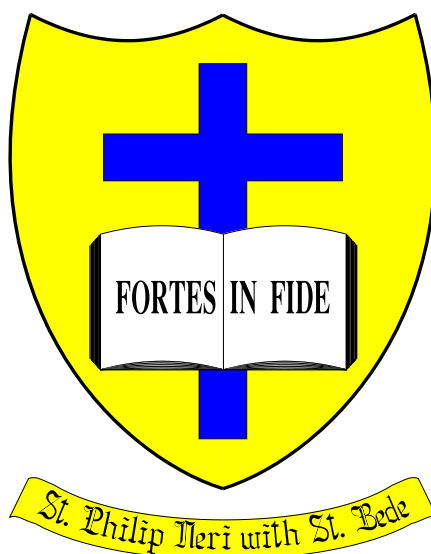


## EMERGENCY PLAN UPDATED SEPTEMBER 2019

### ST PHILIP NERI WITH ST BEDE CATHOLIC VOLUNTARY ACADEMY

This plan is protected. Do not give any contact details or sensitive information to the media, pupils, parents / carers or members of the public.



#### Plan administration

Version number	4
Date of issue	September 2019
Basic Electronic copies of this plan are available from	OneDrive
Full versions and hard-copies of this plan are available from	SCHOOL OFFICE and the Senior Leadership Team (SLT)
Location of emergency grab bag(s)	SCHOOL OFFICE
Date of next review	September 2020
Person responsible for review	W LEWIS, HEAD TEACHER and SLT

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## SECTION 1 - CONTACT DETAILS

### 1.1 Contact details - school information

School details	
Name of school	St Philip Neri with St Bede Catholic Voluntary Academy
Type / category of school	Primary
School address	Rosemary Street, Mansfield, Notts, NG19 6AA
School operating hours (including extended services)	06.00-18.00
Approximate number of staff	75
Approximate number of pupils	421 Main School 77 Nursery
Age range of pupils	3-11

Office contact details	
Office telephone number Kitchen telephone number	01623-489010
Office fax number	01623-489018
Office email address	<a href="mailto:office24@st-philipneri.notts.sch.uk">office24@st-philipneri.notts.sch.uk</a>

Useful websites	
School website / extranet	<a href="http://www.st-philipneri.notts.sch.uk">www.st-philipneri.notts.sch.uk</a> <a href="http://www.OLOLcatholicmat.co.uk">www.OLOLcatholicmat.co.uk</a>
Nottinghamshire County Council	<a href="http://www.nottinghamshire.gov.uk">www.nottinghamshire.gov.uk</a> <a href="http://www.nottinghamshirevisits.org.uk">www.nottinghamshirevisits.org.uk</a> <a href="http://www.county-supplies.org">www.county-supplies.org</a> <a href="http://wired.nottsc.gov.uk">http://wired.nottsc.gov.uk</a>
NHS Direct	<a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a>
Department for Education	<a href="http://www.education.gov.uk">www.education.gov.uk</a>
Foreign & Commonwealth Office	<a href="http://www.gov.uk/fco">www.gov.uk/fco</a>
Environment Agency	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
Met Office	<a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a>
Health and Safety Executive	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>
Teacher Support Network	<a href="http://www.teachersupport.info">www.teachersupport.info</a>

## 1.2 Contact details - school staff and governors

Name	Job title	SMT role(s) (if applicable)	Contact details	Notes (e.g. first-aid trained)
Heart Securities Services Ltd	Security Company	No 1 KEYHOLDER	01623 622426 Office or 24hr control 01623 625737 Contact Marie Tracey	
Mr S Hunt	Site Manager	SITE MANAGER	07745761219 <a href="mailto:shaun.hunt@st-philipneri.notts.sch.uk">shaun.hunt@st-philipneri.notts.sch.uk</a>	
Mr W Lewis	Head Teacher	HEAD	07724894570 <a href="mailto:william278lewis@btinternet.com">william278lewis@btinternet.com</a>	Yes
Mrs P McCay	Deputy Head Teacher	DEPUTY HEAD	07593 597410 <a href="mailto:mccayp@st-philipneri.notts.sch.uk">mccayp@st-philipneri.notts.sch.uk</a>	Yes
Mrs N Shivley	Assistant Head Teacher & Upper School Co-Ordinator	SMT-Coordination of Years 3-6	07947 620895 <a href="mailto:nicola.shivley@st-philipneri.notts.sch.uk">nicola.shivley@st-philipneri.notts.sch.uk</a>	Yes
Mrs R Taylor	Lower School Co-Ordinator	SMT Coordination of Years 1 & 2	07766574686 <a href="mailto:rowena.taylor@st-philipneri.notts.sch.uk">rowena.taylor@st-philipneri.notts.sch.uk</a>	Yes
Mrs V Dickie	SEND Co-Ordinator	SMT	07917412245 <a href="mailto:victoria.dickie@st-philipneri.notts.sch.uk">victoria.dickie@st-philipneri.notts.sch.uk</a>	Yes
Miss M Tunney	Chair of Governors	Advisory	07951811444 <a href="mailto:maureen.tunney@st-philipneri.notts.sch.uk">maureen.tunney@st-philipneri.notts.sch.uk</a>	N/A
Mr P Bator	Vice Chair of Governors	Advisory	07837 970563 <a href="mailto:pbator@hotmail.com">pbator@hotmail.com</a>	N/A
Rev Fr J Kyne	Parish Priest	Advisory	01623 623458 <a href="mailto:spnmansfield@hotmail.co.uk">spnmansfield@hotmail.co.uk</a>	N/A

## 1.3 Contact details - extended services

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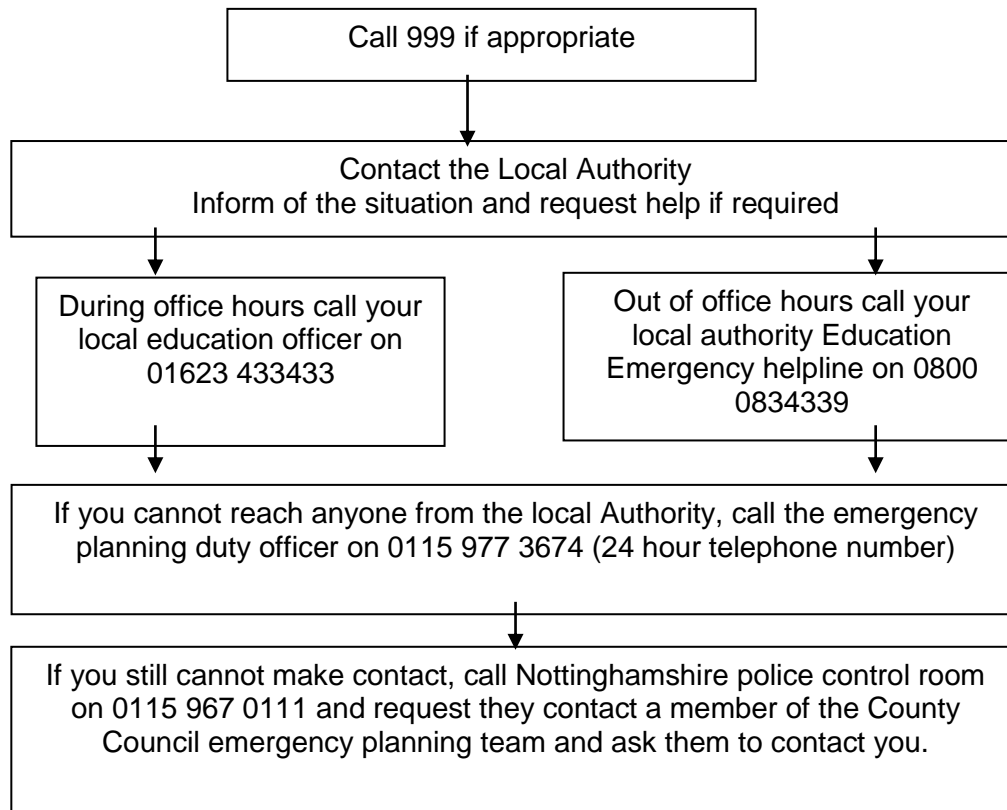
Name	Type / description of extended service	Operating hours	Contact details	Notes (e.g. key-holder)
Family Club	Childcare	7:30-8:55 3:30-6:00	07825953781	
Bus Company 1	Redferns		01623 627653	
Bus Company 2	Butler Bros		01623 753260	
Bus Company 3	Freeway		01773 811711	
Bus Company 4	Johnsons		01909 720337	

## 1.4 Contact details - Nottinghamshire County Council

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An up-to-date list of contact details is available on 'Wired' at:  
<http://wired.nottscc.gov.uk>

### 4. Call for support



## 1.5 Contact details - emergency services, government and voluntary organisations

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An up-to-date list of contact details is available on 'Wired' at:

<http://wired.nottscc.gov.uk>

Local Education Officer	01623 433433
Local Authority Education Emergency Helpline	0800 0834339
NCC Emergency Planning Team – 24 hour number	0115 977 3674
NCC Education Welfare Service	0115 8546000
NCC Educational Psychology Service	0115 8546000
NCC Education Personnel	0115 977 3257
NCC Counselling Service	0115 977 4919
NCC Social Services Transport	0115 9862211
NCC Public Transport	0115 97 74582
Building Direct	0115 9567777
NCC Corporate Communications (Press Office)	0115 977 3376
NCC Risk & Insurance Section	0115 977 3331
NCC Education Safety Office	0115 97 73707
Health and Safety Executive	0845 3009923
Cigna (off-site insurance) emergency number	01444 442803
The Foreign Office (links with British Consulates etc)	020 7270 1500
Met Office Weathercall (60p/min local forecast)	09014 722062
The Samaritans	08457 909090
Teacher Support Network (trained support and counsellors available 24 hours)	0800 562 561

## Contact details - Nottinghamshire County Council

Service	Contact details	Notes
Support to schools service	Tel: 0300 500 8080 Email: <a href="mailto:servicesforschools@nottscc.gov.uk">servicesforschools@nottscc.gov.uk</a>	The support to schools service should be contacted if schools require assistance in responding to an emergency during office hours.
Education emergency helpline	Tel: 08000 834 339 (outside office hours)	Outside office hours, schools can contact the education emergency helpline. This provides access, via a call centre, to a duty officer from the support to schools service.
Emergency planning	Tel: 0115 9773 674 (24 hours) Email: <a href="mailto:emergency.planning@nottscc.gov.uk">emergency.planning@nottscc.gov.uk</a>	If for any reason the support to schools service or education emergency helpline cannot be contacted, schools are able to request support from the emergency planning team.
Health & safety	Tel: 01623 434 032 (office hours, duty officer) Tel: 01623 434 033 (office hours) Email: <a href="mailto:hands@nottscc.gov.uk">hands@nottscc.gov.uk</a>	
Risk & insurance	Tel: 0115 977 4902 (office hours) Email: <a href="mailto:risk.insurance@nottscc.gov.uk">risk.insurance@nottscc.gov.uk</a>	
ACE assistance	Tel: 02071 737 798 (24 hour, medical emergency service)	If abroad, please dial: +44 2071 737 798  Schools that have procured insurance via Nottinghamshire County Council are able to contact the ACE medical emergency service. This provides advice and assistance in the event of a medical-related emergency abroad.
Media relations	Tel: 0115 993 2616 (office hours) Email: <a href="mailto:communications@nottscc.gov.uk">communications@nottscc.gov.uk</a>	



## 1.6 Contact details - local radio stations

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An up-to-date list of contact details is available on 'Wired' at:  
<http://wired.nottscc.gov.uk>

Philip Chapman at NG Alerts – email: <http://www.ngalerts.co.uk> Type is school email address [office24@st-philipneri.notts.sch.uk](mailto:office24@st-philipneri.notts.sch.uk) and the password is **school1**. They will notify all the local radio stations

To record a message on the answer phone:

- Select 1
- Select 1
- When beeps, start recording
- Press Audio Dial Store button
- It will play back the message

## 1.7 Contact details - other organisations

Organisation	Contact details	Notes
Trade union		
Supplier (transport)	NCC Public Transport Tel/0115 913 407	Ask for Clive
Supplier (catering)	Sally Simpson, Admin Assistant, Premises Officer 0115 9772570 Or Alison Waller, Admin Assistant (Catering Equipment) 01159774528	
Supplier (cleaning)	NCC Caretaking and Cleaning Services Tel/ 07968864710 Andy Kinta Office Tel/01623 434182	
Supplier (temporary staff)	Capita 0800 731 6871 Teaching Personnel 0115 8456405	
Supplier (fuel)	N/A	
Utility supplier (gas)	Emma Piggins, Contracts Management Officer, County Hall 0115 9774935	
Utility supplier (water)	Emma Piggins, Contracts Management Officer, County Hall 0115 9774935	Water Plus
Utility supplier (electricity)	Emma Piggins, Contracts Management Officer, County Hall 0115 9774935	EDF Corona

## 1.8 Contact details - for completion during an emergency

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This table should be left blank so it can be used to record additional contact details during an emergency.

Name	Contact details	Notes

# SECTION 2 - ACTIVATION

## 2.1 Activation - notification of incident

---

Information about an incident may come from a number of sources (e.g. a member of staff, pupil, parent / carer, member of the public, the emergency services). **Whoever receives the alert should ask for, and record, as much information as possible.**

- + **Maintain a written record of your actions using this form and a log-book.**
- + **Offer reassurance and support. Be aware that all those involved in the incident (both directly and indirectly) may be suffering from shock or may panic.**
- + **Find out what has happened. Obtain as clear a picture as you can.**
- + **Discuss with the informant what action needs to be taken and by whom.**

Name of informant:

.....

Contact details of informant:

.....

Date and time of call:

.....

Date and time of incident:

.....

Exact location of incident:

.....  
.....  
.....

Details of incident:

.....  
.....  
.....

Where is the informant now and where are they going?

.....  
.....  
.....

People affected (including names, injuries, where they are, where they are being taken to):

.....  
.....  
.....

What arrangements are in place for people not directly involved in the incident?

.....  
.....  
.....

What advice have the emergency services given?

.....  
.....  
.....

Who has been informed?

- School staff
- Governors
- Pupils
- Parents / carers
- Extended services

- Police
- Fire & rescue service
- Ambulance service
- Nottinghamshire County Council
- Health and Safety Executive
- Foreign & Commonwealth Office
- Media
- Insurance company
- Trade union

Does anyone else need to be informed?

.....  
.....  
.....

Are any other actions required?

.....

.....  
.....

**+ If the incident happened on an educational visit please ask the questions below. You might already have these details but it could be useful to seek confirmation.**

Name of educational visit leader:

.....

Nature of educational visit:

.....

Number of pupils on educational visit:

.....

Number of staff on educational visit:

.....

Location of educational visit:

.....  
.....  
.....

If the incident happened abroad, do the Foreign & Commonwealth Office need to be notified?

.....  
.....  
.....

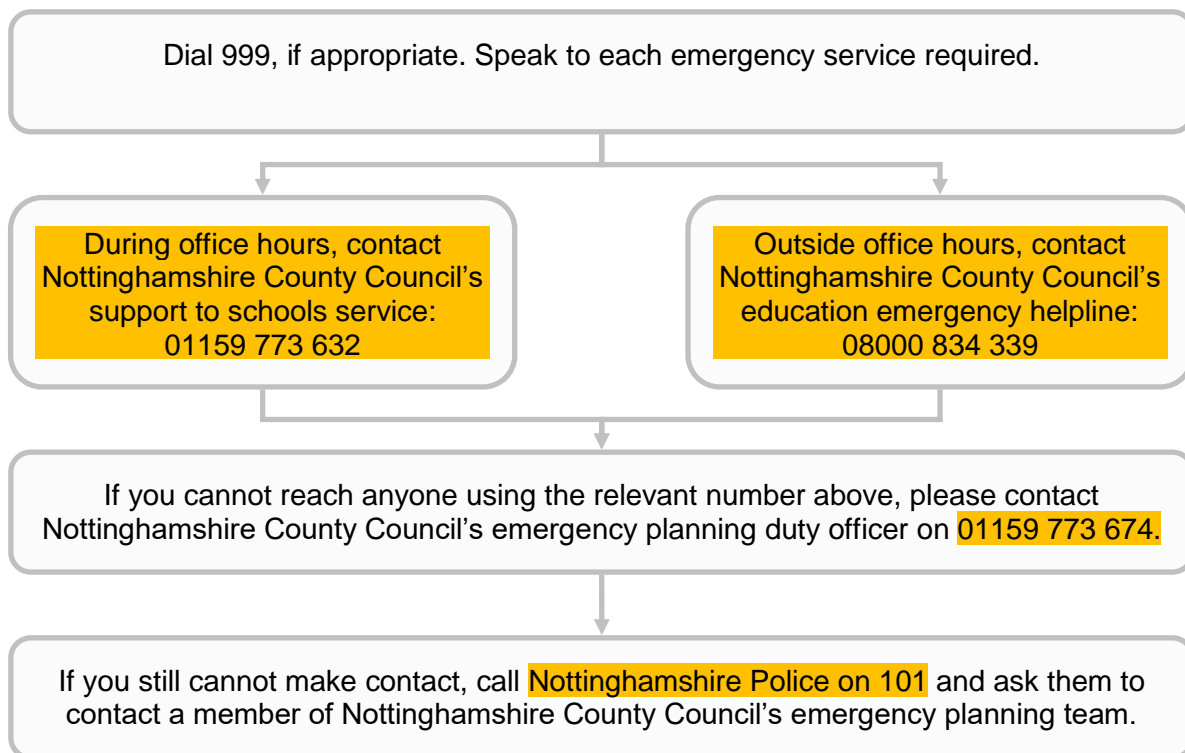
## 2.2 Activation - initial action

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Immediately inform the Head Teacher or nominated emergency contact. If neither is able to respond (they may be involved in the incident) the senior person present should follow the instructions below.

- + **Assess the situation and establish a basic overview of the incident.**
- + **Take immediate action to safeguard pupils, staff and visitors.**
- + **If appropriate, dial 999 for the emergency services and provide them with an overview of the situation. If in doubt, dial 999.**
- + **Attend to any casualties and administer first-aid, if appropriate.**

The emergency services notify each other of incidents but consider speaking directly to each organisation required. This will ensure that each service has the information they need to respond appropriately.



These contact details should only be used in an emergency. Do not give them to the media, pupils, parents / carers or members of the public.

- + **Fetch any equipment that may prove useful (e.g. first-aid kit, grab bag).**
- + **Log all communications and actions.**
- + **Notify staff and consider assembling a School Emergency Management Team (SMT).**
- + **Refer to the list of emergency contact numbers for additional support if required.**
- + **Where possible, avoid closing the school and try to maintain normal routines.**

## SECTION 3 - ROLES AND RESPONSIBILITIES

### 3.1 Roles and responsibilities - co-ordination

Ref <sup>1</sup>	Co-ordination - initial response	Tick / sign / time
C1	Establish a basic overview of the incident.	
C2	If the incident has occurred on an educational visit: <ul style="list-style-type: none"> <li>▪ Liaise with the educational visit leader on a regular basis</li> <li>▪ Consider sending extra staff to support the educational visit leader</li> <li>▪ Discuss with the educational visit leader the arrangements for notifying parents / carers</li> <li>▪ Consider how parents / carers and pupils will be reunited.</li> </ul>	
C3	Wherever possible, assign members of staff to relevant School Emergency Management Team (SMT) roles: <ul style="list-style-type: none"> <li>▪ Business continuity</li> <li>▪ Communications-Office SMT</li> <li>▪ Log-keeping-Office SMT</li> <li>▪ Media management-BL</li> <li>▪ Resources</li> <li>▪ Welfare-All Staff led by SMT</li> </ul>	
C4	Remember to: <ul style="list-style-type: none"> <li>▪ Allocate tasks amongst the SMT</li> <li>▪ Ensure that staff are clear about their designated responsibilities</li> <li>▪ Establish the location and frequency of SMT / staff briefings</li> <li>▪ Ask staff to maintain a log of actions made and decisions taken</li> <li>▪ Assign a log-keeper to provide administrative / secretarial support.</li> </ul>	
C5	Inform all other staff of the incident. Ensure staff are briefed (and given tasks) on a regular basis.	
C6	Take action to protect property.	
C7	Work closely with other organisations (e.g. the emergency services, Nottinghamshire County Council) as required. Provide accurate and factual information to those arriving on-scene.	
C8	Ascertain the whereabouts of all pupils, staff and visitors (using timetables, registers and visitor books may help). Ensure the emergency services are aware of anyone who is unaccounted for.	
C9	Inform governors as appropriate.	
C10	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 or severe injury) liaise with the police about informing next of kin.	



<b>Ref'</b>	<b>Co-ordination - ongoing response</b>	<b>Tick / sign / time</b>
C11	Act as the main contact for co-ordination of the response. Continue to liaise with the emergency services and other organisations.	
C12	Continue to allocate tasks amongst the SMT. Work closely with the SMT to co-ordinate their actions and help to resolve any complications or difficulties that arise.	
C13	Seek immediate advice from health & safety personnel if a serious injury or fatality has occurred. These types of incident may need to be reported to the Health and Safety Executive.	
C14	Seek advice on legal and insurance issues, if appropriate.	
C15	If the incident is a crime scene or subject to a fire investigation seek advice from the police / fire & rescue service as appropriate.	
C16	Work closely with the 'media management' role to provide regular briefings to the media. Seek support from other organisations if required.	
C17	Ensure that regular briefings are given to: <ul style="list-style-type: none"> <li>▪ Staff</li> <li>▪ Pupils</li> <li>▪ Parents / carers</li> <li>▪ Governors</li> <li>▪ Extended services.</li> </ul>	
C18	Check that everyone who should have been notified of the incident has been informed.	
C19	If the response is likely to last for a significant amount of time, consider staff rotation / shift patterns.	

<b>Ref'</b>	<b>Co-ordination - recovery</b>	<b>Tick / sign / time</b>
C20	Act as the main contact for the recovery process. Continue to allocate tasks amongst the SMT and other staff.	
C21	Ensure that post incident support is available to all who may require it (please refer to section 4 for more information).	
C22	Work closely with the 'resources' role in organising remedial work to property and liaise with insurance companies, salvage specialists and loss adjusters as appropriate.	
C23	Complete any necessary forms / paperwork.	
C24	Arrange a debrief for school staff involved in the response.	
C25	Initiate a review of the school emergency plan.	
C26	Consider contacting the Head Teachers of nearby schools to inform them of any important issues relating to the incident.	

## 3.2 Roles and responsibilities - business continuity

Please refer to section 5 for more information on business continuity arrangements.

Ref <sup>7</sup>	Business continuity - initial response	Tick / sign / time
BC1	Assess the nature of the incident, e.g.: <ul style="list-style-type: none"> <li>▪ Loss of utility supply</li> <li>▪ Loss of supplier</li> <li>▪ Loss of premises</li> <li>▪ Loss of personnel</li> <li>▪ Loss of telecommunications.</li> </ul>	
BC2	Establish what effect the emergency will have on the operation of the school. Try to ascertain how long the disruption will last.	
BC3	Consider how the incident will affect any extended services that use the school premises. Liaise with these services as necessary.	
BC4	Attempt to recover important documentation, records and equipment if safe to do so (consult the emergency services for advice if necessary).	
BC5	If appropriate, contact organisations which can assist in document restoration.	

Ref <sup>7</sup>	Business continuity - ongoing response	Tick / sign / time
BC6	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.	
BC7	Seek support from other organisations (e.g. Nottinghamshire County Council, other schools, suppliers / contractors) as required.	
BC8	Work with the 'communications' role to ensure staff, pupils and parents / carers are informed of any changes to the school routine.	
BC9	In the event of a public health incident (e.g. pandemic influenza), consider ordering infection control supplies and increasing the cleaning regime.	

Ref <sup>7</sup>	Business continuity - recovery	Tick / sign / time
BC10	Work with school staff and other organisations to restore the usual school routine as a matter of urgency.	
BC11	Put in place arrangements for remote learning, if necessary.	
BC12	Make an inventory of any equipment which has been damaged. Arrange for important items / documentation to be salvaged, restored or replaced.	

### 3.3 Roles and responsibilities - communications

Please refer to section 7 for more information on communication arrangements.

Ref <sup>1</sup>	Communications - initial response	Tick / sign / time
CO1	Dedicate telephone lines for incoming and outgoing calls. Arrange extra support at reception if necessary.	
CO2	Record a new message on the school answer phone if appropriate. Consider setting it to 'answer only' mode.	
CO3	Support staff with any communication needs they may have.	
CO4	Inform those involved in the response of any communication difficulties (e.g. poor mobile signal in the area).	

Ref <sup>1</sup>	Communications - ongoing response	Tick / sign / time
CO5	Ensure regular information is provided to: <ul style="list-style-type: none"> <li>▪ Pupils</li> <li>▪ Parents / carers</li> <li>▪ Governors</li> <li>▪ Extended services.</li> </ul>	
CO6	Consider the most effective arrangements for contacting pupils and parents / carers (please refer to section 7). Ensure that records of calls made to parents / carers are maintained.	
CO7	Liaise with the 'media management' role about contacting local radio stations.	
CO8	Update the school answer phone on a regular basis.	
CO9	Liaise with the 'co-ordination' role in sending a letter home to parents / carers. This could include information on: <ul style="list-style-type: none"> <li>▪ What has happened</li> <li>▪ How their child was involved</li> <li>▪ The actions taken to support those involved</li> <li>▪ Who to contact if they have any concerns or queries.</li> </ul>	
CO10	In the event of a major emergency, seek support from other organisations (e.g. Nottinghamshire County Council). They may be able to establish a helpline for enquiries from the public.	

Ref <sup>1</sup>	Communications - recovery	Tick / sign / time
CO11	Provide regular briefings to pupils and parents / carers.	
CO12	Assist the 'business continuity' role in providing remote / virtual learning.	
CO13	Check that any information in the public domain (e.g. website content) is accurate and up-to-date.	

### 3.4 Roles and responsibilities - log-keeping

---

Please refer to section 14 for more information on log-keeping.

Ref <sup>1</sup>	Log-keeping - initial response	Tick / sign / time
LK1	Attend School Emergency Management Team (SMT) briefings. Keep a log of important information, actions taken and decisions made.	
LK2	Ensure that each member of staff keeps an incident log.	

Ref <sup>1</sup>	Log-keeping - ongoing response	Tick / sign / time
LK3	Provide administrative / secretarial support to the SMT.	
LK4	Keep accurate records of anyone admitted to hospital or treated by the emergency services.	
LK5	Record details of any expenditure incurred by the school.	

Ref <sup>1</sup>	Log-keeping - recovery	Tick / sign / time
LK6	Collate all incident logs, making copies if necessary.	
LK7	Ensure records related to the incident are archived securely but make these available to authorised staff for future reference (e.g. in the event of a debrief or enquiry).	

## 3.5 Roles and responsibilities - media management

Ref'	Media management - initial response	Tick / sign / time
M1	Seek support from other organisations (e.g. the emergency services, Our Lady of Lourdes Multi Academy Trust) in responding to media requests.	
M2	Ensure media access to the site, staff and pupils is controlled. Do not let the media onto the school site or give them access to pupils unless there is a specific reason for doing so and permission / consents are in place. Ask for support from the police if necessary.	
M3	Designate a specific area for the media away from the main entrance to the school, so they do not prevent or intimidate people entering and leaving the site.	
M4	Develop a brief media statement (designed to provide reassurance) on behalf of the school. Information given must be limited until the facts are clear and all parents / carers have been notified.	
M5	Arrange for an appropriate member of staff to act as a spokesperson (preferably this person will have received media training). If a suitable spokesperson is unavailable the emergency services or another organisation (e.g. Our Lady of Lourdes Multi Academy Trust) may be able to undertake this role.	
M6	Be prepared to be interviewed by the media.	

Ref'	Media management - ongoing response	Tick / sign / time
M7	Devise an ongoing strategy for responding to media requests. Work closely with the media to establish what information they require and when their deadlines are.	
M8	Gather information from the School Emergency Management Team (SMT), emergency services and other organisations as appropriate.	
M9	Provide regular statements to the media. Ensure each message conveys an accurate, consistent and reassuring message. All press releases should be checked and agreed by the emergency services (and other organisations as appropriate).	
M10	Advise staff on where to direct media enquiries. Ask staff, pupils and parents / carers to avoid speculation when talking to the media.	
M11	Try to prevent the spread of misinformation (especially through the use of mobile phones).	

Ref'	Media management - recovery	Tick / sign / time
M12	Keep the media informed of developments in the recovery process. Present a positive and reassuring image to the public.	
M13	Be aware of media interest in memorials or anniversaries of the event.	



## 3.6 Roles and responsibilities - resources

Ref <sup>1</sup>	Resources - initial response	Tick / sign / time
R1	Take action to protect property. Consider turning off utility supplies.	
R2	Ensure the emergency services can access / egress the school without hindrance. Consider sending a member of staff to the school entrance to prevent people restricting access by parking in unsuitable places.	
R3	Advise the emergency services of any property related issues / hazards (e.g. asbestos, chemical stores). Consider providing personnel with a site map.	
R4	Work with other staff and the emergency services to control access to the school: <ul style="list-style-type: none"> <li>▪ Advise staff and governors that they might have to prove their identity before the emergency services will grant them access.</li> <li>▪ Provide authorised visitors with identification badges and ensure they sign-in and sign-out.</li> <li>▪ Ensure that media access to the site is controlled.</li> </ul>	

Ref <sup>1</sup>	Resources - ongoing response	Tick / sign / time
R5	Liaise with utility suppliers as required.	
R6	Establish safe and secure areas to assist the response. E.g.: <ul style="list-style-type: none"> <li>▪ School Emergency Management Team (SMT) briefing room</li> <li>▪ Briefing area for parents / carers</li> <li>▪ Media briefing room.</li> </ul>	
R7	Work closely with staff and other organisations (e.g. the emergency services, Our Lady of Lourdes Multi Academy Trust, contractors, utility suppliers) to provide access to facilities and resources as required. This may involve opening or closing parts of the school.	
R8	Ensure the school site is secure (e.g. provide temporary fencing around damaged areas, arrange for broken windows to be boarded).	
R9	Work with the 'business continuity' role to arrange temporary accommodation, if required.	

Ref <sup>1</sup>	Resources - recovery	Tick / sign / time
R10	Work closely with the 'co-ordination' role in organising remedial work to property and liaise with insurance companies, salvage specialists and loss adjusters as appropriate.	
R11	Arrange a site visit with relevant personnel (e.g. the emergency services, Our Lady of Lourdes Multi Academy Trust, contractors, utility suppliers) involved in the recovery phase.	
R12	Procure temporary classrooms if appropriate.	

### 3.7 Roles and responsibilities - welfare

Ref'	Welfare - initial response	Tick / sign / time
W1	Establish arrangements to meet the welfare needs of pupils, staff, parents / carers, visitors and responders.	
W2	Identify pupils who may require additional support: <ul style="list-style-type: none"> <li>▪ Those with Special Educational Needs (SEN)</li> <li>▪ Those with medical needs</li> <li>▪ Those with Personal Emergency Evacuation Plans (PEEPs)</li> <li>▪ Anyone who may be particularly vulnerable or badly affected (e.g. those who were involved in, or witnessed, the incident).</li> </ul>	

Ref'	Welfare - ongoing response	Tick / sign / time
W3	Assess the welfare and emotional needs of all those involved. Continue to monitor and support those who may be particularly affected by the incident.	
W4	Make arrangements for reuniting pupils with their parents / carers. Ensure that a member of staff is present to meet and greet them.	
W5	In groups as small as practicable, inform pupils about the incident. Consider the best way to convey bad news. In the event of a tragic incident, consider seeking support from educational psychologists about the best way to inform and support pupils..	
W6	Where possible, every child should be spoken to, and asked if they are alright, before they leave school.	
W7	Take account of religious and cultural factors. Consider contacting religious leaders within the community for support.	
W8	Ensure that staff take regular rest periods.	

Ref'	Welfare - recovery	Tick / sign / time
W9	Please refer to section 4 for information on welfare arrangements and post incident support after the emergency response.	



## 3.8 Roles and Responsibilities - Educational Visit Leader

Ref'	Educational visit leader - initial response	Tick / sign / time
E1	Ascertain the whereabouts of all pupils and staff. Ensure the emergency services are aware of anyone who is unaccounted for.	
E2	Contact the Head Teacher / nominated emergency contact to ask for support. Remember to clarify international dialling codes if abroad.	
E3	Establish a basic overview of the incident. Ensure that accurate, factual information is available for those arriving on-scene.	
E4	Put arrangements in place to meet the immediate welfare needs of pupils and staff.	
E5	Identify pupils with Special Educational Needs (SEN) and anyone who may be particularly vulnerable. Inform the emergency services of any pupils or staff with known medical conditions or requirements.	
E6	Ensure that a member of staff accompanies any pupils to hospital but remember the safety of everyone else, even if unharmed. Do not leave anybody on their own and try to maintain an adequate adult / pupil ratio.	
E7	Ensure other staff are briefed (and given tasks) on a regular basis. Ask staff to maintain a log of actions taken and decisions made.	
E8	Keep a log of important information, actions taken and decisions made.	
E9	Remember to retain any important items / documents. E.g.: <ul style="list-style-type: none"> <li>▪ Contact details</li> <li>▪ Consent forms (including medical and next-of-kin details)</li> <li>▪ Maps</li> <li>▪ Tickets</li> <li>▪ Insurance policies</li> <li>▪ Proof of identity</li> <li>▪ Passports (if abroad).</li> </ul>	
E10	Avoid making comments to the media until parents / carers have been informed.	
E11	Do not discuss legal liability with others.	

Ref'	Educational visit leader - ongoing response	Tick / sign / time
E12	Continue to assess any risks to pupils and staff. Take action to prevent further harm if necessary.	
E13	Act as the main contact for co-ordination of the response and work closely with the Head Teacher / nominated emergency contact. Continue to liaise with the emergency services and other organisations.	
E14	Continue to brief staff and allocate tasks on a regular basis.	
E15	Monitor and reassure pupils. Make arrangements for the longer-term welfare needs of pupils and staff.	
E16	Consult the Head Teacher / nominated emergency contact about arrangements for notifying parents / carers and reuniting them with their children.	
E17	Liaise with the activity provider / tour operator, if appropriate.	
E18	Try to obtain the names and contact details of any witnesses to the incident. If possible, obtain a written account from them.	
E19	If abroad, contact the Foreign & Commonwealth Office for support.	
E20	If abroad, check your insurance policy and seek insurance / legal advice before incurring any substantial expense (e.g. medical treatment).	
E21	Retain any receipts / documentation for insurance purposes. E.g.: <ul style="list-style-type: none"> <li>▪ Medical certificates / hospital admission forms</li> <li>▪ Police incident number</li> <li>▪ Records of expenditure.</li> </ul>	
E22	Check that everyone who should have been notified of the incident has been informed. Remember that information given must be limited until the facts are clear and all parents / carers have been notified.	
E23	Ask the Head Teacher / nominated emergency contact to assist with developing a media statement, with support from other organisations as appropriate. Devise an ongoing strategy for dealing with media requests.	
E24	Ask pupils and staff to avoid speculation when talking to the media. Try to prevent the spread of misinformation (especially through the use of mobile phones).	

Ref'	Educational visit leader - recovery	Tick / sign / time
E25	Please refer to section 4 for providing welfare arrangements and post incident support after the initial emergency response.	
E26	Complete any necessary forms / paperwork.	

## SECTION 4 - POST INCIDENT SUPPORT

Ref'	Post incident support - assistance for pupils and parents / carers	Tick / sign / time
P1	Introduce a strategy to monitor pupils and staff who may be particularly affected by the incident. Ensure that staff are aware of this strategy.	
P2	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.	
P3	Consider which pupils need to be briefed, how, and by whom.	
P4	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.	
P5	Consider providing relevant books in the school library.	
P6	Arrange for a member of staff to visit those affected (at home or at hospital). Ask for consent from parents / carers before doing this.	
P7	Make arrangements to express sympathy to those who have been hurt. Consider encouraging pupils to send cards / messages to those affected.	
P8	Be sensitive about the demands practical issues might make on pupils (e.g. deadlines for coursework, imminent exams).	
P9	Send a letter to parents / carers with information on: <ul style="list-style-type: none"> <li>▪ The nature of the incident</li> <li>▪ How their child was notified of the incident</li> <li>▪ Arrangements for support organised by the school</li> <li>▪ Who to contact if they would like additional support.</li> </ul>	
P10	Maintain regular contact with parents / carers.	
P11	Do not make public any sensitive / confidential information about individuals unless consent has been given by pupils and parents / carers.	
P12	Consider organising an event for parents / carers to discuss any issues or concerns they might have.	
P13	If pupils who were particularly affected by the incident leave school (e.g. transferring from primary to secondary education) consider, sensitively and confidentially, notifying the Head Teacher of the new school.	

Ref'	Post incident support - general actions	Tick / sign / time
P14	Request support from educational professionals trained in psychological debriefing, critical incident stress debriefing, bereavement counselling and trauma management if appropriate.	
P15	Consider requesting support from other organisations. E.g.: <ul style="list-style-type: none"> <li>▪ Teacher Support Network</li> <li>▪ Samaritans</li> <li>▪ Cruse Bereavement Care.</li> </ul>	
P16	Manage any distress that could be caused by ongoing police enquiries, legal proceedings and media attention.	
P17	Cancel or rearrange any events which are inappropriate.	
P18	Plan appropriate support for staff to enable them to cope with any questions or discussions pupils might have about the incident.	
P19	Ensure that any new roles given to staff do not place too great a burden. Over time, staff may need to be relieved of any additional responsibilities given to them.	
P20	Ensure that new staff are aware of the incident, which pupils were involved and how they were affected.	
P21	Consider any actions which can be taken to support the local community if affected by the incident (e.g. fund raising).	

Ref'	Post incident support - returning after a period of absence	Tick / sign / time
P22	Negotiate with parents / carers a suitable date for returning to school after a period of absence.	
P23	Consider if any additional support could be provided which would make the return easier. E.g.: <ul style="list-style-type: none"> <li>▪ Initial part-time attendance</li> <li>▪ Alternative methods of teaching</li> <li>▪ A sanctuary that pupils could use if upset during the school day.</li> </ul>	
P24	Brief pupils who may be able to help in the process of resettling (e.g. close friends).	
P25	Ensure that all staff are aware of the need for sensitivity. Put in place special arrangements for: <ul style="list-style-type: none"> <li>▪ Missed work</li> <li>▪ Rescheduling projects</li> <li>▪ Exams.</li> </ul>	

Ref'	Post incident support - funeral arrangements	Tick / sign / time
P26	Contact bereaved families to express sympathy on behalf of the school.	
P27	Take account of religious and cultural factors (e.g. some faiths wish to hold funerals within 24 hours of death). Consider contacting religious leaders within the community for support.	
P28	<p>Consult parents / carers sensitively about funeral arrangements. Try to establish if representatives from the school will be invited to the service. It may be useful to consider:</p> <ul style="list-style-type: none"> <li>▪ Closing the school on the day of the funeral as a mark of respect</li> <li>▪ A senior member of staff attending the funeral on behalf of the school</li> <li>▪ If staff and pupils can be allowed time off school to attend the funeral</li> <li>▪ Providing transport to take pupils and staff to the funeral</li> <li>▪ Providing pupils with information about what happens at funerals</li> <li>▪ Arranging floral tributes and / or donations.</li> </ul>	

Ref'	Post incident support - remembrance	Tick / sign / time
P29	<p>Taking into account the wishes of the family, consider providing a suitable memorial at the school:</p> <ul style="list-style-type: none"> <li>▪ Garden</li> <li>▪ Seating area / bench</li> <li>▪ Tree</li> <li>▪ Book of condolence</li> <li>▪ Fountain</li> <li>▪ Sculpture</li> <li>▪ Painting</li> <li>▪ Photograph</li> <li>▪ Prize (e.g. a sporting / academic trophy for older children).</li> </ul>	
P30	<p>Be aware of important dates which may need to be prepared for. E.g.:</p> <ul style="list-style-type: none"> <li>▪ Birthdays</li> <li>▪ Christmas</li> <li>▪ Mother's day</li> <li>▪ Father's day</li> <li>▪ Anniversary of the event.</li> </ul>	
P31	<p>Discuss with governors, staff, parents / carers and pupils how to mark anniversaries and other important dates. E.g.:</p> <ul style="list-style-type: none"> <li>▪ Commemorative service</li> <li>▪ Special assembly</li> <li>▪ Concert</li> <li>▪ Display</li> <li>▪ Sports event.</li> </ul>	
P32	Be aware of renewed media interest near anniversaries of the event.	

## SECTION 5 - BUSINESS CONTINUITY

Important paper-based records should be kept in a secure location (e.g. a fire-proof safe). During an emergency do not attempt to recover any records or equipment unless safe to do so.

Paper-based records	Where are they stored?	Effect of loss (short-term, medium-term, long-term)	Back-up measures / restorative arrangements
Coursework	Classrooms	Long term	Would have to start over
Examination papers	Office strong room	Long term	Contact LA
Asset registers / equipment inventories	On computer system	Medium	Hard copy available from LA
Insurance documentation	Held by LA	Short term	Contact LA

Electronic records	Where are they stored?	Effect of loss (short-term, medium-term, long-term)	Back-up measures / restorative arrangements
Coursework	Assessment data	Short term	LA would re-install files by remote backup
Contact details	SIMS, office	Short term	LA would re-install files by remote backup
Financial information	Office computer	Short term	LA would re-install files by remote backup
Medical information	Office computer	Short term	LA would re-install files by remote backup

Remote learning	Notes / instructions
Website / extranet	Hard copies
Email	Hard copy files/ backed up on SIMS
Post	Short term

## SECTION 6 - SITE INFORMATION

Utility supplies	Location	Notes / instructions
Fuel	N/A	
Gas	BOILER HOUSE	KEY AVAILABLE FROM SCHOOL OFFICE
Water	BOILER HOUSE	KEY AVAILABLE FROM SCHOOL OFFICE
Electricity	BOILER HOUSE	KEY AVAILABLE FROM SCHOOL OFFICE

Internal hazards	Location	Notes / instructions
Asbestos	REPORT AVAILABLE IN OFFICE	ADDITIONALLY AVAILABLE FROM P2, UPDATED BY LA
Chemical store(s)	SITE MANAGER'S OFFICE COSSH	ALL CHEMICALS LOCKED AWAY. MAINTAINED BY SITE MANAGER

Pre-designated areas	Location	Notes / instructions
SMT briefing area	HEAD TEACHER'S OFFICE	
Media briefing area	HEAD TEACHER'S OFFICE	

## SECTION 7 - COMMUNICATIONS

Designated telephone lines	Contact number	Location of telephone
Incoming calls	01623 489010	SCHOOL OFFICE
Outgoing calls	01623 489010	SCHOOL OFFICE

All relevant parties should be updated regularly about the incident, even if no significant developments have occurred since the last time of contact.

Methods of communication	Notes / instructions
Answer phone	<ul style="list-style-type: none"> <li>▪ Example of pre-recorded message</li> <li>▪ Instructions on setting to 'message only' mode</li> <li>▪ Can it be updated remotely or only from the school site?</li> </ul>
School website / extranet	<ul style="list-style-type: none"> <li>▪ Log-in details</li> <li>▪ Who is authorised / trained to edit the website?</li> <li>▪ Can it be updated remotely or only from the school site?</li> </ul>
Text messaging system	<ul style="list-style-type: none"> <li>▪ Log-in details</li> <li>▪ Who is authorised / trained to use the text messaging system?</li> <li>▪ Can it be used remotely or only from the school site?</li> </ul>
Local radio stations	LISTED ON PAGE 9
Telephone tree	LISTED IN STAFF HANDBOOK
Sign at school entrance	TO BE PLACED BY SITE MANAGER
Newsletter	TO BE ORGANISED BY SMT
Email	office24@st-philipneri.notts.sch.uk
Letter	AS AND WHEN NEEDED
School notice board	AS AND WHEN NEEDED

Preferred methods of communication are included below (although these may change depending on the exact nature of the incident).

Group	Preferred method of contact	Contact details are available from
Pupils	TEXT AND NEWSLETTER	SCHOOL OFFICE
Parents / carers	TEXT AND NEWSLETTER AND WEBSITE	SCHOOL OFFICE
Staff	BRIEFING, TELEPHONE AND EMAIL	SCHOOL OFFICE
Governors	BRIEFING, TELEPHONE AND EMAIL	SCHOOL OFFICE
Extended services	EMAIL AND TELEPHONE	SCHOOL OFFICE



## SECTION 8 - SCHOOL CLOSURES

Specific procedures for responding to a school closure can be found on 'Wired' at: <http://wired.nottscc.gov.uk>

Ref <sup>r</sup>	School closures - initial response	Tick / sign / time
SC1	Assess the need for closure. Consider whether any mitigation measures are possible, such as: <ul style="list-style-type: none"> <li>▪ Partially opening the school to some pupils</li> <li>▪ Asking another school for assistance</li> <li>▪ Purchasing infection control supplies (in the event of a public health incident).</li> </ul>	
SC3	NC Alerts	
SC4	Seek support from Our Lady of Lourdes Multi Academy Trust.	
SC5	Ensure that everyone who needs to be aware of the closure is notified, using the most suitable options in section 7. It may be appropriate to inform: <ul style="list-style-type: none"> <li>▪ Pupils</li> <li>▪ Parents / carers</li> <li>▪ Staff</li> <li>▪ Governors</li> <li>▪ Extended services</li> <li>▪ Local radio stations</li> <li>▪ Nottinghamshire County Council.</li> </ul>	
SC6	If the closure takes place during the school day, arrange transport for pupils as necessary.	
SC7	If the closure takes place outside school hours, at least one member of staff should be present at the school entrance at the beginning of the school day. This is to ensure that any pupils who do arrive are informed of the closure and are able to return home safely.	
SC8	Make alternative arrangements for exams if necessary.	

If the school is likely to be closed for a significant period of time, consider the actions below.

Ref <sup>r</sup>	School closures - ongoing response	Tick / sign / time
SC9	Ensure pupils, parents / carers, governors and the media are regularly informed of developments.	
SC10	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.	
SC11	Ensure the security of the school premises.	
SC12	Put in place arrangements for remote learning (please see section 5).	

## SECTION 9 - EVACUATION

### Signals

Signal for fire evacuation	FIRE ALARM
Signal for bomb evacuation	FIRE ALARM
Signal for all-clear	DEACTIVATION OF ALARM

### Assembly points - fire evacuation

- All staff and pupils exit through the nearest exit and congregate in the Key Stage 1 field
- Gates opened, phones picked up, all registers, Visitors Book and staff sign in sheet on field
- Office staff grab bag, walk round, open gates, give out registers

### Assembly points - bomb evacuation

Bomb evacuation assembly point A	SCHOOL FIELD
Bomb evacuation assembly point B	SCHOOL FIELD

If the premises has been evacuated and pupils are not able to return to school or go home it may be possible to relocate temporarily to another building (e.g. a nearby school or leisure centre).

### Pre-identified place of safety / rest centre

Name of premises	MANSFIELD CIVIC CENTRE-
Type of premises	COUNCIL
Contact name and details of key-holder(s)	Buildings Superintendent Brian Holmes 01623 463164
Address	CHESTERFIELD ROAD SOUTH, MANSFIELD
Directions / map	Walk out of the school main entrance and across the main road.
Estimated travel time (walking, with pupils)	2 MINUTES
Estimated travel time (by coach, with pupils)	N/A
Capacity	WOULD BE ABLE TO HOLD THE WHOLE SCHOOL
Capacity (sleeping)	N/A
Facilities / resources	HALL AND TOILETS
Notes	

## SECTION 10 - SHELTER

### Signals

Signal for shelter	Hand Bell
Signal for all-clear	Verbal all-clear from staff SMT

Upon hearing the shelter signal, take the action below.

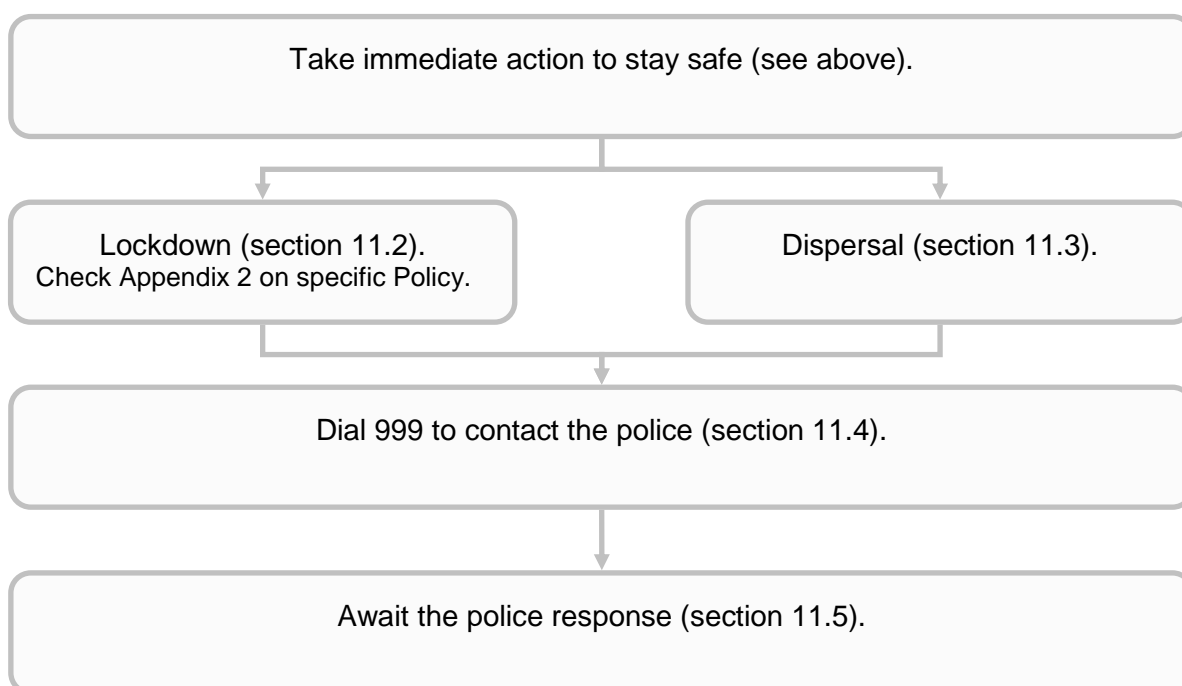
Ref'	Shelter - initial response	Tick / sign / time
S1	Ensure all pupils are inside the school building.	
S2	If appropriate, move pupils away from the incident (e.g. to the other side of the building).	
S3	Dial 999, if appropriate. Dial once for each emergency service that you require.	
S4	If sheltering from an environmental hazard (e.g. a smoke plume) ensure all doors and windows are closed and ventilation / air circulation systems are switched off.	
S5	Check for missing / injured pupils, staff and visitors.	
S6	Reassure pupils and keep them engaged in an activity or game.	
S7	Consider asking a representative from the emergency services to visit the school and provide a briefing to pupils.	
S8	Notify parents / carers of the situation.	
S9	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

## SECTION 11 - INTRUDERS

### 11.1 Intruders - initial action

Following the advice below may improve the safety of pupils and staff in the event of an intruder entering the school premises with the intention to cause harm. Remember that the event may be unpredictable and evolve quickly.

- + **Take immediate action to stay safe. Remain as calm as possible.**
- + **Assess the location and nature of the threat. Beware the possibility of multiple intruders.**
- + **Dial 999 for the emergency services and provide them with an overview of the situation.**
- + **Use all the channels of communication available to inform staff, pupils, visitors and neighbouring premises of the danger. Depending on the risk, sound the signal for lockdown or dispersal.**
- + **Do not set-off the fire alarm. Avoid congregating at usual rendezvous points (e.g. fire assembly areas).**



Remember, being out-of-sight does not necessarily mean being out of danger.

Cover from gunfire	Cover from view
Substantial brickwork or concrete	Internal partition walls
Engine blocks of motor vehicles	Curtains
Base of large live trees	Fences
Earth banks / hills / mounds	Vehicle doors

## 11.2 Intruders - lockdown

### Signals

Signal for lockdown	WHISTLES Continuous blasts.
Signal for all-clear	Verbal Message

### Lockdown

Rooms most suitable for lockdown	CLASSROOMS
Entrance points which should be secured (e.g. doors, windows)	MAIN SCHOOL OFFICE, ALL EXTERNAL DOORS
Communication arrangements	<ul style="list-style-type: none"> <li>▪ Instant messaging / email</li> <li>▪ Other.</li> </ul>
Notes	

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Ref <sup>1</sup>	Lockdown - initial response	Tick / sign / time
L1	Try to assess the location and nature of the threat. Beware the possibility of multiple intruders. If appropriate, ask pupils to disperse if this will improve their safety (see section 11.3).	
L2	Ensure all pupils are inside the school building. Keep people out of public areas, such as corridors and foyers.	
L3	Secure the immediate environment and other vulnerable areas: <ul style="list-style-type: none"> <li>▪ Lock any entrance points (e.g. doors, windows)</li> <li>▪ Barricade entrances (e.g. move furniture to obstruct doorways)</li> <li>▪ Lock yourself and others in a suitable room.</li> </ul>	
L4	Ensure there is an escape route (e.g. window or door) which could be used if necessary.	
L5	Ensure people take action to increase their protection from attack: <ul style="list-style-type: none"> <li>▪ Keep out-of-sight and remain quiet</li> <li>▪ Silence any sources of noise (e.g. mobile phones)</li> <li>▪ Turn off lights</li> <li>▪ Draw curtains / blinds</li> <li>▪ Avoid doorways and windows</li> <li>▪ Sit on the floor, under tables or against a wall.</li> </ul>	

## 11.3 Intruders - dispersal

Signals	
Signal for dispersal	WHISTLES
Signal for all-clear	Verbal all-clear by SMT

Dispersal	
Possible safe access / egress routes	
Communication arrangements	<ul style="list-style-type: none"> <li>▪ Mobiles and Cordless phones</li> <li>▪ Instant messaging / email</li> <li>▪ Other.</li> </ul>
Notes	

Upon hearing the dispersal signal, take the action below.

Ref <sup>1</sup>	Dispersal - initial response	Tick / sign / time
D1	Try to assess the location and nature of the threat. Beware the possibility of multiple intruders. If appropriate, ask pupils to lockdown if this will improve their safety (see section 11.2).	
D2	Instruct pupils to: <ul style="list-style-type: none"> <li>▪ Leave the school site via the safest route(s) (this will happen in extreme circumstances).</li> <li>▪ Move calmly and quietly, leaving bags / personal belongings behind</li> <li>▪ Assist others in dispersing if safe to do so</li> <li>▪ Contact the police as soon as they are safely away from danger</li> <li>▪ Avoid congregating at an evacuation assembly point</li> <li>▪ Avoid congregating in large numbers.</li> </ul>	
D3	If forced to escape from an upper-floor window, people should lower themselves from the window sill before dropping to the ground, thereby reducing the height of the fall by their body length.	
D4	Ensure all corridors, breakout spaces and external areas are cleared.	

## 11.4 Intruders - contacting the police

- + **Dial 999. Do not assume others have contacted the police.**
- + **Inform the police of as much information as possible. Be accurate, clear and brief.**
- + **Consider using CCTV and other remote methods where able but do not risk your own or other's safety to obtain this information.**
- + **The safety of staff, pupils and other members of the public remains the priority for the police.**

- + It may be useful to provide the police with a basic overview of your school (e.g. address, number and age of pupils, layout of the premises).
- + Leave the telephone line open if possible.

Number of intruders:

.....

Current location of intruder:

.....

Is the intruder known to the caller?

.....

Is the intruder travelling in a particular direction?

.....

What has happened?

.....  
.....

Are there any casualties / injuries?

.....  
.....

Description of intruder (e.g. gender, age, height, clothes)

.....  
.....

Is the intruder carrying a firearm? If so, how many firearms and of what type?

.....  
.....

Is the intruder carrying a non-ballistic weapon? If so, how many weapons and of what type?

---

---

What is the intruder doing now?

---

---

What other equipment is the intruder carrying?

---

---

Is the intruder communicating with others?

---

---

What actions have you taken (e.g. lockdown, dispersal)?

---

---

How many people are there in the vicinity? Where are they located?

---

---

Where are you now?

---

---

Where will you be moving to?

---

---



## 11.5 Intruders - awaiting the police

---

Ref'	Awaiting the police - initial response	Tick / sign / time
A1	Remain in close contact with the emergency services.	
A2	Check for missing / injured pupils, staff and visitors if safe to do so. Administer first-aid where possible.	
A3	Be aware that someone identifying themselves as a member of the emergency services may be the intruder. Remain cautious of simulated cries for help.	
A4	Avoid quick movements towards the emergency services or screaming / shouting. Keep your hands in clear view.	
A5	Be aware of the police response. In the event of an attack involving firearms or weapons, their priority is to protect and save lives. Remember that the police might: <ul style="list-style-type: none"><li>▪ Not initially be able to distinguish you from the intruder</li><li>▪ Be armed and point firearms</li><li>▪ Shout, treat people firmly or push them to the ground</li><li>▪ Not stop to help the injured in order to pursue their target.</li></ul>	
A6	Follow the instructions of the emergency services.	

# SECTION 12 - BOMB THREATS

---

+ **If you receive a telephone call from someone who claims to have information about a bomb, record as much information as possible.**

Time of call:

Telephone number you were contacted on:

.....

.....

Exact wording of the threat:

.....

.....

+ **Stay calm. Being cautious, and without provoking the caller, try to ask the questions below.**

Where is the bomb right now?

What is your name?

.....

.....

When will it explode?

What is your telephone number?

.....

.....

What does it look like?

What is your address?

.....

.....

What kind of bomb is it?

+ **Try dialling 1471. You may get information on where the phone call was made from.**

.....

What will cause it to explode?

Time the original call ended:

.....

.....

Did you place the bomb? If so, why?

Did dialling 1471 work?

.....

.....

+ **Contact the police (999) and Head Teacher / nominated emergency contact immediately.**

What gender was the caller?

Male

Female

+ **Carry out further actions based on police advice.**

Approximately how old was the caller?

Did the caller have an accent?

.....

.....

Did the caller use a codeword?

Did the caller sound familiar?

.....

.....

What sort of voice did the caller have?

- Normal
- Loud
- Quiet
- Whispered
- Clear

- Disguised
- Well-spoken
- Poorly-spoken
- Deep
- High-pitched
- Hoarse
- Nasal

- Impediment
- Stutter
- Lisp
- Slurred
- Other

At what pace did the caller speak? Normal

- Quick
- Slow

What manner did the caller have? Normal

- Calm
- Excited
- Laughing
- Upset
- Angry
- Rational
- Irrational
- Irritated
- Muddled
- Other

Were there any distinguishable background noises?

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Notes:

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## SECTION 13 - SUSPICIOUS PACKAGES

Postal bombs or biological / chemical packages might display any of the following signs:

- Excessive wrapping
- Grease marks or oily stains on the envelope / wrapping
- An unusual odour including (but not restricted to) ammonia, almonds or marzipan
- Discolouration, crystals or powder-like residue on the envelope / wrapping
- Visible wiring / tin foil
- Heavy weight for the size of the package
- Uneven weight distribution
- Too many stamps for the weight of the package
- Poor hand writing, spelling or typing
- Delivery by hand from an unknown source
- Wrongly addressed or come from an unexpected / unusual source
- No return address or a postmark that does not match the return address.

The likelihood of a school receiving a postal bomb or biological / chemical package is low. However, if you do receive a suspicious package carry out the actions below.

Ref'	Suspicious packages - initial response	Tick / sign / time
SP1	Remain calm. Put the letter / package down gently on a flat surface and note its exact location.	
SP2	Walk away from the package: <ul style="list-style-type: none"> <li>▪ Do not touch the package further</li> <li>▪ Do not move the package to another location</li> <li>▪ Do not put the package into anything (including water)</li> <li>▪ Do not put anything on top of the package</li> <li>▪ Do not switch any electric switches on or off</li> <li>▪ Do not use mobile phones within 15 metres of the package</li> <li>▪ Do not use two-way radios within 15 metres of the package</li> <li>▪ Do not sound the fire alarm using 'break glass' call-points</li> <li>▪ Do not lock doors.</li> </ul>	
SP3	Evacuate the building, keeping people away from the package as far as possible. Ensure that any assembly points are located away from the danger of flying glass.	
SP4	Notify the police (999) and the Head Teacher / nominated emergency contact immediately.	

If anyone is exposed to a potentially hazardous substance carry out the actions below.


Ref'	Potentially hazardous substances - initial response	Tick / sign / time
SP7	Keep all persons exposed to the material separate from others (in the next available unoccupied room to the incident) but available for medical examination by the emergency services. Ask them to remain calm and avoid touching their eyes, nose or any other part of their body.	
SP8	Any person with powder on their clothes should remove their outer layer and leave these belongings in the original room. If possible, they should wash their hands and face as this is likely to remove 90% of the contaminant.	
SP9	Ensure that ventilation / air circulation systems in the building have been turned off and that all doors (including internal fire-doors) and windows have been closed.	
S10	Anyone experiencing symptoms of chemical exposure (e.g. streaming eyes, coughs and irritated skin) should await the response of the emergency services. People should not self-present at medical establishments as this could spread contamination.	

# SECTION 14 - LOG-KEEPING GUIDELINES

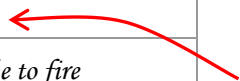
- + Notes should be clear, intelligible and accurate.
- + Use plain and concise language.
- + Include factual information.
- + Keeps records of any expenditure.
- + Do not remove any pages.
- + Do not use correction fluid.

	<i>Thursday, 03/01/2013</i>
<i>7.40pm</i>	<i>Received call from the support to schools service (Mike Sharpe) at the County Council. Report of a fire at school (although it's unknown which parts of the building are affected). Police and fire service are on-scene. Mike offered to send someone to the school to assist with the response - I gave him my mobile number and he'll let me know who will attend. I'll contact Philip Healey (site manager) and we'll aim to arrive at school within half-an-hour.</i>
<i>7.50pm</i>	<i>Rang Philip. Number engaged.</i>
<i>7.55pm</i>	<i>Rang Philip. Told him about the situation and asked him to meet me at the school entrance as soon as possible. He'll be there for 8.15pm.</i>
<i>8.05pm</i>	<i>Received text message from Mike - another area officer from the support to schools service (Mary Kiely) will meet us at the entrance in about 15 / 20 minutes.</i>
	<i>Mobile number for Mary: <del>07802 388</del> 07802 338 202.</i>
<i>8.25pm</i>	<i>Arrived at school, Philip and Mary already there. Spoke to fire officer - one classroom ablaze, adjacent ones likely to be severely affected by smoke damage. Unsure of the cause but arson can't be ruled out at the moment. We'll have to close the school tomorrow. Also need to arrange a site visit in the morning (provisional time 8am).</i>
<i>8.40pm</i>	<i>Informed Anna Hughes (deputy Head Teacher) about the incident. Asked her to notify parents / carers that the school will be closed tomorrow. She'll arrange for other staff and governors to be told and put a notice on the school website. I'll contact the radio stations.</i>


Notes should be recorded in chronological order.



If you make a mistake don't try to overwrite the original text - cross it out with a single line and start again.



Only include times, dates or initials within the margins.



A blank grid consisting of 20 horizontal rows and 1 vertical column. The grid is formed by thin, light gray lines. The vertical column is positioned on the left side of the page, and the horizontal rows extend across the width of the page. The grid is currently empty.

It is important that Our Lady of Lourdes Multi Academy Trust are able to contact an appropriate member of staff if an emergency occurs outside school hours. There may also be occasions when the courts demand access to important documents (eg, pupil files) under the Civil Procedure Rules; in these cases a school may need to be contacted during the holidays in order to avoid financial penalties.

Please ensure that you provide Our Lady of Lourdes Multi Academy Trust with an updated version of this form on an annual basis and upon any changes to personnel. This document can be returned via [www.OLOLcatholicmat.co.uk](http://www.OLOLcatholicmat.co.uk) Telephone 0115 8515454

Administration			
Name of school:	St Philip Neri with St Bede	Type / category of school:	Catholic Voluntary Academy
School address:	Rosemary Street, Mansfield, Notts NG19 6AA	Office telephone number:	01623 489010
Office email address:	office24@st-philipneri.notts.sch.uk		

**School contact details - for emergency use by Our Lady of Lourdes Multi Academy Trust:**

Contact	Name	Contact details	Notes (eg, key holder)
Security Company	Heart Securities Ltd	01623 822426 Office 24 hour control 01623 625737, Marie Tracey	1
Head Teacher	Bill Lewis	01623 646611, 07724 894570 william278lewis@btinternet.com	3
Deputy Head Teacher	Paula McCay	07954 593031, <a href="mailto:mccayp@st-philipneri.notts.sch.uk">mccayp@st-philipneri.notts.sch.uk</a>	4
Caretaker / Site Manager	Shaun Hunt	07745 761219	2
Contact for Civil Procedure Rules*	Bill Lewis	01623 646611, 07724 894570 william278lewis@btinternet.com	3

\* This contact should be a member of staff who has access to pupil files. This includes paper-based records held in secure cabinets and information stored electronically.



**THE WOOLF CIVIL PROCEDURE REFORMS 1999 – Taken from the Pupil and Student Records, Education Department Circular dated June 2000, Reference EDC A4/2000 issued to all schools.**

The Woolf Reforms essentially lay down a protocol with strict timelines for producing documents for the court processes. In the case of a personal injury claim **initial** contact should always be with the Risk and Insurance Manager from whom advice on timelines can be obtained.

However, during school holidays there may be occasions when the courts demand access to documents and a contingency plan must be in place to facilitate this to avoid financial penalties.

Area Officers keep an updated EMERGENCY CONTACT LIST OF SENIOR STAFF IN SCHOOLS so that if a file is required say in August it will be possible (a) to gain access to the school and (b) to locate the necessary papers. This emergency contact list also serves other purposes and is not solely for obtaining access to files. Other emergencies such as fires or floods require a similar ability to contact a senior member of staff.

**Please note that it is important to inform Area Officers immediately of any changes relating to the listed senior personnel.**