

EMERGENCY PLAN

SELECT ENGLISH POLICY DOCUMENT

Reviewed: May 2025

Next review: April 2026

The emergency plan covers any incident on site or off site which could involve:

- serious injury to or the death of anyone connected to the school (staff, students, group leaders, visitors)
- significant damage to school property
- criminal or terrorist activity
- accidents
- fire
- severe weather
- public health incidents
- missing students could be classified as an emergency depending on the age of the students, whether they have any additional needs or health issues, the location

Contact details: School staff			
Name	Position	Contact details	Notes
Sam Gross	Executive Manager, Crisis Management Lead	01223 313211 / 07906 969972	First aid trained, Fire Marshal
Alex Howlett	Director, Crisis Management Deputy	01223 313211 07968 755 290	First aid trained Fire Marshal
Rob Hesketh	Director, Crisis Management Deputy	01223 313211 / 07395 123410	First aid trained Fire Marshal
Nadine Kaminska	Director of Studies, DCPO / Welfare Lead	01223 315359 / 07948 546132	First aid trained
Olivia Hodson	Student services Manager	01223 313211	
Emergency number		07305 042681	24 hours a day

1. Initial action

Immediately inform the most senior member of staff on site:

- Head Office: Sam Gross / Rob Hesketh / Alex Howlett
- Summer courses: Centre Manager or Course Director
- Excursions: Senior Social Organiser / Social Organiser

If a senior staff member is not present or can't respond (they may be involved in the incident), the staff member present should follow these steps:

- **Assess the situation and establish a basic overview of the incident.**
- **Take immediate action to safeguard pupils, staff and visitors (e.g. sound fire alarms, evacuate immediate area etc.)**
- **Attend to any casualties and administer first aid, if appropriate.**
- **If appropriate, dial 999 for the emergency services and provide them with an overview of the situation. If in doubt, dial 999.**
- **Call the school emergency phone to inform of the situation**

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.



Back up contact numbers:

Sam Gross

07906 969972

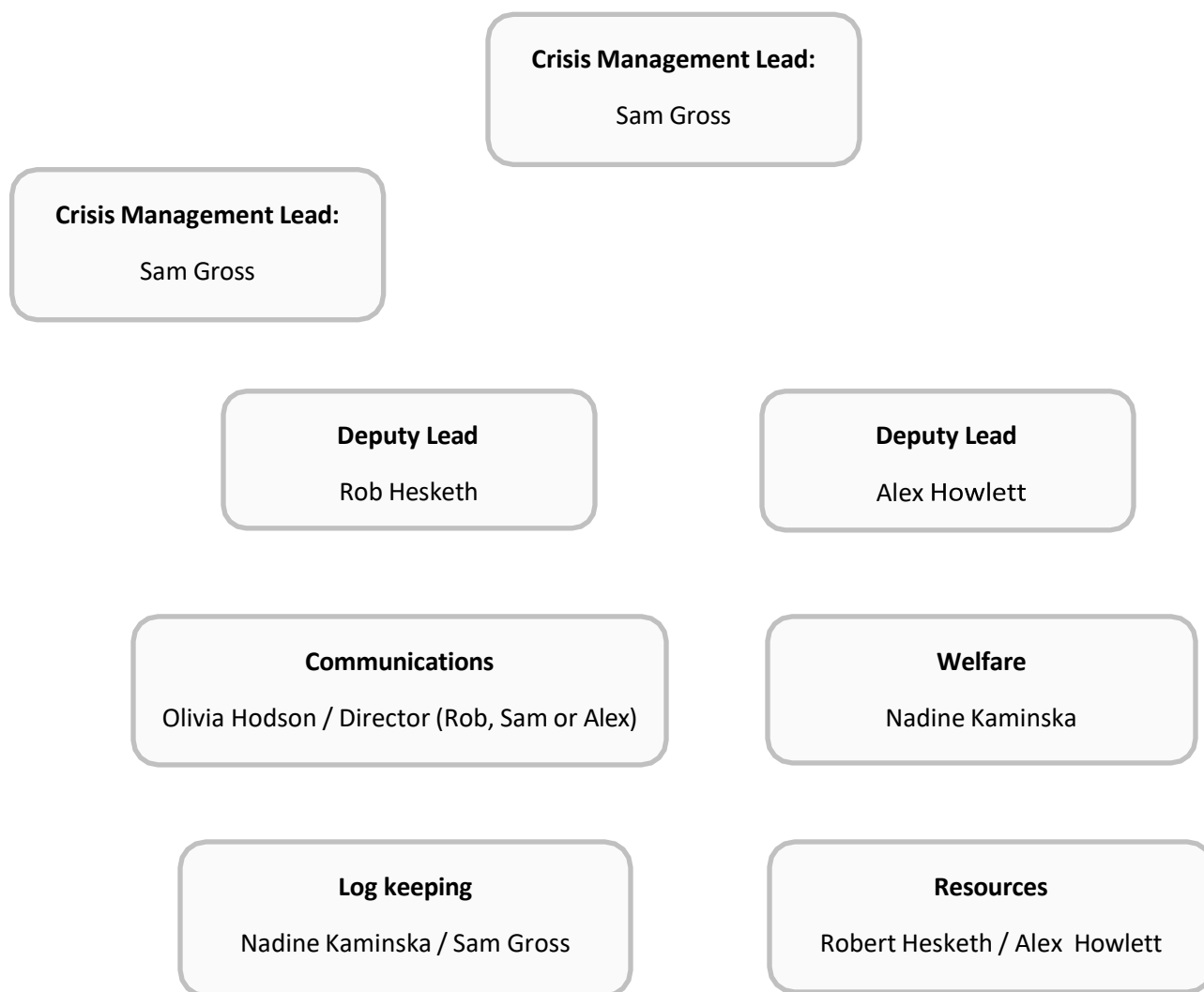
Rob Hesketh

07395 123410

Alex Howlet

07968 755 290

Roles and responsibilities:



The Crisis Management Lead is responsible for overseeing the response and follow up to an emergency incident. He will also assign responsibilities to other members of staff, as appropriate.

2. Crisis Management Lead responsibilities:

Co-ordination - initial response

Establish a basic overview of the incident.

If the incident has occurred off-site / on an activity or excursion:

- Liaise with the staff members on site regularly
- Consider sending extra staff to support

Allocate tasks to other staff members

Ensure that staff are clear about their designated responsibilities

Establish the location and frequency of staff briefings

Ask staff to maintain a log of actions made and decisions taken

Assign a log-keeper to provide administrative / secretarial support

Inform all other staff of the incident. Ensure staff are briefed (and given tasks) on a regular basis.

Take action to protect property.

Work closely with other organisations (e.g. emergency services, local authority) as required. Provide accurate and factual information to those arriving on-scene.

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.

Inform parents, homestays and ETOs, if appropriate, as soon as possible

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.

Co-ordination - ongoing response

Act as the main contact for co-ordination of the response. Continue to liaise with the emergency services and other organisations.

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.

If the response is likely to last for a significant amount of time, consider staff rotation / shift patterns.

Ensure that regular briefings are given to:

Staff

Students

Homestays and House Managers

Parents

Work closely with the 'media management' role to provide regular briefings to the media. Seek support from other organisations if necessary.

Check that everyone who should have been notified of the incident has been informed.

In the event of a serious injury or fatality, report the incident to the Health and Safety Executive (HSE) as soon as possible.

Seek advice on legal and insurance issues, if appropriate.

If the incident is a crime scene (or subject to a fire investigation) seek advice from the Police and / or Fire & Rescue Service.

Co-ordination – recovery

Act as the main contact for the recovery process. Continue to allocate tasks amongst the SEMT and other staff.

Ensure that post incident support is available to all who may require it

Work closely with the 'resources' role in organising remedial work to property and liaise with insurance companies, salvage specialists and loss adjusters as appropriate.

Oversee a review of the school emergency plan.

3. Communication responsibilities:

Communications - initial response

Dedicate telephone lines for incoming and outgoing calls. Arrange extra support in reception, if necessary.

Record a new message on the school answer phone, if appropriate. Consider setting it to 'answer only' mode.

Support staff with any communication needs they may have.

Inform those involved in the response of any communication difficulties (e.g. poor mobile signal in the area).

Communications - ongoing response

Ensure regular information is provided to:
Students
Homestays / House wardens
Parents

Consider the most effective arrangements for contacting pupils and parents / carers. Ensure that records of calls made to parents / carers are maintained.

Communications – recovery

Provide regular briefings to pupils and parents / carers.

Assist the 'business continuity' role in providing remote / virtual learning.

Check that any information in the public domain (e.g. website content) is accurate and up-to-date.

4. Log-keeping responsibilities:

Log-keeping - initial response

Ensure that each member of staff keeps an incident log.

Log-keeping - ongoing response

Provide administrative / secretarial support to the SEMT.

Keep accurate records of anyone admitted to hospital or treated by the emergency services.

Record details of any expenditure incurred by the school.

Log-keeping – recovery

Collate all incident logs, making copies if necessary.

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).

5. Resources responsibilities:

Resources - initial response

Take action to protect property. Consider turning off utility supplies.

Ensure the emergency services can access / egress the school. Consider sending a member of staff to the school entrance to prevent people restricting access by parking in unsuitable places.

Advise the emergency services of any property related issues / hazards (e.g. asbestos, chemical stores). Consider providing personnel with a site map.

Work with other staff and the emergency services to control access to the school:
Advise staff that they might have to prove their identity before the emergency services will grant them access.
Provide authorised visitors with identification badges and ensure they sign-in and sign-out.

Resources - ongoing response

Liaise with utility suppliers as required.

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.

Ensure the school site is secure (e.g. provide temporary fencing around damaged areas, arrange for broken windows to be boarded).

Resources – recovery

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.

Arrange a site visit with relevant personnel (e.g. emergency services, utility suppliers, local authority) involved in the recovery phase.

Procure temporary classrooms if appropriate.

6. Welfare responsibilities:

Welfare - initial response

Establish arrangements to meet the welfare needs of pupils, staff, parents / carers, visitors and responders.

Identify pupils who may require additional support:

Those with Special Educational Needs (SEN)

Those with medical needs

Anyone who may be particularly vulnerable or badly affected (e.g. those who were involved in, or witnessed, the incident)

Welfare - ongoing response

Assess the welfare and emotional needs of all those involved. Continue to monitor and support those who may be particularly affected by the incident.

In groups as small as practicable, inform students 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.

Where possible, every child should be spoken to, and asked if they are alright, before they leave school.

Ensure that staff take regular rest periods.

7. Off site activities and excursions responsibilities:

Off site activities and excursions - initial response

Ascertain the whereabouts of all pupils and staff. Ensure the emergency services are aware of anyone who is unaccounted for.

Contact the school emergency phone

Establish a basic overview of the incident. Ensure that accurate, factual information is available for those arriving on-scene.

Establish arrangements to meet the immediate welfare needs of pupils and staff.

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.

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.

Ensure other staff are briefed (and given tasks) on a regular basis. Ask staff to maintain a log of actions taken and decisions made.

Keep a log of important information, actions taken and decisions made.

Off site activities and excursions - ongoing response

Continue to assess any risks to pupils and staff. Take action to prevent further harm if necessary.

Act as the main contact for co-ordination of the response and work closely with senior staff Continue to liaise with the emergency services and other organisations.

Continue to brief staff and allocate tasks on a regular basis.

Monitor and reassure pupils.

Liaise with the group leaders, if appropriate.

Try to obtain the names and contact details of any witnesses to the incident. If possible, obtain a written account from them.

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.

Example log keeping:

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.
	Rang Philip. Number engaged.
7.50pm	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.
7.55pm	
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 388 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 names, 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.**