

Scotholme Primary and Nursery School Emergency plan and Guidance



Emergency planning work to be done in preparation to an incident which does not have the potential to close the school for an extended period. For major incidents go to the Academy's Business Continuity Plan.

If you are experiencing an emergency now go to the Emergency Worksheets book and record the actions taken.

This guide covers on-site emergencies only.
For off-site emergencies refer to the Evolve website: www.nottinghamcityvisits.org.uk

Plan administration

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Copies of this plan are held: (Include location of paper and electronic copies. Include names of persons who have them.)	1. HT's office
	2. SBM's office
	3. Site Manager's office
	4. Staff room
	5. Server, Staff, Users, Kate, Health and Safety

Data Protection Statement

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Introduction

This plan relates to:

- An event which threatens the safety of children, staff or the school premises.
- An incident which affects the community within which the school is based.
- A crisis which might affect the public reputation of the school.

This plan provides a generic guide to actions that should be considered by the Head Teacher, his / her nominated deputy, and the School Emergency Management Team (SEMT) in case of an emergency in the school or local community.

It also covers procedures for an incident occurring in school time, out of school hours and during weekends and school holidays.

For major incidents that may close the school for extended periods use the Academy's Business Continuity Plan.

Please amend and add to this plan as you feel necessary to ensure that it contains all the pertinent information the school requires to manage an emergency. School specific details should be entered in the shaded boxes.

Emergency worksheets (separate document)

This set of forms is designed to be completed during and immediately following an actual emergency to ensure that the proper procedures are followed and an accurate record is kept. The red text should be replaced with school specific details.

Part 1 School Plan and Guidance

a) Closing your School

Schools should be kept open unless there are very strong clear reasons. Closures should only occur as a last resort, to avoid disrupting pupils' education. They also make life very difficult for working parents who may not be able to make childcare arrangements at short notice. This in turn disrupts the services and businesses in which those parents work.

The decision on whether to close the school is for the Head Teacher/Chair of Governors. However, there may be alternatives to closure - you may wish to contact Schools H&S Team before a final decision is made and parents are notified.

When considering closure as an option, it should be noted that schools in England must by law meet for 380 half-day sessions (190 days) in each year and schools will be expected to make up any lost days.

When writing to parents/carers to notify them of closure, keep information concise and clear. Include key points such as reason for closure, the anticipated period of closure, details of how they can receive updates. You may request that they do not phone the school (to avoid clogging up the phone system) and thank them for their cooperation.

Schools that are closed for a significant period of time should provide remote learning for pupils-homework packs, Class Dojo and website.

Safety of Pupils

- When a decision is made to close a school during the school day, pupils should not be sent home unless the Head Teacher is confident of their ability to make the journey home safely, gain access to their home and be safe there (particularly relevant to primary & special school pupils).

Home to School Transport

- If Children's Services Transport or individual contractors are of the opinion that their school transport cannot operate (due to severe weather), or that children should be collected early from school, they should consult with Head Teachers to arrive at a joint decision in the interest of pupil safety.
- If a Head Teacher makes a decision to close the school early (e.g. due to severe or worsening weather) he/she should contact Children's Services Transport and the individual contractor to try and arrange an earlier pick up time.
- If the decision to close is made out of hours the Head Teacher should notify individual contractors directly and Children's Services Transport as soon as possible.
- For closures identified well in advance, notify transport and other service providers in writing. You should inform all suppliers/service providers of any closure affecting them. Use the forms NSC1/8/98 Notification of School Closure (Other Than Main Holidays) and NSC2/8/98 Cancellation of Swimming, Link Course, Playing Fields etc. You will also need to notify community groups using your premises outside of normal school hours of any closure or issues affecting their use of the premises.

Closure due to a funeral

- Death of a pupil: It may be deemed more appropriate for the HT/DHT and class teacher to attend the funeral rather than close the whole school.
- Death of a member of staff: Colleagues may want to attend the funeral therefore closure of the school may be appropriate/necessary.

Water supply disruption

It is very difficult to give hard and fast rules as to whether a school is required to close in the event of water supply disruption. In making a decision the school needs to consider:

- How long the expected disruption to supply will last?
- How much warning has been given to make provision for the disruption, e.g. filling containers, sinks, buckets, etc with water prior to the disruption?
- What time of day the water supply is disrupted?
- Whether the disruption affects both hot and cold water supplies.
- Whether the toilets are functional.
- Are there any pupils who may soil themselves and require washing? Will wipes be sufficient on a temporary basis?
- Is hot water required for the main kitchen, showers, etc?
- Can alternative provision be made, e.g. purchasing bottle drinking water, hiring a water bowser, providing cold meals and washing catering cutlery off site, etc.
- Is the heating system affected?
- Will cleaning services be affected?
- Where there is a total disruption to the water supply, can curriculum activities be temporarily altered, e.g. no practical food technology, science, art?

Emphasis should be placed on issues that affect heating, drinking water and meals.

Heating disruption

In the event of boiler malfunction please contact Property Safety and Compliance on 87 63050 for advice (if service purchased). A guidance sheet is available on temporary heating in schools.

b) Extreme Weather

As a decision maker, you need to take a proportionate approach to assessing risks. Closing the school has a clear impact on children and families. Remaining open may increase risks arising from less supervision, longer journeys to and from school, minor slips and bumps, etc. There may be practical steps you can take to manage these increased risks, for example:

- Reducing the extent to which children have to move between school buildings for different lessons
- Bringing some classes together in the hall to ensure adequate supervision

- Ending the school day early so that children do not get home too late (while making arrangements for children who cannot get collected by parents until later).

In timing your decision, you need to balance the current conditions and accuracy of weather forecasts against the benefits of an early decision to help parents and staff plan ahead; in many cases, decisions will however need to be taken in the hours immediately before the start of the school day.

If you cannot get enough staff in to manage safely the expected numbers of pupils, closure may be advisable. But you may wish to consider whether varying the school's activities for the day will enable you to operate safely with fewer staff.

When severe weather coincides with public examinations, you should make every effort to open for examination candidates even if the rest of the school is closed. In early 2010, schools and other examination centres made great efforts to enable candidates to take examinations, and very few centres had to close.

DfE Non-statutory Guidance (March 2014)¹

During severe weather conditions, such as flooding or snow, you should keep your school or early years setting open for as many children as possible.

However, it might be necessary to close temporarily due to inaccessibility or risk of injury. You should do all you can to reopen as soon as possible.

If flooding has significantly affected your school or early years setting, you should contact the DfE directly (incident.alert@education.gsi.gov.uk).

If you are an early year's provider and have had to move to temporary premises, you should check to see if you need to register with Ofsted at your new premises. Find more information on when to register with Ofsted.

Reception and other infant classes (children aged 5, 6 or 7) should normally be taught in groups of 30 or fewer, but having more than 30 in one class due to exceptional temporary circumstances is not a reason to close the school or the class.

Staff considerations

- Staff should make all reasonable efforts to attend work unless told otherwise by the Head Teacher or bad weather, transport disruption etc prevents them attending. It may be appropriate for staff to turn up even when children are not in school.
- If you cannot get enough staff in to manage safely the expected numbers of pupils you may wish to consider whether varying the school's activities for the day will enable you to operate safely with fewer staff. Schools should plan for how, if they have fewer staff available in the short term, they will continue to supervise pupils and deliver as much of the curriculum as possible.
- It may be possible in some instances for schools to agree between them that staff who cannot get to their own school should report to a more local school and help that school cover staff shortages. This may only be feasible where there is the possibility of arrangements being made in advance and

¹ www.gov.uk/emergencies-and-severe-weather-schools-and-early-years-settings

set out in contingency plans, for example between federated schools or schools that work together in some form of network.

- If traffic organisations recommend only essential travel, in the DfE's view, essential travel includes pupils going to school to keep learning, and school staff going to work. The Department is confident that Head Teachers and parents will support this.
- Staff should be paid if they are unable to attend work due to an emergency situation, provided the Head Teacher is satisfied that all reasonable effort has been made to attend.
- If the school is shut staff should keep in frequent contact with their school so that they can return to normal working at the earliest possible opportunity.

Plant Room Considerations

When extreme cold weather below -5°C is forecast, the following precautionary checks and measures are recommended to avoid damage:

- Check all pipework insulation, both internal and external, to ensure insulation and water-proofing covering is intact. Repair as necessary.
- Ensure that solid and liquid fuel stores are topped up to capacity.
- Ensure that the maintenance and servicing of all plant is up to date and that all plant is available to operate 24/7 when required by the Clocks, Thermostats, Building Management System (BMS) etc.
- Check and ensure that all trace heating systems are operating.
- Where plant room louvres are provided for heat dissipation in summer, fit temporary covers to blank off louvres/grilles. Note- any plant room containing boilers must have open louvres to ensure combustion air delivery is not prevented.
- Check that frost heating in plant rooms is operating.
- Ensure that BMS frost precaution measures are enabled for air-handling plant:
 - Heated water can circulate to heater batteries and pipe work.
 - Check and clean pipe work strainers to prevent low hot water flow rates.
 - Fans can be automatically shut down if necessary.
- Draw water through domestic pipe work systems regularly by flushing WCs and running hot and cold water taps.
- Ensure that all windows and ventilation dampers are closed, including window trickle vents.
- Where installed, ensure that the BMS external communications are enabled to provide remote alarms for faults.
- Attend site daily and inspect buildings internally and externally for any signs of possible damage from cold or snow, e.g. snow loading on fabric canopies.
- Check that combustion air louvres, intake grilles and exhausts/flues are not blocked with snow.

SCHOOL CLOSURE DUE TO EXTREME WEATHER:

- Monitoring information about travelling conditions from the emergency services and weather warnings from the Met Office (i.e. daily e-mails from Highways): **SLT to carry out regular weather checks- BBC Weather app. Keep staff informed via school comms if out of school hours**
- **How to keep the school open despite having fewer staff present than usual - share classes, use TAs who are level 3+ to cover classes, teach groups together etc**
- Resources available to prevent the school closure, mitigate the effects of the weather or reduce risk: **grit supplies - ensure they are always at an appropriate level**
- Efficient methods of communicating the closure to relevant parties - **phone/contact all people who are visiting us on that day - allocate 1 member of staff to do this**
- Any special arrangements needed to ensure examinations can still take place (or reassurance to pupils if this is not possible): **request space at another school**
- How pupil absence should be recorded: **Y code (with permission of Head Teacher) OR take advice from EWO**
- Emergency arrangements should pupils / staff become stranded at the school: - **food/ shelter can be provided overnight if necessary. Ensure correct numbers of staff and first aiders etc on premises. Ensure a member of SMT present with full set of keys. Contact local police to ensure they are aware the building is inhabited.**
- Providing remote learning should the school be closed for a significant period of time: **via website/on line packages - Bug Club and Sum Dog. Deliver resources to homes - all staff - if possible**

Severe Weather School Closure Procedure

- If having discussed with the Chair of Governors that closure is being considered you may wish to contact Schools H&S Team on 87 64608 where assistance will be offered and options will be discussed. If you require any emergency assistance out of hours, please contact the usual number 91 51640 / 91 51633. This should be done on a day by day basis when necessary.
- If the call to the Schools H&S Team goes straight to voicemail please leave as much detail as you can about the closure and proceed to the next step.
- If the school is to close or part close, contact BBC Radio Nottingham via the NG Alerts system (www.ngalerts.co.uk). (BBC Radio Nottingham will not accept notifications via telephone).
- Inform parents / carers by the usual school methods the usual school methods: staff on the gates, notices around school, school comms When notifying them of closure, keep information concise and clear. Include key points such as reason for closure, the anticipated period of closure, details of how they can receive updates. You may request that they do not phone the school (to avoid clogging up the phone system) and thank them for their cooperation. See school closure document in emergency plan folder

c) Infectious Diseases

Actions to be taken in respect of an infectious disease will vary according to the type of disease, nature and severity of the condition, the numbers of persons affected and other local circumstances.

The basic principle advocated by the Department of Health is that children who are unwell with an infectious disease should not be at school or nursery. The document "Guidance on Infection Control in Schools and Child Care Settings" provides the recommended periods that children should be kept away from school whether or not vestiges of the disease are still visible.

Children who attend school whilst suffering the early stages of infectious diseases can rapidly spread them among their fellow pupils. Clear directions should, therefore, be given to teachers and support staff in order that they know what to do when they suspect that a child is suffering some form of infectious disease.

Role of Public Health England (Institute of Population Health)

Public Health England (PHE) monitor health issues in our local area and gives advice and support to the local NHS, civil and emergency authorities if a medical or environmental incident happens. Each unit has specialist nurses, doctors and consultants in communicable disease control, ready to respond to incidents around the clock.

- East Midlands PHE Centre can be contacted on 0344 225 4524.
- In the event of an infectious or notifiable disease being reported, the HPA will provide advice and take any action necessary e.g. providing medication for other pupils or staff and information for parents, liaising with GPs or hospital doctors etc (where the nature of the illness necessitates this).
- PHE will bring in the Infection Control Team or other health staff from the PCT.
- PHE will also contact the Director of Public Health for the PCT when appropriate.

Any instances of "notifiable" diseases should be reported to Public Health England. The list of notifiable diseases is in the document "Guidance on Infection Control in Schools and Child Care Settings". (in green medical folder in HT Office).

www.gov.uk/government/organisations/public-health-england

d) Deaths / Major Injuries

If it is reasonable and safe to do so the scene of the incident should be preserved. Where this is not practical, record as much information and if possible take photographs to aid the investigation process when it commences.

If there is an accident connected with work and a member of staff, or self-employed person working on the premises, or a member of the public is killed, sustains a major injury, or a member of the public suffers an injury and is taken to hospital from the site of the accident, you must notify the enforcing authority without delay by telephoning the HSE's Incident Contact Centre on 0845 300 99 23.

The Children and Adults emergency contact should be telephoned as soon as possible. They will:

- Help establish support mechanisms to help the school deal with the incident.
- Consider with the Head Teacher (or senior school representative) what immediate help is required at the school and/or incident site (i.e. setting up an information phone line or incident room).
- Inform appropriate colleagues to assist in a coordinated response, so that media enquiries can be dealt with and communications with other parties on behalf of the school can be facilitated.

See also:

- Coping with the sudden death of a pupil
<http://tna.europarchive.org/20080107232501/http://www.teachernet.gov.uk/wholeschool/healthandsafety/pupilfatality/>
- Bereavement- Information For Schools
www.cruse.org.uk/schools

e) Gas Emergency

If you smell gas or are worried about gas safety, you can call 0800 111 999 at any time, day or night. A call handling agent will log all the appropriate details onto a computer. The kind of information you'll be asked for will include:

- The address/location of the suspected gas escape or gas emergency
- How many people are at the property where the smell is most noticeable?
- How long the smell has been noticeable?
- Is the smell coming from the cellar/basement?
- Are any neighbours affected?
- Your name and phone number
- Any special circumstances or access information

Getting accurate address details is very important as we want to make sure we send engineers to exactly the right place. You will be asked to verify these details for this very reason. Your address and postcode are particularly important.

You'll be asked a series of questions designed to help us build a picture of the reported gas escape or gas emergency. From these details, they can identify the right gas safety advice for you - such as:

- Opening doors and windows
- Turning the gas off at the meter unless the meter is located in the cellar/basement
- Avoiding the use of any naked flames or electrical switches

Engineer Call

Once all the information has been gathered, it will be sent electronically to an engineer for action. National Grid aims to attend all uncontrolled escapes within one hour, and all controlled escapes within two hours. A controlled gas escape is one where the person reporting it has confirmed that the gas emergency control valve serving the premises has been turned off and the smell of gas has gone. An uncontrolled gas escape covers all others.

Sometimes, engineers will be sent to a leak that has been reported outdoors. Around a quarter of these turn out not to be gas leaks at all. Around 80% of the gas escapes attended are inside buildings. That means the escape is related to internal pipework, a boiler, gas fire or other gas appliance.

What if the gas leak is indoors?

National Grid engineers will always 'make safe' when called to a suspected gas escape. However, the emergency service provided by National Grid under the terms of its Licence doesn't cover repairs to appliances or installation pipework which can't be completed within 30 minutes.

So what do I do next?

Once they have made the property safe, the engineer will explain that any work on appliances (e.g. cookers, boilers or fires) has to be carried out by a Gas Safe registered engineer.

Carbon Monoxide

Carbon monoxide (CO) is a colourless, odourless and poisonous gas that can be given off as a result of the incomplete burning of gas by household appliances. Symptoms of carbon monoxide poisoning include:

- ➔ 'flu-like' symptoms
- ➔ breathlessness
- ➔ chest or stomach pains
- ➔ feeling tired or drowsy
- ➔ erratic behaviour
- ➔ giddiness/headaches
- ➔ nausea and/or vomiting
- ➔ visual problems

If CO poisoning is suspected:

- ➔ Turn appliances off.
- ➔ Open doors and windows.
- ➔ Get everyone outside into fresh air immediately.
- ➔ Report to your emergency contacts.

f) Left Child / Missing Child Procedure

Procedure if a child is left at school

Contact parent/carer - class teacher

Contact emergency contact - duty member of staff

Walk/Take child home to see if parents are in - duty member of staff

Keep child in school until 6pm, making repeated efforts to contact parents/family etc

Report to Duty Team at Social Care at 6pm - duty member of staff. 0115 876 5600

Procedure if a child is missing at school

Head teacher (or the person with that responsibility) to be responsible for the co-ordination of the search.

Telephone parents/carers and remain in contact

Contact local police with description

Members of staff to look in local area and to trace route home on foot/in car as appropriate

Do not chase a pupil who has left school - this could result in an accident on the road.

When child is found, meet with parents and child to discuss incident and to ensure that it doesn't happen/is correctly managed in future and parents are aware of what will be done.

g) Flooding

The effects of flooding can be devastating to the running of the school. Some schools may be in areas prone to flooding, but whatever the circumstances it is advisable to think about what to do if flooding occurs - whether inside or outside the school.

The main thing to consider is how to minimise floodwater entry and damage:

- Use sandbags, plywood or metal sheeting placed on the outside of doors, window frames and airbricks.
- Seal doors and windows with silicon sealant.
- Floodwater can enter through drains, toilets and other outlets such as washing machines. Put plugs into sinks and baths and weigh them down with heavy objects. Place sandbags in the toilet bowls.
- Floodwater can contaminate foodstuffs and chemicals such as paints and cleaning products. Store any materials like this high up.

In the event of a flood (either as result of weather or burst pipes) it is vitally important that C&F Risk Management and your insurers are contacted immediately so that the clean up operation may commence. Any delays could result in the school, or part of school being inoperable for a prolonged period.

Water sucking machine is located in the cupboard next to the kitchen.
Floors in Tortugas and the hall are especially vulnerable.
Turn off all electrical points
Use water removal machine (not for toilet water) - located in cupboard next to the kitchen door in the dining room to remove the bulk of the water
Remove all salvageable resources
Keep ruined resources in case of insurance claim
Keep area clear of pupils and well signed for wet floors to prevent accidents
Mop as much water as possible using machine/paper towels/newspaper etc
Inform Dan and Kate asap

h) Power Cuts

What to do during a power cut

- Check to see if your neighbours are affected. If not, the problem could be with your fuses.
- Check your trip switch is in the "on" position. If your trip switch has operated, switch off all your appliances and try to reset the trip.
- If the problem isn't with the trip switches follow the contacting the Distribution Company procedure below.
- Turn off any sensitive equipment such as computers or faxes.
- Keep your freezer shut- depending on the type of freezer you have the contents could stay frozen for up to 12 hours.

Western Power Distribution Power Cut Map:
www.westernpower.co.uk/Power-outages/What-s-Happening/Power-Cut-Map.aspx

Contacting the Distribution Company

Don't assume that they already know that you don't have power- contact the Distribution Company as soon as possible. They should be able to tell you when they expect your electricity to be restored. Their contact details are:



EMERGENCY PHONE NUMBER

Midlands East – 0800 6783 105

i) Asbestos Release

In the event that there has been a suspected release of asbestos fibres, the doors that access the affected room should be closed and locked to prevent exposure. A warning sign 'possible asbestos contamination' should be placed on all the access doors. The emergency contact number should be called immediately.

j) School site information and risk assessment

- An up-to-date, detailed plan of the school, showing location of cut-off valves and switches for gas, water and electricity, and information on the drainage system - see sheets in folder
- Persons authorised to isolate utility services within the school - Site Manager, Head Teacher (or person with that responsibility), School Business Manager
- Details of how to reset the fire alarm system - follow instructions inside panel
- Alternative access / egress points in case of road closure, and emergency access to the school buildings Carver Street, Fisher Street and Berridge Road
- School telephone number, fax number, and details of any additional telephone numbers (including mobiles) that could be used - school phone number - 0115 978 1968. School mobile:07517848807
- Any specific difficulties and procedures relating to the school site (e.g. split-site, communications difficulties) Nursery is a separate building - ensure they receive full communication in an emergency. Ensure that staff who may be off site at Oasis, on the bus or on a visit are also informed if necessary.

Specific information relating to any hazards on the school site, including:

- The location of chemical stores and any radioactive materials stored on site
- Details of where information on hazardous chemicals is stored (e.g. CLEAPSS guidance if relevant) cleaning materials stored in cupboard in the dining room and the Site Manager's office. Both are locked Details of hazards such as asbestos in the fabric of the buildings, if known see asbestos plan in log book and survey.
- Oil tanks or other fuel storage arrangements.

Specific information and procedures relating to any external hazards that could affect the school, for example:

- Nearby industrial facilities - none
- Rivers or streams which pose a flooding risk to the school (see the Environment Agency website for flooding information and guidance on preparing a flood plan for your school)
- Floors flood easily in the hall and the classrooms due to drain issues. Some ceilings leak in heavy rain. The water 'sucking' machine is located in the cupboard next to the kitchen.
- Any relevant information required if the school is designated as an emergency accommodation centre in case of disaster in the community.- Floors flood easily in the hall and the classrooms due to drain issues. Some ceilings leak in heavy rain. The water 'sucking' machine is located in the cupboard next to the kitchen.

k) Emergency contacts list including Keyholders

School staff identified for incident response
This should be updated in response to changes and reviewed annually.

Key holder	Name	Role	Home telephone	Mobile phone	Notes
1	Daniel O'Donoghue	Site Manager		07493040601	
2	Kate Hall	Head Teacher	0115 964 0740	07590374302	
3	Carl Hollis	Deputy Head Teacher		07757805508	
4	Rebecca Turner	Assistant Head Teacher	0115 919 1450	07841163273	

Other school contacts

Name	Role	Home telephone	Mobile phone	Notes
Elaine Fox	Chair of Governors	Work - Loxley House 0115 9155555	07729454713	Policy Officer NCC
Judi O Leary	SHINE CEO	Work - Whitemoor Primary - 0115 978 6351		

Any updates to this list should be returned by e-mail to debbie.snowden@nottinghamcity.gov.uk, or by post to Schools H&S Team, Educational Partnerships, 2nd Floor, Loxley House, Station Street, Nottingham NG2 3NG.

Alternatively an online form can be completed which does this automatically ([click to access](#)).

Please ensure that your alarm monitoring company (e.g. WEC) are also informed of any updates.

Access to your key holder details and private telephone numbers will be carefully restricted to Children and Adults Emergency Planning staff.

Important contacts

You may wish to add in other important numbers specific to your school that you may need during an emergency, such as contact details to access your place of safety or those of key suppliers. These organisations may not be applicable to the academy and should be replaced as appropriate.

Organisation	Contact number
C&A- Schools H&S Team	87 64608 / 87 64609
Office Hours Emergency Contact (Schools H&S Team)	07985381931
Out of Hours Emergency Contact (Nottingham City on Call)	91 51640 / 91 51633
C&A- Outdoor & Environmental Ed	947 6202 (ext. 249)
C&A- CAHMS (Child and adolescent mental health services)	North Team: 87 62160 Central Team: 91 58900 South Team: 91 52991 Urgent mental health emergencies should be directed to Specialist Child and Adult Mental Health Services- (0115) 844 0500.
NCC- Human Resources Administration	87 64329
NCC- Occupational Health (Employee Health and Wellbeing)	91 55201
NCC- Communications (press office)	87 63312
NCC- Insurance	87 64162
NCC- Corporate Safety	87 64318 / 87 64322
NCC- Catering Services	91 52294
Repairs and Maintenance (Advisory Service must be bought in) During Office hours only (8:30am - 5:00pm):	
Buildings	87 63145
Electrical	87 63146
Water / Mechanical	87 63147

Out of Hours (5:00pm- 8:30am):

Emergency building repairs and maintenance out of office hours:

Emergency building repairs and maintenance for Council properties only during out of office hours:
Nottingham City Council - 0115 876 4444

Repairs and Maintenance (Advisory Service must be bought in)	
During Office hours only (8:30am - 5:00pm):	
Buildings	87 63145
Electrical	87 63146
Water / Mechanical	87 63147

Academy Insurers	DFE- RPA
School Transport	91 59533
School's usual bus company	Silverdale- Tiger
Taxi account	TAXIS: Nottingham Cars 9700700 A/c code: Scotholme Password: Star MINI BUSES: Nottingham Cars (password star) 9700700
Nottingham City Homes	9567777
Floodline- Flood warnings and alerts	0845 988 1188
Water - Severn Trent Water	0800 783 4444
Gas leaks (National Gas Emergency Service)	0800 111 999
Electricity (Western Power Distribution)	0800 6783 105
Andrews Heat for Hire- Temporary heating	0800 211 611

The Foreign Office (links with British Consulates)	020 7008 1500
East Midlands Public Health England Centre	0344 225 4524
Pest Control (Nottingham Pest Control)	0115 987 2968
Local radio: BBC Radio Nottingham for school closure reporting	0115 955 0500 (this number cannot be not used to alert school closures, this must be through this website: www.nglerts.co.uk) LOG IN DETAILS: headteacher@scotholme.nottingham.sch.uk PASSWORD: beckham
Met Office Weathercall (60p per minute from a UK landline)	09068 500 400 (National) 09068 500 412 (Notts/Leics/'Derbys)
Needle Hotline (Nottingham City Council)	0115 915 2242
School's Counselling Service (Contacts Counselling)	0330 321 1035
The Samaritans	08457 909090
Teacher Support Network (trained support and counsellors available 24hrs)	08000 562 561
School's usual electrician	Ken Burrows - 0115 963 2088
School's usual plumber	FWP Mechanical - 0115 978 8840
School's usual glazier	Lee glass - 0115 971 7594
Fire Alarm maintenance company	Neuro systems - 0115 938 4782
Local Police	0115 942 0999 Sean Toweiss 07595 012 036
Welfare call	Password star
Keyholder services -	Nottingham City Council 0115 876 2125/876 2238
PAT testing	K and S- 0780 092 5073
School Fencing	County Fencing - 07860563339 0115 963 9620
Electric gates	Access Control - 0116 2366044
Legionella testing	Second Element - 01673 844024
Fire extinguishers	Initial- 0800 345 7443
Drains	Drainscan - 0115 9007303
Boiler servicing (annual - Dec)	MDB Plumbing- 0115 965 4244
Trees	Nottingham City

Emergency Light maintenance and inspection	City Council 0115 9155555
David Thompson- Health and Safety Team	01158764608

Neighbouring Schools	Contact number
Forest Fields	915 6872
St. Mary's	915 1799
Berridge	915 5851
Whitemoor	978 6351

Important Contact Numbers:

24/7 contact number for Alarm Response and Key Holding service:

0115 8762125

0115 8762238

To discuss the service:

Neil Harvey (Operations Manager-NCC) : 0115 8762030 neil.harvey@nottinghamcity.gov.uk

To update your site details (the site, address, keys, fobs or pin codes):

Neil.Harvey@nottinghamcity.gov.uk and Michele.Thackray@nottinghamcity.gov.uk

To update your keyholder details:

<http://www.nottinghamcity.gov.uk/nottinghamschools/index.aspx?articleid=8218>

Details will be automatically forwarded to the keyholder service.

Education Services Nottingham contact:

Michelle Gabbitas (Schools Contracts Team) 0115 8764598

michelle.gabbitas@nottinghamcity.gov.uk

I) Communications

- Telephone numbers and locations of designated phone lines for incoming and outgoing calls see below
School: 0115 978 1968,
School mobile: 07517848807
- Location of first telephone point from the exchange (in the event of power failure this may provide a useable line when a powered switchboard system may not work). Reception

How school will communicate with parents when:

- An emergency happens during the school day- **school comms/phone**
- An emergency happens before or after the school is open, at weekends or in school holidays - **school comms, message boards outside school, staff to greet parents and inform them of what is happening**
- How the school will communicate with companies affected by a school closure or emergency, both during the school day and outside school hours -- **by phone in school or personal mobiles**
- What communication procedures are in place between different parts of the school (in a large school or split-site school) - **mobile phone if urgent and staff are not able to pass on messages personally, phone line between Nursery and school**
- Instructions on how to set the school answer phone to answer only and set a pre-recorded message:in case of a lockdown/emergency when we need the phone to go immediately to answer phone enter the following code ***11* 02# an emergency voicemail will be activated.**

EXTENSION LIST:

Razia - 201
Steph - 202
Dean - 203
Carl - 205
Nursery - 208
Kate - 204
Becky - 206
Ann - 207

m) Evacuation and shelter plan

Evacuation

The purpose of an evacuation is to move people away from danger to a safe place. This is likely to involve withdrawal from a hazard within a specific part of the school building but in some circumstances could require evacuation of the whole site.

If the entire site has to be evacuated pupils and staff may need to move from an initial assembly point to an alternative premises.

Places of safety

In the event that the school is evacuated and cannot be returned to for a significant period of time, arrangements may need to be made for pupils to go to a temporary site to wait being collected. It may be useful to form a mutual aid agreement with a nearby "buddy" school for this purpose. (St Mary's) If such an arrangement is reciprocal you will need to consider the implications of receiving a request for support. The assistance your school would be able to provide could be documented in this section. Hall space, playground to evacuate/dining hall

- Other places of safety (e.g. village halls, church halls) could also be used to provide temporary accommodation Vine Centre -0115 924 9700 (travel on foot). Forest Fields Primary School - 0115 915 6872 (travel on foot) Whitemoor Primary School- 0115 978 6351 (travel on foot)

If there is a potentially suitable venue nearby it might be useful to assess the property to establish what facilities it has available and how many people it could realistically support.

Information about how to travel to a place of safety, including at least one alternative route in case the primary one becomes unsuitable, could be documented in this section. Arrangements for contacting key-holders could also be included.

Shelter

Some emergencies may require staff and pupils to shelter within the school building. If this is an environmental hazard (such as a smoke plume) employees should ensure all doors and windows are closed and ventilation / air circulation systems are switched off. In such circumstances the emergency services may issue a public message to 'go in, stay in, tune in'.

All staff will have an important role to play in reassuring pupils and alleviating any concerns parents/carers may have.

Depending on the nature of the incident it can be difficult for the emergency services to provide an accurate estimation of how long it will be necessary to shelter for. Every effort should be made to enable pupils are able to return home but this should only be allowed if it is safe to do so.

In very rare cases, such as exceptionally heavy snowfall, people may become stranded at school. It may be useful to assess if pupils and staff would require any special assistance (e.g. those with medical needs) were they to remain at school for an extended period of time or even forced to shelter overnight.

Intruders

Cases of intruders gaining access to school with the intention to cause harm are fortunately very infrequent. Whilst it is extremely unlikely that your school will ever need to implement these procedures it is important to have arrangements in place to deal with such a situation.

These types of incident can be unpredictable and evolve very quickly but there are practical measures worth considering which could reduce the risk of harm.

The choice between implementing a lockdown or dispersal procedure will vary significantly depending on the size, layout and type of your school. The age of your pupils is also likely to influence the arrangements you choose to adopt.

It may also be useful to consider if your procedures will change if they occur during a particular time (e.g. during lessons, break time, or at the start / end of the school day).

Any procedures you establish must be realistic; staff and pupils might not have much time to seek an appropriate place to hide and there is likely to be widespread confusion or panic. In practical terms, any incident has the potential to be very chaotic and the actual response may, willingly or not, involve a combination of both approaches.

The signal to lockdown or disperse should be clearly distinguishable to that of an evacuation. The fire alarm should not be activated as any confusion may result in pupils and staff congregating at an assembly point, thus making themselves more vulnerable to an intruder. In some modern buildings the activation of a fire alarm also opens doors automatically, even if locked. This can further reduce the effectiveness of a lockdown and therefore increase the risk to pupils and staff.

SIGNAL: Use intermittent bell to signal danger. SMT staff to speak to all staff regarding action.

Staff may find it difficult to obtain a clear overview of the situation during such an incident. Use mobile phone/text/email

Lockdown

When instigating a lockdown all entrances to the school must be secured in an effort to prevent the intruder from entering the premises. Staff and pupils must also find a suitable place to protect themselves.

If pupils are outside when the signal for a lockdown is sounded, staff should take them to the nearest possible building that can be secured (eg main building/nursery). Pupils will be asked to hide or disperse if this will aid their safety.

The rooms most suitable for lockdown are the classrooms (depending on where the threat is) open spaces (away from windows), entrances which need to be locked are all outside doors. It is important to ensure

these rooms have an escape route in case the intruder manages to gain access to the premises - all classrooms have 2 exits

Dispersal

Dispersal involves pupils and staff leaving the school via the safest possible route. Pupils should be asked to move directly away from the threat and then seek assistance from somebody they trust. Once a person is safely away from danger, they should contact the police to provide them with information about the incident.

Rendezvous points (e.g. fire assembly areas) should not be used as these may be known by the intruder and will in many cases not be far enough away from the school site to be considered safe. Pupils should also avoid congregating together in large numbers unless they are absolutely sure of safety.

It may be useful to identify places in the community which could potentially be suitable for pupils to disperse to (e.g. a local police station). However, unlike fire assembly points, any possible destinations should not be made publicly available. Nor should these locations be relied upon to be completely safe.

Staff must consider if exit routes likely to be used by pupils are viable methods of escape (some gates and doors might usually be locked during the school day).

EXIT ROUTES: Fisher Street, Berridge Road, Carver Street.

EVACUATION POINTS: St Mary's field (blanket permission obtained - let them know of arrival), Asda (seek permission - 0115 942 4300), Radford Road Police Station (seek permission) Vine Centre (seek permission -0115 924 9700) Forest Fields (0115 915 6872) Whitemoor Primary School (seek permission) - 0115 978 6351

Bomb Guidance

On receipt of such a warning, or on discovery of a suspect package, it must be assumed that the threat communicated or the suspicion aroused has real foundation and that there is no hoax involved.

- Alternative evacuation point in the event that Police advise that the school be evacuated. (St Mary's field/school - 0115 915 1799 or Forest Fields Primary - 0115 915 6872 or Whitemoor Primary School- 0115 978 6351
- The assembly point for such evacuations should be as far away from the building as practical, a distance of at least 200 metres being recommended, as the danger of flying glass and debris should an explosion occur must be considered.

A "bomb procedure" sign is available from the Safety Manual. It is recommended that this be displayed in the post room / school office. complete

A "bomb threat report form" is available from the Safety Manual to record details of a telephone threat. It is advised that a copy of this form is printed off and kept readily at hand in the school office. complete

- ➔ In all establishments vigilance should be exercised in noting the presence of strangers or of unusual parcels or packages in the building, and on no account should anyone attempt to move or interfere with suspect packages.

- It is generally accepted that suspect letter, parcels and packages delivered through the postal system do not usually constitute an immediate threat of explosion until they are opened. Such items should therefore be isolated in a dry place (do not place in water) away from vulnerable buildings. They should be kept clear of all persons and the police should be alerted as soon as possible.
- Suspect letters or parcels may explode on opening, so particular diligence is needed in handling such items. The following characteristics may arouse suspicion:
 - The handwriting which may be unusually erratic style.
 - The balance may be uneven or the weight may be excessive for the parcel size.
 - The feel may be springy or stiff as if packed with card.
 - Pinholes may be made by wire springs or contacts.
 - Greasy stains or unusual smells (many explosives smell of almonds or marzipan).
 - Rattles might indicate a loose mechanical part.
 - Bomb warnings must always be taken seriously. No risks should be taken or assumptions made until the matter has been properly investigated in co-operation with the police. The first responsibility of the Manager in any establishment is for the safety of staff and members of the public (and pupils if school or nursery). Any actions taken should reflect that priority.

- Up-to-date, detailed plan of the school showing evacuation routes and assembly points :*see SBM office on wall*
- Information on any different evacuation routes and assembly points to be used in case of a bomb alert: *use fire assembly points if practicable (e.g. assembly points may need to be further away from the building)*
- Information on exit and evacuation routes from the assembly points to a different safe location: *For St Mary's field: - leave school through the main door or through the side gate into the car park from the large yard. For Forest Fields - leave school through main gate and walk up Berridge Road)*
- Information on any personal emergency evacuation plans (PEEPs) for individual pupils or staff copy provided to class teacher of child: *On office server:2018/19 H and S, PEEPS and in Staff on Server, PEEPS*
- Procedure for sheltering: *(stay indoors, close doors and windows) if this is advised instead of evacuation pupils to remain in their classrooms, all blinds closed if required, only staff to move around school, pupils to be accompanied to the toilet if necessary*
- Procedure for lockdown of the school: *stay indoors, lock doors, close and cover windows in case of an intruder as above*
- Procedure for reverse evacuation if there is an incident directly outside the school (e.g. road traffic accident): *hand bell on playground, all children to be met by class staff or other available staff and escorted into building*
- Information on warning signals for fire alarms, bomb alerts, sheltering and lockdown: *bomb alert and fire evacuations - use fire alarm, lockdown - repeated intermittent ringing of school bell*
- Any identified 'place of safety' nearby where pupils and staff can be taken if unable to return to the school for some time - this could be a village hall, leisure centre, community centre or similar - and how this building is accessed (e.g. key holders) *St Mary's playground/field when they are in school (an academy so not the same term time). Forest Fields if this is not possible. (same term times as us) Shipstone Street park if necessary/Vine Centre - Bobber's Mill Road*
- Information on your 'buddy' school (contact details, resources, how pupils will get there) *Walk to St Mary's (details in contacts)-Head teacher Miss L O'Sullivan (acting). Walk to Forest Fields (details in contacts) - Head Teacher: Sue Hoyland. Whitemoor Primary School Head Teacher Laura DiMartino - 0115 978 6351*
- Information on how staff will ensure that all pupils and people visiting the site are accounted for (e.g. procedures for use of registers, visitors books) *Inventory system checked*
- Procedure for sending pupils home if the situation becomes prolonged, taking account of the need to track who has left / been collected - *all class teachers to keep a list of who has collected each child - using absence sheets or clipboards in classrooms*

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n) Training and exercising

Training record

Training title	Areas covered	Date	Attendees
Health and Safety	Asbestos, general health and safety	Sept 2018	Whole staff
Fire safety	Fire rules in school	February 2019	Whole staff

Exercise record

Date	Brief details of exercise	Aspects of plan tested	Actions identified	Outcome of actions

o) Emergency arrangements for other services using the school site

None at present

p) Further Reading (external sources)

- Coping with the sudden death of a pupil
<http://tna.europarchive.org/20080107232501/http://www.teachernet.gov.uk/wholeschool/healthandsafety/pupildfatality/>
- Bereavement- Information For Schools
www.cruse.org.uk/schools

- School Security: Dealing with Troublemakers
<http://tna.europarchive.org/20080108191321/http://www.teachernet.gov.uk/docbank/index.cfm?id=9232>
- Searching, screening and confiscation
www.gov.uk/government/publications/searching-screening-and-confiscation
- Abusive behaviour on school premises- Safe school: A legal toolkit for schools
<http://tna.europarchive.org/20080108050720/http://www.teachernet.gov.uk/wholeschool/healthandsafety/schoolsecurity/abusivebehaviour/>
- Prepare your home or business for flooding
www.gov.uk/prepare-for-a-flood
- Freezing Weather - guidance to avoid burst pipes
www.abi.org.uk/Insurance-and-savings/Products/Home-insurance/Frozen-pipes
- School fire and security guidance
www.zurich.co.uk/municipal/toolsandtips/informationlibrary/schoolfireandsecurityguidance.htm

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