



Emergency Management Plan

Northfield Manor Primary Academy is committed to having a robust and rigorous **Emergency Management Plan**. This may be triggered by an on-site or off-site incident and may require evacuation or lockdown procedures to be implemented. All incidents are different and call for an individual response.

The school has an **Emergency Response Team** who will coordinate the plan and implement the appropriate procedures to ensure the safety of the children and staff and ensure appropriate lines of communication are set up with parents and relatives.

School Emergency Response Team:

SERT Coordinator:

Sandra Pennington, Headteacher

(If absent, Jenny Cockerill, Deputy Head Teacher)

SERT members:

Jackie Jordan, Office Manager

Nicky Taylor

Sam Evans

Examples of on-site incidents that could trigger implementation of the plan:

- Fire in the school, or in the vicinity of the school
- Flooding
- Loss of essential utilities e.g. water, heating
- A reported incident or civil disturbance in the local community, which potentially poses a risk to the school community
- An intruder on the school site with the potential to pose a risk to pupils, staff and visitors
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud)
- The close proximity of a dangerous dog roaming loose

Off-site incidents may occur during educational visits or residential trips. Emergency management procedures will be considered when completing all trip risk assessments prior to the visit. The emergency management plan will be implemented by the SERT as soon as the lead teacher in charge of the visit or trip informs the Head Teacher, Deputy Head or other member of the Senior Leadership Team. Should an emergency occur at school any group off-site will be informed and instructed to follow appropriate actions to ensure the safety and welfare of the children.

Evacuation of the school site

In circumstances such as a fire, the school evacuates to assembly points on the school playgrounds. Fire Safety Procedures are displayed through out the school.

Following sweeps of the building and an account of all persons' whereabouts, the SERT will take one of the following decisions:



- to re-enter the building following assurance that there is no longer a risk;
- to remain at the assembly point and await advice from the Fire Service; or
- to evacuate the school site to a pre-arranged place of safety

Lockdown Procedures

In the case of an emergency which requires a 'lock down', a recognised, previously agreed signal will be given so that staff and children remain in, or return immediately, to their classroom base. All external and internal doors and windows and blinds are closed. The emergency services are contacted immediately and informed of all the details of the situation. The school has an agreed form of internal communication so that teachers can inform the SERT and the emergency services of anyone missing. The CEO of the Academy Trust and the Local Authority are informed at the earliest opportunity.

The school will remain locked and everyone will remain in their bases until the Headteacher signals that staff and pupils may be released. This decision will be made in coordination with the emergency services. If any staff and/or pupils are offsite they will be contacted and instructed not to return to school until they are told that it is safe to do so. It may be necessary to subsequently evacuate the school, in which case evacuation procedures will be implemented.

Parents/Carers

Parents should recognise that the school understands their concerns for the children's welfare and will do everything possible to ensure their child's safety as outlined in this document. In order to ensure the children's safety not all the details of the school's emergency management plan are published.

The SERT will make the decision when and how to inform parents/carers at the earliest opportunity and as directed by the emergency services. Any one of the usual lines of communication may be used. Parents should not contact the school, but wait to be contacted. Telephone lines need to remain clear so that the school can communicate freely.

Staff

All school staff are familiar with and have received training in the school's evacuation and lockdown procedures; and drills for both are practiced and reviewed at regular intervals.

Support for staff, pupils and parents

During and after an evacuation or lockdown, staff, pupils and parents will be provided with appropriate support from the school, the academy trust, the local authority, the emergency services and voluntary organisations as required.

Date agreed by the Governing Body:

Signed: David Duff

(Chair of the Governing Body)