

Westfield Primary School

Policy on Emergency Planning

1 Aims and objectives

- 1.1 The aim of the School Emergency Plan is to manage the effects of any emergency which might occur within the school so that every reasonable step is taken to:
- prevent or minimise the loss of life and injury to pupils and staff;
 - alert relevant parties, e.g. the emergency services, the Local Authority, parents/carers and school governors;
 - take control at the scene until the emergency services arrive;
 - minimise disruption to the normal daily routine of staff and pupils;
 - support staff, pupils and parents in the aftermath of an incident;
 - ensure effective working with the media.
- 1.2 We recognise that planning is essential if emergencies are to be managed effectively. We cannot plan in detail for every possible scenario, but our generic plan ensures that those involved in the initial stages have a firm basis from which to develop their response.

2 The basic emergency plan

- 2.1 The school maintains an up-to-date contact directory (including out of hours information). This is updated termly and is attached as Appendix 1 to this policy. Copies will be found in the school office.
- 2.2 The contact directory defines the role to be played by each member of a core team including the headteacher, deputy headteacher, caretaker (if on site) and school secretary. The directory distinguishes between the declaration of an emergency in and out of school hours. A copy of the role definitions will be found in the headteacher's room.
- 2.3 The school office is the designated co-ordination point.
- 2.4 The fire alarm will be sounded in the case of any emergency that requires the evacuation of the school premises. Procedures and evacuation routes are displayed in each room within the school.
- 2.5 Copies of the detailed evacuation procedures and checklists for initial action are held in the Site Maintenance Officer's Log. Copies of the plan are also held off site by core staff in case the school premises cannot be accessed.
- 2.6 The headteacher, or next senior teacher in her absence, is responsible for managing information exchange between staff, pupils, governors, parents and the Local Authority.
- 2.7 All new staff joining the school are made aware of the plan, and those with key roles take part in annual training and exercises to test its effectiveness.

3 Types of emergency

- 3.1 The school recognises that there cannot be a separate written plan to cover every possible emergency. Core staff training includes regular discussion of the steps to be taken in the more common emergencies, including a deliberate act of violence – gun or bomb threat, fire, the destruction or serious vandalism of part of the school, or public health threats (e.g. meningitis).
- 3.2 The school recognises that some emergencies which occur off the school site can affect its

staff or pupils. Core staff training includes regular discussion of the steps to be taken in the more common examples, including the death of a pupil or member of staff through natural causes or accidents, or a transport-related accident involving pupils and/or members of staff.

- 3.3 The school adheres to the specific guidance issued by the Local Authority in relation to school closures caused by severe weather or heating failure.
- 3.4 The school will inform parents as soon as possible of any likelihood of closure due to severe weather, or if children are being sent home early or at short notice. Parents are advised to listen to local radio stations or to sign up for school text alerts to their mobile phones about school closures. Parents can also check the Local Authority website for information.
- 3.5 The school is fully aware of the possible dangers of its proximity to the local canal/railway line/industrial complex/main road. All pupils are given termly instruction on safe play and safe travel to and from school by staff and Halton police.

4 Monitoring and review

- 4.1 Class teachers include regular references to safe and sensible conduct in lessons. Fire drills occur on a regular basis, and their outcomes are logged and reported to the governing body in the headteacher's report.
- 4.2 The school's procedures for emergencies will be monitored by the headteacher as part of her regular duties. A report will be presented to the governing body on an annual basis.
- 4.3 This policy will be reviewed by the governing body every two years, or earlier if necessary.

Signed:

Governor:

Signed:

Headteacher:

Date: