8753 3758 /3601 Out of hours: 020 8748 9787
Chair of Governors	Martin De Ville	chairofgovernors@normandcroft.lbhf.sch.uk 07710 503 617
LBHF Health & Safety	Marlon Barnes	07468 700 726
Council Emergency Planning Section	Lee Alaba	07957 624 620
Education Psychologist	Louise Edgington	020 7361 3311 / 07739 315 724
Human Resources	Mary-Ann Mohan	020 8753 3368
School Nurse	South Team Parson Green Health Centre	020 8102 4003
Occupational Health		020 8753 2661
Catering	Radish	0845 345 1576 0752 222 3416
School Management Support	3BM	020 7605 8322
Council Insurance	Senior Insurance Officer / Abbey	020 8753 2539
Local Police	Fulham Police Station	101
Utilities (Gas, Electric, Water)	See list below	
Contractors	IQ	01959 533 788
	ADT A0300547	0844 848 800
	Honeywell /Gent ID10005273	08702 401 252 Terry: 07769 936 185
Out of hours security	Elizabethan Security Services	020 7738 6222

Normand Croft- School meters

Meter SERIAL number	MPAN/MPR	Account/Supplier	Location
E11Z57394	1200052188048	1020521 (LASER-Npower)	Power for community building
F96A21922	1200020556562	32036699 EDF	Electricity cupboard old school
L90A08294	1200020556571	32036699 (as above)	Electricity cupboard old school
08006790-	8868501009	1002191 LASER- BG	Gas for kitchen
M065A00278 09A6	11954902	1002191 LASER- BG	Outside cupboard on Lillie road
MO65A01354 02A6	9156650810	1020251 LASER- BG	Community gas next to main power house