

SIR JOHN LILLIE PRIMARY SCHOOL

DISASTER AND EVACUATION PLAN



Serious Injury or Death of Person on Premises

- The person first on the scene has to immediately alert the Head Teacher or Deputy Head Teacher or Head of Site (Playcentre Manager) and a qualified First Aider (check first aider list displayed).

Office	Anne Morgan
Middle Floor	Anne Morgan Tina Tyler Pedro Conde Lima
Ground Floor	Jane Llewellyn Debbie Pope

- This person should then REMAIN AT THE SCENE of the incident.
- Whilst First Aid is being administered, the person discovering the casualty should telephone the emergency services on 999 or instruct another responsible adult to do so and immediately RETURN TO THE SCENE.
- Adults who are present will take responsibility to remove any onlookers from the scene of the incident.
- The Head Teacher/Deputy Head Teacher/Head of Site is to designate a responsible adult to contact the next of kin of the casualty and to arrange for the next of kin to be taken to the hospital.
- In the absence of a parent/guardian or carer, a First Aider will travel to the hospital with the casualty and await the arrival of the next of kin.

The First Aider should carry a mobile telephone to enable them to remain in contact with the Head Teacher/Deputy Head Teacher/Head of Site at all times from the hospital.

Head Teacher	Sue Hayward
Deputy Head Teacher	Victoria Hall
Head of Site during holidays	Deborah Pope

- The Head Teacher/Deputy Head Teacher or Head of Site has to report the incident to the Chair of Governors, LA Health & Safety Officer and the HSE immediately.

Chair of Governors	Sue Hardwick
LA Health and Safety Officer	Paul Barton

- The Accident Reporting Form has to be completed and sent to LA's Health & Safety Officer so that the HSE receives the form within 7 days of the incident happening.
- The Headteacher/Deputy Headteacher or a member of staff appointed on their behalf, will liaise with the LA Information & External Relations Dept. before any Press or Media contact is made.

LA Information & External Relations Department

- The Headteacher/Deputy Headteacher/Head of Site is to notify other members of staff of the incident and make the decision as to whether or not other members of the school community should be told, and which would be the best way of informing them of the incident.
- The members of the Senior Leadership Team are to remain at the end of the school day, to assist the Headteacher/Deputy Headteacher/Head of Site in dealing with the incident.
- No contact should be made with the Press unless it is through the designated Press Officer.

Serious Injury/Death of Person while on School Journey

Prior to any School Journey or Day Trip;

- a list of all-participating pupils and staff and their contact details must be left in the school office
- a list given to the Headteacher to take home (school journey or overnight stays)
- a list given to a member of the Admin team to take home (school journey or overnight stays)
- during a residential journey this will be displayed, with a clear front cover, on the office wall in a prominent position.

Day Time Procedure

- The person in charge of a school journey (or deputy in the case of injury to the leader) will first ensure that the casualty receives immediate attention, and that immediate action is taken to safeguard all other pupils and staff from danger.
- Outside help is summoned from Medical and Emergency Services. Use the resources available to control the incident area and the pupils who have been involved or have witnessed the incident.
- A phone call is to be made **immediately** to the Headteacher/Deputy Headteacher to inform them of the incident, who will inform the Chair of Governors, the LA Health and Safety Officer and the HSE of the incident.

Chair of Governors
LA Health and Safety Officer

Sue Hardwick
Paul Barton

- A designated member of staff has to complete the Accident Report Form and send it to the LA Health & Safety Officer so that the HSE receives the form within 7 days of the incident occurring.
- The Headteacher/ Deputy Headteacher or a member of staff appointed on their behalf will liaise with the LA Information & External Relations Dept before any Press or Media contact is made.

LA Information & External Relations Department

In the event of a serious injury/death the Press will be involved so nobody other than the designated Press Officer should speak to the Press. The response should be one of “**No Comment**” and then refer the Press to the Press Officer at the Town Hall.

- The Headteacher/Deputy Headteacher or a member of staff appointed on their behalf are to contact the parents/next of kin by a home visit, in the case of death the police would accompany them.
- The Headteacher/Deputy Headteacher or a member of staff appointed on their behalf will notify the other members of staff of the incident. They would make the decision whether or not the children, parents/carers not directly involved are told at the end of the school day. If time allows and it is appropriate the SAO will type a letter which would be sent home with the children.
- The members of the Senior Leadership Team are to remain in school at the end of the school day to assist the Headteacher/Deputy Headteacher in dealing with the incident. No contact should be made with the Press unless it is through the designated Press Officer

Out of Hours Procedure

- Out of school hours, the party leader (or deputy in the case of injury to the leader) should contact the Headteacher/Deputy Headteacher or designated member of the admin team at home immediately after the incident occurs

Headteacher
Admin

Sue Hayward
Janet Smith

The telephone numbers of the Headteacher/ Deputy Headteacher should always be taken on any school journey.

- The Head Teacher/Deputy Headteacher, after receiving the news will then notify immediately the Site Manager to open up the school for any other members of staff whom may be required to come into school.

Off site manager Juna Morgan/Tim Springer

- The Headteacher/Deputy Headteacher will contact the parent/carer or next of kin involved by a home visit, in the case of a death, the police will accompany.
- The Headteacher/Deputy Headteacher will have to make the decision when to inform the other children/parents at school of the incident.

Procedure after a Serious Accident/Death

- The Accident report form must be completed fully and ensure that it does not leave the school open to legal prosecution as a result of the use of loose or lax wording, all the sections of the form should be filled in as specifically as possible and sent to the LA Health & Safety Officer at the Town Hall in Hammersmith so that the HSE receives it within 7 days of the incident.
- The Headteacher/Acting Headteacher immediately informs the school Chair of Governors,
LA Health & Safety Officer, Director of Children's Services and the HSE of the incident.
- Following a death or a serious injury to a pupil or a member of staff, bereavement counseling will be offered by the school.
- In the aftermath of a death or serious injury, fund raising may be suggested as a way of supporting the family of the injured/deceased. This will not occur until the staff and the School Governors have been consulted and the opinions of the families have been canvassed.
- Emergency phone numbers are kept in the Main School Office. The Headteacher, Deputy Headteacher and other members of staff are kept in the Finance Office.

TIMESCALE

Task scale	Time
Obtain factual information at the start of the crisis	Within hours
Senior Management Team meet with Support Personnel	Within hours
Establish an Intervention Team	Within hours until all the families are informed
Call a staff meeting to give information	The same day if practical
Inform the pupils in small groups	The same day if practical
Arrange a de-briefing meeting for all the staff involved in the disaster	ASAP allowing for any Health & Safety issues
De-briefing for the staff involved in the disaster	ASAP allowing for any Health & Safety issues
Identify high risk pupils and staff	Within the next few days
Promote discussions in classes	Incrementally over the next few days or weeks after the disaster occurring
Organise any treatment etc	As and when required

EMERGENCY EVACUATION PLAN

Under regulation 7 of the **Management of Health and Safety at Work Regulations 1992** (SI 1992 No 2051) every employer must establish appropriate procedures to be followed in the event of serious and imminent danger to its employees. Regulation 7 also sets out the minimum requirements for emergency procedures.

Emergency procedures should allow for:

- evacuation where necessary - a competent person should be appointed to supervise any evacuation.
- the restriction of access to danger areas.
- the provision of warnings and instructions to employees who are exposed to danger.
- the cessation of work.
- danger areas to be made safe before work recommences.

The emergency procedures should be tested by way of regular emergency drills and the objective of this form is to help a school's emergency procedures to be monitored.

When an emergency evacuation occurs the following should be considered:

- **Teachers** should be made aware of the procedures which are necessary to ensure that all the class members are escorted to the designated assembly area, which should be clear of any vehicular access.
 - While differing ages determine the way in which this is done, it is suggested that, irrespective of the age of the pupils, the teachers should remain with their classes until all the pupils have reached the assembly point.
 - All classrooms have procedures for safe evacuation
 - All group rooms have procedures for safe evacuation
 - Admin staff have designated roles including taking registers, sign in and out sheet for staff and visitors, spare gate keys to the playground
 - Senior Leaders have designated roles including meeting the emergency services, ensuring all floors are vacated, ensuring staff and pupils arrive safely in the playground, ensuring registers are completed promptly and Head Teacher or Deputy Head Teacher is notified of any missing person.

- A member of staff should be nominated to call the relevant emergency services.

- All staff and visitors to the school should be required to sign in at the school office on arrival and to sign out before departure.
 - The signing-in book should be available, as well as
 - the class registers at the assembly point to ensure that all members of staff, pupils, non-teaching staff, contractors, parent helpers and anyone else on the premises are accounted for.
 - One person should be responsible to collate this information, which should be communicated to the emergency services on arrival. It is suggested

that this person is the School Fire Safety Officer or in their absence a Deputy Fire Safety Officer. The person responsible for delivering each register to the assembly point should be the person in whose charge it is in when the alarm is sounded. This is likely to be either the school secretary or a teacher.

- Practice emergency drills should be called by the School Fire Officer at least once a term and, in particular, at the start of the academic year, so that all new teachers, non-teaching staff, parent helpers and pupils are aware of the procedures.
- It is suggested that an emergency drill is carried out in the first week of every new term, LA maintained schools should follow the LA procedures.
- The Site Manager will call the alarm service to disable the alarm to their control centre to avoid the Fire Services attending the school. The Site Manager will call the alarm service at the end of the drill to inform them the alarm is being reset.
- The school Fire Safety Officer who may or may not inform other members of staff of their intended action, however the person who is responsible for calling the emergency services should always be aware that an emergency drill is to take place. This is so that the emergency services are not alerted unnecessarily.
- Emergency drills should be carried out at different times of the day and with different scenario's created at times e.g. (blocked exit routes) so the pupils are aware of the

various

exit routes from the different parts of the school.

- Emergency evacuation instructions should be provided and sited throughout the premises, detailed advice on the wording and procedures to be followed can usually be obtained from the local authority fire officer. The emergency routine notices should contain instructions for all doors and windows to be closed except in the event of a bomb threat and for the power to appliances and machines to be turned off where it is possible to do so without endangering life.
- The "Total Evacuation Time" is the time from the sounding of the alarm to the time when all teaching-teaching staff, parent helpers, contractors, other visitors and pupils have left the building. The suggested time taken to evacuate a normal school building should be in the region of 2 to 3 minutes. If it is greater than this, the reasons why the evacuation time took so long should be identified and measures taken to address the reasons for the delay, once this has been done the emergency drill should be repeated.
- The practice emergency drills also test the exit routes and doors so that any faults can be identified such as stiff hinges, door catches, individual bells not ringing etc. If any such faults are discovered, they should be reported to the school fire safety officer, who should record them and arrange appropriate action to be taken to rectify such faults.