



# EMERGENCY INCIDENT PLANS

Ratified by Governors/Principal:	Principal
Current ratification date:	Autumn 2017
Review frequency:	Every two years
Next review date:	Autumn 2019
Responsibility of:	Helen Porter

Freebrough Academy is committed to safeguarding students and staff. These emergency incident plans are a sensible and proportionate response to any external or internal incident that has the potential to pose a threat to the safety of staff and students in the Academy. They aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. Emergency incident procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and students in the Academy)
- An intruder on the Academy site (with the potential to pose a risk to staff and students)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the Academy
- The close proximity of a dangerous dog roaming loose

Basic Principles:

- Staff are alerted to the activation of the plan by a recognised tannoy announcement, audible throughout the Academy.
- Students who are outside of the Academy buildings are brought inside as quickly as possible.
- Those inside the Academy should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked).
- Once in emergency incident mode, staff should notify the office immediately of any students not accounted for wherever possible (and instigate an immediate search for any missing, this search will be conducted by the Fire Marshalls).
- Staff should encourage the students to keep calm.
- As appropriate, the Academy will establish communication with the Emergency Services. The local authority will be notified.

One type of emergency that the Academy may face is a threat posed by an intruder or an emergency situation outside the Academy that prevents the evacuation of students from the building. In these situations, the Academy will take steps to isolate students, teachers and staff from danger by instituting an Academy emergency incident.

An emergency incident can serve several functions during an emergency, including the following:

- Removing students and staff from the threat;
- Isolating the dangerous situation from much of the Academy;
- Allowing for an accurate accounting of students within each room; and
- Depending on the situation, facilitating an organised evacuation away from the dangerous area.

In general, there are three main emergency incident situations:

<b>RETURN TO CLASSROOMS ALERT</b>	The threat is outside the Academy building
<b>SECURITY ALERT</b>	The threat or intruder is inside the Academy building
<b>EVACUATION ALERT</b>	The threat is inside the Academy building and requires that the whole building is completely evacuated

## 1. RETURN TO CLASSROOMS ALERT

In the event of a threat from outside the Academy building, the following procedures will be followed:

- Site Manager, Office Manager or SLT will announce “return to classrooms” over the tannoy system. This announcement will be repeated several times.
- All outside activity will cease immediately, students and staff will return to the Academy building. Outside staff will be contacted on their personal mobile phones.
- Site Manager/Caretakers will lock all external doors.
- Site Manager/caretakers will put the Grab Bag in the Principal’s office so that it is readily available.
- SLT will clear balconies, corridors, toilets, atria and other rooms that cannot be secured. Students will be sent back to their classrooms or to the nearest classroom depending on the presenting risk.
- Teachers will close classroom windows and be responsible for moving all students and staff away from the windows.
- Free movement may be permitted within the Academy building dependent upon the circumstances and staff will be advised of this by email or by a tannoy announcement.
- Teachers will take registers and log on SIMs.
- If classes/students outside the Academy building are not able to safely access the Academy then they will be taken to St Peter’s Primary School or alternatively stay out of sight at the bottom of the playing field (whichever is deemed the safer option depending on the risk). PE staff will carry their personal mobiles on the field and will be contacted through them.
- Teachers will control all movement, and move on announcement only.
- Once all staff and students are safely inside, SLT will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This will then be communicated to staff and students.
- During the emergency incident, staff will remain logged on to their Academy email accounts for further information and updates but will not make unnecessary calls to the admin office as this could delay more important communication.
- In the event of an air pollution issue, air vents should be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

- Once the threat has subsided, the Site Manager/SLT will announce the “all clear.”

‘Return to classrooms alert’ is a precautionary measure but puts the Academy in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

## **2. SECURITY ALERT INCIDENT**

In the event of an escalation to a partial emergency incident or of a threat or intruder from inside the Academy the following procedures will be followed:

- Site Manager or SLT will order and announce “security alert” over the tannoy system. This announcement will be repeated several times.
  - All students return to their classrooms.
  - All external doors will be locked by Caretakers unless there is an intruder inside the building. Teachers will lock classroom doors. Windows will be shut, blinds drawn and lights switched off. Students will sit quietly, out of sight of the windows/doors (e.g. under desks or around a corner)
  - Registers will be taken and logged on SIMs.
- Staff and students remain in security alert status until it has been lifted by SLT / emergency services. At any point during the emergency incident, the fire alarm may sound which is a cue to evacuate the building.
- Site Manager/caretakers will put the Grab Bag in the Principal’s office so that it is readily available.
- During the emergency incident, staff will remain logged on to their Academy email accounts for further information and updates but should not make unnecessary calls to the admin office as this could delay more important communication. Staff should use their personal mobiles phones in the event of a power cut during a security alert as information will be communicated by text.
- Classes that are outside of the building will not enter the Academy building unless it is safe to do so. Communication with PE staff will be through their personal mobiles.
- Outside classes/students will be taken to St Peter’s Primary School or alternatively stay out of sight at the bottom of the playing field (whichever is deemed to be the safer option)
- Teachers will not acknowledge to anyone at the door of their classroom until the “all clear” is announced.
- All staff and students will keep out of sight of window/doors.
- When or if students are moved out of the classroom, teachers will assist them in moving as quietly and quickly as possible.
- When the threat is over/the intruder has left the building, the Site Manager/SLT will announce the “all clear.”

### 3. EVACUATION ALERT

In the event of an incident that requires the immediate and total evacuation of the building e.g. A bomb threat. The following procedures will be followed:

- The fire alarm will sound and all students and staff will leave the building in the normal way for a fire alarm.
- Registers and responsibilities are the same as for a fire alarm.
- On reaching the playground, all staff and students will be directed to the bottom of the field and will congregate in the same format as for a fire alarm, in small school order, in tutor group alphabetical order.
- When the threat is over SLT will announce the “all clear” and arrange for the safe return of students and staff.

Alternative potential scenarios:

#### **Security Alert incident prior to the Academy day – Procedures**

- Staff gather all students from the corridors and balconies into their classrooms or other rooms. Duty staff will bring in any students from outside and take them to the nearest classroom.
- SLT and site staff will check the corridors, balconies and exterior of the building.
- Admin, if appropriate, will post an individual at the vehicle entrance, alerting parents and students and bus drivers.
- Staff take a register of the students in their room. They keep the list and provide it to SLT when requested.
- At the “all clear,” students report to their timetabled lesson for registration.

#### **Security Alert incident between lessons and at social times- Procedures**

- Staff gather all students in the corridors or balconies into their classrooms or other rooms.
- SLT and site staff check the hallways and exterior of the building.
- Staff take a register of students in their room. They keep the list and provide it to SLT when requested.
- At the “all clear,” students report to next lesson in order to check attendance.

#### **Security Alert incident during after Academy hours – Procedures**

- Period 6 and enrichment staff gather students and take register.
- SLT and site staff check the balconies, corridors and other rooms.
- At the “all clear,” staff and students report to the Small Atrium for further instructions.

In the event of a specific threat such as a confirmed fire or intruder within a particular classroom, emergency incident procedures may be overridden to ensure the safety of staff and students out of proximity to the threat. An emergency incident may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or other disturbance.

### **Communication with Parents**

Academy emergency incident procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the Academy website. In the event of an actual emergency incident, any incident or development will be communicated to parents as soon as is practicable. Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety. Parents will be given sufficient information about what will happen so that they:

- are reassured that the Academy understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- do not need to contact the Academy. Calling the Academy could tie up telephone lines that are needed for contacting emergency providers.
- do not come to the Academy. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- wait for the Academy to contact them about when it is safe for them to come get their children, and where this will be from.

Parents will be advised that during an emergency incident, the switchboard and entrances will be unmanned, external doors locked and no one will be allowed in or out of the Academy building.

Our Ref:  
Your Ref:  
Date:

Dear Parents/Carers

## **EMERGENCY INCIDENT PLANS**

As you are aware, at Freebrough Academy we are committed to safeguarding our students and staff. We have therefore, put in place emergency incident plans to make sure that we have a sensible and proportionate response to any internal or external incident that may pose a threat to the safety of our students and staff. The plans are designed to minimise the disruption to learning while at the same time keeping everyone safe. These emergency plans may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident in the local community that may pose a threat to students and staff in the Academy
- An intruder on the Academy site
- A warning about a local risk such as air pollution (smoke plume, gas cloud etc.)
- A major fire or other incident in the vicinity of the Academy
- A dangerous dog roaming near the Academy

As with any emergency planning, we will shortly need to carry out an emergency incident drill to ensure that all students and staff know what to do if there is an incident. Please do not be alarmed if your child talks to you about this; there is no cause for concern; we are just carrying out a drill in case an emergency occurs.

Our emergency incident plan document is available on our website and we ask you to read this and remember that if a real emergency occurs, please do not phone the Academy as this will tie up the telephone lines, that may be needed by the emergency services and please do not come to the Academy as no one will be allowed to enter or exit during the incident. We will of course, keep you informed and will let you know when it is safe to collect your child.

We sincerely hope that we never need to use these plans, but are aware that occasionally the unexpected can and does happen and it is better to be prepared.

Yours sincerely

## FREEBROUGH ACADEMY EMERGENCY PLANNING

### ROLES AND RESPONSIBILITIES

#### Co-ordinator Rachel Prentice/ Dougie Forteath/Helen Porter

- To co-ordinate the activities of the Emergency Management Team
- Liaise with external organisations
- Be the central point of contact for internal and external information
- Liaise with Academy governors

#### Welfare role – Rachel Prentice/SLT

- Ensure safety of pupils and staff
- Arrange a place of safety if required (Buddy School St Peters C of E school)
- Assess immediate requirements (e.g. medical, water, food etc.)
- Arrangements to reunite students with parents
- Ensure staff take regular rest periods so as not to burn out

#### Media – Rachel Prentice

- Liaise with local authority over communicating with the media
- Ensure media access to site, staff and students is controlled
- Deal with media enquiries coming into the Academy
- Lead on long term media strategy
- Control social media

#### Resources – Dave Powley/Site Manager

- Liaise with emergency services over property issues
- Ensure safety on site as far as possible (e.g.by shutting off utilities)
- Ensure Academy site is secure
- Make an inventory of losses (if applicable)
- Lead on procurement of additional resources required

#### Communications – Eileen Chapman

- Ensure staff have communications equipment required
- Lead on communications to parents (excluding informing parents of injured students)
- Keep communications messages updated
- Ensure any visitors are signed in
- Ensure contents of grab bag is up to date

#### All

- Ensure safety of students as far as possible
- Respond calmly to drills/incidents
- Evacuation as per fire drill and key fire staff role as per fire drill
- Report any missing students
- Coordinate information to and from students
- Assist other staff members if required

#### Role of the Governors

- Support the Academy during the emergency
- Assist in the recovery
- Linking with the community





**GRAB BAG CONTENTS**

First Aid kit

Foil blankets

Radios

Loud speaker

Student medication i.e. epipens, inhalers (controlled by Student receptionist)

Site plans

Fire evacuation file (updated by DPO)

Action cards for emergency call

Useful telephone numbers

Log/incident book

Staff list

Student attendance list

Visitor signing in book

Torch

Pens

Paper

Hi-visibility vests

## Emergency Incident Alert- Summary

Return to classrooms alert	Security Alert	Evacuation Alert
<p>Announcement “Return to classrooms”</p> <p>Students to stay in classrooms.</p> <p>Log onto SIMS and do register.</p> <p>Open email for communications</p> <p>If power is cut use personal mobile for texted info</p> <p>Close classroom windows.</p>	<p>Announcement “Security alert”</p> <p>All students return to classrooms.</p> <p>Lock classroom doors, shut windows, draw blinds, switch lights off.</p> <p>Keep students out of sight (round corner/under desks)</p> <p>Log onto SIMS and do register.</p> <p>Open email for communications</p> <p>If power is cut use personal mobile for texted info</p>	<p>Follow normal fire alarm procedure</p> <p>Follow SLT instructions outside to take students to the bottom of the field.</p>