



**Federation of  
Westminster  
Special Schools**  
Training & Outreach

# **Contingency/Emergency Plan Policy**

Reviewed by Resources Committee 8 Feb 16

Adopted by Chair's Action 23 Feb 16  
Next Review February 2017

**CHILDREN'S SERVICES**

# **EMERGENCY PLAN**

**FOR**

**COLLEGE PARK SCHOOL  
GARWAY ROAD  
LONDON W2 4PH**

**Reviewed by Resources Committee 8 Feb 16  
Adopted by Chair's Action 23 Feb 16**

**Next Review February 2017**

# INTRODUCTION

This Plan provides generic guidance on actions that should be considered by the Headteacher, their nominated deputy, and the school management team in case of an emergency in school, on an educational visit and in the wider community.

**The accompanying guidance is an integral part of the Emergency Plan and should be referred to when developing and utilizing the Plan.**

Any emergency affecting a school may afterwards be the subject of a detailed inquiry. It is important that accurate written records are kept, and that no piece of information about the response to the incident is lost.

Date of issue:	Date of next review:
DECEMBER 2015	DECEMBER 2016
Copies of this Plan are kept: <ul style="list-style-type: none"><li>• In the School Office</li><li>• In the Head of School's Office</li><li>• With the Head of School at QE2 School</li></ul>	
Person/s responsible for reviewing plan: Head of School with Senior Management Team	

## ROLES & RESPONSIBILITIES

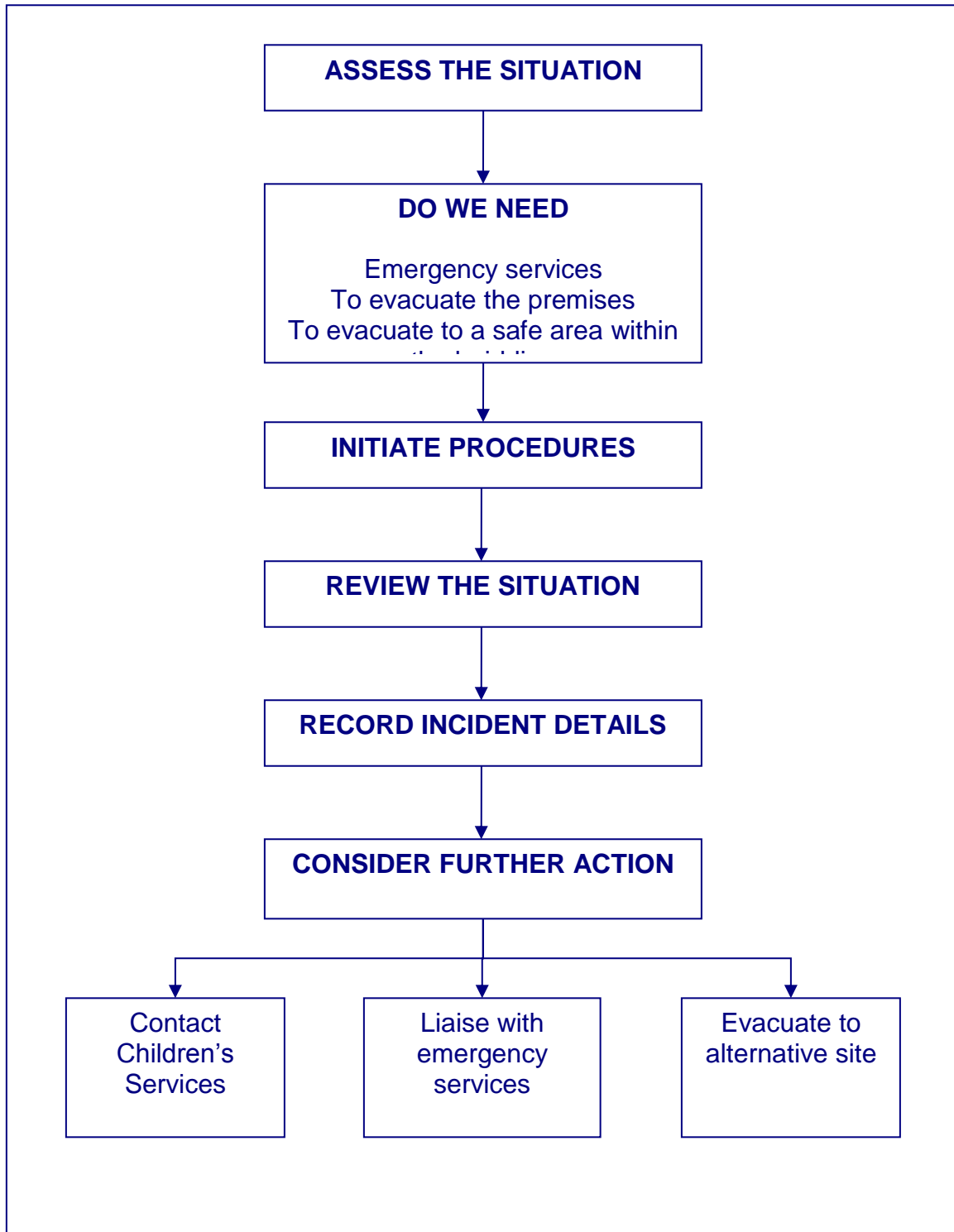
The School Plan should ensure that suitable members of staff are identified to fill the following roles.

Each role should also have a deputy, in case the principle member of staff is absent.

To assist post-holders, 'Job cards' have been developed.

<b>ROLE</b>	<b>POST HOLDER</b>	<b>DEPUTY</b>
<b>INCIDENT MANAGER</b>	<b>Jackie Brathwaite</b> HEAD OF SCHOOL	<b>Claire Shepherd/Katrina Mutch</b> DEPUTY HEAD/ACTING DH
<b>NEXT-OF-KIN/PARENT LIAISON</b>	<b>Jane Winney</b> WELL-BEING TEAM	<b>Nurmala Baskeville/Sue McGrath</b> WELL BEING TEAM
<b>ADMINISTRATOR</b>	<b>Mark Middleton</b> FEDERATION BUSINESS MANAGER	<b>Steve Hudson</b> FINANCE OFFICER
<b>SITE</b>	<b>Leonard Doyle</b> SITE MANAGER	<b>Jamie Fraser</b> FEDERATION FACILITIES MANAGER
<b>COMMUNICATIONS</b>	<b>Jackie Brathwaite</b> HEAD OF SCHOOL	<b>Claire Shepherd</b> DEPUTY HEAD
<b>CASUALTY AND WELFARE</b>	<b>Theodora Armah</b> SCHOOL NURSE	<b>Marion Saunders</b> FIRST AIDER
<b>EDUCATIONAL VISITS</b>	<b>Katrina Mutch/Mehr Shakir</b> EVA-CORDINATOR	<b>Claire Shepherd</b> DEPUTY HEAD

# PHASE I: IMMEDIATE ACTION



## **EVACUATION AND INVACUATION PROCEDURE**

Signal to be used to evacuate to the assembly point: **FIRE ALARM**

Location of assembly point: **SCHOOL PLAYGROUND**

Signal to be used to evacuate to a safe place: **WORD OF MOUTH FROM INCIDENT MANAGER**

Location of safe place: **HALLFIELD Primary School**

On hearing the relevant signal, all staff, pupils and visitors will evacuate or invacuate the premises in an orderly manner. All teachers in control of a class will:

- Lead children by the nearest safe route to the assembly point/safe area
- Carry out the roll call procedure
- Notify the incident manager of any persons unaccounted for
- Ensure children remain at the assembly point/safe area
- Await further instruction from the incident manager

Vulnerable persons will be evacuated /invacuated in accordance with the personal emergency evacuation plans developed for those individuals. Copies are attached to this plan.

On hearing the evacuation signal:

- The Emergency Pack will be collected by: Jackie BRATHWAITE or Claire SHEPHERD
- School Registers will be collected by: ADMIN TEAM
- School visitors book will be collected by: ADMIN TEAM
- Children's medications will be collected by: SCHOOL NURSE / WELL-BEING TEAM
- First aid box will be collected by: FIRST AIDERS: Marion Saunders and Mireille Godfrey

Detail here role call procedures: Each class teacher to check own register.

Staff in charge of the kitchen will take the following action:

Assemble with the rest of school in School Playground.

Staff in charge of breakfast clubs will take the following action: Evacuate pupils to the School playground and take Breakfast Club register.

Staff in charge of extended services/after school clubs will take the following action: Evacuate pupils to the School playground and take After School Club register.

### **INCIDENT INFORMATION SHEET**

Information about an incident may come from a number of sources. Whoever receives the alert should ask for, and record, as much information as possible.

<b>INCIDENT DATE:</b>	<b>TIME:</b>
<b>INCIDENT LOCATION:</b>	
<b>WHAT HAPPENED</b>	
<b>CASUALTIES</b> (Number/nature of injuries)	
<b>EMERGENCY SERVICES</b> Those involved/advice given	
<b>EVACUATION</b> On-site evacuation or evacuation to alternative safe place	
<b>DAMAGE TO PROPERTY</b> Details of any known	

damage	
<b>HAZARDS</b> Any known continuing hazards	

### **INCIDENT INFORMATION SHEET: EDUCATIONAL VISITS**

Information about an incident may come from a number of sources. Whoever receives the alert should ask for, and record, as much information as possible.

DATE:	TIME:
CLASS INVOLVED:	
PERSON IN CHARGE:	
PERSON REPORTING INCIDENT:	
PLACE BEING VISITED:	
LOCATION OF INCIDENT:	
WHAT HAPPENED	
CASUALTIES (Number/nature of injuries)	
CASUALTY LOCATION/S (e.g hospital)	
LOCATION OF SCHOOL PARTY (e.g. hotel)	



ADVICE FROM EMERGENCY SERVICES			
OTHER ACTION TAKEN			
NUMBER OF PEOPLE ON VISIT	PUPILS	TEACHERS	OTHER

## CONTACTING CHILDREN'S SERVICES

The incident manager will contact Children's Services to inform them of the incident. The following telephone numbers will be used to inform Children's Services:

### Daytime Hours:

020 8753 3728  
020 8753 3601

### Out-of-Hours

020 8748 9787

**THESE NUMBERS SHOULD NOT BE GIVEN TO THE PRESS, PARENTS OR PUBLIC**

## SITE EVACUATION PROCEDURES

### Site 1

Type of premise: SCHOOL

Contact name/details: Mr Aaron Sumner (Head teacher)

Address: Hallfield Primary School, Hallfield Estate, London W2 6JJ

Directions/map: ***If entering through the front of Hallfield School***

Head north on Garway Road towards Westbourne Grove.  
Turn Right onto Westbourne Grove (0.2 miles)  
Turn Right onto Inverness Terrace.  
Take a sharp left.  
Hallfield School front entrance is on the right hand side.

***If entering through the back of the school or wanting to avoid main roads.***

Head South on Garway Road on to Leinster Square.

Turn left and continue onto Porchester Gardens (0.4 miles).  
Hallfield School rear entrance is on the left hand side.

Estimated travel time: 10 minutes

Facilities: Classrooms, Hall, kitchen, toilets – general school facilities

**Site 2**

Type of premise: SCHOOL

Contact name/details: Anthony CLEMENTS, Head of School

Address: QUEEN ELIZABETH II JUBILEE SCHOOL, Kennet Road, London W9  
3LG

Directions/map: From Garway Road Turn Left into Westbourne Grove  
Turn Right into Chepstow Road  
Turn Left into Artesian Road  
Turn Right into Northumberland Place  
Turn Left into Talbot Road  
Turn Right into Shrewsbury Road  
Turn Left into Westbourne Park Road  
Turn Right into Great Western Road  
Turn Right into Elgin Avenue  
Turn Left into Fernhead Road  
Turn left into Kennet Road  
Arrive at QE2 School

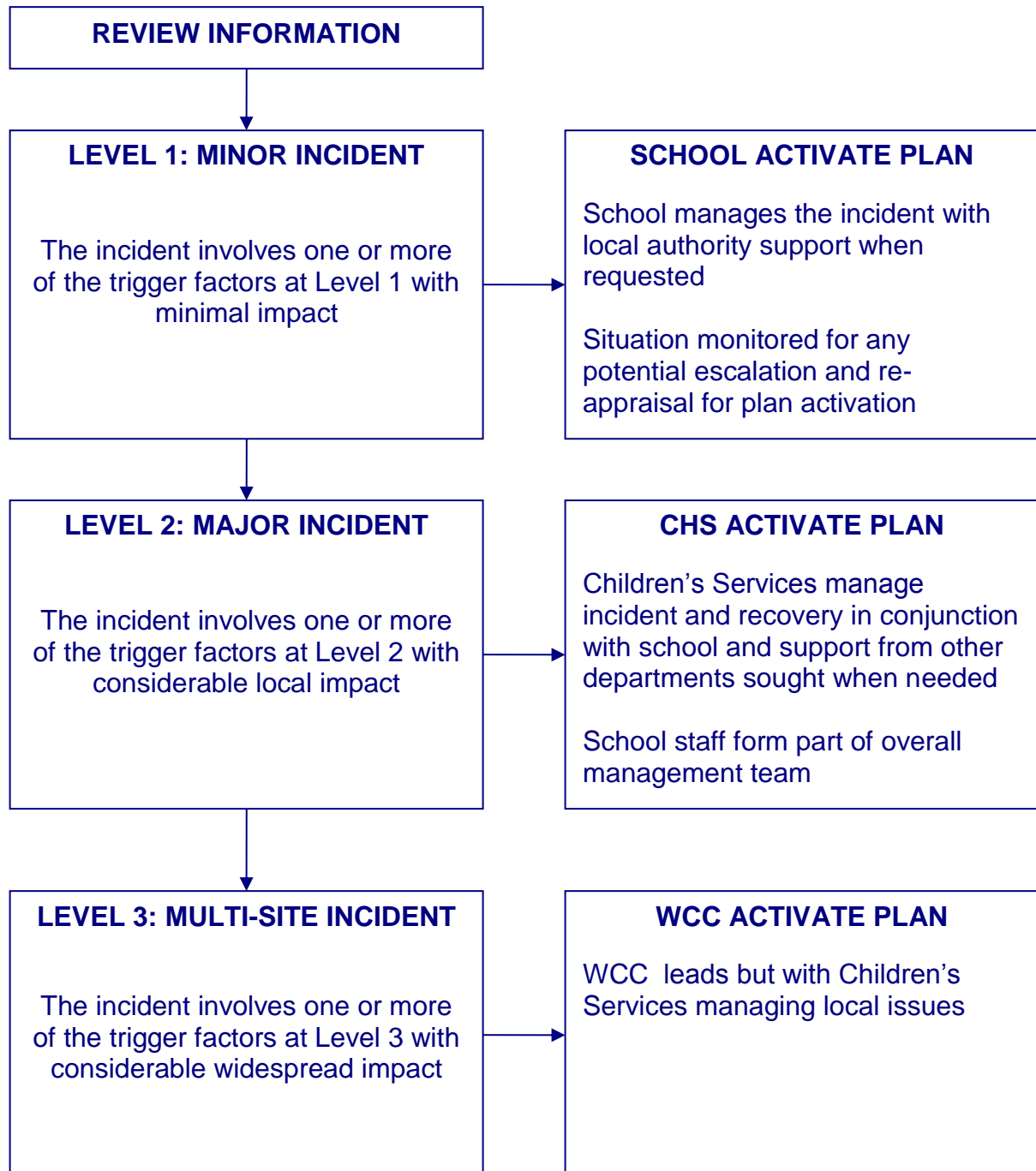
Estimated travel time: 30 minutes

Facilities: School Hall, toilets, changing facilities, kitchen, general school facilities.

Details of procedures to be followed when traveling to alternative site (e.g. travel plan, known hazards etc) should be attached.

## PHASE II: PLAN ACTIVATION

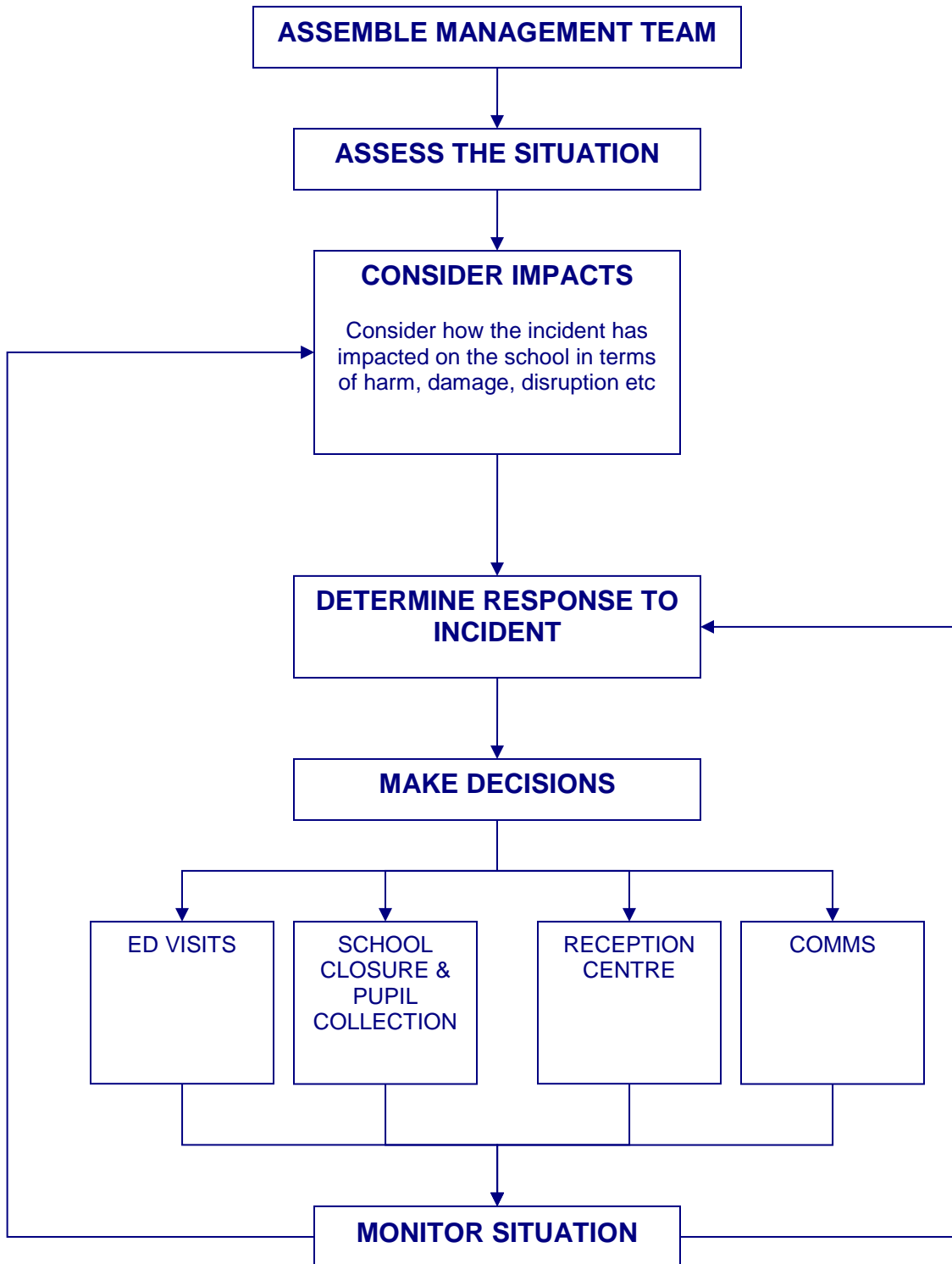
The following flowchart and trigger levels can be used to determine what further action is required in relation to the incident. This may be done in conjunction with CHS senior managers.



## ACTION TRIGGER LEVELS

<b>FACTOR</b>	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>
<b>PREMISES</b>	Minor or moderate loss/denial of access to main school building or ancillary buildings	Major or complete loss/denial of access of main school building and/or ancillary buildings	Widespread levels of loss/denial of access to a number of establishments
<b>PEOPLE</b>	Single person involved with minor injuries or harm requiring local first aid provision	Single person involved-serious injuries/death or multiple casualties requiring professional treatment Potential serious harm to persons (e.g. abduction)	Multiple deaths or injuries requiring professional treatment across numerous sites
<b>SCHOOL TRIPS</b>	Single person involved with minor injuries or harm Local trip capable of returning to school unassisted	Single person involved-serious injuries/harm or multiple minor casualties School trip domestic or overseas requiring assistance to return home	Multiple deaths or serious injuries Numerous school trip parties unable to return home (domestic or overseas)
<b>UTILITIES</b>	Partial loss of a utility for a short period of time Limited damage to plant and equipment	Loss of numerous utilities for a week or more Major damage to various items of plant and equipment	Complete loss of all utilities in numerous sites with extensive damage to plant and equipment
<b>ICT</b>	Loss of administrative or educational data and hardware. Short-term loss of communication systems	Loss of schools network and/or communications systems Loss of school related Council systems	Total loss of all Council and schools ICT system
<b>SUPPLIERS</b>	Short term loss of local school contractors	Loss of specific critical contractors for extended period of time	Total loss of borough wide contractors (cleaning and catering) for extensive period of time
<b>EDUCATIONAL MATERIALS</b>	Limited loss of educational materials and coursework	Total loss of all educational materials and coursework-single site	Total loss of educational materials and coursework in numerous sites
<b>OTHER</b>			

# PHASE III: MANAGE THE RESPONSE



## INCIDENT TEAM ACCOMMODATION

### School Site

Location	Executive Head's Office
Incoming call line	020 7221 3454

### Off Site 1

Location	Hallfield School
Incoming call line	020 7087 4960

### Off Site 2

Location	Queen Elizabeth II Jubilee School
Incoming call line	020 7641 5825

## **TACTICS: COMMUNICATION**

### **Notification of incident and provision of ongoing information:**

- Identify who will need to be informed of incident (e.g. pupils, parents, governors etc)
- Determine the information that needs to be provided about the incident
- Determine how the information is to be provided (e.g. letter to parents, parent call, website, pupil/staff briefings etc)
- Decide who is responsible for delivering what message to what persons
- Ensure that messages are authorized before they are delivered
- Keep under review information and messages as incident progresses

Decide the most appropriate method of contacting relatives of pupils / staff affected by the incident. If the matter is very serious (such as a fatality) liaise with the Police about informing next of kin.

### **Incoming enquiries and requests for information:**

- Prepare a response for parents/next-of-kin
- Nominate person to respond to enquiries
- For parents/next-of-kin obtain confirmation of identity before providing information
- For press enquiries, refer to the corporate communications team
- Ensure a direct contact number is available for incoming calls
- Prepare a message on the school answer machine

The following action should be taken where press enquiries are made

- Seek advice from corporate communications
- Prepare a written statement in conjunction with corporate communications
- Brief staff and if necessary pupils on talking to media
- Advise parents/next of kin on talking to media

## **TACTICS: EDUCATIONAL VISITS**

The following action should be taken:

- Identify all educational visits that are underway
- Identify those educational trips that may be directly and indirectly effected by the incident
- Contact group leaders for those groups identified as being effected
- Consider if the educational trip members need to return from the trip
- Make arrangements for the trip to return or for parents/next-of-kin to attend location

- Overseas trips liaise with British Embassy/Consulate, Foreign Office, tour operator, Insurers
- UK trips liaise with other local authority, local emergency services, tour operators, visit centers etc.

### **TACTICS: SCHOOL CLOSURE**

The following action should be considered:

- Assess the need to close the school fully or partially based upon the information available
- Assess the need to close additional services that are provided (e.g. breakfast clubs, after school clubs etc)
- Identify any transport needs particularly for pupils with special needs
- Put in place children collection and release procedures
- Determine method for informing parents of school closure
- Inform parents of closure and of collection procedures
- Put in place arrangements for pupils who are not collected
- Identify who else will need to be informed of closure/partial closure (e.g. CHS, Chair of Governors, corporate communications)
- Identify procedures for keeping stakeholders informed of ongoing closure
- Consider how pupils with Special Educational Needs (SEN) or medical needs may be affected if the school remains closed for an extended period of time
- Ensure the security of the school premises during period of closure.

### **TACTICS: RECEPTION CENTRE**

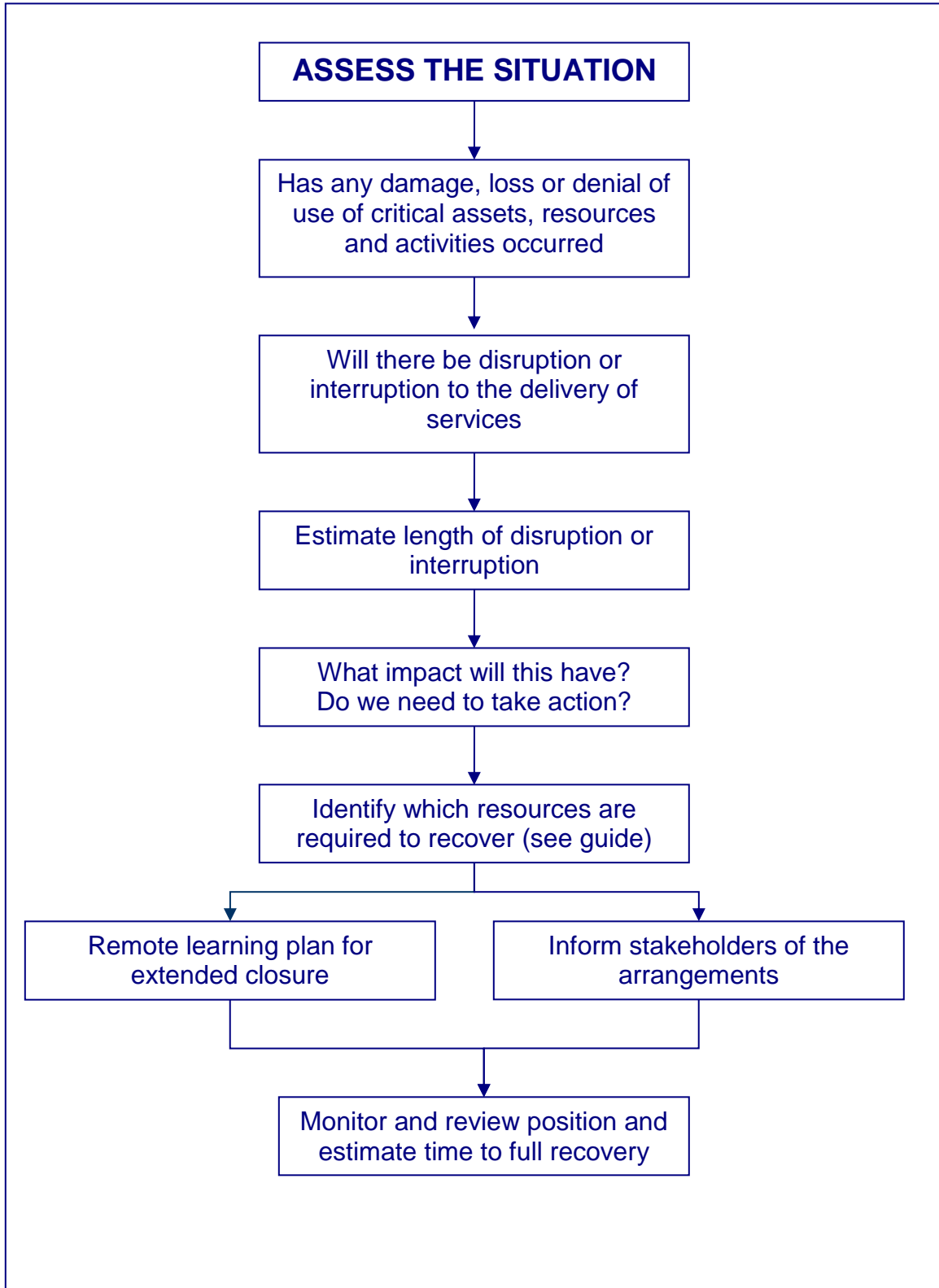
The following action should be considered:

- Determine if parents/next-of-kin of those harmed/involved will need to attend the school/alternative site
- Determine if pupils need to be collected from school or an alternative site following site evacuation/school closure
- Consider how many parents/next-of-kin may need to be accommodated
- Consider if the police or other agencies will need to speak to parents/next-of-kin
- Identify areas that can be used as reception center
- Identify sufficient staff to be present at the reception centre and brief them





# PHASE IV: MANAGE RECOVERY



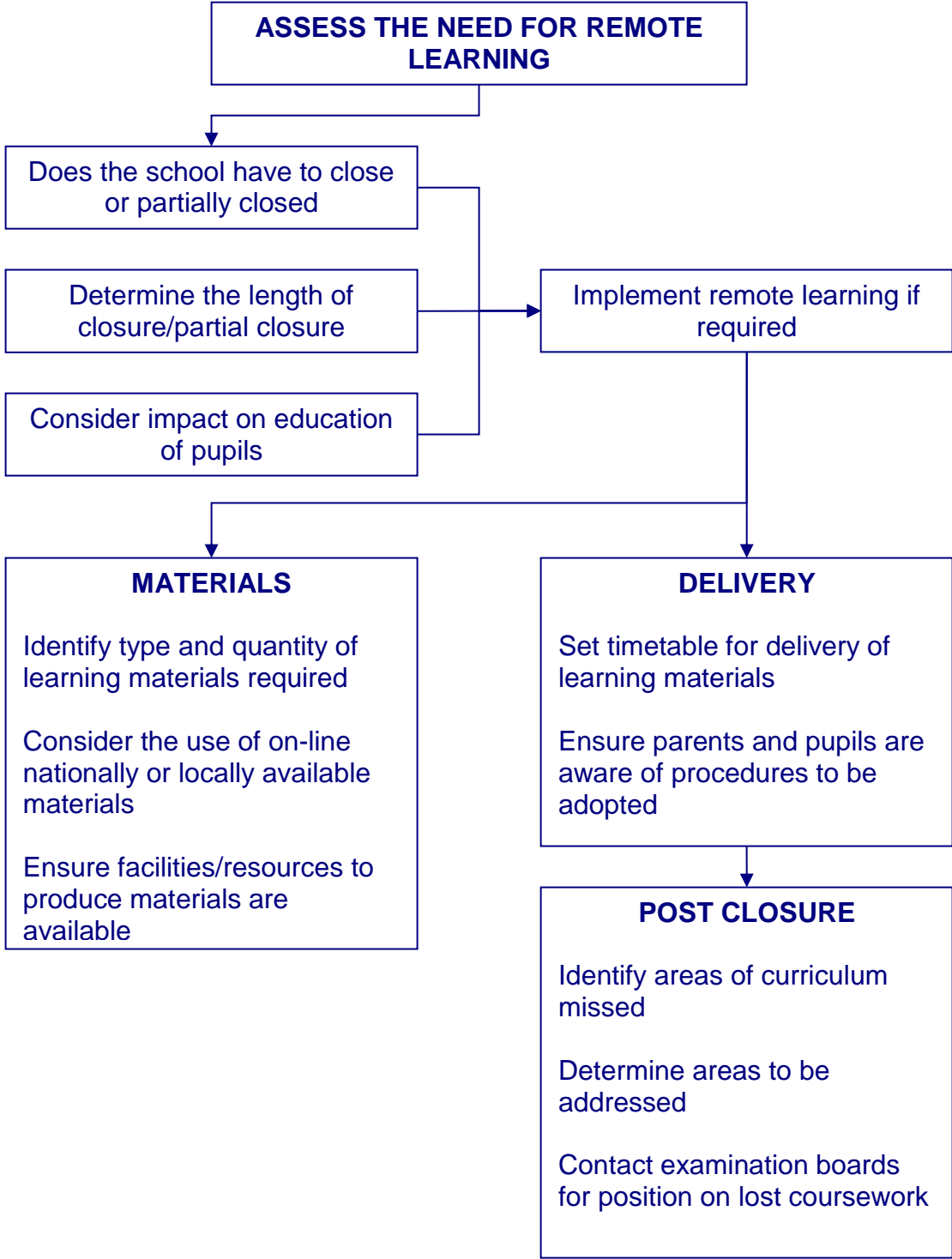
## POTENTIAL IMPACTS OF INCIDENT

AREA	POTENTIAL INCIDENT IMPACTS
Education	Disruption to examinations Disruption to general education Lost teaching days Loss of coursework (hard copy/electronic)
Educational Visits	Loss of contact with school party/group leader School party unable to return on-time School party stranded in UK
Pupil welfare/well-being	Major injury or harm to pupil/s Concern/upset over friends involved Loss of supervision and behavioural issues Loss of support for pupils Loss of free school meals Ongoing health and safety concerns (e.g. cold)
Parents/Guardians	Large number of enquiries to school Parents unable to get information (site evacuated) Parents arriving at school site Concern/anger over failure in duty of care
Premises	Denial of access to premises (whole or partial) Damage to property, assets and facilities Loss of vital utilities Loss of ICT and communications Loss of supplies and suppliers
Press/Media	Large number of press enquiries Press arriving at scene Press intrusion (pupils, parents, staff) Social media use by staff, pupils, parents, press
Extended Services	Disruption to service delivery
Staff	Major injury or harm to member of staff Loss of key staff members Stress and psychological issues over colleagues Loss of personal goods and information
Statutory	Breach of statutory duty Crime scene and crime investigation Enforcing authority investigation WCC investigation

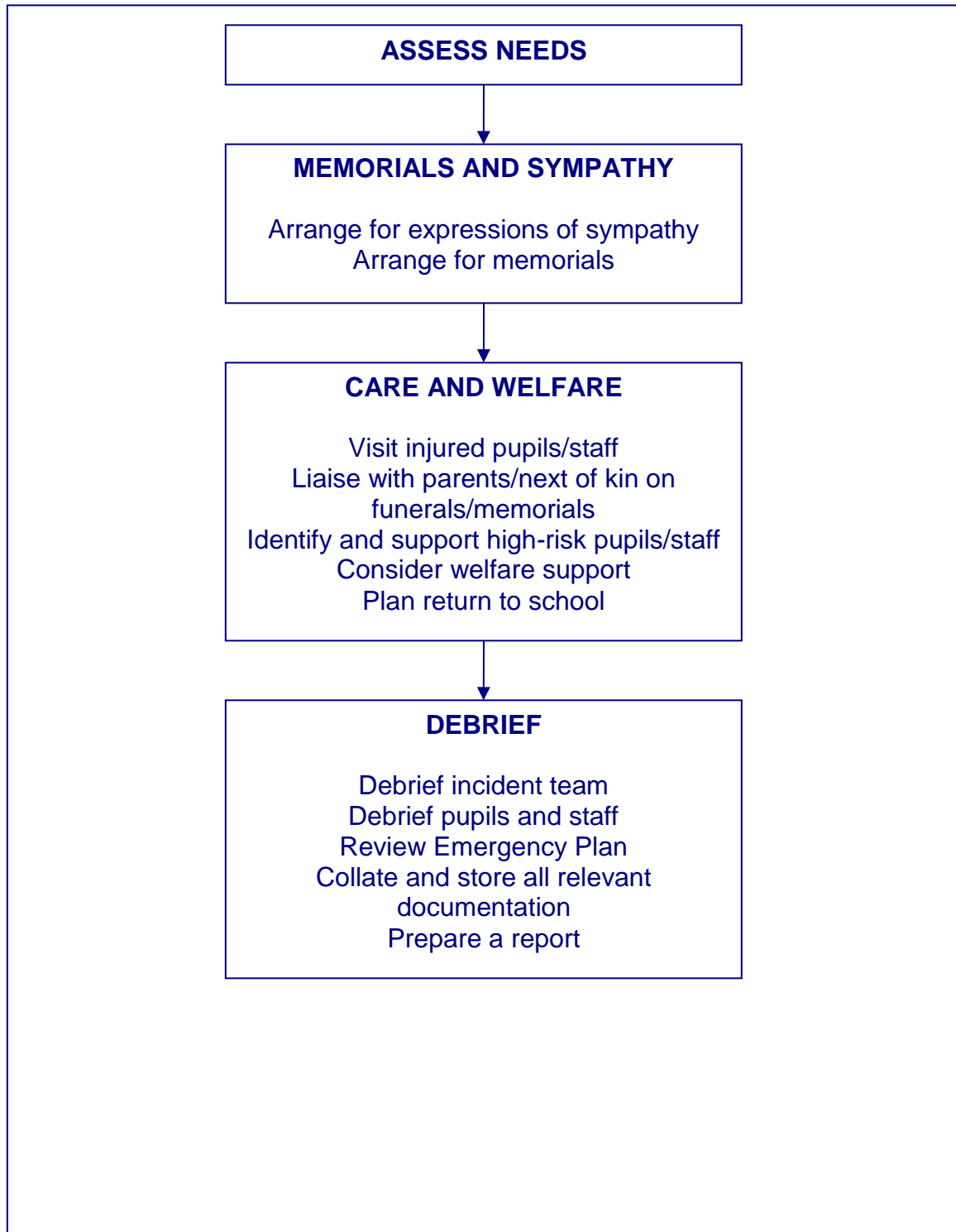
## **TACTICS: RESPONSE AND RECOVERY**

- Establish what effect the emergency will have on the operation of the school. Try to ascertain how long the disruption will last.
- Attempt to recover important documentation, records and equipment if safe to do so (consult the emergency services for advice if necessary).
- Minimise any disruption to the provision of education. Put arrangements in place to keep the school open and try to maintain normal school routines (e.g. teaching, exams) wherever possible.
- Work with school staff and other organisations to restore the usual school routine as a matter of urgency.
- Put in place arrangements for remote learning, if necessary.
- Work with the 'communications' role to ensure staff, pupils and parents/carers are informed of any changes to the school routine.
- Make an inventory of any equipment which has been damaged. Arrange for important items / documentation to be salvaged, restored or replaced.

**REMOTE LEARNING PLAN**



## WELFARE AND DEBRIEF



## **TACTICS: WELFARE AND SUPPORT**

- Establish arrangements to meet the welfare needs of pupils, staff, parents/carers, visitors and responders.
- Identify those who may require additional support, medical, etc
- Assess the welfare and emotional needs of all those involved. Continue to monitor and support those who may be particularly affected by the incident.
- Introduce a strategy to monitor pupils and staff who may be particularly affected by the incident. Ensure that staff are aware of this strategy.
- Offer pupils and staff the opportunity for psychological support and counselling. Ensure staff and pupils know that support is available and arrange access to these services as necessary.
- Provide opportunities for pupils to discuss their experiences (e.g. promoting discussion during class, arranging a special lesson). Do not discourage pupils from talking about their experiences.
- Make arrangements to express sympathy to those who have been hurt. Consider encouraging pupils to send cards / messages to those affected.

## CONTACT LISTS

<b>CONTACT</b>	<b>NAME</b>	<b>TELEPHONE NUMBER/S</b>
Tri-borough Director of Schools	IAN HEGGS	02077456465
Chair of Governors	JUNE SIMSON	June.simson@btinternet.com
Westminster Health & Safety Officer	EDWARD ANDREWS	020 7641 2368
Council Emergency Planning Section	TONY ANDREWS	020 7641 3637
Education Psychologist	SAMAR HABAL	<a href="mailto:shabal@westminster.gov.uk">shabal@westminster.gov.uk</a>
Education Welfare Officer	JOYCE OBASI	020 7641 7569
Human Resources	MARIA STOCK	020 7641 2882
School Nurse	THEODORA ARMAH	07943555280
Occupational Health	ADRIENNE MCGHIE	020 7641 1963
Catering (Chartwells)	STEVE NEWLANDS	020 7627 5905
Catering (Westminster)	ALISON YEOMANS	020 7641 3391
Cleaning	AMEY Jason (Manager)	07740655328
School Management Support	KEITH TYSOE	020 7641 3395
Corporate Communications	JULIA CORKEY	020 7641 2354
School Transport	Star Bus Tri-borough Lambeth Camden Barnet	020 8447 1980 020 7361 3623 020 7926 9681 020 79746723 020 8447 1980
Council Insurance	NEIL WALKER Tri-borough Insurance	020 7641 2143
Diocese	-	-
Local Police	NOTTING HILL PADDINGTON	101



Utilities (Gas, Electric, Water)	British Gas EDF Energy Thames Water	0800 111 999 0845 300 4904 0800 316 9800
Contractors	VARIOUS –site manager will have details	-
Executive Head	OLIVIA MEYRICK	07880191303
Head of School	JACKIE BRATHWAITE	07880191313