



## Copnor Primary School

### Emergency Procedures Policy

The governors of the school have devolved the following procedures to the headteacher.

There may be circumstances where a closure is necessary e.g. due to adverse weather conditions, loss of utilities, to contain the spread of infection in a pandemic etc

#### Snow Closures

In the case of a snow closure, the following procedure will take place:

1. The Headteacher will endeavour to keep the school open but health and safety must be paramount and if too many staff will be unable to attend; or the roads, pavements and playgrounds are considered too dangerous, then a decision may be taken to close.

The Headteacher will attempt to make this decision to give as much notice as possible, but we recognise this is likely to be difficult.

2. The Admin Staff (under direction from the Headteacher) will text the parents to inform them the school will be closed (or is closing early.) (April)
3. The Admin Staff will place notices on the entrance gates. (Tracey O'H)
4. The Headteacher will place information on the school website. (Heather)
5. The Headteacher will inform Portsmouth City Council (Media Dept 023 9268 8073), BBC Radio Solent (023 8063 2811), Heart Radio (01489 587600), Galaxy Radio (01489 582556) and Wave FM (01489 481050) and ISS Catering (02392 658319)
6. The Headteacher will inform the After-School Club Supervisor.
7. The Admin Staff will leave a message on the answerphone if this is possible. (Tracey/Stacey)
8. The Headteacher will inform the Chair of Governors, DHT and AHTs
9. The Deputy Head will cascade information to the staff via telephone. (Sara phones April who contacts Admin Staff. Sara phones Rich who contacts cleaners. Sara phones Tracey who contacts lunchtime supervisors. Sara phones AHTs. Allyson contacts Safeguarding Team and TAs. Darran contacts EYFS/KS1 Y Leaders. Barry contacts KS2 Y Leaders. The Y Leaders then contact their Teachers and TAs.) The staff contact list is in the Teachers' Area under "Staff Contact List." It is password protected.
10. The Headteacher will then keep the website up-to-date to keep the parents informed as to when the school will re-open.

We will attempt to re-open as soon as it is considered safe, as the children's education is paramount.

## **Extreme Emergencies**

It is possible that an extreme incident may happen during the course of a school day. The following procedures are a summary based on the PCC document “Responding to an Emergency.” This document is included as appendix 2. In the case of extreme emergencies the following procedures would be undertaken and the headteacher should refer to appendix 4 “The Headteacher’s Handbook” to assist with keeping a record of procedures for a range of emergencies.

### **Personnel**

#### **Critical Incident Management Plan**

##### **Incident Management Team**

- Headteacher
- Deputy Head
- Assistant Heads
- Office Manager

##### **Immediate Action**

- Incident team meets (this may need to be at the rendezvous point)
- Gather information
- Assess immediate and on-going risk
- Headteacher briefs team

##### **Roles and responsibilities**

- **Headteacher**  
Liaise with agencies and communications office  
Contact LA and agree support required (Ed Service 9284 1717, Media 9268 8073 and if it out-of-hours on 07930 698896. If it is a city wide issue then also contact the Joint Emergency Planning Duty Officer (JEPDO) on 08488 222888 pager No 975521.  
Headteacher informs pre-schools, secondary schools (ALNS 023 9284) (Mayfield (023 9269 3432) and Before- and After Care Clubs (BOSCAS 07732 128218, BOSS 023 9242 1313)  
Inform Chair of Governors  
Liaise with emergency services (9-999)  
Review progress with incident team  
Endeavour to liaise with each other at first opportunity to evaluate situation
- **DHT**  
Informs staff  
Informs pupils as appropriate  
Receives parents coming in to school/rendezvous point
- **AHTs**  
Support as agreed in initial briefing
- **Admin Staff**  
Answer incoming calls  
Divert Press to communications office (023 9268 8073)

*Should the need arise then an emergency response team will operate 24 hours per day*

## **Emergency Closure Procedure**

### **EVACUATION**

1. If evacuation from the building to outside is merited then all staff and children will follow emergency fire procedures. [See appendix 3](#). However, a decision may have been made *not* to muster at the fire points, but rather to head for one of the two evacuation sites.
2. If evacuation of the campus is merited then the school will evacuate to ALNS or – if needed – to College Park. This will happen on a class-by-class basis. Three adults will accompany KS1 classes, and two adults will accompany KS2 classes. The teacher must take the emergency copy of the register with them and the asthma pumps.
3. If re-entry into buildings is impossible then parents will collect children from fire points or the evacuation site.
4. If evacuation from the playground to the building is necessary, then all staff will immediately attend the playground and ensure that an orderly entry is executed and that the children will go to their classes where the registers will be taken. The children's usual entrances will be used if possible, but if this is impossible then the nearest safe entrance should be used. The Admin staff will print a paper copy of all registers and deliver to each class.
5. If a suspicious package/serious threat to the whole school is received stay calm. Office staff will ring bells throughout all key stages (not the fire alarm), notify the HT/member of SLT and evacuate to the rendezvous point. SLT will ensure that classes are kept away from the danger area. If the threat is a bomb then put the package down gently and walk away, do not touch it further, do not move it to another location, do not put the package into anything (including water), do not put anything on top of it. Note its exact location, ensure nobody uses two-way radios or mobile phones. Office to phone police and HT – **on landline** – immediately. At first opportunity Office to send following text (or similar) to parents:

“Copnor School has had to evacuate due to potential threat. CHILDREN ARE FINE! We are relocating to ALNS. Please collect your child as soon as possible.”

6. Admin Staff to ensure gate to North drive is open. Caretaker (if needed an Office member) to remain behind to direct parents and emergency services.

### **EVACUATION UNNECESSARY BUT CHILDREN TO BE COLLECTED**

7. If evacuation is unnecessary but the situation is deemed serious enough then ALL children must be collected from the school. A text and email will be sent to parents and any phone calls followed through for those we are unable to contact by electronic means.

### **LOCKDOWN**

8. If an incident occurs where a lock down procedure is required (say a local fire, noxious fumes or an intruder alert) then the office staff will immediately go round all classrooms and urgently – but confidentially – tell the teachers to ensure classroom windows are closed

while the senior management team will ensure doors and windows in shared areas are secure.

## **PROCEDURES FOLLOWING IMMEDIATE ACTION IN ALL OF THESE CASES**

9. Decision is announced to staff and displayed on white board in staffroom. Headteacher will email all staff.
  
10. Headteacher will inform the Education service on 023 9284 1717 and the Media Department on 023 9268 8073. Out of hours they should contact 07985 870667. If the Headteacher is unable to do this, either the Head of School or the Chair of Governors will do so. These people should refer to appendix 2 for guidance on press interviews.
  
11. Admin staff will re-direct all press enquiries to the Media department on 023 9268 8073. No member of staff should give interviews or comment on any written or printed material, except those members of staff listed in point 10 above. No material should be handed out to the media. Any media requests to members of staff should be directed to those people listed in point 10 above.
  
12. All teachers (with the possible exception of leadership team members) will stay with pupils and ensure pupils are calm
  
13. Admin staff use SMS systems to inform as many parents as possible by text
  
14. Admin staff to contact as many parents as possible by phone.
  
15. ICT Technician / Admin staff will update website
  
16. All support staff report to KS2 Downstairs shared area to be deployed by Deputy Head or Assistant Heads
  
17. Any child whose arrangements we are unsure of for getting home should be taken to the Front Office
  
18. All children must be accounted for and marked on the register as they are retrieved by an adult
  
19. Staff will re-assemble in KS2 Downstairs shared area for update

### **Communication**

In the event of a closure occurring when members of staff are not present a list of all staff and their telephone details is available to facilitate communication. This is kept on the Teachers' Area in a password protected document. A printed copy of this list and a printed copy of this policy should be kept by the incident management team members at home.

It is incumbent on all stakeholders to regularly check these means of communication for any changes.

The school will:

- Test communication mechanisms and make improvements where necessary
- Update information via the school website
- Update information in the school newsletters and remind parent/carers to update the school with any changes to contact details.

## **Calling the Emergency Services**

Dial 9 then 999

Ensure an ambulance is asked for if there are any casualties. Refer to [appendix 2](#) (page 4) if needed.

## **Post-Emergency Procedures**

### **1. Learning from Home**

During a closure pupils may be expected to work from home via the school's website. If staff are allowed into school, then work will be developed in each curriculum area through this medium.

### **2. Public Examinations**

If the School is closed during a public examination period, it may not be possible for it to open so that the pupils can take their examinations. If this is the case, the school will apply for what is known as "special consideration" for the pupils affected.

### **3. Pandemic Guidance**

Posters encouraging good hygiene will be displayed in both schools if the risk is considered significant. If additional cleaning arrangements and contracts are deemed necessary they will be organised by the caretakers following discussions with the headteacher.

### **4. Counselling**

There may be a need for this. Emotional impact on children is not always immediately obvious. Appendix 2 gives further advice on this.

### **5. Reviews**

Following a critical incident and/or an emergency closure the school will undertake a review of the procedures taken to help improve them. This will include:

- The incident team reviewing all roles
- A debrief of all staff members
- Consideration of post-incident counselling if deemed necessary
- Writing a brief summary report if deemed necessary.

Whether or not this plan needs to be implemented, it will be reviewed annually.

Policy updated: Nov 2017  
Review Date: Sept 2018

## Appendix 2

### DIALLING 999

- Lift telephone receiver and dial (9) for outside line then 999
- Tell the operator which service is required
- Speak clearly. Give name and address of the school and as much information as you can
- You may be asked for your telephone number – Copnor Primary School 023 9266 1191
- If possible arrange for someone to meet the service when it arrives

## Appendix 3

Please refer to C7 Fire Policy

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