

# Balcombe C E (C) School

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## Emergency Plan

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Adopted by Governors: 2012

Reviewed: Dec 2014

Next Review: Dec 2016

## **Purpose of the School Emergency Plan**

Balcombe CE School is committed to ensuring that, in the event of a major emergency or incident, the school will provide an effective emergency response to minimize the impact of the emergency and ensure the wellbeing and safety of all children and adults in the school's care. This plan will be supported by existing emergency response arrangements with West Sussex County Council, The Emergency Services and WSCC Emergency Planning Team.

An emergency incident or crisis can be clarified as an unexpected event which affects Balcombe School community, and which causes disruption on a scale, which is beyond the normal coping capability of Balcombe School. The Emergency/Critical Incident may involve significant threat, damage or injury to property and individuals, and may have a long-term impact on pupils, staff, governors and parents.

## **Potential Major Emergencies:**

Serious or life threatening injury or fatality

*Either on site or during an off site activity:*

- **explosion, fire or chemical hazard**
- **building damage or destruction**
- **hostage taking or abduction**
- **terrorist incident**
- **serious health hazard**
- **environmental disaster e.g. severe flood, snow etc**
- **other**

In the event of a major emergency the West Sussex County Council Education Department will provide support in partnership with Staff and Governors. They could be expected on site within 2 hours and but will provide telephone support until then. They will decide if a second team is needed at any off site emergency.

The Critical Incident Management team would normally be the Headteacher, the office manager and the key stage leaders. If any of these were involved in the incident other available personnel would make decisions in consultation with West Sussex County Council.

## **Alerting Procedures**

<i>In School Hours</i>	
Headteacher/Secretary/Key stage Leaders to phone numbers in Emergency Plan	<ol style="list-style-type: none"><li>1. Phone emergency services (999) – police, fire, ambulance as required</li><li>2. Phone WSCC Emergency Planning duty officer (01403 229282)</li><li>3. Phone WSCC School Support Officer</li><li>4. Phone involved parents</li></ol>
<i>Out of School Hours</i>	
Contact Headteacher	Headteacher contacts WSCC Emergency Planning duty officer (01444 411738), Secretary, teaching staff, Chair of Governors and proceeds to school

## Emergency Response Form – Emergency Centre *on school premises*

If named person/people are not available the senior manager present must allocate roles to personnel available

NB If Chair of Governors not available Deputy to take role

	Overall management at school	Control of information/ emergency accommodation to respond to incident	Admin support inc. telephones	Staff /pupil welfare (on site)	Information to staff and parents	Dealing with involved/ bereaved families	Managing the media give info every 15 minutes punctually	Catering for pupils and emergency staff	Other parents	Other issues
Who should lead?	Headteacher	Secretary/ Administrator or Bursar	TA with support from Governors	Pupil welfare – Teaching staff  Staff welfare - Governors	Chair of Governors	Vicar/ Governor then WSCC/ Emergency Services	Headteacher / Chair of Governors then WSCC Ed. Dept	TA, Governor	Teacher to direct parents to school hall	
Actions that could be taken		Timed log kept of information received and or incidents as they happen	Notice/ TAs front of school Parents to park at Victory Hall or Church lay-by. Only access for emergency services/ key personnel down West Up			Mortuary set up in church if possible, otherwise Mill Classroom	Liaise with emergency services first No photographs released without WSCC Ed. Dept consultation	Drinks etc on site Meals – PTA, Balcombe Tea Rooms or Pub		Flowers by school front area
Where?	Headteacher office	School office	School office	School hall		Staff room or Forest classroom	Media outside or in Scout hut	School hall kitchen using outside doors	School hall	
Resources/ sources	Emergency plan/phone line	Emergency plan Fax phone whiteboards	Emergency plan/school mobile/personal mobiles until WSCC Ed. Dept. arrive	Registers Books etc for children in school hall				Drinks from PTA Meals from Balcombe Tea Room or the Pub		Key to church in ?

## Emergency Response form – Emergency Centre *off school premises* (in case of evacuation)

In the event of an emergency which affected the entire village it is likely that emergency services would co-ordinate any evacuation plan.

	Overall management of the incident	Control of information/ emergency accommodation to respond to incident	Evacuation/ transport	Admin support inc. telephones	Staff /pupil welfare	Information to staff and parents	Dealing with bereaved/ involved families	Managing the media - Give info every 15 minutes punctually	Catering for pupils and emergency staff	Other parents	Other issues
Who should take the lead	Head teacher	Office manager or Bursar	Teachers and TAs to supervise children walking to Church (St Mary's) or Victory Hall as appropriate	TA with support from Governors	Pupil welfare: teachers and TAs  Staff welfare - Governors	Chair or Deputy chair of Governors (availability)	Vicar, Governor then LEA	Headteacher /Chair of Governors, then LEA	Onsite then tearoom, social club or pub	Teacher	Notify Victory Hall rep. if hall needed
Actions to be taken		Timed log kept of information received or incidents as they happen						Information given every 15 minutes punctually			Flowers to church or outside the Victory Hall
Where	St Mary's Church or Victory Hall						Back of church or WI room in Victory Hall or Social Club	Outside of Church or Victory Hall		Small hall	
Resources required and where from	Emergency plan Personal mobile	Emergency plan School/ personal mobiles Pens, paper	Emergency plan First aid equipment Personal	Mobiles until LEA phone support arrives	Registers						

			mobiles								
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# Emergency Plan

Please note that if the Headteacher is involved in the incident the overall manager will be the Key Stage 2 Leader (Assistant Head Teacher) supported by the Office manager.

1. On receiving information about the incident the Headteacher contacts WSCC Ed. Dept. emergency team and takes immediate advice from them.
2. Children to be kept in classes as normally as possible until Headteacher decides to move school to hall.
3. Any information given to children will be decided by Headteacher after consultation with WSCC Ed. Dept. if possible. All staff to give only that information agreed.
4. Information to be given to parents will be similarly agreed and given as stated in the emergency response form
5. Headteacher takes decision to move school to hall if media become involved or other parents are alerted.
6. 01444 881 047 ( fax phone line) to be used to keep in contact with LEA / emergency services
7. 01444 881 352 ( main line) + mobile phones to be used to contact parents and receive calls other than emergency services
8. Contact with LEA to be maintained via mobile phone if fax line needs to be kept open.
9. No member of the school community (teachers, TAs, Governors) to speak to the media except designated person as on Emergency Response Form.  
If contacted, the standard response should be that there is a designated media spokesperson, who will be giving updated information every 15 minutes

## Critical Telephone Numbers

**24 hour contact number**  
**Emergency Planning Duty Officer**  
School Support team (Geoff Taylor)

**01444 411738**  
**07803 716477**  
01293 895203  
01273 464433 (home)

## **School Community Telephone Numbers**

**(Governors and PTA chair and sec )**

<b>Organisation</b>	<b>Contact Number</b>
West Sussex County Council	01243 777917 (emergency planning unit)
Sussex Police – General enquiries	0845 60 70 999
Sussex Ambulance – General enquiries	01273 489444
West Sussex Fire Brigade – General enquiries	01243 786 211
EDF	0800 096 2255
Southern Water – technical department (emergency response)	0845 272 0845
Environment Agency Floodline	0845 850606
Environment Agency – Regional Control Centre emergency line (for extra information)	0800 80 70 60
Power cut helpline	0800 783 8866
<b>Radio stations</b>	
Southern FM	01273 430111
Bright 106.4	248127 or 248899
Mercury	01293 519161
Southern Counties	0845 957 0057

### **Contact numbers for Emergency and other Services**