



Emersons Green Primary School

### **School Emergency Response Plan**

**This policy contains confidential information. Please treat personal details and health care plans with respect**

#### **Who Has School Emergency Response Plan**

All staff and governors have been consulted on the School Emergency Response Plan (SERP) and so will have a copy. However, the following people have copies held off site and have access to them at short notice:

Headteacher	Mrs Jan Isaac
Deputy Headteacher	Mrs Sam Churchill
Chair of Governors	Mr Jon Skidmore
Vice Chair Governors	Mr Mike Beard
Site Manager	Mr Dave Broom

#### **School Details**

Emersons Green Primary School opened in September 2000 to KS1 children in temporary accommodation. The building was finished in October and the school moved into the new premises and opened to KS2 children in late October 2000.

The school is a community co-educational primary school taking children from the age of four to eleven years. The building is designed to accommodate 210 children plus a Special Educational Needs "Resource Base" for up to 15 physically and/or visually impaired children. The school is organised into 7 classes - one in each year group. The Resource Base provides specialist teaching and children are included in mainstream classes as appropriate. We currently have 12 children in the Resource Base.

A plan of the school buildings and grounds is attached- appendix 1

#### **Identifiable Known Risks**

- The cleaners cupboard and caretakers cupboard where cleaning materials are stored is marked on the plan. A COSSH assessment is in the cleaner's cupboard
- The shut off taps are situated as follows:
  - Gas Boiler Room
  - Water Inside main front gates on left as you enter the drive on grass
  - Electricity Corridor

These are marked on the plan.

- Children are not allowed to enter the main school kitchen
- Some medicines are stored in school – see Administration of Medicines Policy

These are medical needs, which will affect the pupil for extended periods and probably most of their lives. E.g. anaphylaxis, asthma, epilepsy. If children need medication for any of these conditions parents must fill in a Health care plan. These can be done in consultation with the school nurse. The Health care plan must give clear instructions on dosage and frequency of medication. In these circumstances such medication is stored safely in the medicine cabinet in the school office or in a teacher's cupboard and a record of the administration kept.

### **Risk Assessments**

There are no known risks in relation to:

- school site and accommodation,
- pupils/staff outside the school,
- in the community

However we do have a policy for school trips and risk assessments are carried out every time children leave school.

### **Useful Resources /Equipment**

A few small tents	Cleaners cupboard
BBQ and Charcoal	garage
Therapy beds	Accessible Toilet and Physiotherapy Room
Torch	Main office- next to alarm system
Blanket	Main Office – cupboard next to alarm
Tea/ coffee etc	Staff Room
First Aid	Deputy Head's office

There is a list of staff that have done basic first aid training in the Deputy Head's Office. The current first aider is Headteacher Mrs Jan Isaac although HLTA Angela Knight is about to do the 2 day training.

### **Supporting Information**

There are 12 pupils with significant disabilities and health needs. Health care plans are in Deputy Head's Room.

Copies are attached.

### **Actions to be taken in the event of the following:**

#### **▪ Incidents at school**

##### **➤ Evacuation**

In event of a fire the usual fire evacuation procedures that are practiced regularly by staff and pupils. Resource Base children are accompanied by the adult working with them whenever possible. For those children with significant disability or visual impairment there is always an additional adult available. Resource Base children evacuate last to prevent hindering the evacuation of able bodied children.

In the event that the playground is inaccessible all personnel will collect at the bottom end of the school field

In the event of the agreed evacuation point being inaccessible all personnel will be directed to another safe point. A loud hailer will be available. The children will collect at the safest point and be walked to neighbouring Mangotsfield Primary School if necessary.

➤ **Sheltering**

**Go in, Stay in, and Tune in.**

If children and staff have to shelter in the school they will be kept safely until we are advised that they leave the premises.

All efforts will be made to communicate with parents. A message will be put on the answer phone on the main school number 01454 867474

Children will only be allowed to leave when it is safe and they can be handed over to a responsible adult.

▪ **Incidents that happen to pupils/ teachers outside school hours.**

All staff have the telephone numbers of the Headteacher and Deputy Headteacher. Depending on the incident appropriate emergency arrangements will be made using common sense.

If additional support such as advice or counselling is needed then the most senior member of staff will seek out the relevant information and put into place.

There is a reciprocal arrangement with Mangotsfield Primary School where we have agreed to support each other with advice, sharing of personnel, etc at times of emergency.

▪ **Incidents that happen on school trips out of the area**

All staff will have had copies and read the appropriate sections in the South Gloucestershire Health and Safety Manual .All emergency arrangements will be followed as on page 2.554.

Risk assessments are requested prior to the visit

A residential school trip notification form is completed prior to the visit and 24hour emergency telephone numbers are provided.

The trip leaders will have all the appropriate school contact details and the emergency number for the LEA

In the event of an emergency the most senior person listed on the Residential School Trip Notification form is contacted and they will decide the most appropriate course of action.This may be a coordinated response or a major incident response.

**Communication**

**School Details**

Emersons Green Primary School  
Guest Avenue,  
Emersons Green,  
South Gloucestershire,  
BS16 7GA  
Tel: 01454 867474/76/77/78  
Fax: 01454 867475

Headteacher	Mrs Jan Isaac	0117 9491884	07817592847
Deputy Headteacher	Mrs Sam Churchill	01249 783483	07890625594
Chair of Governors	Mr Jon Skidmore	0117 9563753	07973348140
Vice Chair Governors	Mr Mike Beard	0117 9572790	07786832602
Site Manager	Mr Dave Broom	01454 778909	07813704395

#### Emergency Services

Staple Hill Police Station	0845 456 7000
Emergency Services	999
Education Department	
Normal working hours- Director of Education	01454 863253
Out of hours- Duty Emergency Coordination Officer	01454 868686

The teacher in charge of the school trip will have emergency contact details for all pupils in her/his care.

#### Communication with parents/carers

Emergency contact details are kept by the school for all parents.

The support staff will work together to contact all parents by phone in the case of an emergency

In the case of school closure messages will be relayed on Radio Bristol and GWR.

The Headteacher is the main point of contact for corporate communications

#### Communication with the media

We have general information about the school within this policy and in 'Information for Applicants.'

The SGC Communications team will take a lead for dealing with media in the event of an incident and will liaise with Education to ensure the correct information is passed to the Media.

Staff will not deal directly with the Media and any requests will be passed to the SGC Communications team. Staff are aware that any comments made to the press could jeopardise any subsequent enquiry following on from the event. Staff are aware that the media can use any method to get a story.

#### Finance

The Headteacher and Deputy Headteacher and Secretary have access to the school fund cheque book. There is limited money in school fund.

The Headteacher and Deputy Headteacher are authorised to spend emergency funds

Staff will keep a full log of expenditure and keep receipts if money needs to be reimbursed following on from the incident.

#### Returning to Normal

The school will seek advice from the Education Psychology Service and other appropriate services if necessary.

A full debrief will be arranged as soon after the incident as possible and a few months later. All appropriate people will be consulted.

Log sheets will be kept of all actions and decisions taken by the staff with time and date. These will be page numbered with a dedicated serial number included to ensure every action/ decision can be clearly identified at a future date. The sample log sheet provided by SGC will be adopted.

Written by: Jan Isaac Feb 2006  
Approved by Governors  
Review date: March 2007