

Emergency Policy and Plan (Whole School including EYFS)

Independent Day School for Boys and Girls

Our Lady of Sion School

Reviewed: 13 October 2019

Frequency of review: Annually

Next review: October 2022

EMERGENCY POLICY AND PLAN

FOR OUR LADY OF SION SCHOOL

1. GENERAL DESCRIPTION

- 1.1 Our Lady of Sion School employs approximately 85 employees, with approximately 500 students and occasional visitors to the site on a school day. Normal hours of operation are 08.00 to 17.00 Monday to Friday.
- 2.2 In addition to these normal arrangements, Our Lady of Sion school also occasionally arranges school trips in the local area and abroad, holds Open Days, has building contractors on site and has staff carrying out lone working.
- 3.3 Emergencies which may occur in respect of the School's activities include those events:
 - Requiring evacuation of the site (and possible contact with the Police or other enforcement agencies):
 - Fire
 - Explosion
 - Bomb hoax
 - Flooding
 - Criminal acts against employees/students/visitors/residents/customers on site
 - Health and safety emergency
 - Requiring isolation of part of the site:
 - Criminal damage leading to dangerous structures/equipment
 - Collapse of a structure/scaffold
 - Requiring medical assistance
 - Major Injury to a person on site
 - Major Injury to a person off site
 - Medical emergencies (heart attack, epileptic fit, diabetic coma)
 - Requiring coordination of events off site (sometimes in combination with the above):
 - Transport emergencies (e.g. broken down and unable to return to/leave site.)
 - Road traffic accidents
 - Criminal acts against employees students/visitors/residents/customers off site.

- Which may result in significant media attention or damage to reputation
- Abuse allegations against former or current members of staff

2. PRINCIPAL RESPONSIBILITIES

1.1 The principal functions undertaken by Our Lady of Sion School during an emergency and in the time immediately following are as follows: -

- Minimising injury or distress
- Minimising loss or damage
- Ensuring communication between the emergency services, the Our Lady of Sion School Emergency team, staff, parents, pupils and visitors on site.
- Supporting staff, students and visitors, as appropriate.
- Providing full information to the emergency services, police and other agencies as appropriate.

2.2 In the event of an emergency staff should:

- assess the nature and extent of the emergency;
- take immediate action to safeguard yourself and anyone else affected;
- remain calm;
- summon emergency assistance and / or medical assistance (if required);
- contact a member of the Emergency Team.

3. OUR LADY OF SION SCHOOL EMERGENCY TEAM

1.1 The Our Lady of Sion School Emergency Team will be the SLT (consisting of Headmaster, Deputy Headmaster, Assistant Heads & Bursar), and other staff as required depending on the nature and scale of the emergency. Whilst specific staff are already likely to be involved in an emergency, anyone from the School staff might be asked to help, depending on what assistance is required. If the Headmaster, Deputy Headmaster, Assistant Heads or Bursar, are unavailable, other experienced staff may be asked to deputise in their absence.

4 CHECK LIST FOR Our Lady of Sion School Emergency Team (or other staff acting in their absence)

4.1 You will need to obtain the following from the person calling you out: -

- a) Type of emergency

- b) Location of the incident (a map grid reference is preferable, if off site)
- c) Number of casualties (known or expected)

4.2 You will then need to do the following: -

- a) Contact a relevant support manager/emergency contact¹ or if unavailable another appropriate support manager/emergency contact. Request them to get ready to be deployed once you have ascertained what action is required.
- b) Carry out any instructions which you have received from the person initially calling you out.
- c) Proceed to the Emergency Centre at the School or an agreed location, as appropriate, so that you can be easily located in order to receive briefings on the situation and any special requirements.

4.3 On arrival at the Emergency Centre you need to do or check the following:

- a) Obtain a briefing on the situation and consider the likely effects of the emergency. Consider what action is required from Our Lady of Sion School staff and what staffing resources are required.
- b) Re-contact with the relevant support manager/emergency contact, give an update on the situation and deploy them on specific tasks. Also ask them to make contact with other selected staff to seek their assistance by putting them on standby or deploy them to specific tasks as required. Ask the support manager/emergency contact to confirm with you after these calls have been made, which staff have been alerted and what their status is (regarding their ability to be deployed).
- c) Monitor the situation, liaise with other appropriate agencies e.g. Police, Fire Authority. Report to the School Governors as appropriate.
- d) Keep in regular contact with any staff deployed. Decide whether more staff should be called upon and the tasks they need to undertake. Bear in mind the need for staff

¹ See Emergency Contact List, which includes out of hours contact details, in Appendix A.

breaks and handovers to fresh staff, if the emergency is likely to be lengthy.

- e) Advise the Governors of the effects of the emergency in relation to the organisation, bearing in mind the potential for adverse public/customer/media reactions.
- f) Provide information to and arrange support for and welfare assistance to pupils, staff, or anyone affected by the incident, to include follow up support as appropriate.
- g) Ensure that adverse publicity is minimised by referring all external enquiries to a nominated member of the Emergency Team (in liaison with the School's solicitor and/or media/PR advisors).
- h) Make adequate arrangements to communicate with, and where necessary provide a controlled response to, the press and media.
- i) Contact the School's insurers where necessary, obtain confirmation of cover and obtain their approval / agreement to proposed actions;
- j) Where necessary, activate contingency plans and / or interim measures in order to safeguard continuity of educational provision, where possible.
- k) Implement stand down and reinstate normal operations as soon as possible.

5 CHECK LIST FOR Our Lady of Sion School Emergency Team (or officer acting in that person's absence) in support of the Key manager/emergency contact coordinating the emergency response.

- 5.1 If no members of Our Lady of Sion School Emergency Team are available, a support manager/emergency contact may have to perform that role (see guidance in section 4 above). The rest of this section applies to the person(s) delegated to act as the support to Our Lady of Sion School Emergency Team, at the time of the incident.
- 5.2 Upon receipt of initial call from the person acting as Our Lady of Sion School Emergency Team, note down the details of the emergency and follow instructions given or standby pending further information. (Be sure to keep the list of staff home telephone numbers in the Emergency Contact List at home in case the emergency occurs outside normal office hours).

- 5.3 When the Our Lady of Sion School Emergency Team has received a full briefing on the situation, you will be called again with detailed instructions; possibly including a request that you contact other staff identified by the Our Lady of Sion School Emergency Team. If you are unable to contact a specific member of staff, contact the next most appropriate one, advise them of the emergency and request that they put themselves on standby pending further advice. Once you have contacted the relevant staff, inform the Our Lady of Sion School Emergency Team, together with their phone numbers, so that the staff can be tasked with specific jobs if necessary.

6 After the incident

- 6.3 The Emergency Team will be responsible for ensuring that the School complies with its reporting and record keeping obligations in relation to the incident, including the ISI, HSE, Charity Commission or Ofsted
- 6.4 Following the incident, the School will take all reasonable steps to collect and preserve relevant evidence and documentation.
- 6.5 The School will not keep evidence and documentation containing personal information, which has been collated as a result of an incident for any longer than is reasonably necessary in compliance with the School's Data Protection Act 1998 obligations.
- 6.6 Where there is a risk of litigation, enforcement action or other proceedings, against or on behalf of the School, documents (which include electronic documents) will be retained for at least six years.
- 6.7 An appropriate member of the Emergency Team will be nominated to investigate the incident, if it is considered that an investigation is necessary.
- 6.8 The Emergency Team will not sanction any internal investigation which may prejudice the investigations of outside agencies.
- 6.9 No admission of liability on the School's behalf should be made without legal advice and / or prior agreement from the School's insurers.
- 6.10 The School will also consider arrangements for support and follow-up for staff and pupils who have been affected by the incident, such as counselling.
- 6.11 Following an incident, this policy, and other policies, procedures and / or relevant risk assessments will be reviewed as appropriate.

PLEASE SEE APPENDIX A

Appendix A
Contacts in case of
emergency

Person	Position	Areas of Responsibility	Telephone
Dr Simon Orchard	Headmaster	Overall responsibility	[REDACTED]
Mrs Katy Henwood	Chair of Governors	Overall responsibility	[REDACTED]
Ms Karen Preston	Bursar	Project Management Business Systems Health and Safety	[REDACTED]
Mr Steven Jeffery	Deputy Headmaster (SS)	Overall responsibility	[REDACTED]
Mrs Anne-Marie Coe	Assistant Head (P)	Overall responsibility	[REDACTED]
Miss H Davis	Assistant Head (C)	Overall responsibility	[REDACTED]
Mr Malcolm Light	Caretaker	Day to day maintenance	[REDACTED]
Junior School			
Mrs Emma Carmody	Senior Teacher (P)	Overall responsibility	[REDACTED]
Mrs T Pearson	Senior Teacher (C)	Overall responsibility	[REDACTED]

Other contacts

Contact	Description	Telephone
Local Police	Emergency Support	999 / 0845 6070999
Health & Safety Executive	Incident Contact Centre	0845 3009923
Worthing Hospital A&E Dept.	Accident and Emergency	(01903) 205111
Worthing Fire Safety Centre	Fire Services	(01903) 228430
Elite Security Guarding (ESG)	Fire / Burglar Alarm Monitoring	(01903) 693954 / 0212 7067050
Wakefield Security	Fire Alarm Maintenance	0845 4565 977
SSE Electrical	Electrical Contractors	0800 783 8866
SSE Heating	Heating Engineers	0800 980 9440
SSE Gas	Gas Engineers	0800 111 999
Arundel Builders Ltd.	Builder 24 hour	(01903) 884825 / 07715 161620
Swan Tele	Telephone Engineer	(01903) 264500
Attle Locksmiths	Locks 24 hour	(01903) 233252
Pavilion Glass Ltd	Glazier 24 hour	(01903) 820553
Marsh	School Insurance	0207 3571000
Universal Cleaners	Waste Services	01202 892002
Avanti	Cleaning Contractors	(01903) 260699
Arrows Taxis	Taxi Service	(01903) 212121

An up-to-date call out list for the key emergency services will be maintained at each site and will be readily accessible in the event of staff working late or alone e.g. at weekends. The list will include the name and number of the organisation's key holders for the premises as well as electricians, plumbers / heating engineers, locksmiths, roofers, glaziers, telecommunications engineers etc. **List updated as at 28/08/17**

Please also refer to Adur and Worthing Councils' Emergency Plan

<https://www.adur-worthing.gov.uk/about-the-councils/corporate-strategies-and-policies/emergency-and-business-continuity-plans/>

Authorised by SLT 13/10/19