

**BEBINGTON HIGH SPORTS
COLLEGE**



**EMERGENCY
MANAGEMENT PLAN**

Agreed/Reviewed by Governors – see reverse

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Definition

'An event - or events - usually sudden, which involve the experience of 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. Pass on advice based upon previous experiences.
5. Give guidance on other sources of information and help.

Scope of the plan

In School

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

Outside School

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

NB

In respect of school trips and visits, the policy document HS/ECS/036 (updated 2004), must be followed. Contact either the Health and Safety Officer or General Inspector (PE/OE).

ACTIVATION OF THE PROCESS

INCIDENT OCCURS

Head Teacher (or nominee) is notified

Head Teacher (or nominee) rings:

(Office Hours) Director - number: 0151 666 4288 or:
(Out of Office Hours) Emergency Line at Central Control – number:
0151 666 5003 requesting LA help.

OUT OF OFFICE HOURS – Central Control Contacts a Designated Officer from the 'LA EMERGENCY SUPPORT TEAM'.

The Senior Officer Activated:

Establishes contact with the Head Teacher (or nominee)
Activates 'First Response Officers' as per contact list to attend school (e.g. Wirral Community Patrol – Communications Experts – Public Relations – also an LEA Team Co-ordinator).

LEA TEAM CO-ORDINATOR	SENIOR OFFICER	HEAD TEACHER (or nominee)
<ul style="list-style-type: none">• Puts Support Team Officers on standby• Attends site• Mobilises Officers as required	<ul style="list-style-type: none">• Attends site to:<ul style="list-style-type: none">- assist/advise Head Teacher/Nominee• Determines full needs• Takes action accordingly	<ul style="list-style-type: none">• Nominates on-site Co-ordinator• Identifies on-site facilities• Mobilises on-site Team (if appropriate)

Emergency Action List

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 Incident requires involvement of 'Local Authority Support Team'.
NB It is requested that initial contact is always made with the Local Authority in emergencies in case they have wider significance.
- If so, contact one of the single point contact numbers listed on page 4. Establish whom they will contact. Check this includes the Education Committee Chair.

If during term time

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

If outside term time (or outside school hours)

- Arrange for Hochtief to open certain parts of the school, as appropriate, and to be available (and responsive to requests) - immediate School Admin support.
- 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 after the LA's PR officer arrives (who will be part of the 'Local Authority Support Team'). If you can't, see Appendix 2 for some key points to remember.

NB: It is especially important that if any 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 are informed.

- If deputising for the Headteacher, try if possible to contact and brief him/her.
- Inform Chair of Governors -
 - of Incident and, if appropriate, of involvement of 'Local Authority Support Team'.
 - they should standby to be available for interview by the Media
- Call in the designated staff members to form the 'School Emergency Management Team', and nominate one as an On-site Co-ordinator 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 'Local Authority Support Team' being activated, to arrange for On-Site facilities for the Team.
- Agree appropriate identification of staff by using badges.
- Expect to see identification of Local Authority Support Team officers.
- 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 telephone calls, by ensuring:
 - sufficient help is available to answer the many calls that could be received (the Local Authority Support Team will be able to assist with a 'Help-Line')
 - staff maintain records of calls received
 - brief, but up-to-date prepared statements are available to staff answering phones
 - media calls are directed to the LA's PR officer
 - care is taken when answering telephone calls
 - an independent telephone is made available for outgoing calls only - a mobile phone can be useful - but remember such messages can be readily intercepted
 - telephone staff are reminded that some calls could be bogus
- To arrange for all staff- not just teaching staff- to be called in, if necessary to be 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 Team to discourage staff and pupils from speaking to the Media.
- To arrange, if appropriate, for 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 Incident 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 and office staff). Make a point of seeing that all staff involved are aware of each other's roles and 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 Incident is away from school, try to dissuade shocked staff from driving parents to the scene.

'Local Authority Support Team':

- Maintain liaison with 'Local Authority Support Team' Senior Officer for duration of Incident.

Stage 3 - Period following the Close of the Incident

- When appropriate, seek advice from 'Local Authority Support Team' and local clergy contact on special assemblies/funeral/memorial services.
- Prepare joint report with named Senior Officer, for Director of Education.
- Arrange for a member of staff to make contact with any pupils either at home or in hospital.
- Make sensitive arrangements for the return to school (as appropriate).

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 continue 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.
- Recognising and, if appropriate, marking anniversaries.
- 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 Management Team:

Head Teacher	Mr B K Jordan
Deputy Headteacher	Mr A Askew
Deputy Headteacher	Mr R Stead
Assistant Headteacher	Miss N Maclellan
Assistant Headteacher	Miss K Jacques
Assistant Headteacher	Mrs D Jones
Leader of Innovation	Mrs Z Emmett
Leader of Innovation	Mrs N Gregg
Leader of Innovation	Miss K Owen
Director of Specialism	Miss D Jennings
Business Manager	Mrs L J Chamberlain

POINTS TO NOTE WITH MEDIA INTERVIEWS

- 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. Don't read it out.
- Remember you could be quoted on anything you say to a journalist, even if it isn't part of the formal interview.
- Be prepared to say you can't comment.
- Don't over-elaborate your answers.
- Refuse requests for photos or schoolwork of children/staff involved.
- Try to keep a grip on your emotions during interviews – especially if it's TV.
- Most journalists are responsible, but check where interview/camera team go, when interview over.

INCIDENT LOG FORM

NB. It is most important that you record your actions and any contact made with you, during the course of the emergency.

Log No.	Date/Time	From	To	Message	Action taken & by whom

CONTACT LIST

USEFUL CONTACTS: Containing information regarding names, organisations and telephone numbers of individuals who might be useful/helpful to the school in an emergency.

ORGANISATION OR SPECIALISING OFFICIAL	NAME	TELEPHONE NUMBER
Chairman of Governors	Mr S Preston	Home: 0151-645-2262 Mobile: 07871983633 Work: 666 5265
Health & Safety Officer	Mrs D Todd	0151-666-4693 077761 70310
Police Incident Unit		0151-709-6010 0151-777-2222
Education Welfare Officer	Mr A Taylor	0151-637-6060
School Nursing Service		0151-334-4000 ex 5201
Education Psychologist		0151-604-7139
Child & Family Support		0151-670-0031 0151-645-7661
Hochtief FM Helpers		0870 710 6122 01925 404 500