

# Greens Norton Primary School

## School Emergency Plan

### Contents

---

#### Subject Area

Definition aims and scope of the Plan	2
Support from the Local Authority	3
Emergency Action Lists for Key Staff	4
• Headteacher or Nominee	4
• Schools on site Co-ordinator	5
• Schools Emergency Management Team	8
• Administrative Assistants	9

#### Appendices

Media Interview: Points to Note	10
Contact list	11

---

# Definition of a school emergency

An event – or events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures and which is likely to have emotional and organisational consequences.

## AIMS

### To:-

1. Create an awareness of the need for planned arrangements to be made.
2. Provide re-assurance of the practical help that is available from the Local Authority and other agencies, at short notice.
3. Recommend the need for each school to develop complementary emergency arrangements, in line with the enclosed draft plan.
4. Give guidance on other source of information and help.

## SCOPE OF THE PLAN

### In School:

- A deliberate act of violence, such as the use of a knife or firearm
- A school fire or laboratory explosion
- A pupil or teacher being taken hostage
- The destruction or serious vandalism of part of the school
- The death of a pupil or member of staff

### Outside School:

- A transport-related accident involving pupils and/or members of staff
- The death of a pupil or member of staff
- A more widespread disaster in the community
- Death or injuries on school journeys or excursions
- Civil disturbances and terrorism

In respect of school trips and visits guidance is available from the DfES good practice guide Health & Safety of Pupils on Educational Visits. Guidance is also available on the NCC Education Visits Co-ordinators site:

[www.longtown.co.uk/evc](http://www.longtown.co.uk/evc)

# Requesting Support from the County Council Activation (Diagram 1)

**In the event of a School related emergency the proposed arrangement is outlined here:**

## **INCIDENT OCCURS**

Head teacher: Jan Pickering or Nominated Deputy is notified



Head teacher: Jan Pickering or Nominated Deputy rings:

**Senior Education Officer: 01604 237900**

Requesting LEA help



**OUT OF OFFICE HOURS** – ring the Emergency Planning Team on:

**Mobile: 07885 292 851 Pager: 0765 914 5277**

They will contact the duty SEO who will ring the Headteacher/Nominee



## **Senior Education Officer:**

- Establishes contact with [Headteacher Name] or [Nominee Name]
- Activates support from Local Authority (e.g. Buildings & Capital Development Team, Communications Team and Critical Incidents Response Team)



Principal Educational

Senior Education Officer

Headteacher (or Nominee)

Psychologist

- Determines the level of support required in liaison with SEO and Headteacher or nominee
- If necessary, activates the Critical Incidents Response Team

- Advises Headteacher/ Nominee
- Determines full needs
- Takes action accordingly
- Informs senior managers within NCC of the incident

- Nominates on-site Co-ordinator
- Identifies on-site facilities
- Mobilises on-site School Emergency Response Team (if appropriate)

# Emergency action list

**ACTION BY:** - Headteacher or Nominee

## Stage 1 - Initial Actions

- Open and continue to maintain, a personal log of all factual information received, actions taken, and the time of those events.
- Make every attempt to clarify exactly what has happened.
- Then consider whether the incident requires support from county council services or outside agencies. It is requested that initial contact always be made with the Local Authority in emergencies in case they have wider significance.
- If so, follow the activation process shown in Diagram 1.
- Agree with SEO who will make contact with other support agencies.

### **If during term time:**

- Unless there is overwhelming pressure, avoid closing the school & endeavour to maintain normal routines & timetables.

### **If outside term time (or outside school hours):**

- Arrange for:-
  - the Caretaker to open certain parts of the school as appropriate and to be available (and responsive) to requests.
  - Contact School Administration staff who may be required to report to the school. Ensure that home contact/mobile phone details are kept.
- Think about what you are wearing when you go into school, in case you are unavoidably drawn into a TV interview.
- If the incident does attract media attention, you are likely to be inundated with requests for interviews and statements. Try to postpone media comment until you have taken advice from NCC Communications Team. See Appendix 1 for some key points to remember.

**NB:** It is especially important that if names of those who may have been involved in the incident are known DO NOT release – or confirm – them to anyone, before those identities are formally agreed and parents have been informed.

- If deputising for the Headteacher, try if possible to contact and brief him/her.
- Inform Chair of Governors-

- o of Incident and, if appropriate, of involvement of other County Council services or outside agencies.
  - o they should standby to be available for interview by the media.
- Call in the designated staff members to form the 'School Emergency Management Team' (SEM Team), and nominate one member as the On-Site Coordinator to oversee that Team on your behalf.
- Be prepared to receive many telephone calls.
- Recognise the relevance of multi-cultural and multi-faith factors in the response.

## Stage 2 – Once established

Brief staff member acting as On-Site Co-ordinator to oversee the following:

- If 'Critical Incidents Response Team' has been activated, arrange for on-site facilities for the Team.
- Agree appropriate identification of staff by using badges.
- Expect to see identification of NCC personnel.
- Set up arrangements to manage visitors – arrange for their names to be recorded.
- Set up arrangements to enable accurate information to flow into and out of the school and for telephones calls, by ensuring:
  - o sufficient help is available to answer the many calls that could be received (County Council staff may be able to assist with a 'Help-Line')
  - o staff maintain records of all calls received
  - o brief, but up-to-date prepared statements are available to staff answering phones
  - o media calls are directed to the NCC Communications Team
  - o care is taken when answering telephone calls
  - o an independent telephone is made available for outgoing calls only – a mobile phone can be useful – but remember such messages can be intercepted
  - o staff answering telephones are reminded that some calls could be bogus
- To arrange for all staff – not just teaching staff – to be called in and, if necessary, briefed at an early stage. (Subsequent briefings say 2 x per day for 10 minutes, should be arranged).
- To be aware of how colleagues are coping.
- To arrange for all pupils to be told, in simple terms, at an early stage (ideally in

small groups and initially by class teachers, wherever possible).

- To brief SEM Team to discourage staff and pupils from speaking to the media.
- To arrange, if appropriate, for SEM Team members to each have a copy of the next-of-kin list.

**Parents:**

- If pupils are involved, the contacting of parents will be an important early task (remember if it is a major incident, the parents may well have already heard). It may be appropriate to ask the parents to come to the school for a briefing and support. This will need to be done with the utmost care.
- Maintain regular contact with parents.
- If the incident is away from school seek Police advice whether parents should travel to the scene, or whether children should be taken home.

**Staff:**

- Remember to have regular breaks, and advise others to do so.
- Maintain regular contact with staff (teachers, teaching assistants and office staff). Make a point of seeing that all staff involved know each other's roles & responsibilities.
- Always try to think of something positive to say to staff and respond positively to ideas and suggestions.
- Be available to see staff when required.
- Remember some members of staff may be so affected, that they will not be able to help in supporting children.
- Recognise also that if the burden of dealing with the situation falls disproportionately on a small number of staff, they too could need professional support.
- If the incident is away from school, try to dissuade shocked staff from driving parents to the scene.

**Liaison with Local Authority:**

- Maintain liaison with Senior Education Officer for the duration of the incident.

## Stage 3 – Period following the close of the incident

- When appropriate, seek advice from 'Critical Incidents Response Team' and local clergy about special assemblies/funeral/memorial services.
- Arrange for a member of staff to make contact with any pupils either at home or

Northamptonshire County Council

in hospital.

- Make sensitive arrangements for the return to school (as appropriate).
- Prepare joint report with named Senior Education Officer.

## Stage 4 – Longer term issues

The effects of some incidents can continue for years. Thought will need to be given to:

- Work with staff to monitor pupils informally.
- Clarify procedures for referring pupils for individual help.
- Be aware that some staff may also need help in the longer term.
- Recognise and if appropriate, mark anniversaries eg commemorative assembly.
- Remember to make any new staff aware of which pupils were affected and how they were affected.
- Remember that legal processes, inquiries and even news stories may bring back distressing memories and cause temporary upset within the school.
- Remember if the incident does attract media attention, it is likely that interest will continue for many weeks.

# Emergency action list

## ACTION BY: SCHOOL EMERGENCY MANAGEMENT TEAM (SEM Team)

### This team should comprise:

- ❑ **senior members of staff (at least 4 in a large school)**
- ❑ **administrative staff**
- ❑ **site supervisor (according to the nature of the incident)**

## Stage 1 – Initial Actions

- Obtain full facts of the incident from [Headteacher Name] or [Nominee].
- Open and continue to maintain a personal log of information received, actions taken and the time of those events.
- Assist, where appropriate, in assessing the emotional needs of the staff and pupils.
- Co-ordinate rapid action to sensitively inform staff and pupils to provide appropriate support.
- Assist class teachers who will undertake classroom briefings.
- Arrange special groups for very distressed pupils.

## Stage 2 – Once Established

- Under guidance from School On-Site Co-ordinator, assist [Headteacher Name] (or [Nominee Name])
- Work with Critical Incidents Response Team and/or other NCC staff as directed by the School On-Site Co-ordinator.

## Stage 3 – Period Following Close of the Incident

- As above

# Emergency action list

## ACTION BY: - ADMINISTRATIVE ASSISTANTS

### Stage 1 – Initial Actions

- Obtain full facts of incident from Headteacher or Nominee
- Open and continue to maintain a personal log of information received, actions taken and the time of those events
- If coming in from home, remember to bring useful items, such as any keys needed, mobile phone & charger.

### Stage 2 – Once established

- Under guidance from School On-Site Co-ordinator, assist the Headteacher (or Nominee).
- Work with the Headteacher (or Nominee), School On-site Co-ordinator and Critical Incident Response Team (if activated), as directed.
- Remember the School Office is likely to be the first point of contact for visitors, so exercise caution in making comments.
- Concerning incoming telephone calls:
  - take special care when answering telephone calls early on
  - maintain a record of calls received
  - only give out information from prepared statements that will be made available by School On-site Co-ordinator
  - remember that some calls could be bogus.

### Stage 3 – Period Following Close of the Incident

- As above

#### **Acknowledgement**

This document was developed from a model available on Teachernet:

<http://www.teachernet.gov.uk/emergencies/resources/index.html#>

# Appendix 1

---

## Points to note with media interviews

Contact the NCC Communications Team before making any contact with the media – see Appendix 2 for telephone numbers.

- Have another person with you, if possible, to monitor the interview.  
If possible, agree an interview format i.e. establish what the interviewer wants to ask.
- Be prepared to think on your feet, but try to decide beforehand what you want to say. Do not read it out.
- Remember you could be quoted on anything you say to a journalist, even if it is not part of the formal interview.
- Be prepared to say you cannot comment.
- Don't over-elaborate your answers.
- Try to keep a grip on your emotions during interviews-especially if it is TV.
- Most journalists are responsible, but check where interview/camera team go, when interview is over.

# Appendix 2

## Contact List

The names and telephone numbers of organisations and individuals who may be useful to the School in an emergency:

<b>Organisation</b>	<b>Name</b>	<b>Telephone No.</b>
Greens Norton Primary School	Headteacher: Jan Pickering	01280 816156 07979 620902
Greens Norton Primary School	Nominated deputy: Verity Stobart	01327 811772
Greens Norton Primary School	Chair of Governors: Jane Docking	01327 352792 07983 568805
Greens Norton Primary School	Site Supervisor; Phil Green	01327 351419 07826 299463
Greens Norton Primary School	Admin staff 1: Jane Jakes	01327 358407 07870 164552
Greens Norton Primary School	Admin staff 2: Donna Newton	01327 353282 07984 063624
Northamptonshire County Council	Senior Education Officer	01604 237900
Northamptonshire County Council	Out Of Hours – Emergency Planning Team	Mobile: 07885 292 851 Pager: 07659 145 277
Northamptonshire County Council	Communications Team	01604 236387 (daytime) 07753 630 272 (Out of hours)
Northamptonshire County Council	Buildings & Capital Development	01604 237150
Northamptonshire County Council	Head of Insurance	01604 237037
Northamptonshire County Council	Employee Assistance Service	01604 626787