St Luke's School Emergency Procedures

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1. Overview

1.1 St Luke's School is committed to ensuring that, in the event of an emergency incident affecting the school, the school will provide an effective response, working with the Emergency Services, Local Education Authority and the County Council to minimise the impact of the emergency on the school and the community as a whole.

1.1 The school recognises that there cannot be a separate written plan to cover every possible emergency. Core staff training includes regular discussions of the steps to be taken in the more common emergencies, including a deliberate act of violence, fire, the destruction or serious vandalism of part of the school or public health threats (e.g. meningitis).

2. Purpose

2.1 The aim of this policy is to provide effective emergency response arrangements that will ensure the wellbeing and safety of all children and adults in the care of the school by:

- ❖ Establishing an effective framework of emergency response;
- ❖ Ensure that the emergency incident is communicated quickly and clearly to supporting agencies and partners, enabling supporting arrangements to be rapidly activated;
- ❖ Maintain high standards of welfare and duty of care arrangements for pupils, staff and carers;
- ❖ Ensure that actions and decision making during the emergency incident is properly recorded;
- ❖ To minimise educational and administrative disruption within school;
- ❖ To facilitate the return to normal working arrangements at the earliest time.

2.2 The policy identifies key contact details for staff and governors (**Appendix 5**) as well as information on school utilities and other key organisations (**Appendix 4**).

3. Types of Emergency

3.1 An emergency incident can be clarified as an unexpected event which affects the school community, and which causes disruption on a scale that is beyond the normal coping capability of the school. The emergency incident may involve significant threat, damage, or injury to property and individuals, and may have long term impacts on pupils, staff, governors and parents.

3.2 The following are examples of emergency incidents, which may affect the school and necessitate activation of the emergency plan:

- ❖ A fire within the school or nearby premises;
- ❖ A serious accident involving children and/or school personnel, on/ off site;
- ❖ Death of a pupil or member of staff;
- ❖ Kidnap or disappearance of a pupil;
- ❖ A terrorist attack, or violent intruder on or nearby school premises;
- ❖ Chemical or toxic substance release on or off site;
- ❖ An epidemic such as meningitis;
- ❖ Severe weather events such as flood, high winds, extreme storms etc.;
- ❖ Pandemic flu.

3.3 Confirmation of evacuation signals, assembly points and relocation sites are identified at **Appendix 1**.

4.   FIRE PROCEDURES

4.1   Reception **MUST** inform **All** visitors on arrival, if a fire practise is planned for that day and the procedure to follow if an alarm is heard.

4.2   **If You Find A Fire Or One Is Reported To You:**

   ❖ Those discovering a fire or other emergency for which the buildings should be evacuated, should activate the alarm using the nearest available **RED** break glass call point;
   ❖ Where possible they should then notify the office of the exact location/nature of the incident;
   ❖ They should then vacate the school building and all pupils/visitors in the surrounding area.

4.3   **FIRE FIGHTING**

   ❖ The safe evacuation of all occupants is the absolute priority.
   ❖ Staff may attempt to deal with small fires (i.e. small waste paper bin size), using portable firefighting equipment, **only if it is safe to do so without putting themselves or others at risk**
   ❖ Ensure the alarm is raised **BEFORE** attempting to tackle a fire;
   ❖ School will ensure that staff are made aware of the type and location of portable firefighting equipment in their working areas and receive basic instruction on how to use it.

4.4   The Head of School/Premises Manager will coordinate a planned fire drill on termly basis so that all staff and pupils have the opportunity to practise the fire procedures.

5.   Staff Roles

5.1   On hearing the fire alarm, the following staff procedures/duties will take place:

   The fire alarm is a continuous ringing bell and all staff, pupils and other occupants of the building must respond to alarm activations.

5.2   The Premises Manager/Head of Operations and/or Head of School will check the fire alarm panel and, **if safe** to do so, go to the zone indicated to investigate the cause of the activation. Once the cause of the alarm has been identified, the investigator will communicate this to the Head of School/senior member of staff.

5.3   Office/Reception staff will summon the emergency services (**DIAL 999)** as necessary.

5.3.1 Office/Reception staff will take the emergency backpack to the assembly points, this will contain (as appropriate):

   ❖ Emergency Laptop and Charger;
   ❖ Epi Pen;
   ❖ Inhaler;
   ❖ Nappies;
   ❖ Seizure Alert List;
   ❖ Allergy List;
   ❖ High Viz Jacket
   ❖ Essential Child Specific Medication;
   ❖ A Copy of this Policy with Key Contact Information.

5.3.2 Office/Reception staff will print lists of all people on the school premises via INVENTORY and take on clipboards to the assembly points.

5.3.3 Office/Reception staff will take the transport files with them to the assembly point.

5.4   All Fire Marshals/Wardens and staff will wear high viz jackets.

5.4.1 Marshals/Wardens will prevent any further access/exits to the site by closing the school gates which will be monitored and opened on the arrival of emergency services.

5.4.2 Marshals will ask all pupils who have not yet entered the school but are in the car park, to go with their carer/parent or if unaccompanied be escorted to the Front Field Assembly point to make himself or herself known to the person checking the register.

5.5   Classroom Staff/Support Staff

* On hearing the Fire Alarm, the person managing the class/group/individuals will take the pupils through the nearest fire exit;
* Staff **MUST** take their walkie talkies with them if they have one;
* Staff **MUST** take the fire register on the clip board in the classroom with them;
* Pupils **MUST** follow the instructions of the teacher and evacuate the building in single file and as quietly as possible;
* **NO ONE** should stop to collect any belongings;
* Pupils **must** be evacuated to the nearest assembly point;
* The last person to leave the classroom closes the door behind them;
* Staff will check pupils against the fire register and immediately inform administration staff via radio of any missing pupils;
* Any staff who have pupils in a different location to their normal assembly point **must** notify via radio the pupil's class teacher and/or office staff.

5.6   **Whatever the circumstances surrounding the cause of the alarm, all occupants must continue with the evacuation procedure as described.**

* Staff will supervise/affect the evacuation of pupils/visitors via their nearest available exit to the designated assembly point(s) listed below;
* Staff will take any walkie talkies with them;
* Those members of staff without direct responsibility for a class/pupils/ visitor etc. **must** leave the building by the nearest exit and report directly to a Fire Warden at the assembly point;
* Visitors who are not familiar with evacuation procedure must follow their host's instructions.

A Calm orderly exit is essential Walk quickly – DO NOT RUN or stop to collect belongings.

6.   ASSEMBLY POINTS

6.1 **LOWER SCHOOL, MIDDLE SCHOOL AND DINNING HALL SIDE OF THE SCHOOL TO ASSEMBLE ON THE PLAYGROUND NEAR THE TENNIS COURTS.**

6.2 **UPPER SCHOOL (Double Block), OFFICES/RECEPTION AREA TO ASSEMBLE ON THE FIELD AT THE FRONT OF THE SCHOOL.** (Should the field be flooded the gate by the Bungalow will be opened).

6.3   Staff **MUST** take with them the **FIRE** clipboard in the classroom with the class registers to the assembly point.

6.4   On arrival at the assembly point pupils **MUST** stand in their class groups while staff check their registers.

6.5   All non-teaching staff and visitors **MUST** report to the Fire Marshall/Reception staff with a clipboard at the nearest assembly point. It is **your** responsibility to let them know you are there.

6.6   Office/Reception staff will print off an appropriate list from Inventory to take outside to the assembly points. The result of this check **MUST** be reported to the Head of School/Senior member of staff as soon as it is completed.

6.7   The entrance gate will be closed and remain so until the emergency services arrive, at which point the gate will be opened for access.

   On no account must any individual remain in the school buildings during an emergency evacuation unless they are undertaking an official role identified by this evacuation procedure.

7.   Fire Marshals/Warden Roles

Fire Marshals/Wardens are responsible for ensuring areas allocated to them have been evacuated. Jamie Caple - Head of School should ensure that in the event of absence, another member of staff is available to take over their duties:

AREA OF SCHOOL	FIRE WARDENS / MARSHALS	DEPUTY
Gym/Ark/Dining Hall/Hall	JCR	EG
Admin Offices/Reception	ST/DA	MS
Staff Room/Offices/Resources/Staff Toilets	JR	RB/WH
9 ¾ Corridor	MT	RA
Lower School	SR	KD
Mobiles	PL	JP
Double Block	AT, KAB & HO'S	AH
GYM/Bungalow	EG	JCR

AREA OF RESPONSIBILTY	STAFF MEMBER	DEPUTY
REGISTERS FRONT FIELD	CO	DA
REGISTER PLAYGROUND	ME	ST
EMERGENCY BACK PACK	CO/ME	MS/DA/ST
TRANSPORT FILES	ME/CO	ST/DA
SCHOOL ENTRANCE & EXIT	MC	MS/JP

- Executive Head, Head of School, Head of Operations and Premises Manager should convene on the top car park.

- Upon exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated.

- Checks on toilet areas should include a check on individual cubicles.

- **Never** open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand to see if it is hot.

- Once their area has been checked, Fire Wardens/Marshals should report to the Head of School that their designated areas are clear.

- The Head of School/Senior member of staff/Premises Manager will liaise with the Fire Brigade upon their arrival.

- All staff and pupils must remain at the assembly point until instructed, do not re-enter the building until the 'all clear' has been given either by the fire brigade or Head of School/Senior member of staff.

- Once the all clear is given pupils will then be dismissed class by class.

- If the building cannot be reoccupied following an evacuation, pupils will be evacuated to Redbourn Lower/Upper School.

- Alternative arrangements have also been made for the school to evacuate to Everyone Active, Redbourn Leisure Centre (**Appendix 1**);

8. Co-ordination with Other Site Users / Occupants Visitors

8.1 All visitors to the school must sign in and out of the school and will be made aware of evacuation procedures on their arrival.

8.1.1 Visitors to the school are the responsibility of their 'host' and **must** be escorted to the assembly point by the particular member of staff concerned.

8.1.2 In the event of an alarm activation during parents' evening etc., all members of staff are responsible for evacuating parents/pupils from their immediate area of responsibility.

8.2 Contractors

8.2.1 Contractors, including catering staff, contract cleaners etc. working on the premises, will be informed of the school's emergency procedures that apply, including:

- ❖ Action to be taken on hearing the fire alarm or discovering a fire;
- ❖ Fire evacuation procedures, including means of escape, location of the assembly points and name of the person in charge of evacuation procedures;
- ❖ The location of fire-fighting equipment and Fire Alarm call points in relation to the area of their work.

8.2.2 The risk of fire arising out of the work of any contractor on site will be assessed and appropriate precautionary measures put in place. Any hot work activities should be closely monitored using the Hot Permit to Worksystem.

8.3 Lettings - The Bursar/Reception/Premises Manager will ensure that all hirers are provided with instructions regarding what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

9. General Evacuation for People with Additional Needs

9.1 Mobility Impairment

9.1.1 Those individuals who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other people to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

9.1.2 For staff or pupils with significant mobility impairments accessing upper floors or areas where egress is difficult, any additional measures to facilitate their evacuation will be identified through the PEEP process (Personal Emergency Evacuation Plan, see **Appendix 2**).

9.1.3 The Head of School/DSL is responsible for ensuring that PEEP forms are completed. This form should be shared with all staff and a copy kept on the pupils file.

9.1.4 Evacuation chairs, should they be required are held in the Medical Room and key locations.

9.2 Visual Disability - Person/s with visual disability may require assistance to safely evacuate; on stairways, the helper should descend first with the person's hand on their shoulder, on level surfaces they should take the helper's arm and follow them.

9.2 **Hearing Disability -** Person/s with a hearing disability should be assisted out of the building by staff.

9.4 Any additional measures required to the alarm system or buildings will be identified in the school's fire risk assessment and the PEEP process, e.g. additional means of raising an alarm such as a pager that vibrates when the alarm is activated, flashing beacon linked to alarm etc.

10. SITE EVACUATION PROCEDURE

10.1 All visitors **must** be informed on arrival if a site evacuation practise is, or is not planned for that day and the procedure to follow if an alarm is heard s detail below:

❖ Activate the **RED** Fire Alarm by breaking the glass;

❖ Notify the office;

❖ Follow normal procedure for fire evacuation;

❖ Head of Operations or Bursar will inform Redbourn Lower School that a site evacuation is in progress and prevent anyone else entering the school premises;

❖ Staff will be informed via the walkie talkie by the office or a senior member of staff of a "Site Evacuation";

❖ The Head of School/Bursar will inform the Executive Head and Head of Operations of an incident if they are off site;

❖ Once registers have been taken pupils and staff will evacuate to Redbourn Lower School;

❖ The **RED** Emergency backpack, registers and transport files will accompany the evacuees to Redbourn Lower School;

❖ At Redbourn Lower School the register will be retaken;

❖ Kitchen staff will arrange packed lunches for staff and pupils remaining if appropriate;

❖ **No one** will return to the school to collect anything unless given the all clear by a senior member of staff;

❖ **No one** will return to the school premises unless given the all clear by the emergency services;

❖ The Executive Head, Head of School, Head of Operations, Premises Manager and Bursar will remain on the school site to liaise with the emergency services and via walkie talkie with St Luke's staff at Redbourn Lower/Upper School;

❖ The Executive Head/Head of School will notify Hertfordshire County Council using the Critical Incident helpline – 01438 737 261;

❖ **If evacuation exceeds one hour,** the Office/Reception Staff will call pupils' carers/parents using the emergency laptop and ARBOR and ask them to collect pupils from Redbourn Lower/Upper School;

❖ The Office/Reception will inform transport to collect those left from Redbourn Lower/Upper School.

10.2 If the Redbourn Lower/Upper School is not an option due to the nature of the incident the next nearest school will be identified using the list at **Appendix 1**.

11. Bomb Threats

11.1 If a bomb threat is received notify the Head of School, or in their absence, the most senior member of staff available.

11.2 Staff taking the initial phone call should try to stay calm and let them finish the message without interruption.

11.3 Try to record exactly what they say, especially any code word they might give (see **Appendix 3**). Make a note of:

- ❖ The exact time of the call:
- ❖ The callers sex and approximate age:
- ❖ Any accent the person has, or any distinguishing feature about their voice (e.g. speech impediment, state of drunkenness)
- ❖ Any distinguishable background noise

11.4 When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller:

- ❖ Where is the bomb?
- ❖ What time is it due to go off?
- ❖ What does it look like?
- ❖ What will cause it to explode?
- ❖ Why are you doing this?
- ❖ What is your name?
    - ❖ What is your address?
    - ❖ What is your telephone number?

11.5 Dial 1471 – you may get the details of where the phone call was made from, especially in the case of a hoax caller.

11.6 The Head of School/Senior member of staff should contact the police (999) for advice as to whether the school should be evacuated – this decision is ultimately the responsibility of the school so advice should also be sought from the Executive Head.

11.7 The signal for evacuation of the building, should this be necessary, will be the Fire Alarm (continuous ringing bell).

11.8 The normal evacuation procedure should be followed for fire; pupils and staff will relocate to Redbourn Lower School.

12. Gas Leaks
If you smell gas, or suspect there is a gas escape, you should **immediately**:
- Open all doors and windows;

- Activate the **RED** fire alarm by breaking the glass;
- Notify the office;
- Check that all gas appliances are switched off;
- Do **not** turn on/off any electrical switches;
- Do **not** use your mobile phone;
- Shut off the gas supply located in the boiler house for the main block and at the front of the double block in a small brick block;
- Evacuate part or all of the premises as necessary;
- If gas continues to escape, telephone National Grid on 0800 111 999 and follow advice given.

13. Chemical Spills

13.1 School staff **must** be familiar with the chemicals they use and how to deal with spills.

13.2 If it is safe to do so (evaluating the amount spilt and degree of hazard), staff will isolate the area and wearing the appropriate protective equipment take necessary action to clear up the spill, ventilating the area and evacuating the immediate vicinity where required.

13.3 If the spill is severe and/or fumes are causing distress, the school's evacuation procedures will be followed. In extreme cases Fire and Rescue will be called (dial 999) as the lead agency in dealing with chemical/toxic/ hazardous spillage incidents.

14. Suspicious Packages

14.1 The likelihood of a school receiving a postal bomb or suspected biological/chemical package is very low. However, schools should be aware of the immediate steps to be taken if they receive a suspicious package, or come into contact with a biological or chemical substance.

14.2 **If you suspect that a letter or package may contain a bomb:**

- ❖ Stay calm;
- ❖ Put the letter/package down gently and walk away from it;
- ❖ Do not put the letter or package into anything (including water) and do not put anything on top of it;
- ❖ Ask everyone to leave the area (including classes if necessary);
- ❖ Notify the Head of School/Head of Operations immediately, who in turn will notify the police if necessary;
- ❖ Do not use mobile phones or sound the alarm using the break glass call points as this may activate the bomb.

14.3 **If you suspect that a letter or package may contain a chemical or biological threat:**

- ❖ Stay calm;
- ❖ Do not touch the package, leave it where it is;
- ❖ Shut windows and doors in the room and leave the room, but keep yourself separate from others (to avoid contamination);
- ❖ Notify the Head of School/Head of Operations immediately, who in turn will notify the police if necessary;
- ❖ Ensure that any air conditioning system in the building has been turned off, and that all doors (including internal fire doors) and windows have been closed;
- ❖ Evacuate the building, keeping people as far away as possible from the contaminated room;

❖ Keep all persons exposed to the material separate from others and available for medical attention;
❖ Anyone experiencing symptoms of chemical exposure (e.g. streaming eyes, coughs and irritated skin) should seek medical attention immediately.

14.4 If anyone believes they have been exposed to biological/chemical material, they should be encouraged to:

❖ Remain calm;
❖ Avoid touching their eyes, nose and any other part of their body;
❖ Wash their hands in ordinary soap and water where facilities are provided.

15. Severe Weather

15.1 Schools are expected to remain open in all but the most extreme circumstances. The decision to close a school in severe weather, or when responding to a public emergency, should be taken by the Executive Head/Head of School based on the following:

❖ Local conditions;
❖ Severe Weather Policy;
❖ This Guidance;
❖ An Assessment of Risk;
❖ Information from the Local Authority.

15.2 For clarity and ease of use a separate Severe Weather policy has been drawn up for guidance on these procedures.

16. LOCK DOWN

16.1 All visitors must be informed on arrival if a lock down practise is, or is not planned for that day and the procedure to follow if an alarm notification is heard.

16.1.1 Lockdown procedures should be seen as a sensible and proportionate response to any external or Internal incident which has the potential to pose a threat to the safety of staff and pupils in the school.

16.1.2 Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

16.1.3 Lockdown procedures may be activated in response to any number of situations, some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school);
- An intruder on the school site (with the potential to pose a risk to staff and pupils);
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous animal roaming loose.

16.2 **IF YOU BECOME AWARE OF A THREAT OR ONE IS REPORTED TO YOU:**

➢ Initiate Lock Down by using the code word **YELLOW LOCK** on the walkie talkies;

➢ Where possible notify the office of the exact location/nature of the incident.

16.3 **Staff Roles**

16.3.1 When the Lock Down code words are activated staff must take the following action:

- ❖ Pupils who are outside the school buildings are to be brought inside as quickly as possible and return to their classroom (outside staff will be informed by a senior member of staff);

- ❖ Those inside the school should direct pupils to nearest classrooms and a member of staff should check corridors and toilets in their vicinity for pupils or staff;

- ❖ All pupils and staff should then remain in the classroom;

- ❖ All external doors and, as necessary windows, are closed (depending on the circumstances, internal classroom doors must also be closed);

- ❖ Blinds should be drawn and pupils sit as quietly as possible;

- ❖ Staff should encourage the pupils to keep calm.

16.3.2 Once in lockdown mode, staff should notify the office/reception **immediately** of any pupils not accounted for via the internal telephone system or walkie talkie and instigate an immediate search for anyone missing.

16.3.3 As appropriate, and on advice from the Head of School, the school office will establish communication with the emergency services.

16.3.4 Office/Reception staff will contact staff out on school trips not to return to school via mobile.

16.3.5 If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place.

16.3.6 Parents will be notified as soon as it is practicable via Schoolcomms and only when appropriate via guidance from the emergency services.

16.3.7 It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be organised and undertaken by the Head of School at least once a term.

16.3.8 All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going risk assessment based on advice from the emergency services. This can then be communicated to staff and pupils. Emergency services will advise the best course of action in respect of the prevailing threat.

16.4 **LOCKDOWN DRILL – ALL CLEAR**
Once the incident has been assessed as safe, all classrooms will be either visited by a senior member of staff or will be contacted via classroom telephone or walkie talkie and told the situation is under control and the class can resume activities as normal.

16.5 **Communication with Parents During Lockdowns**
16.5.1 In the event of an actual lockdown, any incident or development will be communicated to parents as soon

as is practicable.

16.5.2 Pupils will not be released to parents during a lockdown.

16.5.3 Parents should be given enough information so that they:

- ❖ Are reassured that the school understands their concern for their child's welfare and is doing everything possible to ensure their safety;
- ❖ Understand that they do not need to contact the school or come to the school;
- ❖ Know to wait for the school to contact them about when it is safe to collect their children, and where this will be from;
- ❖ Are aware of what will happen if the lockdown continues beyond school hours.

16.6 Emergency Services

16.6.1 It is important to keep lines of communication open with the emergency services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by the emergency services depending on the severity of the incident that has triggered the Lockdown.

16.6.2 The Executive Head/Head of School and emergency services will together decide on the timing of communication to parents.

16.7 REMINDER

Staff will **ALWAYS** have advance notice of a Lockdown drill, therefore if the signal occurs without warning staff must assume it is **NOT A DRILL**.

- ✦ **C**lose all windows and doors
- ✦ **L**ock up
- ✦ **O**ut of sight and minimise movement
- ✦ **S**tay silent and avoid drawing attention
- ✦ **E**ndure – be aware you may be in lockdown for some time

17. Communication and Media Management

17.1 Communicating with Parents

17.1.1 If an emergency happens at school or the school needs to close for another reason e.g. severe weather, the office staff will set up the main school line to answer machine with a pre-recorded message and direction as to where parents can obtain further information.

17.1.2 St Luke's will routinely inform parents of the schools' emergency procedures in order to reassure parents that the school is well prepared to cope in the event of an emergency incident. Communications will include how parents might hear about an incident and what they should do. A reminder will also be included about the importance of notifying the school of any change in contact details.

17.1.3 Methods of informing parents could include:

- ❖ Email or text messages (ARBOR);
- ❖ School Website;
- ❖ Telephone;
- ❖ Hertfordshire County Council Website;
- ❖ Local Radio;
- ❖ Notices on the school gate/fence;
- ❖ Person at the entrance to the school to explain issues.

17.2 Media

17.2.1 Staff should not speak to the media in **any** circumstance, any requests should be directed to the Executive Head, Head of School and/or the Chair of Governors.

17.2.2 The Executive Head, Head of School and/or the Chair of Governors will seek advice from Hertfordshire County Council and the local Police before making any comment to the media to agree the appropriate response.

17.2.3 However in the case of a fatality, the police will normally inform the parents or next of kin of the children or staff involved. The Police and Council will advise schools what incident details can be given to parents.

Appendix 1 – Evacuation Information

An evacuation is to move people away from a real or potential danger to a safe place. This may be evacuating to another area of the school building (assembly point) or an evacuation of the whole site.

Different warning signals should be used for different circumstances.

Signals	
Fire Evacuation	Continuous ringing bell
Bomb Evacuation	Continuous ringing bell
Lock Down	Use of code word **YELLOW LOCK** on walkie talkies

Assembly points - fire evacuation	
Fire evacuation assembly point A	**UPPER SCHOOL (Double Block), OFFICES/RECEPTION AREA TO ASSEMBLE ON THE FIELD AT THE FRONT OF THE SCHOOL.**
Fire evacuation assembly point B	**LOWER SCHOOL, MIDDLE SCHOOL AND DINNING HALL SIDE OF THE SCHOOL TO ASSEMBLE ON THE PLAYGROUND NEAR THE TENNIS COURTS.**

Assembly points - bomb evacuation	
Bomb evacuation assembly point A	**UPPER SCHOOL (Double Block), OFFICES/RECEPTION AREA TO ASSEMBLE ON THE FIELD AT THE FRONT OF THE SCHOOL.**
Bomb evacuation assembly point B	**LOWER SCHOOL, MIDDLE SCHOOL AND DINNING HALL SIDE OF THE SCHOOL TO ASSEMBLE ON THE PLAYGROUND NEAR THE TENNIS COURTS.**

If the school 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. buddy school or place of safety).

Primary Pre-identified buddy school / place of safety / rest centre	
Name of premise	**Redbourn Lower School**
Type of premise	Maintained Primary School
Contact name and details of key holder(s)	**01582 794669**
Address	Long Cutt, Redbourn, Herts AL3 7EX
Estimated travel time (walking, with pupils)	3 minutes
Estimated travel time (by coach, with pupils)	1 minute

Pre-identified buddy school / place of safety / rest centre	
Name of premise	**Redbourn Upper School**
Type of premise	Maintained Primary School
Contact name and details of key holder(s)	**01582 626489**
Address	Long Cutt, Redbourn, Herts AL3 7EX
Estimated travel time (walking, with pupils)	3 minutes
Estimated travel time (by coach, with pupils)	1 minute

Pre-identified buddy school / place of safety / rest centre	
Name of premise	**Everyone Active, Redbourn Leisure Centre**
Type of premise	Leisure Centre
Contact name and details of key holder(s)	**01442 251712**
Address	75 Dunstable Road, Redbourn, St Albans AL3 7PP
Estimated travel time (walking, with pupils)	7 minutes
Estimated travel time (by coach, with pupils)	2 minute

Appendix 2

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)
Name of individual Staff/Student/Visitor (delete as appropriate) Location
NATURE OF DISABILITY
AWARENESS OF ALARM PROCEDURES
State how the individual is to be made aware of the alarm actuation procedure to be followed if they have any difficulties in hearing or understanding the procedure
EVACUATION/INVACUATION PROCEDURE
On hearing the evacuation/invacuation signal   Evacuation to on-site assembly point   Invacuation to a safe area within the building   Evacuation to the alternative place of safety off-site
DESIGNATED ASSISTANCE
Detail here the names and contact details of those who have been designated to assist the individual: Name Location in building   Name Location in building   Training provided to these individuals in their roles:
WELFARE ARRANGEMENTS
Detail here the arrangements for ensuring the well-being of the individual if having to remain at the assembly point or place of safety

Appendix 3 - 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 will cause it to explode?

....

When will it explode?   Did you place the bomb? If so, why?

....

What does it look like?   What is your name?

....

What kind of bomb is it?   What is your telephone number?

....

What is your address?

....

....

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

Did dialling 1471 work?   Time the call ended:

....

+ **Contact the Police (999) and Head of School / nominee immediately.**

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

What gender was the caller?

❑   Male
❑   Female

Approximately how old was the caller?

....

Did the caller have an accent?

....

Did the caller use a codeword?

....

Did the caller sound familiar?

....

Were there any distinguishable background noises?

....

What sort of voice did the caller have?

❑   Normal   ❑   Well spoken   ❑   Impediment
❑   Loud   ❑   Poorly spoken   ❑   Stutter
❑   Quiet   ❑   Deep   ❑   Lisp
❑   Whispered   ❑   High pitched   ❑   Slurred
❑   Clear   ❑   Hoarse   ❑   Other
❑   Disguised   ❑   Nasal

At what pace did the caller speak?

❑   Normal   ❑   Quick   ❑   Slow

What manner did the caller have?

❑   Normal   ❑   Calm   ❑   Other
❑   Laughing   ❑   Excited
❑   Upset   ❑   Angry
❑   Rational
❑   Irrational
❑   Irritated
❑   Muddle

Appendix 4

School Utilities & Other Service Providers					
Utility/ Service	**Location**	**Switch off arrangements**	**Supplier Name**	**Supplier Contact Details**	**Notes**
Gas **Isolation valves**	The main school gas shut-off valve is situated in the boiler house. Enter the boiler house, turn right and through the doorway, then turn left. Go through to the far room. The valve is on the far wall. The gas shut-off valve for the double block is situated front field side of the double block in a small brick block outside the boiler house.	Premises Manager/ T.Clarke	T.Clarke	01480 861544	Transco Emergency Number 0800 111999
Water **Isolation valve**	Mains water supply stop cock is situated on the footpath as you enter the school grounds through the main gates.	Premises Manager/Affinity Water	Affinity Water	03453 572425	Out of hours – 03453 572407
Electricity **Control panel**	The main fuse board is situated in the boiler house. Enter the boiler house and turn right and through the doorway, then turn left. The electricity bank is on your right	Premises Manager			UK Power networks 0800 783 8838 for advice on network problem or site specific.
Heating	Boiler Room	Premises Manager/ T.Clarke	T.Clarke	01480 861544	
Drainage/Sewage	Off site		Thames Water Power Rod	0800 3169800 01442 827205	Service No: 01442 827328
Telephone **Control panel**	Medical Room	Opus Telecoms	Opus Telecoms	020 8545 8545	
Alarm **Control panel**	Reception and Catering Office	Premises Manager/Head of School/ Senior	Clymac		
Catering		Kitchen Managers	Herts Catering	01707 292500	See below for details.

Cleaning	Cleaning cupboard in PE Corridor		Haywards	01753 533335	
Transport			Luckett's	01923 093185	HCC Passenger Transport Unit should be notified on 0300 123 4043
			Reachers	01923 711211 / 07944 191665	
			King Cars	01923 262266 / 07785 500247	Peter Nagy – 01992 556459
			AIA Taxis	01707 334499	
			Rainbow Travel	01923 555000	
			24 x 7 Taxis	01279 661661	
			Contract Taxis	07365 432159	
			Mr P Forest	07977588179	

Organisation	Name/Role (if applicable)	Contact Details	Alternative Contact Details	Notes
Police		999	101 (no emergency)	
Fire & Rescue		999	01442 265028	
Ambulance		999		
DfE		0370 000 2288		
Foreign & Common Wealth Office	Consular Assistance	0207 008 1500		If abroad, please ring +44 20 7008 1500
Environment Agency	Flood Line	0845 988 1188		
Met Office		0870 900 100		
Health & Safety Executive	Info Line	0845 345 0055		
	Incident Contact Centre	0845 300 9923		
	Duty Officer	0151 922 9235		
	Duty Press Officer	0151 922 1221		
HCC Critical Incident			01438 737261	

Appendix 5

School Emergency Response Team (SERT)
The School Emergency Response Team (SERT) has responsibility for activating and implementing the School Emergency Plan. The SERT team should record all decisions and actions and be available for briefings sessions, handovers and emergency de-briefs.

All members of the SERT must:
- have a copy of the School Emergency Plan at home and at School
- be aware of their role and responsibilities, and that of others
- have an on call rota for SERT members

Current list of SERT Members

Name	Role	Contact Number(s)
Stephen Hoult-Allen	Executive Head	07432 XXXXXX
Jamie Caple	Head of School	07951 XXXXXX
Manda Sides	Head of Operations	07926 XXXXXX
Trevor Hall	Premises Manager	07710 XXXXXX
Mary Ellis	PA to Executive Head	07866 XXXXXX
Josh Pollard	Safeguarding	07383 XXXXXX

The following check lists are provided to assist the SERT in carry out their roles and responsibilities, it is not intended to be exhaustive as further actions may be required that are specific to the incidents as it occurs.

Name	Role	Contact Number(s)
Dionne Sims	Kitchen Manager	01707 XXXXXX