



# Policy: Emergency Plan

Approved by the Governing Body on .....

Reviewed March 2019

**Play together, learn together, achieve  
together.**

### **Aims and Principles**

This policy has been formally adopted by the governors of Springvale Primary School. It was initially presented as a model policy by B.M.B.C. and has been adapted to reflect our practice.

The policy is underpinned by the central aims of the school and values held by the staff at the school:

### **Aims of the school**

- Springvale is committed to promoting high standards of academic achievement for all learners in all subjects.
- As a school we will continue to develop and instil key life skills and values in our pupils.
- We will encourage positive relationships and communications between home, our community and the wider world.

In particular, Springvale School has an inclusive approach to our provision. Our aim is always to involve all our children and stakeholders in all areas of the curriculum and school life. In accordance with our **Disability Equality Scheme** we recognise that this may mean making special adaptations or arrangements from time to time for children with specific disabilities. We welcome the involvement of disabled adults in all areas of school life.

### **Key personnel and contacts**

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## **Building / Facilities Management Company / Group / Partner**

<b>Name of Company/ Group</b>	<b>Engie</b>	
<b>Name Premises / Building Manager</b>	<b>John Kilner (Engie)</b>	<b>Kevin Precious (BMBC)</b>
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<b>Company Address</b>		
<b>Out of Hours Contact</b>	<b>0333 6660122</b>	
<b>Emergency Contact</b>	<b>0333 6660122</b>	

## Amendment Record

This is a record of the periodical amendments made to the document.

The initial version of the plan, dated April 2015 was updated in June 2016.

Version / Date	Details of Changes	Issued by
1.0	This document fully replaces the 'BMBC Emergency Planning for Barnsley Schools', Document	Lee McClure / Helen Kelly

## Review and Exercise Record

This plan will be reviewed on an annual basis and after all exercises or following an actual incident . Training of appropriate staff for specific roles will take place on a regular basis and every opportunity will be taken to exercise procedures detailed within this plan

**Date of Next Review**

**Spring 2020**

## Distribution Note

This document supersedes all previous versions; all copies of which MUST be either shredded or disposed of in confidential waste due to the contact details contained within it.

For further advice e-mail: - [BMBCResilience@Barnsley.Gov.UK](mailto:BMBCResilience@Barnsley.Gov.UK)

## Document Distribution List

(Within the premise and emailed to home in case of emergency)

Name	Area / Department / Position	Date of issue
Lee McClure	Headteacher	Spring 2019
Rhia Fearn	Deputy Head/SENCO	Spring 2019
Nicola Evans	SLT	Spring 2019
Debbie Royston	SLT	Spring 2019
Rachael Mayston	SLT	Spring 2019
Becky Parr	Foundation Stage Leader	Spring 2019

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## Statement of Intent

This document supersedes all previous school emergency planning related documents.

This plan is in place to ensure the resilience of Springvale Primary School in the aftermath of a major incident and will be used in conjunction with the Business Continuity Plan. These plans will ensure that critical functions are maintained and other services are restored as soon as practicable. All personnel have a responsibility to ensure that they are fully familiar with their individual role and responsibilities during an emergency. The Head Teacher is required to ensure that the staff is adequately prepared to respond effectively in accordance with this plan, and the associated response arrangements required to mitigate the effects of an emergency. Where possible, students will also be part of the planning process and be aware of the contents of this plan and how to react should an incident occur.

The effectiveness of these arrangements should be monitored and reviewed following training events or actual incidents, but not exceeding intervals of 12 months.

**This plan is approved for use by: -**

.....

**Head Teacher / Executive Headteacher / Principal**

.....

**Date**

.....

**Chair of Governors**

.....

**Date**

(When this document is updated the statement of intent should be re-visited and approved again by the above signatories)

## 1.0 Planning for disruption

This document contains plans and details of actions to be taken in the event of disruption to school, pupils and staff. It contains as much information as possible about Springvale Primary School, so that if something happens to any of the management team, the staff can refer to it as the main procedure to follow.

Staff should be fully familiar with its contents and be trained to implement any of the actions and control measures contained within. It is advised that this plan and its content and actions become a standing agenda item at management and staff meetings so that it remains current at all times.

## 2.0 Aims

- Mitigate the effects of an emergency on the premise, staff, pupils and parents
- Ensure that day to day operations are resumed as soon as possible.

## 3.0 Objectives

- Enable a swift response to an incident
- Prevent and minimise injury and in the worst case prevent death
- Alert the Emergency Services, partner agencies and parents when necessary
- Take control of a situation as much as possible until specialist help arrives
- Minimise the disruption to the normal day-to-day schedule
- Provide support to staff, pupils and parents following an incident
- Ensure effective communication with the media and wider public

The plan should be: -

- Simple to understand and reflect the particular characteristics of the premise
- Shared with all relevant staff (including specific training and practicing)
- Reviewed and amended accordingly following an incident or training / exercise
- Prescriptive and set out exactly what needs to be done in response to a particular event

#### 4.0 Roles and Responsibilities

Springvale Primary School has already experienced particular incidents that occur such as heavy snowfall and loss of electricity / heating etc. and has tried and tested arrangements in place to deal with this.

The main roles are to: -

- Look after and protect children and staff from harm
- Create, adopt, maintain and operate emergency procedures
- Ensure that the relevant people in the premise are informed and are ready and capable of assuming their assigned roles in an emergency
- Test the plan through table-top or even 'live' exercises where possible
- Manage the initial response to the incident
- Work with the emergency services, partner agencies and utilities to manage the emergency
- Support pupils, staff & parents throughout the period of disruption
- Bring about a swift return to normality (if possible)

#### 5.0 Building Closure Notification

Sudden or planned closures can be reported via an e-form on the Barnsley.gov.uk website. This can only be completed by an authorised member of staff who has a relevant premise specific verification code. The webpage can be found below: -

<https://www.barnsley.gov.uk/services/education-learning-and-childcare/schools-and-colleges/school-closures/report-closure>

Arrangements are also in place with Dearne FM to populate their webpage through similar methods. The link for that is: -

<http://www.dearnefm.co.uk/news/school-closures/>

All educational establishments within Barnsley are familiar with these systems and how to access them.

Parents/carers can also be notified by text message (teachers2parents). The Headteacher, Deputy Head, School Secretary and Admin Officer have access to the texting service from home in case of emergency. User name: schoolspringvale416. Password: Primary416

## 6.0 Potential Incidents

The following incidents have been identified as being the most significant risks that may disrupt day-to-day operations. There is an individual Action Sheet in Appendix B for each of the incidents below. (Please add more Action Sheets if required. A blank template can be found in Appendix D)

### **Adverse Weather** – (Action Sheets 1, 3, 4, 13, 14, 15)

An incident can happen at any time of year but the worst disruption is usually caused in the winter months. Examples are: -

- Snow, Ice and Sub-zero temperatures - (Action Sheet 14)
- High Winds - (Action Sheet 15 - Structural Collapse)
- Torrential Rain - (Action Sheets 1, 4, 13)
- Heatwave - (See [Public Health England Heatwave Plan](#))

### **Fire Alarm Failure** - (Action Sheet 3)

In the event of a fire alarm failure, there are several methods that could be used to alert staff to evacuate the building.

- Use of the tannoy
- Use of the hand bell kept in Nursery
- Designated members of staff to alert each class and sweep the building

### **Fire or Suspected Fire** - (Included in separate fire procedures)

Procedures are already in place including trained marshals and wardens, and evacuation system. (Covered in Fire procedures)

### **Health Issues / Illness** - (Action Sheet 6)

Seasonal Flu, Norovirus, Swine Flu outbreaks etc. are monitored and advice taken from BMBC.

### **Hostage Situation** - (Action Sheet 8)

Although a very rare occurrence, there is a risk. However, this risk is reduced due to the schools layout and building security (see Building Security Policy). Staff are aware of security procedures and policy.

### **Industrial Action**-(See Business Continuity Plan)

**Intruder on the Premises - (Action Sheet 9)**

The risk of this occurring is reduced greatly by robust security procedures and staff vigilance. It is very difficult for intruders to gain access to school due to the layout and design of the building, along with the Schools Building Security Policy. However, in the event of an intruder on the premises, procedure is laid out in action sheet 9.

**Loss of Paper Records - (Action Sheet 12)**

Although not considered to be a serious incident this could cause severe disruption to the establishment and could be caused by fire, water ingress or theft. It can also bring into question Data Protection issues if personal details are lost. The majority of pupils personal details are accessible on the computer system, which is backed up in the server room.

**Serious Injury / Unexplained Illness or Death to Pupil –**

These are extreme issues within an educational establishment requiring much thought to be given to them if they arise. Assistance would be sought from the Emergency Services in the first instance and in the longer term from BMBC's emergency support service.

**Structural Damage - (Action Sheet 15)**

High winds and adverse weather can cause damage to even the newest types of buildings. Pre-planning should take place so that procedures are in place to isolate the affected part of the premises and to put in place appropriate repairs as quickly as possible.

**Bomb Threat and Suspect Packages - (Action sheet 19)**

The likelihood of a viable explosive device being put in an educational premise is very low. What is more likely to happen is a threat of such a device could be made which leads to major disruption to the day-to-day running of the school.

- In the case of serious and or imminent danger; work must be stopped immediately and all occupants moved to a place of safety
- Access must be restricted, and the resumption of normal work prevented, whilst the serious and imminent danger persists

**Utility Failure**

This could mean the loss of any one or more of the utilities listed below. The following issues have their own individual Action Sheets in Appendix B.

- Electricity failure - (Action Sheet 2)
- Gas leak / supply interruption - (Action Sheet 5)
- Heating failure - (Action Sheet 7)

- Telephone issues - (Action Sheet 16)
- IT failure (Loss of information) - (Action Sheet 10)

### Visits and Journeys

This is dealt with in a specific document written by the BMBC Children's, Young People & Families Outdoor Education Advisor. All required information is provided on the EVOLVE Website, including registering visits. The School Secretary has access to website, user name and password.

### Water related issues - (Action Sheets 1, 4, 13, 17)

There are many ways in which water can affect the running of a building. All of the issues below have the potential to cause major damage to the building and severely affect day-to-day operations.

- Loss of mains water supply - (Action Sheet 17)
- Burst / frozen pipe work (Lack of fresh water) - (Action Sheet 17)
- Sewerage issue (Toilets, drains, manholes) - (Action Sheet 1)
- Roof leaks / Water ingress - (Action Sheet 13)
- River Flooding (Water ingress and access problems) - (Action Sheet 4)
- Surface Water Flooding (Overflowing, burst water main) - (Action Sheet 4)

### 7.0 Evacuation Procedures - (Non Fire Related)

Springvale School already has well practiced procedures for an evacuation due to a fire. But if it is another type of incident, such as a suspect package, the assembly points for everyone need to be further away from the building and in some cases out of eyesight. The evacuation points are detailed in Appendix F (p64). There is a specific evacuation procedure for non-fire related at Appendix F (p64).

### 8.0 Recording of Issues / Decisions

When an incident does happen, as far as possible everyone involved should record what they have done and any decisions made on the Incident Log Sheets provided in Appendix A (p23). This should be used as the standard form for all responders to use within the premise. The more information that is recorded at the time will make it much easier to compile reports / enquiries which will no doubt be required following a major incident.

## 9.0 Essential Contact Details

Appendix H (p69-76) details various lists of contacts that may be required during an incident.

- List of all staff and contact details.
- Contacts for the emergency services, external partners / providers and essential suppliers.

## 10.0 Links to Premise Business Continuity Plan

This Emergency Plan is linked to the Business Continuity Plan, which should be consulted if the incident results in long term failure.

## 11.0 Communications and Media

A key part of any emergency response is to ensure as far as possible all parties involved are kept up to date with what is happening. In the early stages it is crucial that staff are warned of an impending incident as soon as possible. After this, when all staff, students and visitors involved are in a place of safety, parents can be notified and then the undoubted media enquiries answered.

### 11.1 Communication with Parents, Relatives and Friends

In an emergency situation the school will need to ensure that effective communication takes place with parents in order to allay fears and minimise panic or disruption. Parents' needs for communication should be managed so as to ensure they do not distract emergency services and staff from doing their jobs or responding to the incident.

Some points to bear in mind when communicating with parents:

- Understand and appreciate the parents' feelings for the safety and wellbeing of their children in an emergency situation
- Remain person focused rather than purely process focused
- Be sensitive, honest and caring
- Communication with parents/guardians will be drafted and delivered in an informative and re-assuring manner
- Ensure not to down-play serious issues – give them the facts
- Treat parents of the injured as individuals, not members of a group
- Parents will hear important facts before they are released through the media
- Media and social media can move very fast, so procedures should be in place that will enable quick reaction and reporting of events as they unfold

- Consideration must be given as to how to communicate with parents, but also consider how parents will communicate with you
- Telephone lines staffed by employees are preferable to recorded messages on answerphones or voicemail, as this will just make anxious parents go elsewhere for information
- Additional staff may be required to staff telephones
- Separate telephone lines may be required to handle incoming calls so as to free up other lines to make outgoing calls to manage the emergency
- Mobile phones may be used but arrangements will need to be made for recharging batteries

Teachers2parents texting service or e-mail system can be used to inform parents at very short notice of incidents or premise closures.

Wherever possible, letters should be sent to parents, possibly to be sent home with pupils at the outset of the incident, as this might reduce the number of subsequent incoming enquiries.

The letter should include: -

- Explanation of what has happened (If possible)
- Reassurance that the emergency planning procedures are in place to deal with incident
- An indication of how long the disruption could last
- An explanation of where / how they can obtain further information (Eg. Premise Website, helpline)

It may be prudent to provide a means for parents to contact the premise outside normal hours by including an emergency number reference on their answerphone message. This could also be posted on the School Website.

### **11.2 Communication with Pupils**

Pupils should be kept up to date with the emergency as it unfolds (as far as reasonably possible) and this should be done in an appropriate manner so as not to cause distress or upset. Face to face verbal communication should be used by staff who are known and trusted by the children. The Headteacher, Deputy Head and Class teachers will be responsible for communicating information in a sensitive manner to the children, supported by all other members of staff.

Staff will be briefed beforehand to ensure correct and appropriate information is given.



### 11.3 Communicating with Staff

Staff must be kept up to date with the emergency as it unfolds to ensure that they can carry out their emergency roles and responsibilities.

Methods of communication can be: -

- Public Address (PA) System
- Group texting / e-mail system
- Telephone cascade system

As a cascade system is not presently in place, the Headteacher is responsible for informing staff of urgent information.

### 11.4 Non English Speakers

Where an emergency situation requires support from an interpreter, staff can contact the National Interpreting Service whose contact details are included in Appendix H.

### 11.5 Media

Advice should be sought from the BMBC media department before any communication with the media takes place.

During the emergency and in its aftermath, the school will aim to create and maintain a positive relationship with the media, because in many situations the media can help by giving out important information messages.

A pro-active approach should be taken, scheduling press conferences etc. that may reduce the ad-hoc demands from the press and media for information.

Photographs should not be released to the press without first obtaining written permission of parents, pupils and adults who may appear in the photos.

Some elements of the press and media may be unscrupulous and unethical in their methods, including trespassing and posing as parents or others to obtain information. Identities will be verified before any authorised information is given out.

### Staff and the Media

Staff should not make statements or give information to the press or media unless authorised to do so by the Headteacher. This is because they may not be in possession of all of the

current facts or may have information that has changed. This could lead to unnecessary concern or even panic amongst staff, parents and the public.

Individual staff within or outside the premises may be approached by the press or media and put under direct pressure to answer questions. However all staff will be made aware not to answer questions and not let themselves be tricked or pressurised into giving out information that may not be relevant.

### **11.6 Appointment of a Dedicated Media Spokesperson**

A dedicated media spokesperson should be pre-designated in this plan to speed up the response when an incident happens. This will be the Headteacher.

The Spokesperson's role will include: -

- Giving information and reassurance.
- Approving press releases and statements
- Giving short media briefings/interviews
- Dealing with internal communication issues

Other staff will not deal with communications / media as they may not be in possession of all of the current facts or may have information that has changed. This could lead to unnecessary concern or anxiety amongst staff, parents and the public.

The Spokesperson should be familiar with how to communicate with the media, and a Communications Action Plan of helpful hints can be found below.

### **11.7 Communications Action Plan**

- Select an appropriate location to speak to the media with adequate lighting, quiet and with a suitable background.
- Ensure that furniture is appropriate, e.g. tables and chairs, lectern etc. If the media are standing then stand, if they are sitting then sit but try to keep any cameras etc from looking down on you.
- If information is lacking, explain that more details will be made available as soon as possible.
- Prepare your one or two key messages – your 'must points'.
- Try to have a smart appearance
- Set a calm tone from the beginning.
- Speak calmly and slowly
- Keep eye contact.

- Always start with expression of condolences or concerns for victims and their families (but not an apology)
- Do not be afraid to show emotion but try not to break down
- Do not speculate about the cause of the incident
- Do not place blame for the incident.
- “The incident is under investigation by the Police /Fire Service / Health & Safety Executive”.
- “That question will have to be referred to the Police / Fire Service / Health & Safety Executive”.
- The spokesperson will not confirm numbers of injured/dead – this will be a matter for the emergency services.
- State that appropriate follow-up services are being provided for students, staff and parents by internal and external resources (if true).
- Show that you are in control of the situation and doing everything you possibly can to minimise the consequences (if true).
- Counter or deny dangerous rumours if you know they are untrue.

Use the three P’s if appropriate: Pity, Praise and Promise. Examples of this could be:

*“...this has been a terrible incident which has had a profound effect on everyone at Springvale Primary School...our thoughts are with ....”*

*“...there has been a tremendous response from staff at Springvale Primary School who are working with ... to ..., and I would like to thank the emergency services...”*

*“...Springvale Primary School will be co-operating fully with ... to find out what happened and to ensure that this will not happen again...”*

Remember, be sure of your facts before releasing any details – once a ‘fact’ is in the public domain, there is no going back.

A record of what the spokesperson says publicly must be taken, so that this is available in the event of a subsequent inquiry. (Incident Log Sheets can be found in Appendix A)

## **12.0 Financial Issues**

If your management and staff cannot gain access to the premises, you may require funds in the immediate aftermath of the incident. This could be remedied by call off arrangements with key suppliers or certain staff being issued with Purchasing cards with set spending limits.

There may be additional costs involved with the recovery. This could include new equipment, special payments etc. The authorising of any additional expenditure in relation to the incident will need to be controlled. All expenditure should be monitored and recorded as evidence may be needed for insurance purposes.

All financial data is backed up on SIMS FMS.

## **13.0 Debrief and Lessons Learned**

After an emergency, it is very important that thorough debriefs are carried out to capture lessons learned, issues identified, recommendations to be implemented, and planning assumptions to be reviewed. Debriefs should be undertaken in a way which promotes honesty and looks towards improving emergency response and business continuity planning, rather than them be exercises in trying to apportion blame.

They should take place immediately where possible (Hot Debrief) after the interruption has finished and then when day-to-day operations are back up and running and staff have had time to think about what happened and are able to be subjective (Cold Debrief).

## **14.0 Staff Training and Awareness**

Staff are regularly updated and briefed on emergency plans and procedures and have access to the plan. This enables all staff to provide an efficient response in the event of a major incident.

## **15.0 Emergency Box**

An Emergency Box (See Appendix I p77/8) is kept in the school office to be taken out in the event of an evacuation of the premises.

## **16.0 Evacuation to other Premises**

This has been considered and pre-planned arrangements have been made with surrounding educational premises, community centres and Church halls, for short term shelter during evacuation to provide a place of safety. The plans put in place have considered the route to be taken to these buildings by a large numbers of pupils. A risk assessment has been carried out for each route / premise taking into account road safety issues and capacities of the

alternate buildings sought to comply with the schools specific fire risk assessment requirements.

### **17.0 Recovery from the Incident**

Recovery is the long term process of rebuilding, restoring and rehabilitating all those affected by the interruption. Depending upon the seriousness of the situation this could take weeks, months or even years. The recovery phase may well consist of peaks of activity, such as around the time of an anniversary of the incident, as well as routine ongoing work to address the physical and psychological effects of the emergency.

### **18.0 Lock Down and Lock Out Procedures**

These are two suggested methods that could be utilised to safeguard staff and pupils in certain incidents.

Lock Down - (Appendix E page 63)

When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Head Teacher / Deputy / SLT on-site will take charge and ensure that the lock down procedure is activated and all staff are notified.

Lock Out - (Appendix F page 64/65)

When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the designated lead person on-site will take charge and ensure that the building is searched, evacuated and then locked to ensure no one enters until the Emergency Services or other responders arrive.

Appendices		
A	Incident Log Sheet	
B	Action Sheets (See next page for list)	P25-60
C	Evacuation Procedure Template	P61
D	Blank Action Sheet Template	P62
E	Lock Down Procedure	P63
F	Lock Out Procedure	P64/65
G	Building Specific Information (Including Layout Drawings)	P66/67
H	Contact Details	P69-76
I	Emergency Box Inventory & Checklist	P77-78

**APPENDIX A****INCIDENT LOG SHEET****Name****Position****Date (Start Time)****Incident Type****TIME****ACTION**

<b>Signature: -</b>	



## APPENDIX B - ACTION SHEET

<b>1</b>	<b>DRAINAGE / SEWAGE ISSUES</b>		
<b>EMERGENCY CONTACTS</b>			
Facilities Management Provider	Engie	03336660122	
Yorkshire Water (Main Sewer Issue)	0345 1 24 24 24		
Event toilet facility supplier	Green Toilet Company Ltd	01709 819695	
<b>ACTIONS</b>		<b>NOTES</b>	
If drains are blocked report to Engie			
If the issue is causing toilet facilities to be put out of use, assess the extent and timescale of the disruption and how it will affect the operations of the premises. If necessary, contact Engie.			
If a larger issues adjoining the premises such as burst water main or sewer contact Yorkshire Water			
If longer term, can external event type toilet facilities be brought in (Difficult with large premise)			
Consult business continuity plan if long term failure			

## APPENDIX B - ACTION SHEET

<b>2</b>	<b>ELECTRICITY FAILURE</b>		
<b>EMERGENCY CONTACTS</b>			
Your Electricity Supplier / Provider	Electricity supply is provided through Engie.		
Facilities Management Provider / Partner	Engie	03336660122	
Northern PowerGrid (Wider Area Supplier)	<b>0330 123 0675 or 0800 375 675 (24 Hour Numbers)</b>  Or visit <a href="http://www.northernpowergrid.com/">http://www.northernpowergrid.com/</a>		
<b>ACTIONS</b>		<b>NOTES</b>	
In the event of a power failure, first check the trip switches in the main switch room fuse they have just turned off due to a power surge or faulty piece of equipment		This must be done by a member of Engie staff	
If the above does not rectify the fault, contact your electricity supplier / maintenance company and report the failure		Contact Engie	
If only part of the building / complex is without electricity consider moving students to the working area (Space permitting)			
For a wide area power outage information regarding the incident call Northern Powergrid (See number and webpage above)			
Consult business continuity plan if longer term failure			

## APPENDIX B - ACTION SHEET

<b>3</b>	<b>FIRE ALARM FAILURE</b>		
<b>EMERGENCY CONTACTS</b>			
Facilities Management Provider / Partner	Engie	03336660122	
Fire Alarm Supplier / Maintenance			
Health & Safety Provider	BMBC  01226 772203		
<b>ACTIONS</b>		<b>NOTES</b>	
Call fire alarm contractor and ask for a timescale of coming to do repairs		Contact Engie	
Do you have alternative methods of raising the alarm (This must be a pre-planned procedure not something made up on the spur of the moment)		Announce over the tannoy system or ring the hand bell	
Air horns can be used (May not be possible in larger buildings). But if this system is used all staff must be aware of their roles in operating the horns and how to spread the word regarding evacuation		N/A	
Consult with your Health and Safety Advice supplier to discuss whether the premise can operate without it's fire alarm system			
The final decision to close the premise lies solely with the Headteacher / Principal or in their absence their deputy			
Consult business continuity plan if long term failure			

## APPENDIX B - ACTION SHEET

<b>4</b>	<b>FLOODING</b>		
<b>EMERGENCY CONTACTS</b>			
Facilities Management Provider / Partner	Engie	03336660122	
River Flooding Environment Agency	08708 506 506	Floodline (24 hours) 0845 988 1188	-
Surface Water Flood Environment Agency	08708 506 506	Floodline (24 hours) 0845 988 1188	-
Surface Water Flood Barnsley MB Council	01226 770770	01226 773555	-
Drain Clearing Company			
Met Office Website Barnsley Forecast	<a href="http://www.metoffice.gov.uk/public/weather/forecast/gcwbwkg7?tab=fiveDay">http://www.metoffice.gov.uk/public/weather/forecast/gcwbwkg7?tab=fiveDay</a>		
<b>ACTIONS</b>		<b>NOTES</b>	
Monitor local weather on a regular basis on Met Office Website and sign up to their warning apps			
If the premise is on a known flood plain contact the Environment Agency for more information, pre-planning is key			
If the area suffers from surface water flooding from road, drains etc. consult the Environment Agency for advice and the Local Authority Highways Drainage Team			
Consult business continuity plan if long term issue			

## APPENDIX B - ACTION SHEET

<b>5</b>	<b>GAS LEAK/SUPPLY INTERRUPTION</b>		
<b>EMERGENCY CONTACTS</b>			
<b>Gas Emergencies</b>  <b>(If you smell gas)</b>	British Gas Emergency Line  <b>0800 111 999</b>  (This is a 24 hour emergency line)		
Your Gas Supplier / Provider			
Facilities Management Provider / Partner	Engie	03336660122	
<b>ACTIONS</b>		<b>NOTES</b>	
If you smell gas, think you have a gas leak, or are worried that fumes containing carbon monoxide are escaping from a gas appliance, please call the free Gas Emergency Services emergency line immediately on <b>0800 111 999</b> .  <ul style="list-style-type: none"> <li>▪ Open all doors and windows to ventilate the building</li> <li>▪ Do not turn on/off any electrical switches</li> <li>▪ Extinguish all naked flames, do not smoke, strike matches or do anything which could cause ignition</li> <li>▪ If there are any electrical security entry phones/locks, please open door manually</li> </ul>			
In the event of a gas supply failure, contact Engie. They will check the plant room for any obvious signs of a problem			
Ask the gas supplier if they are able to give an estimated length of time the power will be off for			
The decision should be made as to whether the premise can continue to operate safely, or if relocation to an alternative site will be required to maintain the service (Larger premise may not be possible)			
Gas is used in the kitchen, for Nursery boiler and to provide water for the school			

## APPENDIX B - ACTION SHEET

<b>6</b>	<b>HEALTH ISSUES / ILLNESS</b>		
<b>EMERGENCY CONTACTS</b>			
Public Health England (PHE)	0114 3211177	-	
NHS England (South Yorkshire)	01709 820000	<a href="mailto:England-syb.epr@nhs.net">England-syb.epr@nhs.net</a>	
BMBC Public Health	01226 787416	<a href="mailto:publichealth@barnsley.gov.uk">publichealth@barnsley.gov.uk</a>	
Your Occupational Health Provider	BMBC	01226 772274 (2274)	
Your health and Safety Advice Provider	BMBC	01226 772261	Dawn Fawlkner
Facilities Management Provider / Partner	Engie	03336660122	
Deep Cleaning Provider	Engie	03336660122	
<b>ACTIONS</b>		<b>NOTES</b>	
For any out of the ordinary illness or widespread infection / absence issues call Public Health England (PHE) for advice. In more severe cases they may visit			
With the loss of large numbers of staff involved this may lead to the decision to close the premise			
With any outbreak within an Educational premise communication with all involved is key			
PHE may also advise that a deep clean of all or some of the affected areas may be required undertaken by specialist contractor			
Consult business continuity plan			

## APPENDIX B - ACTION SHEET

<b>7</b>	<b>HEATING FAILURE</b>		
<b>EMERGENCY CONTACTS</b>			
<b>Gas Emergencies</b>  (If you smell gas)	British Gas Emergency Line  <b>0800 111 999</b>  (This is a 24 hour emergency line)		
Heating Engineer	Engie	03336660122	
Facilities Management Provider / Partner	Engie	03336660122	
Back up local heating engineer			
Any other useful contact			
<b>ACTIONS</b>			
Contact Engie . They will ensure heating system start up procedures are followed to try and re-start  If system will not re-start contact the relevant maintenance organisation  It maybe gas or electrical supply issue so consult the relevant action sheets  Consider impact upon service delivery without heating (Seasonal issue)  If smaller premise consider alternative heating. A risk assessment must be carried out before making this decision  Consult business continuity plan if long term failure		<b>NOTES</b>       Monitor temperatures are within legal limits	

## APPENDIX B - ACTION SHEET

<b>8</b>	<b>HOSTAGE SITUATION</b>		
<b>EMERGENCY CONTACTS</b>			
<b>SY Police</b>	<b>999</b>		
Penistone / Sheffield Police	0114 2202020	01226 736482	01226 736542
<b>ACTIONS</b>			
Assess situation before acting, call SY Police give them as much detail regarding the incident as you can		<b>NOTES</b>	
Full evacuation may be required			
Consider Lock Down or Lock Out Procedures (See Appendices E and F)			
Police will cordon off the area or whole premise			
Ensure parents are contacted to pick up students. If they are not available, have a pre-planned premise close by that they are able to shelter at until they are able to go home			
Consult with Police about the best pick up area for parents as the roads around the premise may be closed			
The Media will demand information, the Police and Council Media can assist with this			
The Police will deal with relatives of people taken hostage through their Family Liaison Officer Service			
Consult business continuity plan if long term failure			



## APPENDIX B - ACTION SHEET

<b>9</b>	<b>INTRUDER ON THE PREMISES</b>		
<b>EMERGENCY CONTACTS</b>			
<b>SY Police</b>	<b>999</b>		
Penistone / Sheffield police	0114 2202020	01226 736482	01226 736542
<b>ACTIONS</b>			
If you have on site security get them to talk to the intruder			<b>NOTES</b>
Any doubt about the intruders motives, call 999 and ask for the Police. Give as much information as you can			
Escort the Police when they arrive, to the area where the intruder is			
Evacuate if deemed necessary baring in mind that the evacuation must avoid the area where the intruder is			
It may be safer for some groups to stay where they are			
Consider Lock Down or Lock Out Procedures (See Appendices E and F)			
Consult business continuity plan if long term failure			

## APPENDIX B - ACTION SHEET

<b>10</b>	<b>IT FAILURE (Loss of information)</b>		
<b>EMERGENCY CONTACTS</b>			
IT Supplier / Provider	Code Green	01226 774747	Gareth 07786 525766
Facilities Management Provider / Partner	Engie	03336660122	
Broadband Supplier / Provider	BT through Code Green		
Any other useful contact			
<b>ACTIONS</b>			
Check IT Servers for localised power failure. Reset electricity supply if possible		<b>NOTES</b>	
Call provider and it is a problem at their end or if not can they send an engineer as soon as possible			
Re-schedule classes that rely on IT if necessary			
Essential day to day records should revert to a paper based system until incident is over and then either scanned or inputted			
Would you know what data had been lost (Inventory) or is information kept off site on recovery servers			
Consult business continuity plan if long term failure			
(Add more building specific information as necessary)			

## APPENDIX B - ACTION SHEET

<b>11</b>	<b>LOSS OF FOOD PROVISION</b>		
<b>EMERGENCY CONTACTS</b>			
Cooking equipment Supplier / Repairs			
Facilities Management Provider / Partner	Engie	03336660122	
Regular Gas Engineer			
Local Electrician			
Main Food Supplier			
<b>Gas Emergencies</b> <b>(If you smell gas)</b>	British Gas Emergency Line  <b>0800 111 999</b>  (This is a 24 hour emergency line)		
<b>ACTIONS</b>		<b>NOTES</b>	
Report to Engie immediately			
Check electricity and gas supply to other equipment in the premise			
If supplies are off call in relevant contractor			
Assess contingencies for supplying food if main kitchens out of order			
If food supplier is unable to deliver do you have a back up supplier			
Consult business continuity plan if long term issue			

## APPENDIX B - ACTION SHEET

<h1>12</h1>	<h2>LOSS OF PAPER RECORDS</h2>		
<b>EMERGENCY CONTACTS</b>			
Facilities Management Provider / Partner	Engie	03336660122	
Any other useful contact			
<b>ACTIONS</b>			
This could be because of a fire or water ingress			
Are all paper copies of documents scanned and stored on IT back up servers		Finance, planning and results	
Are essential documents kept in fire resistant cabinets (Not saying they have to be but this could be a consideration)		Yes – childrens records	
Consider this issue being included within your business continuity plan if there is a possibility of large amounts of paper based data being lost / destroyed			
Consult business continuity plan if long term failure			

## APPENDIX B - ACTION SHEET

<h1>13</h1>	<h1>ROOF LEAKS / WATER INGRESS</h1>		
<b>EMERGENCY CONTACTS</b>			
Facilities Management Provider / Partner	Engie	03336660122	
Roofing Company 1			
Roofing Company 2			
Electrician			
Cleaning Contract			
<b>ACTIONS</b>		<b>NOTES</b>	
Report to Engie immediately			
Assess where water is getting into the building, move students accordingly			
Does it affect any electrical equipment, if so isolate this from the mains supply. Call qualified electrician if required			
Contact roofing contractor for repairs			
Consult business continuity plan if long term failure			

## APPENDIX B - ACTION SHEET

<b>14</b>	<b>SNOW</b> <b>(Sub-zero temperatures &amp; Ice)</b>		
<b>EMERGENCY CONTACTS</b>			
Facilities Management Provider / Partner	Engie	03336660122	
Local Salt / Grit Supplier			
Local Heavy Plant Hire Company			
Barnsley MB Council  Highways (Chargeable)	01226 770770	01226 773555	-
<b>ACTIONS</b>		<b>NOTES</b>	
Monitor Weather at regular intervals using the link below <a href="#">MET OFFICE BARNSELEY 5 DAY FORECAST</a>			
Pre-planning before it gets to the winter months is essential. If necessary have a specific 'Adverse Weather Plan'			
Do you keep stocks of Grit / Salt at the premise and do you have staff / contractor to apply it when needed			
Consult business continuity plan			

## APPENDIX B - ACTION SHEET

<b>15</b>	<b>STRUCTURAL DAMAGE</b>		
<b>EMERGENCY CONTACTS</b>			
Facilities Management Provider / Partner	Engie	0333666012245	
BMBC Dangerous Structures			
Demolition Company			
Security Company			
<b>ACTIONS</b>		<b>NOTES</b>	
<b>If people trapped, call 999</b>			
Evacuate affected area or all premise as necessary, move everyone as far away as possible			
Call BMBC Dangerous Structures Team to come and inspect			
You may need a specialist contractor to make the area safe			
If the premise is made vulnerable / unsecured employ security company			
Keep all stakeholders informed of progress			
May have media interest so consult with the communication sections of this plan			
Consult business continuity plan if long term failure			
(Add more building specific information as necessary)			

## APPENDIX B - ACTION SHEET

<b>16</b>	<b>TELEPHONE ISSUES</b>		
<b>EMERGENCY CONTACTS</b>			
Telephone Supplier / Provider	BT	0845 600 6156	
Facilities Management Provider / Partner	Engie	03336660122	
Broadband provider	BMBC	01226 773503	
<b>ACTIONS</b>		<b>NOTES</b>	
Check power supply and line connections to main building telephone exchange			
If power failure see Electricity Failure Action Sheet			
Check if the failure affects the whole of the building or just certain parts			
Call telephone line / service provider to see if is a wide area failure or just specific to your premise			
Ask the provider if it is something that can be fixed at their end or if not to send an engineer as soon as possible			
Can the main office phone line be temporarily transferred to a mobile phone to ensure continuity of service			
Consult business continuity plan if long term failure			



## APPENDIX B - ACTION SHEET

<h1>17</h1>	<h1>WATER SUPPLY INTERRUPTION</h1>		
<b>EMERGENCY CONTACTS</b>			
Facilities Management Provider / Partner	Engie	03336660122	
Yorkshire Water (Main Supply)	Customer Helpline 03451 242424		
Plumber 1 (Building pipe issue)			
Plumber 2 (Building pipe issue)			
Event toilet facility supplier			
<b>ACTIONS</b>			
Report to Engie immediately		<b>NOTES</b>	
Check for leaks throughout the building. Determine whether it is all or part of the premise affected			
Call Yorkshire Water to ascertain if the mains supply has been cut off for a reason and if so how long it will be off			
Main issue will be <ul style="list-style-type: none"> <li>toilets not flushing</li> <li>No hand washing facilities</li> <li>Food preparation and hygiene</li> <li>No supply of drinking water</li> </ul>			
Discussion must take place as to how long the building can remain open without a water supply			
Hygiene and health must be the main considerations for anyone in the premise			

If longer term, can external event type toilet facilities be brought in (Difficult with large premise) and bottled drinking water supplies	
Can external catering be provided?	
Consult business continuity plan if long term failure	



**18**

## Serious Injury/Unexplained Illness or Death of a Pupil

### EMERGENCY CONTACTS

### Dial 999

BMBC	Ben Powell		
HSE	0845 345 0055	www.hse.gov.uk	
BMBC Health & Safety	Dawn Faulkner	01226 772261	

### ACTIONS

### NOTES

Dial 999 –Contact local emergency services immediately and follow their advice. A nominated person must wait for the emergency services, direct and inform them of all details

Inform the Headteacher or next available lead of incident

Make the area safe – Evacuate other children from the area. Ensure safety from further danger and ensure all children are accounted for. Staff to deal sensitively with children

Call immediately for a 1<sup>st</sup> aider (All TA's are 1<sup>st</sup> aid trained). Establish nature and extent of the emergency. Advise other school staff of the incident and that emergency procedures are in operation.

Ensure that a child who is sent to hospital by ambulance is either:

Accompanied in the ambulance at the request of paramedics.

or

Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted or the parent is not present e.g. at a sports fixture.

The Headteacher will be responsible for informing parents. Other staff must not contact parents unless directed by the Headteacher.

The Headteacher will make a decision based on the events, whether to send pupils home. Parents will then be contacted through the office and staff will keep a register of children as parents come to collect their children.

An accident report must be completed. The staff involved should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition.	
School will notify the HSE, under RIDDOR, of any serious accident, illness or serious injury to, or death of, any pupil whilst in our care, and of action taken in respect of it.	
Notify the local authority	

**19****BOMB THREAT****EMERGENCY CONTACTS****Dial 999**

Penistone /Sheffield Police	0114 2202020	01226 736482	01226 736542
Teachers2Parents	0845 3885505	Log on: Schoolspringvale416	Password: Primary416
BMBC Health and Safety	01226 772261		

**DO NOT USE MOBILE PHONES OR RADIOS****ACTIONS****NOTES**

If a threatening call is made the person receiving the call should record as much information as possible on the SP1 form.

Inform the Senior Designated Officer – Headteacher or Deputy.

Dial 999 and inform the police giving as much detail as possible.

Senior Designated Officer must:

- Telephone the police
- Implement a search and check plan
- Dynamic risk assessment for the situation
- Consider whether to evacuate the premises (If evacuated, staff should remove belongings to aid faster search)

Search plan

- Co-ordinate staff to search in a controlled and measured plan
- First - move around the edges of the room carefully looking at the walls from top to bottom and the floor area immediately beneath the wall. The sweep will finish at the door where it began.
- Second - take in the furniture and floor area. Furniture should not be moved but quickly look under tables and chairs to see if there is anything obviously out of place or should not be there.
- Report anything unusual to the SDO
- DO NOT TOUCH OR MOVE IT
- Leave a distinctive marker near it, but not touching it (SP67 SIGN)
- SDO mark on a layout drawing plan where the device is located and how it is marked
- Remain immediately available for interview by the Police

Account for pupils and staff	
SDO will give instructions for reoccupation of building.	
See attached forms	
SP1 – Actions to be taken on receipt of bomb threat	P48/49 & P51/52
SP2 - Specific response details	P53-56
SP3 – SDO action plan	P57/58
SP4 – Building evacuation plan (Evacuation to another premises)– see appendix F	P59/60

**SP1 FORM****Actions to be taken on receipt of a Bomb Threat**

Please tick and fill in as many boxes as possible

TELL THE CALLER THE NAME OF THE PREMISE YOU ARE ANSWERING FROM

RECORD THE EXACT WORDING OF THE THREAT HERE

**ASK THESE QUESTIONS (if possible):**

When is it going to explode?

Where is the bomb right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?



Why?		
<b>INFORM THE SENIOR DESIGNATED OFFICER (SDO) or DEPUTY</b>		
CONTACT THE POLICE VIA THE SDO / DEPUTY, IF POSSIBLE (999)		
(Note: - They will ask a long list of standard questions before responding)		
<b>ON COMPLETION OF THE ABOVE ACTION, RECORD THE FOLLOWING:</b>		
Time and date of call		
Signature	Print Name	Date

When complete, this form is to be handed to the Senior Designated Officer who in turn is to hand it to the Police on arrival.



SP1 FORM		Actions to be taken on receipt of a Bomb Threat			
Please tick and fill in as many boxes as possible					
Length of call					
Extension number at which call received					
<b>ABOUT THE CALLER</b>					
Sex of caller?	Male		Female		
Nationality?					
Age?					
<b>THREAT LANGUAGE</b>					
Well spoken		Irrational		Taped	
Foul		Incoherent			
Was the caller reading the message?					
		Yes		No	
<b>CALLER'S VOICE</b>					
Calm		Crying		Clearing out	
Angry		Nasal		Slurred	
Excited		Stutter		Disguised	
Slow		Lisp		Accent	

Rapid		Deep		Familiar	
Laughter		Hoarse			
If the voice sounded familiar, who did it sound like?					
What accent?					
<b>BACKGROUND SOUNDS</b>					
Street noises		House noises		Animal noises	
Crockery		Motor		Clear	
Voices		Static		PA system	
Booth		Music			
Factory machinery		Office machinery			
Other (specify)					

SP2 FORM		Specific Building / Response Staff Details	
<p>Completed by the Senior Designated Officer of a specific building in the planning phase.</p> <p>(Any locations used should be marked on accompanying site drawings)</p>			
<b>BUILDING DETAILS</b>			
Building Designation			
Building Address			
Location of Incident Control Point			
Location of Evacuation Pack			
<b>EVACUATION POINTS</b>			
Evac. Point	Location (Must also be marked on accompanying Drawing)		
A			
B			
C			

**NEIGHBOURING BUILDINGS/BUSINESSES**

Title /Name	Daytime Contact	Out of Hours

**RESPONSE MANAGEMENT**

<b>Senior Designated Officer (SDO)</b>	
Work Telephone Number	
Work Mobile	
Location in Building	
<b>Deputy SDO</b>	
Work Telephone Number	
Work Mobile	
Location in Building	

**SP2 FORM****Specific Building / Response Staff Details**

(Have as many Marshalls and Wardens as required. They could be the same as in the Fire Evacuation procedures but will require extra specific training)

**RESPONSE STAFF****Marshall****Location****Work Tel.****Mobile****Warden****Search / Check Zone****Work Tel.****Mobile**




<b>SP3 FORM</b>	<b>SDO Action Plan</b>	
<b>TELEPHONE BOMB THREAT</b>		
<b>Action</b>	<b>Check</b>	
Obtain maximum information from person who took the call		
Telephone South Yorkshire Police ( <i>if not already contacted</i> )		
Request occupants check individual work areas for anything suspicious.		
Arrange for Public/Common Areas to be checked		
Consider Evacuation of Premises		
<b>GO TO EVACUATION OF BUILDING (SP4 FORM)</b>		
<b>DISCOVERY OF A SUSPICIOUS PACKAGE</b>		
<b>Action</b>	<b>Check</b>	
Verify suspicion -If considered suspicious call <b>999</b> SY Police		
Do not use mobile phones near device		
Do not touch or move the device		
Evacuate immediate area (close doors if possible)		

Leave distinctive marker near device (Not touching it) <b>SP6 FORM</b>	
If possible lock the room and an appropriate notice at points of entry <b>SP7 FORM</b>	
Mark where the suspect package is located on a Plan of the Building.  (This information will be required by SY Police and Armed Forces – Explosive Ordinance Division (EOD))	
Consider full evacuation of premises	
<b>GO TO EVACUATION OF BUILDING (SP4 FORM)</b>	

SP4 FORM		Building Evacuation Action Plan (SDO)	
<b>EVACUATION PROCEDURE</b>			
<b>Action</b>		<b>Check</b>	
Do not use fire alarm if possible to evacuate			
Verbally notify all staff to evacuate to assembly point.			
Staff / students should take all personal possessions, including bags, coats etc.			
Not use mobile telephones or radios whilst in or around the building.			
Close doors and leave lights switched on.			
Leave the building in an orderly manner taking visitors and contractors with them.			
Notify neighbouring buildings			
Collect Emergency Box			
Lock Main Entrances and place attached notice in prominent areas.			
<b>AT THE EVACUATION POINT</b>			
<b>Action</b>		<b>Check</b>	

Ensure roll call is taken and everyone is accounted for	
Depending on time of day consider staff being sent home.	
Meet the Police and take appropriate action.	

APPENDIX C

EVACUATION PROCEDURE (NON FIRE RELATED)	
See Lock Out Procedure	
ACTIONS	NOTES
Do not use the Fire Alarm as the designated Fire Assembly points may not be the safest place to be	
Suspect package procedure should be in place with its own pre-designated evacuation points	

APPENDIX D

ACTION SHEET TEMPLATE			
<b>EMERGENCY CONTACTS</b>			
<b>ACTIONS</b>		<b>NOTES</b>	
Consult business continuity plan if long term failure			

## APPENDIX E - LOCK DOWN PROCEDURE

When an external and immediate danger is identified and it is determined that children should be secured inside the building for their own safety, the designated lead person on site will take charge and ensure that the lock down procedure is activated and all staff are notified.

### Actions:

- Call 999 and inform the emergency services of the nature of the emergency
- Announce the lock down and provide instructions to staff
- Check that all external doors are locked and windows are closed
- Sit below window level or move into corridors
- If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out
- Check that all children, staff and visitors are accounted for

### Management of incident:

- Divert parents and returning groups from the premise if required
- Ensure a telephone line is kept free
- Keep tannoy free for essential messages
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access
- If safe to do so, have a member of staff wait at the main entrance to the building to guide emergency services
- Maintain a record of actions/decisions undertaken and times
- Where appropriate, confirm with emergency personnel that it is safe to return to normal operations
- Contact parents as required

### Actions After Lock-Down Procedure

- Emergency Services will advise when the lock-down can be lifted
- Determine whether to activate the parent re-unification process
- Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process)
- Ensure any students, staff or visitors with medical or other needs are supported
- Print and issue pre-prepared parent letters and give these to students to take home
- Follow up with any students, staff or visitors who need extra support
- Undertake a debrief to review the lock-down and procedural changes that may be

**APPENDIX F - LOCK OUT PROCEDURE/ EVACUATION TO ANOTHER PREMISE**

Evacuation of the building may be required for reasons other than fire. This may require not only evacuation of the building, but evacuation to another location away from the premise, to ensure the children's safety. These may include:

- Intruder on the premises
- Bomb threat or suspect package
- Gas leak
- Flood

When an internal danger is identified and it is determined that children should be removed from the building for their safety, the designated lead person on-site will take charge and ensure that the building is searched after the evacuation and locked to ensure no one enters until the emergency services or other responders arrive.

In these cases, the fire alarm cannot be used to signal the evacuation, as staff will automatically assemble at the fire assembly point.

Therefore, the evacuation will be announced over the tannoy that the building must be evacuated. The wording and tone of this announcement should be done in such a manner that will not alarm or frighten the children, but imply the urgency of the matter to staff.

Actions to be taken:

- Call 999 and inform emergency services of the nature of the incident
- Announce the lock out with instructions about what is required.  
Instructions will include nominating staff to
  - lock doors to prevent entry
  - Check the premise for anyone left inside
  - Obtain the Emergency Box
  - Check that all children, staff and visitors are accounted for
  - Maintain a record of all actions/decisions undertaken and times

At this signal, staff will ask the children to line up and leave the building through the rear doors. The children will then be led through Nursery or F2 to the front of the building, and then on to the designated assembly points (should these routes be unavailable and no alternative can be found, everyone should evacuate as far away as possible from the building) :

- Foundation stage and KS1 to Springvale Methodist Church, located across the road from school.  
[Gladys 764780](tel:01226764780)
- KS2 to walk down the trail to the Community Centre, located in the centre of Penistone.  
[Chris 01226 762717](tel:01226762717) or [07709 646953](tel:07709646953)  
[Garry 01226 762569](tel:01226762569) or [07926 990253](tel:07926990253)  
[Geoff 01226 762743](tel:01226762743)



### **Actions after Lock-Out Procedure**

- Determine whether to activate the parent re-unification process
- Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process)
- Ensure any students, staff or visitors with medical or other needs are supported
- Print and issue pre-prepared parent letters and give these to students to take home
- Ensure any students, staff or visitors with medical or other needs are supported
- Ensure all staff are made aware of Employee Assistance Program contact details
- Prepare and maintain records and documentation
- Undertake operational debrief to review the lock-out and procedural changes that may be required

## **APPENDIX G - BUILDING SPECIFIC INFORMATION**

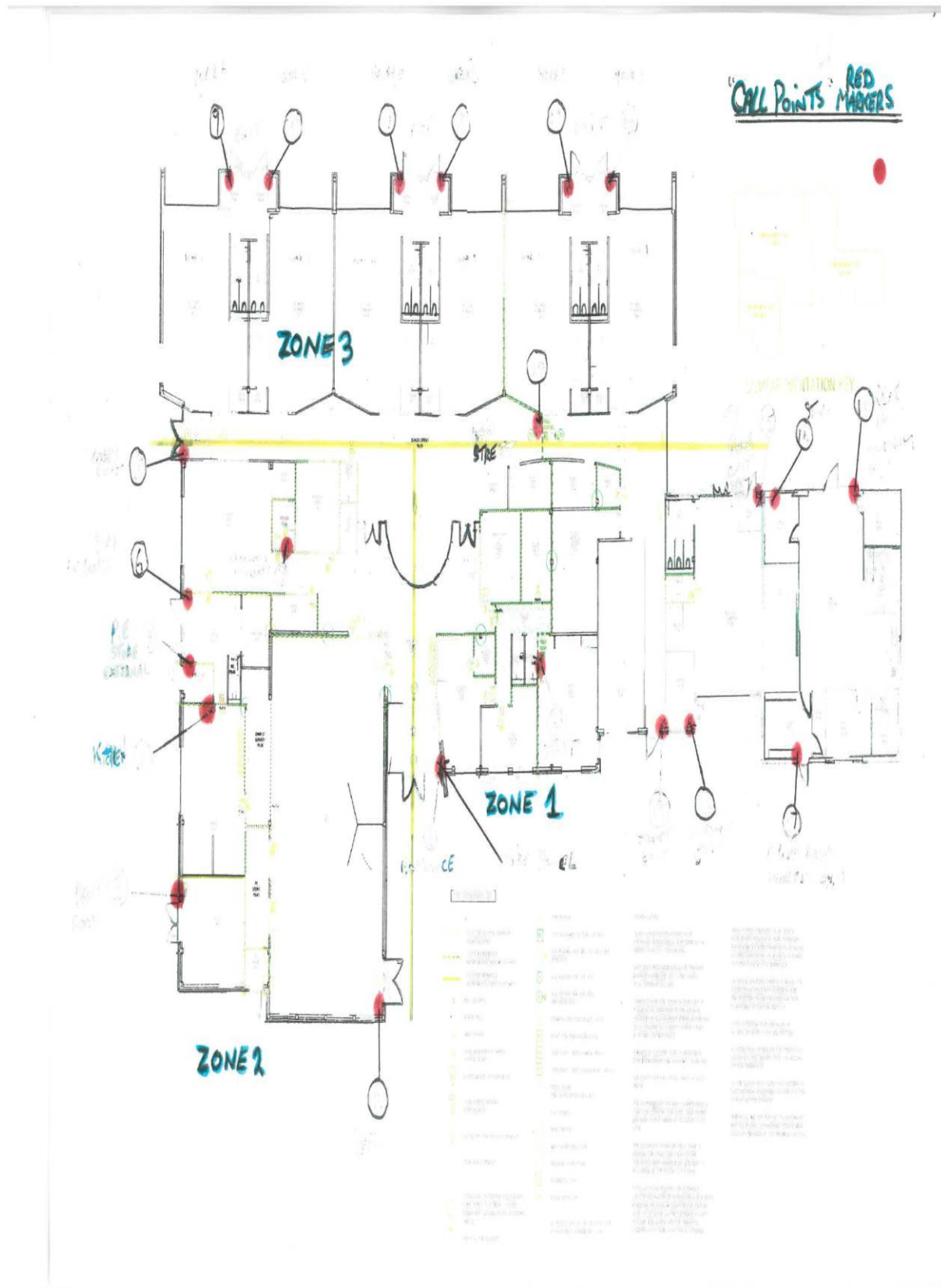
The list below consists of suggested items that could be put onto the site specific floor plan provided for your building for use by your staff or another organisation i.e. Emergency Services during an emergency, contractors visiting site.

<b>Area or Item</b>	<b>Location Known</b>	<b>Inserted on Site Plan</b>
Main Entrance		
Other Entrances		
Emergency Exits		
Electricity Meter		
Electricity Cut off		
Gas Meter		
Gas Emergency Cut-Off		
Water Meter		
Water Emergency Cut-Off / Stop Cocks		
Boiler (Gas or oil fired)		
Boiler Emergency Cut-Off		
Fire Hydrants		
Fire Alarm Control Panel		
Fire Extinguishers		
Sprinkler Cut-Off Valve (If applicable)		
Smoke Vents (If applicable)		

On-Site Assembly Points (For fire evacuation)		
Off-Site Assembly Points (For all non-fire related evacuation)		
Emergency Vehicle Access		
Wet or Dry Riser Inlets (If applicable)		
IT Servers		
Telephone Main Exchange Box		
Priority Areas for Rescue/Salvage <ul style="list-style-type: none"> <li>▪ Disabled Refuge</li> <li>▪ Data Back-ups (Finance, Staff, Student, Records)</li> </ul>		
Risk Materials/Substances (Inc. COSHH) <ul style="list-style-type: none"> <li>▪ Asbestos Register</li> <li>▪ Cleaning Materials</li> <li>▪ Fuel Oil or Other Highly Flammable Sources</li> <li>▪ Waste Storage Areas</li> </ul>		

(ADD OR DELETE FROM THE ITEMS ON THE LIST ABOVE AS REQUIRED)





A copy of this plan is posted by the alarm system at the main entrance to school

## APPENDIX H - CONTACT DETAILS (1 OF 4)

### Emergency Services / Health Contacts (External)

Contact	Main Number	Websites
<b>Actual Emergencies</b>	<b>999</b>	--
South Yorkshire Police (SYP)	<b>101</b> (All non-emergencies and enquiries)	<a href="http://www.southyorks.police.uk/">http://www.southyorks.police.uk/</a>
South Yorkshire Fire & Rescue (SYFR)	<b>0114 272 7202</b> (All non-emergencies and enquiries)	<a href="http://www.syfire.gov.uk/">http://www.syfire.gov.uk/</a>
Yorkshire Ambulance Service (YAS)	<b>0845 124 1241</b> (All non-emergencies and enquiries)	<a href="http://www.yas.nhs.uk/">http://www.yas.nhs.uk/</a>
Barnsley Hospital NHS Foundation Trust	<b>01226 730000</b>	<a href="http://www.barnsleyhospital.nhs.uk/contact/">http://www.barnsleyhospital.nhs.uk/contact/</a>
Public Health England (Illness/Viruses/Diseases)	<b>0114 3211177</b>	<a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a>
NHS England North	<b>01709 302000</b>	<a href="http://www.england.nhs.uk/">http://www.england.nhs.uk/</a>
Barnsley MB Council (General Enquiries 24 Hours)	<b>01226 770770</b>	<a href="https://www.barnsley.gov.uk/">https://www.barnsley.gov.uk/</a>
Barnsley MB Council Highways Hotline (24 Hours)	<b>01226 773555</b>	<a href="https://www.barnsley.gov.uk/services/transport-and-streets/roads-highways-and-pavements">https://www.barnsley.gov.uk/services/transport-and-streets/roads-highways-and-pavements</a>

## APPENDIX H – CONTACT DETAILS (2 OF 4)

### Response Staff

(Anyone who would be involved in the immediate Response – Add more pages as required)

Contact	Home No	Mobile	E-mail
Lee McClure - Headteacher		07542248470	<a href="mailto:l.mcclure@springvaleprimary.org">l.mcclure@springvaleprimary.org</a>
Rhia Fearn – Deputy / Y5	01226 379179	07881 977485	<a href="mailto:r.fearn@springvaleprimary.org">r.fearn@springvaleprimary.org</a>
Nicola Evans – SLT / Y1	01226 296809	07814 333593	<a href="mailto:n.evans@springvaleprimary.org">n.evans@springvaleprimary.org</a>
Debbie Royston – Y2	01226 764400	07835 526377	<a href="mailto:d.royston@springvaleprimary.org">d.royston@springvaleprimary.org</a>
Laura Wildsmith - Y3		07825779787	<a href="mailto:l.wildsmith@springvaleprimary.org">l.wildsmith@springvaleprimary.org</a>
Nicola Exley – Nursery	01226 766913	07796 374606	<a href="mailto:n.exley@springvaleprimary.org">n.exley@springvaleprimary.org</a>
Becky Parr – F2	01226 764140	07968 412494	<a href="mailto:r.parr@springvaleprimary.org">r.parr@springvaleprimary.org</a>
Charlotte Honey – F2	01226 953289	07817 648998	<a href="mailto:c.honey@springvaleprimary.org">c.honey@springvaleprimary.org</a>
Rachael Mayston – Y6	01226 765547	07983 665723	<a href="mailto:r.mayston@springvaleprimary.org">r.mayston@springvaleprimary.org</a>
Becky Henstock – Y5	01226 765463	07940 776650	<a href="mailto:r.henstock@springvaleprimary.org">r.henstock@springvaleprimary.org</a>
Tristan Venus – Y4		07425 717075	<a href="mailto:t.venus@springvaleprimary.org">t.venus@springvaleprimary.org</a>

Bex Andrew – PPA teacher	01226 764624	07576 001429	<a href="mailto:r.andrews@springvaleprimary.org">r.andrews@springvaleprimary.org</a>
Becky Tomlinson – PPA teacher	01484 866813	07740 675831	<a href="mailto:r.tomlinson@springvaleprimary.org">r.tomlinson@springvaleprimary.org</a>
Emma Chapman Parker - Secretary		07706607587	<a href="mailto:e.chapman@springvaleprimary.org">e.chapman@springvaleprimary.org</a>
Caroline Ridgwick – Admin officer	01226 766369	07590 629363	<a href="mailto:c.ridgwick@springvaleprimary.org">c.ridgwick@springvaleprimary.org</a>
<b>Teaching Assistants</b>			
Helen Kelly - HLTA	01226 761256	07786 311290	<a href="mailto:h.kelly@springvalePrimary.org">h.kelly@springvalePrimary.org</a>
Louise Armitage	01226 872148	07958 262428	
Joanne Northrop		07980789832	
Sharen Slack	01226 238281	07974 488316	
Paula Lowe		07896 802120	
Joanne Gale		07867690094	
Gillian Haigh	01226 767249	07786 149487	
Jee-un Akrill	01226 766036	07468 485403	
Liam Crossfield		07477 526749	
Elaine Cliffe	01226 766987	07818 283315	

Anne Beresford		07754 036250	
Amanda Kent		07572 181251	
Sarah Aitken		07796155847	
<b>Dinner ladies</b>			
Sharon Andrews	01226 765770	07766985664	
Sheila Baines	01226 765213	07958 437991	
Sylvia Hamilton	01226 762232	07718 853101	
Carol Whitford	01226 765211	07462 077377	
Tracey Beaumont		07922 697201	
Stephanie Dickinson		07795 167576	
Zoe Micklethwaite		07399 537873	
<b>Governors</b>			
Richard Fletcher - Chair		07813711428	
Christianne Thorogood - Vice chair		07876140928	



**APPENDIX H – CONTACT DETAILS (3 OF 4)**

**Utilities / Service Providers**

Contact	Daytime Phone	Fax	Mobile	Out of Hours
<b>Facilities Management Provider / Partner</b>	Engie 033366601220845			
<b>Northern PowerGrid (Wider area electricity supplier) Call if a power cut</b>	<b>0330 123 0675 or 0800 375 675</b> (24 Hour Numbers) <a href="http://www.northernpowergrid.com/">http://www.northernpowergrid.com/</a>			
<b>Gas Emergencies (If you smell gas)</b>	British Gas Emergency Line <b>0800 111 999</b> (This is a 24 hour emergency line)			
<b>Yorkshire Water</b>	24 Hour Customer Helpline <b>03451 242424</b>			
<b>Your Electricity Supply Company</b>	Contact Engie			
<b>Electrician (Contractor)</b>	Contact Engie			
<b>Your Gas Supply Company</b>	Contact Engie			
<b>Gas Engineer (Contractor)</b>	Contact Engie			
<b>Telephone Land Line Supplier</b>	BT 0845 6006156			
<b>IT Provider</b>	Code Green 01226 774747			Gareth 07786 525766
<b>IT Repairs</b>	Code Green 01226 774747			Gareth 07786 525766
<b>Broadband Provider</b>	BT through Code Green 01226 774747			
<b>Mobile Phone Provider</b>	N/A			
<b>Text / Email Messaging Service Provider</b>	Teachers2Parents 0845 3885505			

**APPENDIX H – CONTACT DETAILS (4 OF 4)****Other Useful Contacts**

Contact	Daytime Phone	Fax	Mobile	Out of Hours
Your insurance Provider	BMBC 01226 773216	Email – philcrossland@barnsley.gov.uk		
Building Repairs / Maintenance	Engie 03336660122			
Transport (Bus and Coach Companies)				
Taxis				
Local Hotel Contacts (If staff cannot get home)				
Food Suppliers	Engie			
Kitchen Equipment Maintenance and Supplies	Engie			
IT Equipment Supplier	Code Green			
Winter Salt / Grit Supplier	Engie			
Your Current Language Translation Provider				
National Translation Service	020 3206 1400 (Charges Apply) <a href="http://www.nrpsi.co.uk/">http://www.nrpsi.co.uk/</a>			

**APPENDIX I – EMERGENCY BOX****Contents Inventory**

(These are only suggested items, add to the list or remove anything as required – kept in the office)

Item	✓
Emergency Plan	✓
Business Continuity Plan	✓
Essential data / records (Hard Copy or memory stick)	
Contact lists – staff, suppliers, utilities, insurance company	See emergency plan
Essential keys / door access code information	
Cash, credit card (Some form of immediate payment)	
Mobile phone and charger	✓
Torches with batteries or Wind up torches (never need batteries)	
Note pads and pens	✓
Building / site plans / Area map	See emergency plan
Hi-visibility tabards / jackets (for identification of staff)	✓
Wind-up radio or radio with spare batteries	
First Aid Kit	✓

**Note: - It is up to each individual premise as to what type of container you keep this in and your choice of an appropriate storage location where it is easily accessible by all staff who may need it.**

## APPENDIX I - EMERGENCY BOX

## Contents Checklist

[illegible]

**NOTE: -All items should be checked at regular intervals and details recorded on this sheet.**

*Original Template Document was produced by*

Barnsley Metropolitan Borough Council,

Health, Safety & Emergency Resilience Service

[BMBCResilience@Barnsley.Gov.UK](mailto:BMBCResilience@Barnsley.Gov.UK)