

SCHOOL EMERGENCY RESPONSE PLAN

INTRODUCTION

An emergency is an event which disrupts the normal running of the school.

Emergencies include accidents, fire, explosions, bomb threats, violence or any other major external incident.

An emergency would normally involve threat to the safety, loss of life or destruction of the premises.

Emergencies can happen inside the school or outside it, during the school day or out of hours.

In accordance with Health and Safety statutory requirements it is the responsibility of the school to have a plan in place for responding to emergencies, to ensure that it is reviewed regularly, to ensure that the relevant people are aware of its existence, contents and implications, to keep the plan safe and to identify responsibilities within the plan.

TYPES OF EMERGENCY

A **major emergency** in a school can arise out of many different events, e.g.:

- A serious accident involving children and school personnel on or off the premises
- A violent intrusion onto the school premises by malicious person, either in person or by means of arson or a bomb
- A school building becoming unsafe as a result of fire or structural damage
- A release of hazardous substances (chemicals) near or on the school site
- Severe weather such as floods, high winds, extreme storm etc
- Epidemic (e.g. meningitis, legionnaires disease, flu)
- The death or major injury of a child, staff member or governor (through accident, suicide or murder)

Other emergencies may be deemed to be emergencies in the school because of the impact they have on teachers, pupils or other staff, sometimes for a protracted period of time. Such events could be:

- An incident in the community which is seen or experienced by pupils or staff
- An incident affecting relatives of pupils and which is known about within the school
- An incident affecting a nearby comparable school

The **main threats** are perceived to be:

- The loss of buildings, parts of buildings by fire, storm, damage etc
- The failure of major utilities – electricity, gas, water
- The loss of school data/records/ expertise by fire, storm, theft, loss of key personnel etc
- The loss of equipment, particularly computer equipment, by fire, storm, theft, etc

PREVENTION OF THREAT

Fire, storm etc: All normal procedures must be regularly followed, equipment maintained and serviced and personnel trained on their use: e.g.

- Emergency evacuation drills held regularly (for fire/other emergencies)
- Fire extinguishers regularly serviced, staff trained on use of fire equipment
- Fire doors kept shut
- Litter kept to a minimum and bins emptied regularly
- Hazardous material kept in secure storage
- Buildings kept secure and water tight
- Site kept secure
- Security systems (fire alarms, intruder alarm, access control) maintained in good order

Theft: All normal procedures must be regularly followed:

- Buildings and equipment kept secure
- Site kept secure
- Security systems maintained in good order
- Staff vigilance

Loss of records: Back up of records kept in fire proof safe and off site.

Loss of key personnel:

- Senior management team to take responsibility in absence of head teacher.
- Key financial procedures to be written in a manual.

SECURITY OF EQUIPMENT AND ASSETS

This should include:

- All equipment records in the relevant assets register and inventories with up-to-date records and values
- All valuable equipment clearly marked with the school asset security label
- Where possible equipment fixed to surfaces, or kept in single location
- All software inventories kept with up-to-date values and details
- Vigilant site and building security

The following people have a copy of the SCHOOL EMERGENCY PLAN:

The Head Teacher	Mrs Chrissy Vassiliou
The Deputy Head Teacher	Mrs Colleen Carpenter
The Chair of Governing Body	Mrs Alison Slevin
The School Senior Administrator	Mrs Julie Ring
The School Site Manager	Mr Elia Casotti

SCHOOL DETAILS

The full postal address and contact numbers of the school are:

TRENT PRIMARY SCHOOL

CHURCH WAY, OFF CHALK LANE

COCKFOSTERS

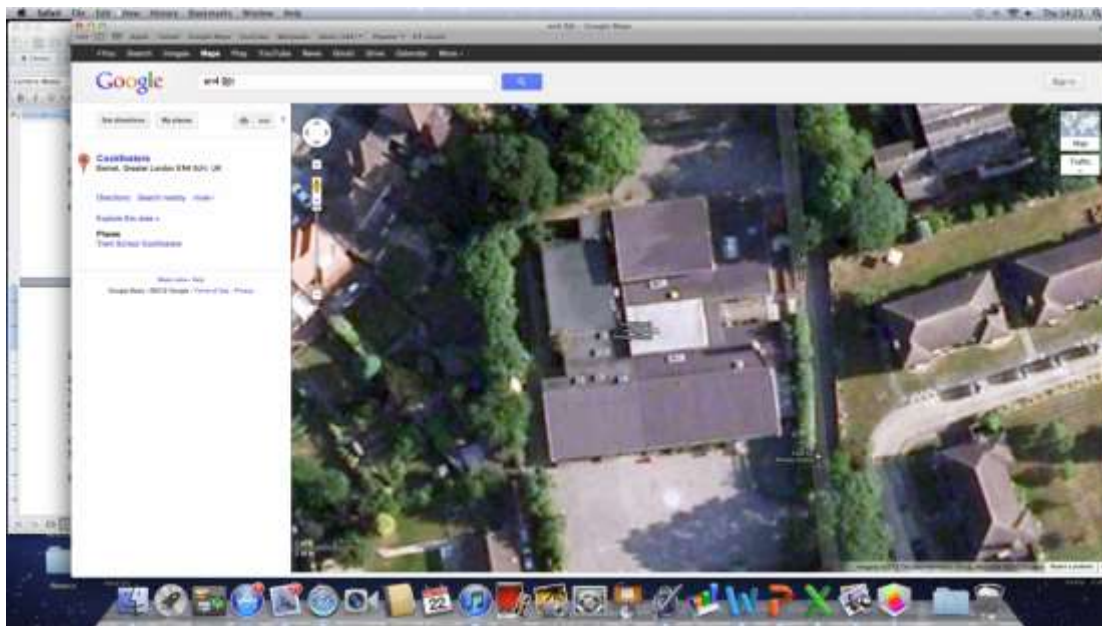
EN4 9JH

Tel: 0208 449 6875 Email: office@trent.barnetmail.net

The age range of pupils is Reception to Year 6, ages 4 to 11

The number of pupils on roll in 2024 is 208

Pupils are all able bodied. Children who are temporarily disabled meet with the head teacher and agree risk assessment. This is re-assessed until they are fit.



DESCRIPTION OF SCHOOL

The school has pedestrian access to the main entrance from a private road, Church Way, off Chalk Lane. The staff car park is accessible from Church way. It is adjacent to the Main Hall. This door provides the most frequently used entrance for staff. Church Way is a public footpath and a private vehicular road leading to the school and 3 private residences. There is a public footpath running through the school field. Access across the field links Church Way to Langford Crescent. The School is a single storey building with a small playground to the south, a large field to the north and a strip of grassed area behind (west). Access to the main playground is provided for classes from Reception to Y4; and access to the rear garden area for Y5 and Y6. All outside areas are linked.

There are fire doors and emergency access from every classroom to the playground. Internal fire doors secure the corridor areas. There is one additional external door to the Garden which children have access to during the day.

IDENTIFIABLE RISKS

- School kitchen
- Bottom of small lane
- Public use across field
- Dinner Hall doors open to car park (access for staff)
- No proper footpath for children to walk to school
- Access of emergency services restricted
- No Spy Hole from kitchen door
- Rear entrance locked when gates open

INVENTORY OF USEFUL RESOURCES

- First Aid Kits
- Torches in school office
- Bottled Water in safe cupboard
- First aiders

TYPES OF EMERGENCY

1) Risks within school site:

The school has restricted access to all external doors. The doors are kept locked whilst staff and students are on site and can only be opened manually from within or the front door via buzzer/ entry phone system and the car park via keypad.

Fences around the perimeter are high enough to deter easy access to the grounds.

The school car park needs to remain open for staff access.

2) Risks to pupils/ staff:

Records are kept of pupils who are subject to court orders and who may not be approached by named individuals.

3) Known risks in the community:

Cockfosters Tube Station is approx. 400 yards away. In the event of an accident or emergency at the station, the school will be informed by the police.

All local schools and Barnet Council have a system of informing each other of suspicious or unusual persons in the vicinity of the school.

The M25 motorway is close to the school (2 miles away). Accidents can cause severe traffic congestion in the vicinity of the school which may delay children and staff getting to school or leaving at the end of the day.

4) Human Flu Epidemic:

Advice from the government and the LA (in 2015) was that a human flu epidemic is 'imminent' and 'inevitable'. The school has a duty of care towards staff and pupils to ensure that measures are in place to prevent the rapid spread of infection and to cope with the effects should it be necessary- i.e. closure in the event of too few staff to cope.

In the event of such action being necessary, staff will contact each other using the cascade telephone chain. Parents will be made aware of the issue and advised to look regularly at the school website, to ring the school office for an answer phone message. Children will be reminded regularly about the need to use tissues and to maintain personal hygiene. Cleaning staff will be made aware of the need to use disinfectant products in high use/ risk areas and increase the concentration if necessary.

5) Potential Terrorism:

This could be a threat or incident taking place within school or the vicinity or whilst pupils are on a daily visit or on extended stay.

ACTION TO BE TAKEN IN THE EVENT OF AN EMERGENCY
--

EMERGENCY PROCEDURES

Phase 1

During School Day (7.30 am– 5.45pm)

Full emergency procedures are in every staff **handbook and displayed in each room**

- | | |
|--|------------------------------|
| • Hit a fire alarm call point | Various locations |
| • Walk round school and ring hand bell | Site Manager |
| • Contact fire brigade, give precise details
(Ambulance if necessary) | Head or senior administrator |
| • Call for site manager | Senior administrator |
| • All personnel evacuated to assembly point
Register taken | All staff (visitors) |
| • Receive the emergency services | Head or site manager |
| • Administer first aid (if required) | First Aid staff |
| • Shut down electricity and gas | Site Manager |
| • Contact London Borough Barnet | Head or senior administrator |
| • All children moved to safer area | Teachers |

Outside School Hours (5.45pm – 7.30am)

- | | |
|---|--------------|
| • On receiving call from monitoring station | Site Manager |
| • Contact Headteacher | Site Manager |
| • Arrive at school, call emergency services | Site Manager |
| • Shut down electricity/ gas | Site Manager |
| • Contact London Borough Barnet | Headteacher |

Phase 2

At any time

- | | |
|--|-------------------------------|
| • Fire officer advise on state of building | Site Manager/Headteacher |
| • Decide on best course for students | Headteacher |
| • Protect rest of school, staff, visitors | Headteacher/ Site Manager |
| • Advise parents by teacher to parents | Senior administration Officer |
| • Update the website | IT Website Coordinator (FC) |
| • Consider Evacuation to Church House | Head Teacher |

Phase 3

- | | |
|--|--------------|
| • Set up Disaster Recovery Team meeting (Staff Room) | Head Teacher |
| • Contact governors, insurers, LBB, LDBS, Press etc | Head Teacher |

RECOVERY PLAN

Priorities for Disaster Recovery Team

- Establish communications: telephone, text, email
- Establish a control room base
- Check all buildings are safe and secure
- Assess damage and suitability of use
- Liaise with officers
- Look for temporary accommodation
- Assess equipment shortages
- Take advice from engineers, loss adjusters, insurers on the state of the damage and ways to restore
- Make temporary repairs to consolidate the situation
- Demolish unsafe areas
- Salvage and clean up items which can be salvaged
- Make plans for movement of students off site

INCIDENTS AT SCHOOL

EVACUATION FROM THE BUILDING - This is in the school playground where classes line up in order with reception by the main gate.

EVACUATION FROM THE SCHOOL SITE – out onto Mount Pleasant Road via the footpath. Then to Church House

SHELTERING AT SCHOOL – in the event that we are advised to shelter in the building, the children will be accommodated in the school hall or in Church House. There are chairs and tables for use, and mats for the children to lie on if necessary. Food and water are accessible in the school kitchen. There are fire doors for quick exit if required.

In the event of a malicious intruder, the children will be confined to a safe (out-of-sight) area of their classroom until the danger passes.

INCIDENTS OUT OF SCHOOL

On school trips/ visits:

- The teacher in charge carries a mobile phone with all emergency numbers on it so speed dialling is possible
- The children wear bright, reflective safety jackets
- The teacher has a class list with them so they know who is on the trip
- The teacher carries contact telephone numbers for any parents so individuals can be contacted quickly on out-of-school hour trips , otherwise they call the school office
- The teacher carries medical information and medicines
- The school office has the mobile number of the staff member responsible for the trip and other staff on the trip
- Parents and staff are advised to store school contact numbers in their phones for emergency use, or to inform the school of incidents
- Seek LA advice

CONTACT LIST

See attached

COMMUNICATION WITH PARENTS:

Notices will be sent out via Teachers 2 Parents (email and text) and an announcement will be made via the school website

All emergency plan and sample letters are kept on Office computer “Secretary / Documents/Policy/Emergency Plan”

All contact details are accessible from any other computer via Integris.

FINANCE

In the event of an emergency the cheque books are located in the safe and the Bacs payments can be accessed remotely via RM Finance.

RETURNING TO NORMAL

The Senior Management Team will discuss such measures as are deemed necessary to restore the school to normality. This will depend on the type of emergency. It may involve outside agencies, and advice will be sought from the health services, the police, other emergency services and the LEA should counselling be required for any member of the school family.

LOG SHEET

A log of events and decisions taken will be maintained as far as is possible through the emergency. This will be filed and may be used for future references and/or for de-briefing.

EVACUATION PROCEDURE – On Site Procedures

- Press the Fire Alarm
- EC/JR and Head to collect labelled evacuation keys from the Evacuation Box in the office.
- EC/Head/JR to walk through the corridors ringing the Evacuation bell
- EC/JR to open gate to Langford Crescent gate. Head to open gate to Mount Pleasant
- JR to collect and take all registers and medication
- Children to line up in class (if in class) or line up in playground (if outside at lunch break) or to follow ANY class leaving the grounds if away from class. (Action plan – to do lunchtime evacuation)
- Teachers to do a headcount before leaving the school premises
- TAs to collect all class medication to take with to Church House
- Yr4, Yr 5 and Yr6 to exit towards Langford Crescent
- Reception to Yr3 to exit along the lane to Mount Pleasant
- Reception class to use rope to maintain straight line
- All office staff to exit towards Langford Crescent
- EC/Head to complete final check for children on school premises
- All teachers to complete their class register once at Church House

INTRUDER PROCEDURES

- Always assess identity of unknown visitors before opening the front door
- Press Intruder Alarm
- Office staff to call Police
- All children moved to safe space in classroom (hide under tables for safety)
- Bolt classroom doors
- If unable to get into classroom for safety then lie on the floor – heads down

TERROR THREAT

Contact the Police/ LA / Chair of Governors / LDBS

An appropriate course of action will be decided by the SLT for the safety of the children.

DFE advice: <https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

Policy last reviewed: July 2024

Emergency practice procedures carried out annually and reported to Governors as part of the Health & Safety Inspections.