



# CHURCH DRIVE PRIMARY SCHOOL

## School Emergency Policy 2023-2024

Issue Status: -

Date	Issue	Comment	By
September 2021	A	Original document	Joanna Jones
September 2022	B	Revised document	Joanna Jones
September 2023	C	Revised document	Joanna Jones

	<u>Signature</u>	<u>Name</u>	<u>Date</u>
<b>Prepared</b> :	J.Jones _____ Author	Joanna Jones _____	21.09.21 _____
<b>Verified:</b>	_____ Headteacher	_____	_____
<b>Approved</b> :	_____ Chair of Governors	_____	_____

# SCHOOL EMERGENCY MANAGEMENT PLAN (SEMP)

Plan administration	
<b>Version number</b>	3
<b>Date of issue</b>	September 2023
<b>Electronic copies of this plan are available from</b>	The school office, the school admin electronic drive, the staff share electronic drive.
<b>Hard copies of this plan are available from</b>	The school office
<b>Location of emergency grab bag(s)</b>	School Office
<b>Date of next review</b>	September 2024
<b>Person responsible for review</b>	Headteacher / Governors/Deputy Head & Site Manager

## Plan Distribution

Copy No.	Plan Holder	Job Title	Issue Date
1.	Mrs Joanna Jones	Headteacher	September 2023
2.	Mrs Lindsey Wood	Deputy Headteacher	September 2023
3.	Mr Stephen Johnson	Site Manager	September 2023
5.	Mrs M Foddy	Finance Administrator	September 2023
6.	Mrs Linda Christian	Chair of Governors	September 2023
7.	Mr Kevin Smith	Vice Chair of Governors	September 2023

Under the Data Protection Act, 2018 copies of this plan *containing personal information* must be kept in a secure place and electronic versions must be password protected.

## Introduction

This plan sets out our school's business continuity management and emergency response arrangements and helps us be prepared for, and recover from, unexpected disruptions.

Disruptions are part of everyday school life and most are dealt with as 'business as usual.' This plan set out how we will deal with the more serious incidents that affect our critical activities.

It is not possible, or desirable, to write a plan for every possible disruption. No matter what the *cause* of the incident, the *effect* can generally be summarised as:

- An inability to carry out daily and/or critical activities
- Loss of life or serious injury to school staff and students/pupils or members of the public
- Loss of building, or part of building or access to the building
- Adverse publicity and/or reputational impacts
- Loss of ICT
- Loss/shortage of staff
- Loss of critical supplier or partner

This plan will be activated in the event of a critical incident or an emergency i.e. when an incident occurs that impact on the delivery of our critical activities and when normal responses, procedures, and coping strategies are deemed insufficient to deal with the effects.

The plan should be read in conjunction with Wirral Council's Data Protection Policy, Business Continuity Policy and Corporate Retention Policy (Records Management).

The procedures and critical activities have been discussed and agreed by the school's Senior Management Team.

A logbook must be kept with this plan at all times.

# CONTENTS

---

<b>Plan Distribution</b> .....	<b>3</b>
<b>Introduction</b> .....	<b>4</b>
<b>SECTION 1 - CONTACT DETAILS</b> .....	<b>6</b>
1.1 School information .....	6
1.2 Contact details - school staff and governors.....	8
1.3 Contact details - extended services.....	10
1.4 Contact details - local authority .....	11
1.5 Contact details - local radio stations.....	13
1.6 Contact details - other organisations .....	14
1.7 Contact details - for completion during an emergency.....	18
<b>SECTION 2 - ACTIVATION</b> .....	<b>19</b>
2.1 Notification of incident .....	19
2.2 Initial action.....	22
<b>SECTION 3 - ROLES AND RESPONSIBILITIES</b> .....	<b>23</b>
3.1 Roles and responsibilities - co-ordination.....	23
3.2 Roles and responsibilities - business continuity.....	25
3.3 Roles and responsibilities - communications .....	26
3.4 Roles and responsibilities - log-keeping .....	27
3.5 Roles and responsibilities - media management .....	28
3.6 Roles and responsibilities - resources .....	29
3.7 Roles and responsibilities - welfare .....	30
3.8 Roles and responsibilities - educational visit leader .....	31
<b>APPENDIX 1 - POST INCIDENT SUPPORT</b> .....	<b>33</b>
<b>APPENDIX 2 - BUSINESS CONTINUITY</b> .....	<b>36</b>
<b>APPENDIX 3 - SITE INFORMATION</b> .....	<b>37</b>
<b>APPENDIX 4 - EVACUATION</b> .....	<b>38</b>
<b>APPENDIX 5 - SHELTER</b> .....	<b>39</b>
<b>APPENDIX 6 - LOCKDOWN</b> .....	<b>40</b>
<b>APPENDIX 7 - SCHOOL CLOSURE</b> .....	<b>41</b>
<b>APPENDIX 8 - COMMUNICATIONS</b> .....	<b>42</b>
<b>APPENDIX 9 - BOMB THREATS</b> .....	<b>44</b>
<b>APPENDIX 10 - SUSPICIOUS PACKAGES</b> .....	<b>46</b>
<b>APPENDIX 11 - LOG-KEEPING GUIDELINES</b> .....	<b>47</b>

## SECTION 1 - CONTACT DETAILS

### 1.1 School information

---

School details	
Name of school	CHURCH DRIVE PRIMARY SCHOOL
Type of school	PRIMARY SCHOOL
School address	CHURCH DRIVE, PORT SUNLIGHT CH62 5EF
School operating hours (including extended services)	7.30AM – 5.45PM
Approximate number of staff	45
Approximate number of pupils	334
Age range of pupils	3-11 YEARS

Office contact details	
Office telephone number	0151 645 5527
Office fax number	0151 645 4917
Office email address	schooloffice@churchdrive.wirral.sch.uk

Useful websites	
School website / extranet	<a href="http://www.churchdrive.wirral.sch.uk/">http://www.churchdrive.wirral.sch.uk/</a>

Local authority	<a href="http://www.wirral.gov.uk">www.wirral.gov.uk</a>
Department for Education	<a href="http://www.education.gov.uk">www.education.gov.uk</a>
Foreign & Commonwealth Office	<a href="http://www.fco.gov.uk">www.fco.gov.uk</a>
Environment Agency	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
Met Office	<a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a>
Health and Safety Executive	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>
Teacher Support Network	<a href="http://www.teachersupport.info">www.teachersupport.info</a>

## 1.2 Contact details - school staff and governors

\* Leave this field blank for use during an emergency; you may need to record alternative contact details.

Name	Job title	SEMT role(s) (if applicable)	Contact details	Alternative contact details *	Notes (e.g. first aid trained)
Mrs J Jones	Headteacher	Staff Toilets	0151 645 5527		First Aid Trained Designated Safeguard Trained SENDCO Qualification IOSH Trained Safety Recruitment Trained Manual Handling Training
Mr Stephen Johnson	Site Manager		0151 645 5527		Fire Trained Defbrillator Trained IOSH Trained Medical Health & Safety Trained
Mrs Noreen Williams	Bubbles Manager	Kitchen area	0151 645 5527		Fire Trained Defbrillator Trained IOSH Trained Medical Health & Safety Trained
Mrs Michelle Foddy	Personnel Administrator	Attendance Boards	0151 645 5527		Defbrillator Trained Health & Safety Trained



Mrs Lindsey Wood	Deputy Head	KS2 Balcony Area	0151 645 5527		Designated Safeguard Lead Safety Recruitment Trained Manual Handling Training
Mrs K. Humphrey's	Teaching Assistant	KS1 Toilets	0151 645 5527		First Aid Trained Defbrillator Trained
Miss S.Goodacre	Teaching Assistant	FS2 Toilets & FS1	0151 645 5527		Three Day Paediatric Trained First Aid Trained Fire Trained Defbrillator Trained
Mr Steve Johnson	Site Manager	KS2 Toilets	0151 645 5527		Fire Trained
Mrs L Christian	Chair of Governors				Safeguarding Lead
Mr K Smith	Vice Chair of Governors				Health and Safety Lead



## 1.4 Contact details - local authority

\* Leave this field blank for use during an emergency; you may need to record alternative contact details.

Organisation	Name / role of contact (if applicable)	Contact details	Alternative contact details *	Notes
Wirral Council Major Emergency number		0151 666 5265		As our pupils are still Wirral, despite being an academy, we still need to use, as a point of contact, the 24 hour Council emergency number which feeds into the Council's emergency plan. This number connects with the Duty Mobilising Officer at the time of any unforeseen event. This will be useful in terms of media, accessing services we may need and ensures Wirral Council are aware of any incidents in case asked by councillors, media, parents etc.
Asset Management - Helpdesk	We do not have an SLA with AM. However, this number may be required for queries about the building etc.	0151 606 5624		
Bereavement/trauma support		0151 666 4398		
Catering Services	RPJ3- Ray Jeffries	Mobile: 07771768234 Telephone: 0151 678 0193		
Children's services		0151 666 4288		
Education Department		0151 666 4335		

Educational Psychology		0151 666 4398		
Corporate Resilience Officer - Emergency planning		0151 606 2295		
Environmental Health		0151 691 8361		
Health, Safety and Resilience Team		0151 606 2364		
Human resources	Simon B (SAS Daniels)	0161 475 7624 0161 475 7676		
Legal		0151 691 8489		
Media / communications		0151 691 8360		In the event of school closure email <a href="mailto:alancreevy@wirral.gov.uk">alancreevy@wirral.gov.uk</a> so that your closure can be published on the Wirral Council website.
Occupational Health	OHIO	0151 294 3200		
Pest Control		0151 606 2020		
Press Office	Alan Creevy	0151 691 8039		alancreevy@wirral.gov.uk
Risk / insurance	Paul Taylor	<i>Tel : 0151 666 3424</i> <i>Mobile : 07825 053 235</i> 0151 666 3313		
Atlas Security	Security Manager	<b>Monday to Friday</b> 8.00am to 5.00pm 0151 666 0626	For emergencies outside normal office hours 0151 666 0626 07801651710	

## 1.5 Contact details - local radio stations

---

\* Leave this field blank for use during an emergency; you may need to record alternative contact details.

Radio station	Name / role of contact (if applicable)	Contact details	Alternative contact details *	Notes (e.g. coverage, frequency)
BBC Radio Merseyside	Newsroom	0151 708 5500		Quote DfE number
Radio City		0151 472 6902		

## 1.6 Contact details - other organisations

\* Leave this field blank for use during an emergency; you may need to record alternative contact details.

Organisation	Name / role of contact (if applicable)	Contact details	Alternative contact details *	Notes
Merseyside Police		999 Emergencies only	0151 709 6010 (non-emergencies)	
Merseyside Fire & Rescue Service (MFRS)		999 Emergencies only	0151 296 4000 (non-emergencies)	
North West Ambulance Service (NWAS)		999		
Department for Education		Enquiry line: 0370 000 2288		
Foreign & Commonwealth Office		Consular assistance: 020 7008 1500 (24 hour)		If abroad, please ring: +44 20 7008 1500
Department of Health		Customer centre: 02072104850 (24 hour)		
Anglican Diocese of Chester		01928 718834		

Diocese of Shrewsbury		0151 652 9855		
Environment Agency		Floodline: 0845 988 1188 (24 hour)		Environment/air pollution 0800 807060
Health and Safety Executive		Duty officer: 0151 922 9235 (Out of hours)  Duty press officer: 0151 9225897)	<a href="http://webcommunities.hse.gov.uk/connect.ti/advice/answerQuestionnaire?gid=593891">http://webcommunities.hse.gov.uk/connect.ti/advice/answerQuestionnaire?gid=593891</a>	
Highways England		0300 123 5000	<a href="http://www.highways.gov.uk/highways-england/">http://www.highways.gov.uk/highways-england/</a>	
Wirral University Teaching Hospital Arrowe Park		0151 678 5111		
Infection Prevention control NHS		0151 604 7750  Out of hours:Contact Public Health on-call system on 0151 434 4818.		
School Insurance company		Protector Insurance (Public liability & Employers liability) Policy no: 549114	MAT Local Authority Insurance contact is Paul Taylor 0151 666 3424.	
Met Office		Customer centre: 0870 900 0100 (24 hour)		
Public Health England		0344 225 0562 opt 1 opt 1		
Trade union				

Alarm-Intruder		Atlas 0151 666 2400		
Alarm- Fire		Atlas 0151 666 2400		
Supplier (transport)				
Supplier (catering)		In-house	0151 645 5527	
Supplier (cleaning)		In-house	0151 645 5527	
Supplier (temporary staff)		New Directions	0151 515 0822	
Utility supplier (gas)		Corona	0800 111 999	
Water Supplier (Waterplus)		0800 330 033 Leaks	0345 072 6072 Emergency	
Electricity Network Operator (British Gas)		British Gas Call 105 for electrical emergency and power outage	Enquiries 08450728654 Quote Account No. 601242732	
Gas Network Provider (National Grid)		Emergency Number: 0800 111 999	Enquiries: 0845 605 6677	Use emergency number only if you:: <ul style="list-style-type: none"> <li>• smell gas</li> <li>• suspect an emission of carbon monoxide, or</li> <li>• wish to report a fire or explosion.</li> </ul>



Teacher Support Network		England: 08000 562 561 (24 hour)  Wales: 08000 855 088 (24 hour)  Scotland: 0800 564 2270 (24 hour)		The Teacher Support Network can provide practical and emotional support to staff in the education sector and their families.
-------------------------	--	--	--	--



## SECTION 2 - ACTIVATION

### 2.1 Notification of incident

---

Information about an incident may come from a number of sources (e.g. member of staff, pupil, parent / carer, member of the public, the emergency services, the local authority). Whoever receives the alert should ask for, and record, as much information as possible.

- + **Maintain a written record of your actions using this form and a log book. You may wish to record any new contact details in section 1.**
- + **Offer reassurance and support. Be aware that all those involved in the incident (both directly and indirectly) may be suffering from shock or may panic.**
- + **Find out what has happened. Obtain as clear a picture as you can.**
- + **Discuss with the informant what action needs to be taken and by whom.**

Name of informant:

Date and time of call:

.....

.....

Contact details of informant:

Date and time of incident:

.....

.....

Exact location of incident:

.....

.....

.....

Details of incident:

.....

.....

.....

Where is the informant now and where are they going?

.....

.....

.....

People affected (including names, injuries, where they are, where they are being taken to):

.....

.....

.....

What arrangements are in place for people not directly involved in the incident?

.....

.....

.....

What advice have the emergency services given?

.....

.....

.....

Who has been informed?

- Headteacher
- School staff
- Governors
- Pupils
- Parents / carers
- Extended services

- Police
- Fire & Rescue Service
- Ambulance Service
- Local authority
- Health and Safety Executive
- Foreign & Commonwealth Office
- Media
- Insurance company
- Trade union

Does anyone else need to be informed?

.....

.....

.....

Are any other actions required?

.....

.....

.....

**+ If the incident happened on an educational visit please ask the questions below. You might already have these details but it could be useful to seek confirmation.**

Name of educational visit leader:

Number of pupils on educational visit:

.....

.....

Nature of educational visit:

Number of staff on educational visit:

.....

.....

Location of educational visit:

.....

.....

.....

If the incident happened abroad, do the Foreign & Commonwealth Office need to be notified?

.....

.....

.....

## 2.2 Initial action

Immediately inform the headteacher or nominated emergency contact. If neither is able to respond (they may be involved in the incident) the senior person present should follow the instructions below.

- + **If appropriate, dial 999 for the emergency services and provide them with an overview of the situation. If in doubt, dial 999.**

The emergency services notify each other of incidents but consider speaking directly to each organisation required. This will ensure that each service has the information they need to respond appropriately.

<p>Immediate management of incident at location</p>	<p style="text-align: center;"><b>INCIDENT</b></p> <p style="text-align: center;">↓</p> <p style="text-align: center;"><b>ASSESS SITUATION</b></p> <p style="text-align: center;">↓</p> <p style="text-align: center;"><b>NOTIFY SCHOOL OFFICER NOMINATED CONTACT</b></p> <p style="text-align: center;">↓</p>	<p style="text-align: center;"><b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>• Assess situation</li> <li>• Notify nominated emergency contact</li> <li>• Safeguard pupils, visitors and staff</li> <li>• Attend to casualties</li> <li>• Preserve the scene(if necessary and safe to do so)</li> </ul>
<p>School management of incident (Central actions)</p>	<p style="text-align: center;"><b>INCIDENT REPORTED TO SCHOOL OFFICE OR NOMINATED CONTACT</b></p> <p style="text-align: center;">↓</p> <p style="text-align: center;"><b>ASSESS SITUATION INCIDENT NOTIFICATION FORMS COMPLETED</b></p> <p style="text-align: center;">↓</p> <p style="text-align: center;"><b>INFORM HEAD TEACHER OR DEPUTY</b></p> <p style="text-align: center;">↓</p>	<p style="text-align: center;"><b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>• Inform emergency services(if required)</li> <li>• Safeguard pupils, visitor and staff</li> <li>• Notify school staff</li> <li>• Convene SEMT (if required)</li> <li>• Commence incident log(communications. Information and actions)</li> <li>• Refer to contacts list for support (if required)</li> <li>• Collect grab bag (if required)</li> </ul>
<p>Other support</p>	<p style="text-align: center;"><b>INFORM LOCAL AUTHORITY CONTACT NO.</b></p> <p style="text-align: center;">↓</p> <p style="text-align: center;"><b>INFORM DIOCESE CONTACT NO.</b></p>	<p style="text-align: center;"><b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>• Agree support needed</li> <li>• Agree future actions of LA, school and diocese</li> <li>• Notify Wirral Press Office</li> </ul>

- + **Where possible, avoid closing the school and try to maintain normal routines.**

## SECTION 3 - ROLES AND RESPONSIBILITIES

### 3.1 Roles and responsibilities - co-ordination

Ref <sup>1</sup>	Co-ordination - initial response	Tick / sign / time
C1	Establish a basic overview of the incident.	
C2	<p>If the incident has occurred on an educational visit:</p> <ul style="list-style-type: none"> <li>▪ Liaise with the educational visit leader on a regular basis</li> <li>▪ Consider sending extra staff to support the educational visit leader</li> <li>▪ Discuss with the educational visit leader the arrangements for notifying parents / carers</li> <li>▪ Consider how parents / carers and pupils will be reunited.</li> </ul>	
C3	<p>Wherever possible, assign members of staff to relevant School Emergency Management Team (SEMT) roles:</p> <ul style="list-style-type: none"> <li>▪ Business continuity</li> <li>▪ Communications</li> <li>▪ Log-keeping</li> <li>▪ Media management</li> <li>▪ Resources</li> <li>▪ Welfare.</li> </ul>	
C4	<p>Remember to:</p> <ul style="list-style-type: none"> <li>▪ Allocate tasks amongst the SEMT</li> <li>▪ Ensure that staff are clear about their designated responsibilities</li> <li>▪ Establish the location and frequency of SEMT / staff briefings</li> <li>▪ Ask staff to maintain a log of actions made and decisions taken</li> <li>▪ Assign a log-keeper to provide administrative / secretarial support.</li> </ul>	
C5	Inform all other staff of the incident. Ensure staff are briefed (and given tasks) on a regular basis.	
C6	Take action to protect property.	
C7	Work closely with other organisations (e.g. emergency services, local authority) as required. Provide accurate and factual information to those arriving on-scene.	
C8	Ascertain the whereabouts of all pupils, staff and visitors (using timetables, registers and visitor books may help). Ensure the emergency services are aware of anyone who is unaccounted for.	
C9	Inform governors as appropriate.	
C10	Decide the most appropriate method of contacting relatives of pupils / staff affected by the incident. If the matter is very serious (such as a fatality) liaise with the Police about informing next of kin.	

<b>Ref'</b>	<b>Co-ordination - ongoing response</b>	<b>Tick / sign / time</b>
C11	Act as the main contact for co-ordination of the response. Continue to liaise with the emergency services and other organisations.	
C12	Continue to allocate tasks amongst the SEMT. Work closely with the SEMT to co-ordinate their actions and help to resolve any complications or difficulties that arise.	
C13	If the response is likely to last for a significant amount of time, consider staff rotation / shift patterns.	
C14	Ensure that regular briefings are given to: <ul style="list-style-type: none"> <li>▪ Staff</li> <li>▪ Pupils</li> <li>▪ Parents / carers</li> <li>▪ Governors</li> <li>▪ Extended services.</li> <li>▪ Local authority</li> </ul>	
C15	Work closely with the 'media management' role to provide regular briefings to the media. Seek support from Wirral Council Press Office.	
C16	Check that everyone who should have been notified of the incident has been informed.	
C17	In the event of a serious injury or fatality, report the incident to the Health and Safety Executive (HSE) and the Local Authority as soon as possible.	
C18	Seek advice on legal and insurance issues, if appropriate.	
C19	If the incident is a crime scene (or subject to a fire investigation) seek advice from the Police and / or Fire & Rescue Service.	

<b>Ref'</b>	<b>Co-ordination - recovery</b>	<b>Tick / sign / time</b>
C20	Act as the main contact for the recovery process. Continue to allocate tasks amongst the SEMT and other staff.	
C21	Ensure that post incident support is available to all who may require it (please refer to appendix 1 for more information).	
C22	Work closely with the 'resources' role in organising remedial work to property and liaise with insurance companies, salvage specialists and loss adjusters as appropriate.	
C23	Complete any necessary forms / paperwork.	
C24	Arrange a debrief for school staff involved in the response.	
C25	Represent the school at other debriefs which may take place (e.g. one organised by the local authority or Local Resilience Forum).	
C26	Initiate a review of the school emergency plan.	
C27	Consider contacting the headteachers of nearby schools to inform them of any important issues relating to the incident.	



## 3.2 Roles and responsibilities - business continuity

Please refer to appendix 2 for more information on business continuity arrangements.

Ref <sup>r</sup>	Business continuity - initial response	Tick / sign / time
BC1	Assess the nature of the incident, e.g.: <ul style="list-style-type: none"> <li>▪ Loss of utility supply</li> <li>▪ Loss of supplier</li> <li>▪ Loss of premises</li> <li>▪ Loss of personnel</li> <li>▪ Loss of telecommunications.</li> </ul>	
BC2	Establish what effect the emergency will have on the operation of the school. Try to ascertain how long the disruption will last.	
BC3	Consider how the incident will affect any extended services that use the school premises. Liaise with these services as necessary.	
BC4	Attempt to recover important documentation, records and equipment if safe to do so (consult the emergency services for advice if necessary).	
BC5	If appropriate, contact organisations which can assist in document restoration.	

Ref <sup>r</sup>	Business continuity - ongoing response	Tick / sign / time
BC6	Minimise any disruption to the provision of education. Put arrangements in place to keep the school open and try to maintain normal school routines (e.g. teaching, exams) wherever possible.	
BC7	Seek support from other organisations (e.g. buddy schools, the local authority, suppliers / contractors) as required.	
BC8	Work with the 'communications' roles to ensure staff, pupils and parents / carers are informed of any changes to the school routine. Seek support from Wirral Council Press Office	
BC9	In the event of a public health incident (e.g. pandemic influenza), consider ordering infection control supplies and increasing the cleaning regime.	

Ref <sup>r</sup>	Business continuity - recovery	Tick / sign / time
BC10	Work with school staff and other organisations to restore the usual school routine as a matter of urgency.	
BC11	Put in place arrangements for remote learning, if necessary.	
BC12	Make an inventory of any equipment which has been damaged. Arrange for important items / documentation to be salvaged, restored or replaced.	

### 3.3 Roles and responsibilities - communications

Please refer to appendix 6 for more information on communication arrangements.

Ref <sup>r</sup>	Communications - initial response	Tick / sign / time
CO1	Dedicate telephone lines for incoming and outgoing calls. Arrange extra support at reception if necessary.	
CO2	Record a new message on the school answer phone if appropriate. Consider setting it to 'answer only' mode.	
CO3	Support staff with any communication needs they may have.	
CO4	Inform those involved in the response of any communication difficulties (e.g. poor mobile signal in the area).	

Ref <sup>r</sup>	Communications - ongoing response	Tick / sign / time
CO5	Ensure regular information is provided to: <ul style="list-style-type: none"> <li>▪ Pupils</li> <li>▪ Parents / carers</li> <li>▪ Governors</li> <li>▪ Local Authority</li> <li>▪ Extended services.</li> </ul>	
CO6	Consider the most effective arrangements for contacting pupils and parents / carers (please refer to appendix 6). Ensure that records of calls made to parents / carers are maintained.	
CO7	Liaise with the 'media management' role about contacting local radio stations. Seek support from Wirral Council Press Office.	
CO8	Update the school answer phone on a regular basis.	
CO9	Liaise with the 'co-ordination' role in sending a letter home to parents / carers. This could include information on: <ul style="list-style-type: none"> <li>▪ What has happened</li> <li>▪ How their child was involved</li> <li>▪ The actions taken to support those involved</li> <li>▪ Who to contact if they have any concerns or queries.</li> </ul>	
CO10	In the event of a major emergency, seek support from the local authority; they may be able to establish a helpline for enquiries from the public.	

Ref <sup>r</sup>	Communications - recovery	Tick / sign / time
CO11	Provide regular briefings to pupils and parents / carers.	
CO12	Assist the 'business continuity' role in providing remote / virtual learning.	
CO13	Check that any information in the public domain (e.g. website content) is accurate and up-to-date.	

### 3.4 Roles and responsibilities - log-keeping

Please refer to appendix 9 for more information on log-keeping.

Ref <sup>1</sup>	Log-keeping - initial response	Tick / sign / time
LK1	Attend SEMT briefings. Keep a log of important information, actions taken and decisions made.	
LK2	Ensure that each member of staff keeps an incident log.	

Ref <sup>1</sup>	Log-keeping - ongoing response	Tick / sign / time
LK3	Provide administrative / secretarial support to the SEMT.	
LK4	Keep accurate records of anyone admitted to hospital or treated by the emergency services.	
LK5	Record details of any expenditure incurred by the school.	

Ref <sup>1</sup>	Log-keeping - recovery	Tick / sign / time
LK6	Collate all incident logs, making copies if necessary.	
LK7	Ensure records related to the incident are archived securely but make these available to authorised staff for future reference (e.g. in the event of a debrief or enquiry).	

### 3.5 Roles and responsibilities - media management

Ref'	Media management - initial response	Tick / sign / time
M1	Seek support from Wirral Council Press Office 0151 6091 8039 and other organisations (e.g. emergency service) in responding to media requests.	
M2	Ensure media access to the site, staff and pupils is controlled. Do not let the media onto the school site or give them access to pupils unless there is a specific reason for doing so and permission / consents are in place. Ask for support from the Police if necessary.	
M3	Designate a specific area for the media away from the main entrance to the school, so they do not prevent or intimidate people entering and leaving the site.	
M4	Develop a brief media statement (designed to provide reassurance) on behalf of the school. Information given must be limited until the facts are clear and all parents / carers have been notified.	
M5	Arrange for an appropriate member of staff to act as a spokesperson (preferably this person will have received media training). If a suitable spokesperson is unavailable the Police or local authority may be able to undertake this role.	
M6	Be prepared to be interviewed by the media. Speak to Wirral Council Press Office first 0151 691 8039	
Ref'	Media management - ongoing response	Tick / sign / time
M7	Devise an ongoing strategy for responding to media requests. Work closely with the media to establish what information they require and when their deadlines are.	
M8	Gather information from the SEMT, emergency services and other organisations as appropriate.	
M9	Provide regular statements to the media. Ensure each message conveys an accurate, consistent and reassuring message. All press releases should be checked and agreed by the emergency services (and other organisations as appropriate).	
M10	Advise staff on where to direct media enquiries. Ask staff, pupils and parents / carers to avoid speculation when talking to the media.	
M11	Try to prevent the spread of misinformation (especially through the use of mobile phones).	
Ref'	Media management - recovery	Tick / sign / time
M12	Keep the media informed of developments in the recovery process. Seek support from Wirral Council Press Office Present a positive and reassuring image to the public.	
M13	Be aware of media interest in memorials or anniversaries of the event.	

### 3.6 Roles and responsibilities - resources

Ref'	Resources - initial response	Tick / sign / time
R1	Take action to protect property. Consider turning off utility supplies.	
R2	Ensure the emergency services can access / egress the school without hindrance. Consider sending a member of staff to the school entrance to prevent people restricting access by parking in unsuitable places.	
R3	Advise the emergency services of any property related issues / hazards (e.g. asbestos, chemical stores). Consider providing personnel with a site map.	
R4	Work with other staff and the emergency services to control access to the school: <ul style="list-style-type: none"> <li>▪ Advise staff and governors that they might have to prove their identity before the emergency services will grant them access.</li> <li>▪ Provide authorised visitors with identification badges and ensure they sign-in and sign-out.</li> <li>▪ Ensure that media access to the site is controlled.</li> </ul>	

Ref'	Resources - ongoing response	Tick / sign / time
R5	Liaise with utility suppliers as required.	
R6	Establish safe and secure areas to assist the response. E.g.: <ul style="list-style-type: none"> <li>▪ SEMT briefing room</li> <li>▪ Briefing area for parents / carers</li> <li>▪ Media briefing room.</li> </ul>	
R7	Work closely with staff and other organisations to provide access to facilities and resources as required. This may involve opening or closing parts of the school.	
R8	Ensure the school site is secure (e.g. provide temporary fencing around damaged areas, arrange for broken windows to be boarded).	
R9	Work with the 'business continuity' role to arrange temporary accommodation, if required.	

Ref'	Resources - recovery	Tick / sign / time
R10	Work closely with the 'co-ordination' role in organising remedial work to property and liaise with insurance companies, salvage specialists and loss adjusters as appropriate.	
R11	Arrange a site visit with relevant personnel (e.g. emergency services, utility suppliers, local authority) involved in the recovery phase.	
R12	Procure temporary classrooms if appropriate.	

### 3.7 Roles and responsibilities - welfare

Ref'	Welfare - initial response	Tick / sign / time
W1	Establish arrangements to meet the welfare needs of pupils, staff, parents / carers, visitors and responders.	
W2	Identify pupils who may require additional support: <ul style="list-style-type: none"> <li>▪ Those with Special Educational Needs (SEN)</li> <li>▪ Those with medical needs</li> <li>▪ Those with Personal Emergency Evacuation Plans (PEEPs)</li> <li>▪ Anyone who may be particularly vulnerable or badly affected (e.g. those who were involved in, or witnessed, the incident).</li> </ul>	

Ref'	Welfare - ongoing response	Tick / sign / time
W3	Assess the welfare and emotional needs of all those involved. Continue to monitor and support those who may be particularly affected by the incident.	
W4	Make arrangements for reuniting pupils with their parents / carers. Ensure that a member of staff is present to meet and greet them.	
W5	In groups as small as practicable, inform pupils about the incident. Consider the best way to convey bad news. In the event of a tragic incident, consider seeking support from educational psychologists about the best way to inform and support pupils..	
W6	Where possible, every child should be spoken to, and asked if they are alright, before they leave school.	
W7	Take account of religious and cultural factors. Consider contacting religious leaders within the community for support.	
W8	Ensure that staff take regular rest periods.	

Ref'	Welfare - recovery	Tick / sign / time
W9	Please refer to appendix 1 for information on welfare arrangements and post incident support after the emergency response.	

### 3.8 Roles and responsibilities - educational visit leader

Ref'	Educational visit leader - initial response	Tick / sign / time
E1	Ascertain the whereabouts of all pupils and staff. Ensure the emergency services are aware of anyone who is unaccounted for.	
E2	Contact the headteacher (or nominated emergency contact) to ask for support. Remember to clarify international dialling codes if abroad.	
E3	Establish a basic overview of the incident. Ensure that accurate, factual information is available for those arriving on-scene.	
E4	Establish arrangements to meet the immediate welfare needs of pupils and staff.	
E5	Identify pupils with Special Educational Needs (SEN) and anyone who may be particularly vulnerable. Inform the emergency services of any pupils or staff with known medical conditions or requirements.	
E6	Ensure that a member of staff accompanies any pupils to hospital but remember the safety of everyone else, even if unharmed. Do not leave anybody on their own and try to maintain an adequate adult / pupil ratio.	
E7	Ensure other staff are briefed (and given tasks) on a regular basis. Ask staff to maintain a log of actions taken and decisions made.	
E8	Keep a log of important information, actions taken and decisions made.	
E9	Remember to retain any important items / documents. E.g.: <ul style="list-style-type: none"> <li>▪ Contact details</li> <li>▪ Consent forms (including medical and next-of-kin details)</li> <li>▪ Maps</li> <li>▪ Tickets</li> <li>▪ Insurance policies</li> <li>▪ Proof of identity</li> <li>▪ Passports (if abroad).</li> </ul>	
E10	Avoid making comments to the media until parents / carers have been informed.	
E11	Do not discuss legal liability with others.	

Ref'	Educational visit leader - ongoing response	Tick / sign / time
E12	Continue to assess any risks to pupils and staff. Take action to prevent further harm if necessary.	
E13	Act as the main contact for co-ordination of the response and work closely with the headteacher / nominated emergency contact. Continue to liaise with the emergency services and other organisations.	
E14	Continue to brief staff and allocate tasks on a regular basis.	
E15	Monitor and reassure pupils. Make arrangements for the longer-term welfare needs of pupils and staff.	
E16	Consult the headteacher (or nominated emergency contact) about arrangements for notifying parents / carers and reuniting them with their children.	
E17	Liaise with the tour operator / provider, if appropriate.	
E18	Try to obtain the names and contact details of any witnesses to the incident. If possible, obtain a written account from them.	
E19	If abroad, contact the Foreign & Commonwealth Office for support.	
E20	If abroad, check your insurance policy and seek insurance / legal advice before incurring any substantial expense (e.g. medical treatment).	
E21	Retain any receipts / documentation for insurance purposes. E.g.: <ul style="list-style-type: none"> <li>▪ Records of expenditure</li> <li>▪ Medical certificates / hospital admission forms</li> <li>▪ Police incident number.</li> </ul>	
E22	Check that everyone who should have been notified of the incident has been informed. Remember that information given must be limited until the facts are clear and all parents / carers have been notified.	
E23	Ask the headteacher (or nominated emergency contact) to assist with developing a media statement, with support from other organisations as appropriate. Devise an ongoing strategy for dealing with media requests.	
E24	Ask pupils and staff to avoid speculation when talking to the media. Try to prevent the spread of misinformation (especially through the use of mobile phones).	

Ref'	Educational visit leader - recovery	Tick / sign / time
E25	Please refer to appendix 1 for providing welfare arrangements and post incident support after the initial emergency response.	
E26	Complete any necessary forms / paperwork.	



## APPENDIX 1 - POST INCIDENT SUPPORT

Ref'	Post incident support - assistance for pupils and parents / carers	Tick / sign / time
P1	Introduce a strategy to monitor pupils and staff who may be particularly affected by the incident. Ensure that staff are aware of this strategy.	
P2	Offer pupils and staff the opportunity for psychological support and counselling. Ensure staff and pupils know that support is available and arrange access to these services as necessary.	
P3	Consider which pupils need to be briefed, how, and by whom.	
P4	Provide opportunities for pupils to discuss their experiences (e.g. promoting discussion during class, arranging a special lesson). Do not discourage pupils from talking about their experiences.	
P5	Consider providing relevant books in the school library.	
P6	Arrange for a member of staff to visit those affected (at home or at hospital). Ask for consent from parents / carers before doing this.	
P7	Make arrangements to express sympathy to those who have been hurt. Consider encouraging pupils to send cards / messages to those affected.	
P8	Be sensitive about the demands practical issues might make on pupils (e.g. deadlines for coursework, imminent exams).	
P9	Send a letter to parents / carers with information on: <ul style="list-style-type: none"> <li>▪ The nature of the incident</li> <li>▪ How their child was notified of the incident</li> <li>▪ Arrangements for support organised by the school</li> <li>▪ Who to contact if they would like additional support.</li> </ul>	
P10	Maintain regular contact with parents / carers.	
P11	Do not make public any sensitive / confidential information about individuals unless consent has been given by pupils and parents / carers.	
P12	Consider organising an event for parents / carers to discuss any issues or concerns they might have.	
P13	If pupils who were particularly affected by the incident leave school (e.g. transferring from primary to secondary education) consider, sensitively and confidentially, notifying the headteacher of the new school.	

Ref'	Post incident support - general actions	Tick / sign / time
P14	Request support from educational professionals trained in psychological debriefing, critical incident stress debriefing, bereavement counselling and trauma management if appropriate.	
P15	Consider requesting support from other organisations. E.g.: <ul style="list-style-type: none"> <li>▪ Teacher Support Network</li> <li>▪ Samaritans</li> <li>▪ Cruse Bereavement Care.</li> </ul>	
P16	Manage any distress that could be caused by ongoing Police enquiries, legal proceedings and media attention.	
P17	Cancel or rearrange any events which are inappropriate.	
P18	Plan appropriate support for staff to enable them to cope with any questions or discussions pupils might have about the incident.	
P19	Ensure that any new roles given to staff do not place too great a burden. Over time, staff may need to be relieved of any additional responsibilities given to them.	
P20	Ensure that new staff are aware of the incident, which pupils were involved and how they were affected.	
P21	Consider any actions which can be taken to support the local community if affected by the incident (e.g. fund raising).	

Ref'	Post incident support - returning after a period of absence	Tick / sign / time
P22	Negotiate with parents / carers a suitable date for returning to school after a period of absence.	
P23	Consider if any additional support could be provided which would make the return easier. E.g.: <ul style="list-style-type: none"> <li>▪ Initial part-time attendance</li> <li>▪ Alternative methods of teaching</li> <li>▪ A sanctuary that pupils could use if upset during the school day.</li> </ul>	
P24	Brief pupils who may be able to help in the process of resettling (e.g. close friends).	
P25	Ensure that all staff are aware of the need for sensitivity. Put in place special arrangements for: <ul style="list-style-type: none"> <li>▪ Missed work</li> <li>▪ Rescheduling projects</li> <li>▪ Exams.</li> </ul>	

Ref'	Post incident support - funeral arrangements	Tick / sign / time
P26	Contact bereaved families to express sympathy on behalf of the school.	
P27	Take account of religious and cultural factors (e.g. some faiths wish to hold funerals within 24 hours of death). Consider contacting religious leaders within the community for support.	
P28	<p>Consult parents / carers sensitively about funeral arrangements. Try to establish if representatives from the school will be invited to the service. It may be useful to consider:</p> <ul style="list-style-type: none"> <li>▪ Closing the school on the day of the funeral as a mark of respect</li> <li>▪ A senior member of staff attending the funeral on behalf of the school</li> <li>▪ If staff and pupils can be allowed time off school to attend the funeral</li> <li>▪ Providing transport to take pupils and staff to the funeral</li> <li>▪ Providing pupils with information about what happens at funerals</li> <li>▪ Arranging floral tributes and / or donations.</li> </ul>	

Ref'	Post incident support - remembrance	Tick / sign / time
P29	<p>Taking into account the wishes of the family, consider providing a suitable memorial at the school:</p> <ul style="list-style-type: none"> <li>▪ Garden</li> <li>▪ Seating area / bench</li> <li>▪ Tree</li> <li>▪ Book of condolence</li> <li>▪ Fountain</li> <li>▪ Sculpture</li> <li>▪ Painting</li> <li>▪ Photograph</li> <li>▪ Prize (e.g. a sporting / academic trophy for older children).</li> </ul>	
P30	<p>Be aware of important dates which may need to be prepared for. E.g.:</p> <ul style="list-style-type: none"> <li>▪ Birthdays</li> <li>▪ Christmas</li> <li>▪ Mother's day</li> <li>▪ Father's day</li> <li>▪ Anniversary of the event.</li> </ul>	
P31	<p>Discuss with governors, staff, parents / carers and pupils how to mark anniversaries and other important dates. E.g.:</p> <ul style="list-style-type: none"> <li>▪ Commemorative service</li> <li>▪ Special assembly</li> <li>▪ Concert</li> <li>▪ Display</li> <li>▪ Sports event.</li> </ul>	
P32	Be aware of renewed media interest near anniversaries of the event.	

## APPENDIX 2 - BUSINESS CONTINUITY

Important paper-based records should be kept in a secure location (e.g. a fire-proof safe). During an emergency do not attempt to recover any records or equipment unless safe to do so.

Paper-based records	Where are they stored?	Effect of loss (short-term, medium-term, long-term)	Back-up measures / restorative arrangements
Coursework	In classrooms	Short term	
Examination papers	In office store	Long term	
Asset registers / equipment inventories	Electronically on shared drive and HT home laptop	Long term	System backed up regularly
Insurance documentation	Electronically, in Office & LA	Short term	LA have copy

Electronic records	Where are they stored?	Effect of loss (short-term, medium-term, long-term)	Back-up measures / restorative arrangements
Coursework	Staffshare drive	Short term	System backed up regularly
Contact details	SIMS	Long term	System backed up regularly
Financial information	SIMS FMS	Long term	System backed up regularly
Medical information	SIMS	Long term	System backed up regularly

Remote learning	Notes / instructions
Website / extranet	N/A
Email	N/A
Post	N/A

## APPENDIX 3 - SITE INFORMATION

Utility supplies	Location	Notes / instructions
Gas - Corona	External Store opposite kitchen, marked gas store	Accessed via the padlock master 'gate' key which is in the office
Water – Waterplus	In Elywn Road, outside main gate	
Electricity – British Gas	Electric cupboard outside School Office	Accessed via master key or office have a key
Heating- Ford Heating Ltd	Boiler Room, Y5/6 and Y1 corridors	Accessed via the master key

Internal hazards	Location	Notes / instructions
Asbestos	Possibly in floor tiles and in some artex classroom ceilings and certain toilet systems	See Asbestos survey & register in the School Office
Chemical store(s)	Cleaning cupboard, outside store and caretaker room. Also, locked cupboard in library kitchen for Bubbles	Out of reach and locked away

Pre-designated areas	Location	Notes / instructions
SEMT briefing area	Headteacher's Room	
Media briefing area	Hulme Hall or School Hall if appropriate	

## APPENDIX 4 - EVACUATION

Signals	
Signal for fire evacuation	Fire alarm
Signal for bomb evacuation	Fire Alarm
Signal for all-clear	Senior teacher dismissing from the collection point on the field

Assembly points - fire evacuation	
Fire evacuation assembly point A	School Playground
Fire evacuation assembly point B	School Playground

Assembly points - bomb evacuation	
Bomb evacuation assembly point A	Leverhulme Hotel
Bomb evacuation assembly point B	Leverhulme Hotel

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).

Pre-identified buddy school / place of safety / rest centre	
Name of premise	Leverhulme Hotel
Type of premise	Hotel
Contact name and details of key holder(s)	0151 6454 6655 – enquiries@leverhulmehotel.co.uk
Address	Port Sunlight Village, CH62 5EZ
Directions / map	Walk out of school and turn right about 20 metres from school
Estimated travel time (walking, with pupils)	5 MINUTES
Estimated travel time (by coach, with pupils)	N/A
Capacity	1,000+
Capacity (sleeping)	Unknown
Facilities / resources	Food / Beverages
Notes	

## APPENDIX 5 - SHELTER

Signals	
Signal for shelter	Senior Teacher blow whistle, children stand still and instructions given
Signal for all-clear	Senior Teacher (or delegate) informs each class

Upon hearing the shelter signal, take the action below.

Ref'	Initial response - shelter	Tick / sign / time
S1	Ensure all pupils are inside the school building.	
S2	If appropriate, move pupils away from the incident (e.g. to the other side of the building).	
S3	Dial 999, if appropriate. Dial once for each emergency service that you require.	
S4	If sheltering from an environmental hazard (e.g. a smoke plume) ensure all doors and windows are closed and ventilation / air circulation systems are switched off.	
S5	Check for missing / injured pupils, staff and visitors.	
S6	Reassure pupils and keep them engaged in an activity or game.	
S7	Notify parents / carers of the situation.	
S8	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

## APPENDIX 6 - LOCKDOWN

Signals	
Signal for lockdown	Senior Teacher blow whistle, children stand still and instructions given
Signal for all-clear	Senior Teacher (or delegate) informs each class

Lockdown	
Rooms most suitable for lockdown	Sports Hall and classrooms
Entrance points (e.g. doors, windows) which should be secured	Fire Doors and entrance to lobby area
Communication arrangements	<ul style="list-style-type: none"> <li>▪ Two-way radios</li> <li>▪ Office telephones</li> <li>▪ Mobile phones</li> <li>▪ Instant messaging / email</li> </ul>
Notes	

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Ref'	Initial response - lockdown	Tick / sign / time
L1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety.	
L2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
L3	Dial 999. Dial once for each emergency service that you require.	
L4	Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> <li>▪ Block access points (e.g. move furniture to obstruct doorways)</li> <li>▪ Sit on the floor, under tables or against a wall</li> <li>▪ Keep out of sight</li> <li>▪ Draw curtains / blinds</li> <li>▪ Turn off lights</li> <li>▪ Stay away from windows and doors.</li> </ul>	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.	
L6	If possible, check for missing / injured pupils, staff and visitors.	
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	



## APPENDIX 7 - SCHOOL CLOSURE

Ref'	Generic actions - initial response	Tick / sign / time
SC1	<p>Assess the need for closure. Consider whether any mitigation measures are possible, such as:</p> <ul style="list-style-type: none"> <li>▪ Partially opening the school to some pupils</li> <li>▪ Asking a buddy school for assistance</li> <li>▪ Purchasing infection control supplies (in the event of a public health incident).</li> </ul>	
SC2	If necessary, assemble an SEMT.	
SC3	Seek support from other organisations (e.g. the local authority) as appropriate.	
SC4	<p>Ensure that everyone who needs to be aware of the closure is notified, using the most suitable options in appendix 6. It may be appropriate to inform:</p> <ul style="list-style-type: none"> <li>▪ Pupils</li> <li>▪ Parents / carers</li> <li>▪ Staff</li> <li>▪ Governors</li> <li>▪ Local radio stations</li> <li>▪ Local authority.</li> </ul>	
SC5	If the closure takes place during the school day, arrange transport for pupils as necessary.	
SC6	If the closure takes place outside school hours, at least one member of staff should be present at the school entrance at the beginning of the school day, to ensure that any pupils who do arrive are informed of the closure, and to check pupils are able to return home safely.	
SC7	Make alternative arrangements for exams if necessary.	

If the school is likely to be closed for a significant period of time, consider the actions below.

Ref'	Generic actions - ongoing response	Tick / sign / time
SC8	Ensure pupils, parents / carers, governors and the media are regularly informed of developments.	
SC9	Consider how pupils with Special Educational Needs (SEN) or medical needs may be affected if the school remains closed for an extended period of time.	
SC10	Ensure the security of the school premises.	
SC11	Put in place arrangements for remote learning (please see appendix 2).	

## APPENDIX 8 - COMMUNICATIONS

Designated telephone lines	Contact number	Location of telephone
Incoming calls	07733366363	Headteacher mobile
Outgoing calls	0151 645 5527	School office

All relevant parties should be updated at regular intervals on the incident; even if no significant developments have occurred since the last time of contact.

Methods of communication	Notes / instructions
Answer phone	<ul style="list-style-type: none"> <li>Updated only from the school site by LA personnel – Gareth Owen 0151 666 3061</li> </ul>
School website / extranet	<p>Authorised / trained to use the website: Asst Business Manager, Headteacher, Deputy Headteacher. Can be used remotely and from the school site.</p>
Text messaging system	<p>Log-in details: Username – teachgreatwall414 Password – primary414 Select text messaging</p> <p>Authorised / trained to use the text messaging system: Office staff, Headteacher, Deputy Headteacher. Can be used remotely and from the school site.</p>
Local radio stations	<ul style="list-style-type: none"> <li>HT or designated person (DHT/Business Manager) to ring</li> </ul>
Telephone tree	<p>Headteacher: contact Director of Children’s Services, CEO of the MAT, Deputy Head Teacher, Business Manager, Caretaker, Chair of Govs, Kathryn Tyson: Contact FS2 and KS1 teaching team Lindsey Wood: Contact KS2 teaching team Sharon Ellis: Contact Teaching Assistants Michelle Foddy: Contact Office Staff, Cook, MDA’s &amp; cleaners</p>
Sign at school entrance	Michelle Foddy
Newsletter	N/A
Email	Office Staff under guidance from the Headteacher in consultation with DHT or C of G & CEO of the MAT
Letter	Sent out after event
School notice board	N/A

Preferred methods of communication are included below (although these may change depending on the exact nature of the incident).

Group	Preferred method of contact	Contact details are available from
Pupils	Verbal at the time of the event	
Parents / carers	Telephone/email/text	SIMS, Grab bag or Headteacher's paper copy at home
Governors	Telephone/email	This document/ Grab bag
Extended services	Telephone/email	This document/ Grab bag

## APPENDIX 9 - 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 headteacher / 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?

.....

What sort of voice did the caller have?

- |                                    |  |                                     |
|------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Normal    | <input type="checkbox"/> Well spoken   | <input type="checkbox"/> Impediment |
| <input type="checkbox"/> Loud      | <input type="checkbox"/> Poorly spoken | <input type="checkbox"/> Stutter    |
| <input type="checkbox"/> Quiet     | <input type="checkbox"/> Deep          | <input type="checkbox"/> Lisp       |
| <input type="checkbox"/> Whispered | <input type="checkbox"/> High pitched  | <input type="checkbox"/> Slurred    |
| <input type="checkbox"/> Clear     | <input type="checkbox"/> Hoarse        | <input type="checkbox"/> Other      |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Nasal         |                                     |

At what pace did the caller speak?

- |                                 |                                |                               |
|---------------------------------|--------------------------------|-------------------------------|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Quick | <input type="checkbox"/> Slow |
|---------------------------------|--------------------------------|-------------------------------|

What manner did the caller have?

- |                                   |                                     |                                    |
|-----------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Upset      | <input type="checkbox"/> Irritated |
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Angry      | <input type="checkbox"/> Muddled   |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Rational   | <input type="checkbox"/> Other     |
| <input type="checkbox"/> Laughing | <input type="checkbox"/> Irrational |                                    |

Were there any distinguishable background noises?

.....  
.....

Notes:

.....  
.....

## APPENDIX 10 - SUSPICIOUS PACKAGES

Postal bombs or biological / chemical packages might display any of the following signs:

- Excessive wrapping
- Grease marks or oily stains on the envelope / wrapping
- An unusual odour including (but not restricted to) ammonia, almonds or marzipan
- Discolouration, crystals or powder-like residue on the envelope / wrapping
- Visible wiring / tin foil
- Heavy weight for the size of the package
- Uneven weight distribution
- Too many stamps for the weight of the package
- Poor hand writing, spelling or typing
- Delivery by hand from an unknown source
- Wrongly addressed or come from an unexpected / unusual source
- No return address or a postmark that does not match the return address.

The likelihood of a school receiving a postal bomb or biological / chemical package is low. However, if you do receive a suspicious package carry out the actions below.

Ref'	Initial response - upon receiving a suspicious package	Tick / sign / time
SP1	Remain calm.	
SP2	Put the letter / package down gently and walk away from it: <ul style="list-style-type: none"> <li>▪ Do not touch the package further</li> <li>▪ Do not move it to another location</li> <li>▪ Do not put the package into anything (including water)</li> <li>▪ Do not put anything on top of it.</li> </ul>	
SP3	Note its exact location.	
SP4	Evacuate the building, keeping people away from the room as far as possible. Ensure that any assembly points are located away from the danger of flying glass.	
SP5	Notify the Police (999) and the headteacher / nominated emergency contact immediately.	
SP6	Do not use mobile phones, two-way radios or sound the alarm using the break glass call points.	

If anyone is exposed to a potentially hazardous substance carry out the actions below.

Ref'	Initial response - if exposed to a potentially hazardous substance	Tick / sign / time
SP7	Keep all persons exposed to the material separate from others, and available for medical examination. Ask them to remain calm and avoid touching their eyes, nose or any other part of their body.	
SP8	Ensure that ventilation / air circulation systems in the building have been turned off and that all doors (including internal fire doors) and windows have been closed.	
SP9	Anyone experiencing symptoms of chemical exposure (e.g. streaming eyes, coughs and irritated skin) should seek medical attention urgently.	

## APPENDIX 11 - LOG-KEEPING GUIDELINES

	Thursday, 19/05/2011
7.40pm	Received call from Jane Sutcliffe at the council. Report of a fire at school (although she's unsure which parts of the building are affected). Police and fire service are on-scene. Jane offered to send someone to the school to assist with the response - I gave her my mobile number and she'll let me know who will attend. I'll contact Philip Healy (caretaker) and we'll aim to arrive at school within half an hour.
7.50pm	Rang Philip. Number engaged.
7.55pm	Rang Philip. Told him about the situation and asked him to meet me at the school entrance as soon as possible. He'll be there for 8.15pm.
8.05pm	Received text message from Jane - someone from her team (Andrew Taylor) will meet us at the entrance in about 10 / 15 minutes. Mobile number for Andrew: 07802 338 07802 338 202.
8.20pm	Arrived at school, Philip and Andrew already there. Spoke to fire officer - one classroom ablaze, adjacent ones likely to be severely affected by smoke damage. Unsure of the cause but arson can't be ruled out at the moment. We'll have to close the school tomorrow. Also need to arrange a site visit in the morning (provisional time 8am).
8.40pm	Informed Anna Hughes (deputy headteacher) about the incident. Asked her to notify parents / carers that the school will be closed tomorrow. She'll arrange for other staff and governors to be told and put a notice on the school website. I'll contact the radio stations.

Notes should be recorded in chronological order.

If you make a mistake don't try to overwrite the original text - cross it out with a single line and start again.

Only include times, dates or initials within the margins.

- + Notes should be clear, intelligible and accurate.
- + Include factual information.
- + Use plain and concise language.
- + Keeps records of any expenditure.
- + Do not remove any pages.
- + Do not use correction fluid.

