

# WHITEFIELD COMMUNITY PRIMARY SCHOOL

## EMERGENCY PLANNING: EMERGENCY PROCEDURES

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## SECTION 1 IMMEDIATE ACTION IN THE EVENT OF AN EMERGENCY

### 1.1 QUICK REFERENCE GUIDE

If your school has been affected by an emergency incident:

Always summon help from the emergency services first, by telephoning 999.

Give the Emergency Services information regarding:

- Nature of the incident
- Type of help required
- Emergency service(s) required
- Exact location of the incident
- Number of casualties and nature of injuries (if applicable).

Contact Bury Council via the 24 hour Control Room at Bradley Fold on 0161 253 6606, and give the same information.

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#### **If the danger is outside:**

##### **Go In**

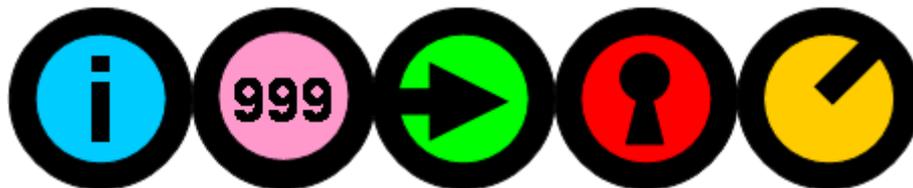
Get everyone inside the building

##### **Stay In**

Close all doors and windows and turn off any ventilation systems

##### **Tune In**

Tune in to the local radio, TV, or 'Bury Alert' text system for further information



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#### **If the danger is inside:**

##### **Get Out**

Evacuate the building

##### **Stay Out**

Do not go back inside (until you are told it is safe to do so by the emergency services)

##### **Call Out**

Call out the emergency services





## 1.2 FURTHER SUPPORT IS AVAILABLE FROM:

Paul Cooke  
Strategic Lead Schools, Colleges and Academies  
Children's Services  
Bury Council  
Athenaeum House  
Market Street  
Bury  
BL9 0BN  
0161 253 5674  
07876 218 664  
[p.cooke@bury.gov.uk](mailto:p.cooke@bury.gov.uk)

Mike Moore  
Emergency Planning Coordinator  
Bury Council  
Town Hall  
Knowsley Street  
Bury  
BL9 0SW  
0161 253 5106  
07733014719  
[m.moore@bury.gov.uk](mailto:m.moore@bury.gov.uk)  
[emergencyplanning@bury.gov.uk](mailto:emergencyplanning@bury.gov.uk)

Judith Simms  
Head of Personnel  
Children's Services  
Bury Council  
Athenaeum House  
Market Street  
Bury  
BL9 0BN  
0161 253 5621  
[j.simms@bury.gov.uk](mailto:j.simms@bury.gov.uk)

Carol Gill  
Emergency Planning Officer  
Bury Council  
Town Hall  
Knowsley Street  
Bury  
BL9 0SW  
0161 253 5932  
07791456388  
[carol.gill@bury.gov.uk](mailto:carol.gill@bury.gov.uk)  
[emergency.planning@bury.gov.uk](mailto:emergency.planning@bury.gov.uk)

Greater Manchester Police

(non-emergency number)  
0161 856 5050

Greater Manchester Fire Service  
BL9 0SW

(non-emergency number)  
0161 736 5866

United Utilities  
Emergencies & non-emergencies  
0845 746 2200

National Grid Gas  
Emergencies 0800 111 999  
(non-emergency number)  
0845 605 6677

Environment Agency  
Flood line  
0845 988 1188

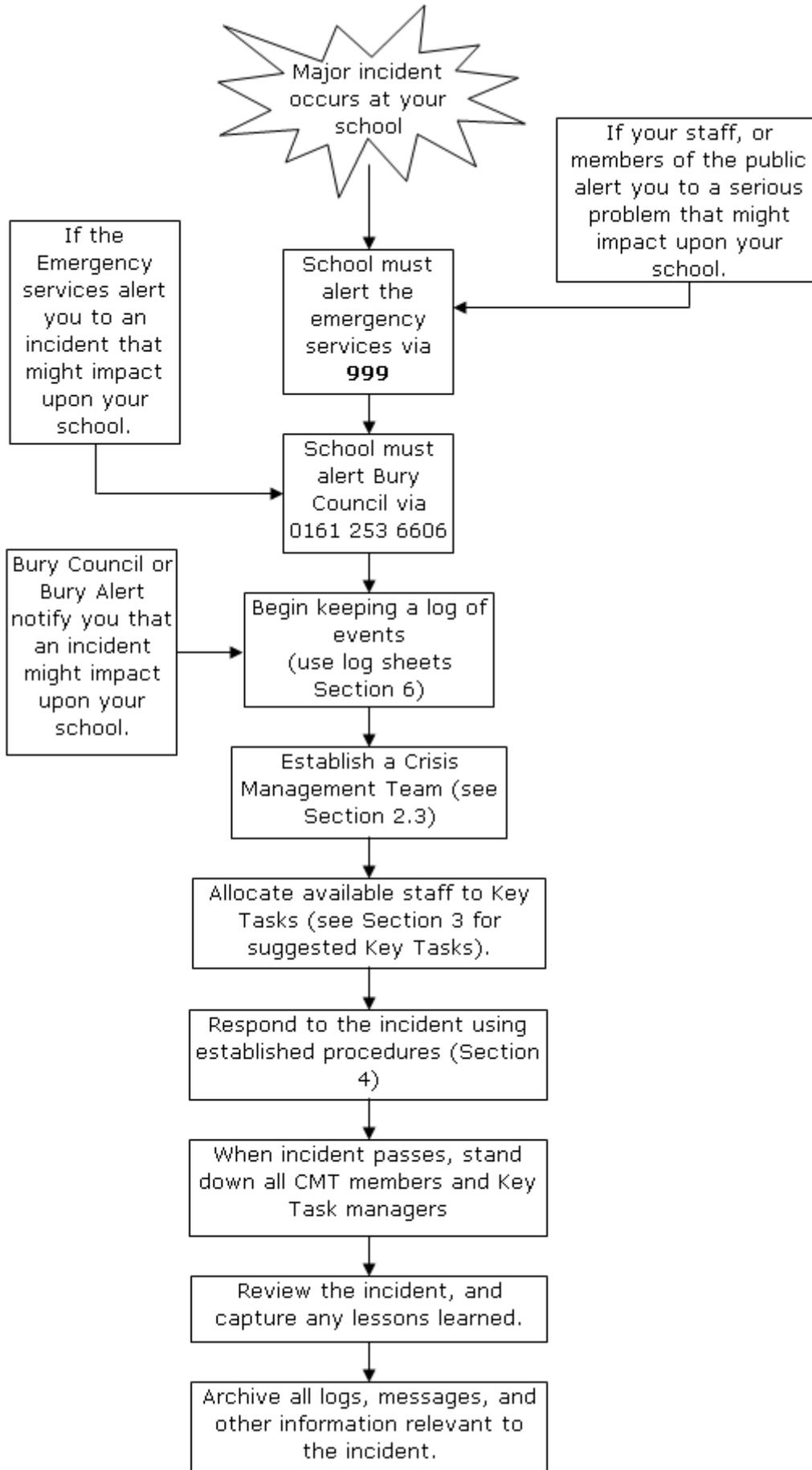
Teachernet.gov  
Emergency planning pages  
<http://www.teachernet.gov.uk/emergencies/>

Department for Education  
0870 000 2288

Government website for  
emergency responders  
<http://www.cabinetoffice.gov.uk/ukresilience.aspx>

Preparing for emergencies website  
<http://www.direct.gov.uk/en/Governmentcitizensandrights/Dealingwithemergencies/Preparingforemergencies/index.htm>

### 1.3 INCIDENT RESPONSE FLOW CHART



## **SECTION 2 INTRODUCTION**

### **2.1 FOREWORD**

Emergency plans may never be used, but when in place they ensure an immediate, effective, coordinated, caring and agreed response is implemented to any incident that may befall the school. It is fundamental to the success of this plan that staff are trained, familiar and comfortable with the plan. To maintain this level of knowledge and familiarity, regular training, induction and familiarisation workshops should be held.

It is impossible to predict the exact form or effect of an emergency incident effecting the school therefore, this emergency plan is meant to be a broadly applicable emergency document rather than specific detailed arrangements.

Emergency management arrangements should remain flexible and it should be noted that some of the response roles outlined in this plan may not be required to deal with every type of incident. It is also possible for a member of staff or members of the board of governors to fulfil more than one role within this plan; this will depend on the number of staff available and the nature and severity of the incident.

There are a wide variety of hazards that can impact upon any location, and school sites are no exception. However, the plan has addressed many of the more probable incidents and an assessment of their impact has been considered in drawing up this plan. A list of potential hazards that could affect the school have been considered in the Emergency Planning Risk Assessment carried out by the Emergency Planning Team (a separate document accompanying this plan).

Other relevant documents, which have been considered alongside this emergency plan, are:

Fire procedures document

Trips and Visits procedures

Severe weather procedures

Bomb threats procedures

**Parent notification procedures (emergency phone call)**

**School specific emergency policy**

[Insert any other procedures as applicable](#)

It is recommended that a confidential contact list should be kept as a separate section to this plan. This has the advantage of all contact numbers being kept together in the same place and will keep amendments to the plan to a minimum. An emergency box or 'grab bag' placed near reception could contain this and other useful equipment (Emergency Planning Team can advise on this).

A fundamental principal of managing emergencies is that there should be an identified coordinator (or team) who can lead the school through the crisis. Systems can then be set up to ensure that all relevant information regarding the emergency is passed to this person or team, in order to allow them to make informed decisions regarding how the incident will be dealt with. Similarly, systems will need to be put in place to ensure that the decisions made by the team or person in charge are fed down to frontline staff for implementation. The following pages describe a suggested management structure for schools during a time of crisis.

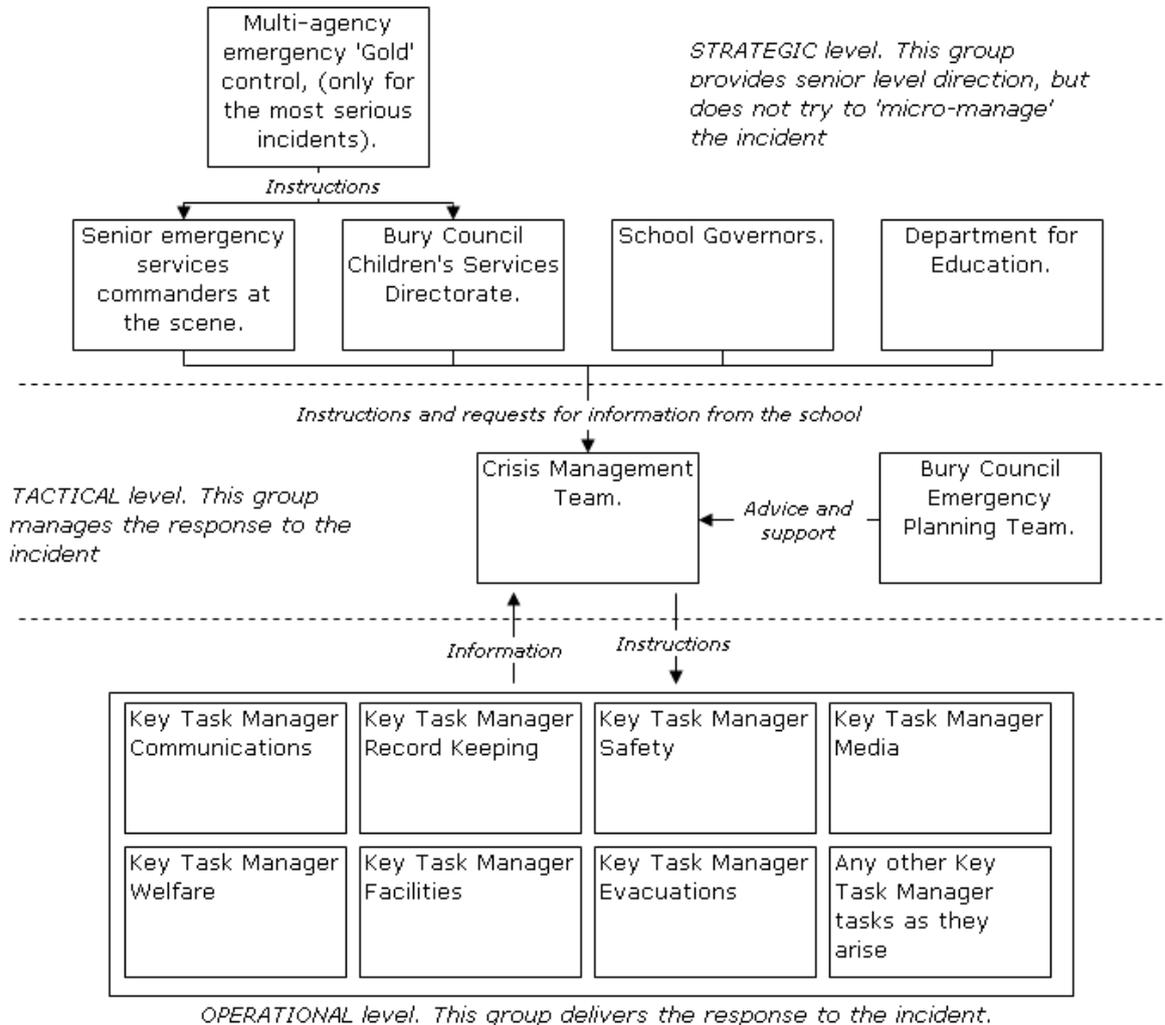
## 2.2 EMERGENCY RESPONSE MANAGEMENT STRUCTURE

Experience has shown that in order to effectively respond to emergencies, schools will require a central coordinator (or coordination team) to manage the school's response to the emergency. This team is referred to as the Crisis Management Team.

Without a Crisis Management Team, there is a danger that frontline staff will attempt to respond to only those aspects of the emergency that they are aware of, in their immediate vicinity. This could lead to resources being deployed to manage one aspect of the incident, to the detriment of other, (possibly higher priority) areas. It is therefore essential that the Crisis Management Team has access to all available information regarding the emergency incident that has affected the school, so that they can make informed decisions regarding actions and priorities.

One of the key actions of the Crisis Management Team will be to assign key tasks to staff. In this plan the roles and responsibilities are suggested for each member of the Crisis Management Team (CMT). Details of the Crisis Management Team, and a proposed agenda for the first Crisis Management Team meeting are shown in Section 2.3 and 2.4. Details of the role of suggested Key Task managers are shown in Section 3.

This division of strategic, tactical and operational management is used by emergency services around the world, and has proved effective. The management structure is designed to allow strategic managers to focus on the 'big picture', whilst empowering front line managers to deliver an emergency response.



## 2.3 CRISIS MANAGEMENT TEAM (CMT)

### **CMT will be activated when:**

On the instruction of the Headteacher, or most senior staff member on site, when they are made aware that an emergency incident has affected (or is about to affect) the school. All staff must be briefed to ensure that they immediately make the Headteacher aware of any incidents in or near the school.

**Members:**

<b>Head Teacher</b>	<b>Mrs M McGoldrick</b>
<b>Deputy Head Teacher</b>	<b>Mrs G Donnelly</b>
<b>Secretary –</b>	<b>Mrs S Coates</b>

**Base:** **Head Teacher’s Room**

**Reserve Base:** **School Office**

**Off-site reserve base:** **Athenaeum House**  
**Market Street**  
**Bury**  
See location map at Appendix I

**Members:**

<b>Head Teacher</b>	<b>Mrs M McGoldrick</b>
<b>Deputy Head Teacher</b>	<b>Mrs G Donnelly</b>
<b>Secretary –</b>	<b>Mrs S Coates</b>
<b>Senior Teachers</b>	<b>Mrs A Williams</b>
<b>Site Manager</b>	<b>Mr B Dillon</b>
<b>Chairman of Governors</b>	<b>Coun E Fitzgerald</b>

### **Actions:**

A) To meet and review the situation, ensuring that all CMT members have access to all relevant information.

B) To decide upon key priorities for dealing with the emergency. To monitor activity and ensure that the key priorities are being acted upon.

C) To assign key tasks to available staff (these will be known as 'Key Task Managers'). To brief those staff on what is required of them, and to request regular feedback from the Key Task Managers (at least once per hour, or whenever the Key Task Managers have essential information for the CMT).

D) To ensure that staff, parents, partners and pupils are made aware of what has happened, and of how the school is going to respond to the incident.

E) To ensure that accurate records are kept during the incident, detailing events, actions (and the rationale behind those actions), and details of the overall strategy for dealing with the incident.

F) To seek and take advice from the emergency services, Bury Council, and other key partners regarding how the incident will be managed.

## 2.4 CRISIS MANAGEMENT TEAM MEETING AGENDA

Date	Time	Location

### List of those present

#### 1 Top Level Briefing

*Explain why staff have been asked to attend the meeting.*

#### 2 Record keeping

*Ensure that a log, or record is kept of all subsequent actions, who has taken those actions and why.*

#### 3 Detailed situation briefing

*Brief CMT members on what has happened. Give clarity around what information can be shared more widely, and what cannot.*

#### 4 Round table feedback / update

*Obtain any further relevant information, which CMT members may have. Obtain information from partner agencies.*

#### 5 Priority actions until the next CMT meeting

*Decide upon the actions that will be taken by the school to respond to the incident.*

#### 6 Assigned Key Task Managers

*Assign staff to Key Task Manager roles, (not all Key Task Manager roles will be required for all incidents), in some cases individuals may fulfil more than one Key Task Manager role. Ensure all members of CMT and Key Task Managers are in possession of the current contact list*

#### 7 Specific Key Task Manager Instructions

*Brief each Key Task Manager. Explain what is required of them. Set out when, or under what circumstances they are to feed information back to the CMT.*

#### 8 Next scheduled meeting - time/date and location

*Ensure that CMT meets regularly, so that CMT members are fully aware of the developing situation.*

## **SECTION 3 TASK SPECIFIC ROLES AND RESPONSIBILITIES**

### **3.1 CRISIS MANAGEMENT TEAM LEADER**

#### **Responsibilities:**

To co-ordinate and direct the activities of the Crisis Management Team.

#### **Actions:**

- Consider an immediate course of action for the specific incident.
- Consider who else should be contacted e.g. LEA, Council Control Room
- Delegate responsibilities and give task sheets to the nominated staff (Key Task Managers).
- Provide a flexible response, based on this Emergency Procedures Document.
- To keep a comprehensive incident log – see Appendix A
- Consult with the emergency services and the Media Liaison Officer about the release of information to pupils, staff, parents/carers, general enquiries and the media.

#### **After the incident:**

- Arrange a debrief and incorporate any lessons learned into the emergency procedures.
- Set up a recovery Team

### **3.2 COMMUNICATIONS KEY TASK MANAGER**

#### **Responsibilities:**

Contact Emergency Services (if not already done).

Contact the Children's Services Directorate / Emergency Planning Unit / Bury Council 24 Hour Control Room as appropriate to the working hours.

Note: Assistance from the Press Office will normally be activated via the Bury Major Incident Plan procedures (in response to a major incident). The Press Office forms part of the Emergency Planning 'Information Response Team' and is normally activated at the request of the Emergency Planning officer coordinating the Council response.

To respond to directions from the Crisis Management Team Leader or other personnel in control, i.e. Police, Emergency Planning Officer.

#### **Actions:**

- Contact Emergency Services
- Be prepared to give the following information if available and appropriate:
  - 1) Which emergency service(s) required
  - 2) Exact location of the incident
  - 3) Number of casualties
  - 4) Nature of injuries
  - 6) Hazards that may be encountered by the emergency services at the site
  - 7) Your name and telephone number
- Contact or arrange contact with the following:

#### **During working hours:**

Children's Services Directorate Emergency Contact (See page 2)

Emergency Planning Unit **0161 253 5106**

Head of board of governors (if required) **Coun E Fitzgerald**  
**(0161 766 6271; 0776 7481891)**

- Ensure messages / instructions from the CMT are passed to all staff and visitors in the school.

For out of hours actions see over.

## **Out of Office Hours:**

Bury Council maintains a twenty four/seven contact number which is **0161 253 6606**

**This number can be used any time of the day or night 365 days a year to activate emergency contact**

Give the following information:

- 1) Your name and position
- 2) Your telephone number
- 3) The name of the school

**0161 766 2852**  
**Whitefield C P School**  
**Victoria Avenue**  
**Whitefield**  
**Manchester M45 6DP**  
**0161 766 2852**

- Telephone:
- 4) Details of the incident
  - 5) Nature of assistance required – administrative support/ dealing with the media etc

- To contact or arrange contact with the member's of the Crisis Management Team as requested by the CMT Leader or nominated deputy.
- To contact or arrange contact with the Chair/Vice-Chair of Governors as requested by the CMT Leader or nominated deputy:
- As requested by CMT manager

### **3.3 FACILITIES KEY TASK MANAGER**

#### **Responsibilities:**

The Facilities Officer should be fully conversant with the building facilities and services.

Open the appropriate parts of the school required for co-ordinating the incident or, if required, arrange to open the alternative co-ordination centre.

Respond to directions from the Crisis Management Team Leader or other personnel in control, i.e. Police, Emergency Planning Officer.

#### **Actions:**

- Consider alternative premises should the school or alternative not be available, in liaison with the Crisis Management Team Leader, emergency services, CS's Directorate or Emergency Planning Team.
- Consider turning off electricity/gas/water/air conditioning if appropriate
- Check that all available communications and office equipment in the designated Co-ordinating Centre are working.
  - Telephones – landline/mobile
  - Fax
  - E-mail facilities
  - Copiers
- Check that all necessary stationary is available - Log sheets etc.

### **3.4 SAFETY KEY TASK MANAGER**

#### **Responsibilities:**

Immediate actions to safeguard pupils, staff and visitors in conjunction with the Crisis Management Team Leader

Evacuate the building, (if instructed to do so, or if the emergency has occurred inside a school building e.g. fire), in accordance with the Fire Procedures. If an evacuation of the entire site is required, use the procedures in Section 4.

NOTE: If evacuating the school due to a bomb threat or suspicious package, use the procedures in Section 16.

#### **OR**

Shelter in the building, if appropriate, in accordance with 'Go In, Stay In, Tune In' procedures (see Page 4 and the Emergency Planning Risk Assessment for your school).

To respond to directions from the Crisis Management Team Leader or other personnel in control, i.e. Police, Emergency Planning Officer.

#### **Actions:**

- Check names of pupils, staff and visitors present against attendance list/register and report any discrepancies to the Crisis Management Team Leader and emergency services.
- Ensure that persons evacuated are afforded shelter as appropriate. The building identified for immediate shelter following evacuation is –

**Castlebrook High School, Parr Lane, Unsworth, Bury BL9 8LP**  
**All Saints Primary School, Rufford Drive, Whitefield M45 8PL**

. See location maps in Sections 13 and 14.

- Check alternate child evacuation/collection premises has been notified and protocols activated.
- To liaise with the others as appropriate to ensure that immediate reassurance and support is given for anyone who is distressed.
- Check those nominated to provide additional assistance to persons with mobility problems have provided required assistance.

### 3.5 MEDIA LIAISON KEY TASK MANAGER

#### Responsibilities:

To liaise with the Crisis Management Team Leader and Bury Council.

To respond to directions from the Crisis Management Team Leader or other personnel in control, e.g. Police, Emergency Planning Officer.

**The following responsibilities should be carried out in consultation with Bury Council Children's Services Senior Management Team (SMT) & the Emergency Planning Team and/or Council Press Office (Chief Executives Department) who will take the lead role in media response.**

#### Actions:

- Early establishment of central media point (a designated area to be determined, if appropriate) in conjunction with the Greater Manchester Police, Children's Services Directorate and Bury Council Emergency Planning Team.
- Liaise and co-operate with the media and to direct queries, as appropriate, particularly regarding arrangements being made for dissemination of information to the media, to the Council's Press Office.
- Assist with the arrangements for press briefings and press statements.
- Liaise with the emergency services and the Council's Emergency Planning Team and/or Council Press Office over the setting up of a Media Centre / photographer's assembly point, if appropriate.
- Liaise, where appropriate, between the press and those affected about press interviews –
  - Seeking permission from parents/carers of any pupils involved in interviews
  - Ensuring that pupils and staff involved in interviews have any necessary support
  - Assist the Corporate Press Office team where necessary, e.g. undertaking any necessary research work
- Bury Council staff should note that only Press Officers and Management Board Members (i.e. the Executive Director for Children's Services) are permitted to speak to the media without prior authorisation.**

### **3.6 WELFARE KEY TASK MANAGER**

#### **Responsibilities:**

Where resources allow, allocate one or more staff to the welfare support of both staff and pupils. An emergency situation can be extremely stressful, especially to young people and so great care should be taken by staff to portray and maintain a calm and reassuring demeanour. Continually monitor pupils and other staff members for signs of stress. Where reassurance does not bring the desired result, contact the CMT leader for assistance.

Where resources do not allow for an independent Welfare Key Task Manager, staff that are either looking after children within the classroom or leading them during an evacuation should remain calm and reassuring to the pupils and should continually monitor pupils and other staff members for signs of advanced levels of stress. If reassurance does not bring the desired result contact the CMT leader for assistance.

#### **Actions:**

- Continually monitor staff, visitors and pupils for signs of stress, offer reassurance and support.
- Where reassurance does not resolve the situation, report it to the CMT leader requesting additional support.
- Offer extra support to vulnerable people on site, and advise the Safety Key Task Manager and Evacuation Key Task Manager regarding the needs of the vulnerable people.
- Keep a log of events and decisions.

#### **After the incident:**

- Continually monitor those affected, advise the Head teacher if any staff or pupils may benefit from more intensive support.
- Submit a record of events to the CMT leader to inform the subsequent review of the incident.

### **3.7 RECORD KEEPING KEY TASK MANAGER**

#### **Responsibilities:**

It is vitally important that a running log is maintained throughout the incident. The log should detail (including times and dates):

- Information coming in
- Decisions as they are made (including decisions not to act)
- Reasons behind the decision
- Who has been tasked to fulfil action
- Outcome, this should include if action not completed, why not

Notes should also be compiled containing details of:

- Persons on site/educational visit
- Those who have sustained injuries
- Missing persons

The information contained in the second set of bullet points may be required immediately by the emergency services.

The logs can be used to assist the post incident de-brief and will help to identify areas where the incident response could be improved. This can be amalgamated into future training and planning updates.

Also, there are usually inquiries or investigations in the aftermath of major emergency incidents. It may be that following the incident you will be asked what you did, when you did it and why you did it and for this reason it is necessary to keep a comprehensive log of events (including a record of key decisions, and the basis for those decisions). Logs should be kept safe, and archived after the event in case they are required at a subsequent enquiry or investigation. Public enquiries can be instigated many years after the event, and so you should be prepared to keep your logs safe for an indefinite period.

The Record Keeping Key Task Manager should be situated with the Crisis Management Team leader. He/she should have a supply of log sheets ready printed within the designated CMT meeting room together with a supply of pens. A second set of log sheets and pens should be in the grab bag in case CMT cannot meet in the pre-designated room.

#### **Actions:**

- Ensure a supply of log sheets/pens etc is available
- Ensure you are situated with the CMT leader or deputy as directed.
- Record all key information, including information fed back to CMT, decisions made (by who) the reason for the decision; who has responsibility for the action and the outcome.
- Ensure a time and date is attached to each log.

#### **After the incident:**

- Submit a comprehensive breakdown of key events to inform the review.
- Archive the original log sheets safely to ensure they are available for any subsequent enquiry.

### **3.8 EVACUATION KEY TASK MANAGER**

#### **Responsibilities:**

The CMT leader or deputy should nominate a member of staff who is aware of all agreed evacuation procedures to assist the Safety Key Task Manager throughout the evacuation. The evacuation leader should liaise with the CMT leader and Safety Key Task Manager regarding the course of action recommended by the emergency services i.e.

- Stay indoors with all doors and windows closed
- Evacuate the building to designated rendezvous points on site
- Evacuate the buildings and site to an agreed place of safety where checks can be made against registers etc

The Evacuation Key Task Manager may require assistance in larger schools to notify all staff of evacuation decisions taken. Where this can be done electronically e.g. loud hailer or school loud speaker system the message should be clear and repeated.

Where it cannot, the Evacuation Key Task Manager and assistants must visit each classroom/room to verbally notify staff of evacuation requirements. Where the evacuation is to be to a place of safety off site the Evacuation Key Task Manager will designate the evacuation route.

When the evacuation is to be to another site e.g. a local school, the Evacuation Key Task Manager should notify the Headteacher or building manager at the agreed place of safety to make ready to receive the evacuees. The Evacuation Key Task Manager should notify the CMT leader when arrangements to receive the evacuees have been agreed. The Evacuation Key Task Manager will lead the evacuation off site along (where possible) pre-agreed evacuation routes to a place of safety. Where the pre-agreed routes are compromised by the emergency the Evacuation Key Task Manager will decide on the safest route and communicate this to the Safety Officer and CMT leader.

#### **Actions:**

- Take direction from the CMT leader and safety officer
- Notify all staff, visitors and pupils of the evacuation requirements
- Notify receiving premises of estimated time of arrival
- Consider and decide on safe evacuation route to place of safety (off site) and communicate decision to CMT leader and Safety Key Task Manager
- With the Safety Key Task Manager, check names of pupils, staff and visitors present against attendance list/register and report any discrepancies to the Crisis Management Team Leader and emergency services.
- Check those nominated to provide additional assistance to persons with mobility problems have completed their task

## **SECTION 4 INCIDENT SPECIFIC PLANS AND PROCEDURES**

It is prudent to improve the generic emergency plan by developing incident specific plans and agreed procedures. This will serve to improve the schools overall resilience to disruptive challenges.

An example of this would be having a set of evacuation plans which consider different evacuation challenges; it would be foolhardy to assume that one evacuation plan is sufficient during all types of evacuations.

A fire inside the school may require an evacuation to a pre-agreed rendezvous point usually within the school grounds and this type of evacuation is usually well tried and tested. Consider what you would do if the main and secondary rendezvous points and their access routes were compromised by fire, falling masonry or floodwater etc. Do you have an agreed off site rendezvous point, if so, how will you communicate this to the staff & pupils. How would you communicate the change from the pre-designated rendezvous point to the emergency services, LEA, emergency planning and parents etc?

Ensure you have a simple set of procedures detailing the schools main fire alarm evacuation procedure together with secondary procedures which are or may be incident specific, examples of these will follow.

### **4.1 STANDARD FIRE ALARM PROCEDURE**

The most common requirement for an evacuation of the school will be due to the fire alarm sounding; most schools carry out regular evacuation tests to pre-determined fire assembly points and are familiar and confident with this procedure. Depending on the size and nature of the school site, the fire assembly point may be within the school site boundary or close by off-site.

### **4.2 IF FIRE ASSEMBLY POINTS ARE COMPROMISED**

Consider what would happen if the fire assembly points or their access/egress routes are affected by the incident. This could be caused by any number of issues and a few examples are: they fall within the cordon set by the emergency services; because the area is flooded; or because of fire; or fallen trees; or industrial accident; or road traffic accident causing toxic spill. Indeed there are a multitude of possible scenarios which could compromise the 'normal' evacuation routes and assembly points to your school. It is therefore prudent to have pre-agreed procedures in place that offer some flexibility and resilience to the safe evacuation of the school to a place of safety.

**Please remember that a genuine evacuation caused by any incident which compromises your 'normal' evacuation procedure may still threaten injury or harm during the evacuation, therefore you may only have one chance to get it right. Ensure you have flexible pre-agreed evacuation plans/procedures in place.**

### **4.3 EVACUATION OF SITE**

Under very extreme circumstances it may be necessary for you to evacuate your school site, for example if there is the possibility of an explosion in the vicinity of your site.

An instruction to evacuate would only be issued at the request of senior officers from the emergency services. The instruction may be delivered in person by emergency services personnel, or via the 'Bury Alert' system.

An evacuation would involve all of your staff and pupils leaving the site at short notice. The staff and pupils would then need to immediately re-locate to a nearby place of shelter, whilst arrangements were made for parents to collect the children.

The evacuation of any premises is a difficult and challenging process, and it is important that you have a clear and effective plan of how the evacuation will be managed, and where you will relocate to. The Emergency Planning team may be able to offer some help in the development of your evacuation plan.

### **4.4 A PLACE OF SAFETY**

Emergency services commanders will not ask you to evacuate your premises lightly. If you are asked to evacuate, it will be because there is a very credible threat to the safety of people on your site. As such, you will be expected to vacate your site very quickly (to delay would be to prolong the exposure to danger).

It is essential that you should have a clear idea of where your staff and pupils can go in the event of having to evacuate your school site. This 'Place of Safety' should be nearby (but outside of the hazard footprints that could affect your school, see your Emergency Planning Risk Assessment for details). Ideally, your staff and pupils should be able to reach the place of safety on foot, as the road network may become heavily congested during an emergency.

The Place of Safety should have a telephone, so that parents can be contacted to come and collect the pupils. The Place of Safety should be able to accommodate staff and pupils for as long as it takes for all of the pupils to be re-united with their parents.

Schools or other educational settings would be ideal as Places of Safety, as the staff and premises will be well equipped to deal with safeguarding issues.

Church or Parish Halls, Libraries, Community Centers etc. could also be considered as places of safety.

### **4.5 MUTUAL AID AGREEMENTS**

Schools should seek to develop mutual aid agreements with nearby schools, on the basis that each school would help the other in the event of an emergency.

Agreed activation protocols should be written into the evacuation plan, which the senior staff from both schools should become familiar with. Alternative routes to these premises should be included in the plan in case the shortest route is compromised by the emergency.

## **4.6 DISTANCE CONSIDERATIONS**

Most emergency incidents requiring full site evacuation will not require a large evacuation zone and so the Places of Safety may be in close proximity to the school. However, certain types of incident e.g. a chemical spill from an overturned tanker may require quite a large evacuation zone. It is therefore prudent to consider at least one Place of Safety at a distance of one kilometer or more from the school site.

For all large scale incidents the emergency services will advise on safe evacuation routes (which may require deviation from pre-agreed walking routes). It may therefore require staff (such as the Evacuation Key Task Manager) with local knowledge to lead a walking evacuation.

## **4.7 PREMISES OTHER THAN SCHOOLS/COLLEGES: MEMORANDUM OF UNDERSTANDING**

If agreed by the school senior management team, a non-educational site could be considered for use as a Place of Safety.

The owners / managers of the identified location should be approached to try to agree their use as Places of Safety. This will usually entail the head teacher or governor signing a memorandum of understanding (MOU) with the manager of the other premises. Typical examples of other suitable premises are: community centers and parish halls. The MOU should include agreed activation protocols which should be written into the evacuation plan/procedures. Senior school staff and managers from the partner location should both be familiar with the protocols and the activation procedures. Any expectations around cost recovery for the identified Place of Safety location should be considered as part of these discussions.

## **4.8 VULNERABLE PEOPLE**

The evacuation plan should include the details and requirements of known pupil's and staff who may require additional assistance during an evacuation e.g. a wheelchair user. The plan should nominate a lead and at least one deputy who will be responsible for each of these. The provision of assistance to vulnerable people should be coordinated by the Welfare Key Task Manager.

## **4.9 EVACUATION ROUTES**

The evacuation procedures should include details of alternate routes to rendezvous points and to pre designated child evacuation/child pick-up premises. The Evacuation and Safety Key Task Managers should have local knowledge. Whichever route has been decided, the details must be passed to the CMT leader.

## **4.10 GRAB BAG**

The emergency grab bag containing the emergency plan, Places of Safety, walking routes and contact details should be housed close to the school main entrance/ fire escape.

#### **4.11 ACTIONS AT FIRE ASSEMBLY OR AGREED FIRST RENDEZVOUS POINT**

Children/staff/visitors should be checked against registers/ visitor logs etc. and any missing persons notified to the Police/Fire Service immediately.

#### **4.12 SPECIAL SCHOOLS**

Emergency planning will advise after consultation.

#### **4.13 FLOODING INCIDENTS**

Some schools are situated within recognised flood footprints. Flooding may be due to a number of reasons e.g. rivers overtopping, an up-stream reservoir failing or surface water flooding due to local drainage systems becoming overwhelmed during severe weather.

Most of these will be identified as part of the Emergency Planning Risk Assessment and the Emergency Planning Team will offer specific advice pertaining to individual sites.

Depending on the type of threat that flooding poses it may be prudent to identify evacuation routes and Places of Safety that are outside the flood footprints preferably on higher ground. This is particularly important for sites which may be affected by reservoir failure. The Emergency Planning team will advise where appropriate.

# IN THE EVENT OF AN EVACUATION

## 4.14 SCHOOL EVACUATION PLAN

In the event of an evacuation we will need to leave the school site quickly, and walk to our chosen Place of Safety. Once at our Place of Safety, we will contact parents, and arrange for them to come and collect the pupils.

If we need to evacuate, staff and pupils will first assemble **in the Playground**, where a register will be taken.

**Head Teacher/Deputy Head** will ensure that everyone in school has been told that we need to evacuate.

**Mrs Coates** will contact the staff at our Place of Safety and tell them we are coming.

**Head Teacher/Deputy Head** will lead the staff and pupils on foot to the Place of Safety.

Once we get to our Place of Safety, **Head Teacher/Deputy Head** will ensure that the register is taken again, and that everyone is accounted for. If anyone is missing the Emergency Services will be immediately informed.

**Mrs Coates** will ensure that contact details for parents are taken with us when we evacuate.

**Head Teacher/Deputy Head** will keep Bury Council informed of what has happened, and where we have evacuated to.

Our Place of Safety is:

- 1. Castlebrook High School, Parr Lane, Unsworth, Bury BL9 8LP**
- 2. All Saints Primary School, Rufford Drive, Whitefield M45 8PL**

Contact details for our Place of Safety:

1.0161 796 9820

2.0161 796 3392

We will get to our Place of Safety via the following route:

**Route Map 1**

**Route Map 2**

Insert map / aerial photo of the route to the place of safety.

## SECTION 5 PLAN MAINTENANCE

### 5.1 DISTRIBUTION LIST

	<b>Designation</b>	<b>Name</b>	<b>Address where plan and/or amendments should be sent</b>
1	<b>Headteacher</b>	<b>Mrs M McGoldrick</b>	<b>Whitefield C P School</b>
2	<b>Deputy Headteacher</b>	<b>Mrs G Donnelly</b>	<b>Whitefield C P School</b>
3	<b>Secretary</b>	<b>Mrs S Coates</b>	<b>Whitefield C P School</b>
4	<b>Chair of Governors</b>	<b>Coun E Fitzgerald</b>	<b>Whitefield C P School</b>
5	<b>Safeguarding Governor</b>	<b>Mrs M Broderick</b>	<b>Whitefield C P School</b>
6	<b>All Teaching Staff</b>		<b>Staffroom</b>
7			
8			
9			
10	Emergency Planning Team		Emergency Planning Team Room 32, Town Hall, Knowsley Street Bury  BL9 0SW  <a href="mailto:emergencyplanning@bury.gov.uk">emergencyplanning@bury.gov.uk</a>  0161 253 7732

**ENSURE THAT EVERYONE WHO HAS A COPY OF THE EMERGENCY PROCEDURES IS ADVISED OF AMENDMENTS**

## 5.2 AMENDMENTS

Amendment No.	Date Updated	Signature
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**6. INCIDENT LOG**

Page \_\_\_\_\_ of \_\_\_\_\_

Incident:

Location of incident:

Date:

Time:

**The following section to be maintained as the incident progresses. Extra sheets should be added as necessary**

Date	Time	Event/Action Taken	Reason(s)

Completed by

Designation

## 7 NOMINATED STAFF FOR CMT

It may not always be possible to contact the chosen first options to quickly form a crisis management team. It is therefore prudent to have deputies for each position. Where possible, do not have the same person covering a number of roles.

<b>RESPONSIBILITY</b>	<b>OPTION 1</b>	<b>OPTION 2</b>	<b>OPTION 3</b>
Crisis Management Team Leader	<b>Head Teacher</b>	<b>Deputy Head</b>	<b>KS1 Manager</b>
Media Liaison	<b>Head Teacher</b>	<b>Deputy Head</b>	
Communications Officer	<b>Secretary</b>	<b>Deputy Head</b>	<b>Head Teacher</b>
Facilities Officer	<b>Site Manager</b>	<b>Head Teacher</b>	
Safety Officer	<b>Deputy Head</b>	<b>KS1 Manager</b>	<b>Secretary</b>
Support Officers	KS1 Manager	HLTA	
Add others as required			

## **8 SCHOOL INFORMATION**

**Whitefield Community Primary School**  
**Victoria Avenue**  
**Whitefield**  
**Manchester M45 6DP**  
**0161 766 2852 (tel)**  
**0161 796 3472 (fax)**

**[whitefield@bury.gov.uk](mailto:whitefield@bury.gov.uk)**

### **Map of surrounding area:**

[Insert as Appendix I](#)

### **Photographs:**

[Insert as Appendix J \(photos of buildings etc. to include satellite imagery\)](#)

### **Safety record:**

**Emergency Planning** has an excellent safety record, having had no serious accidents

**The worst incident affecting our school was closure due to snow in February 2010 (4 days)**

### **Details of Senior Staff:**

Headteacher: **Mrs M McGoldrick**

Deputy Headteacher: **Mrs G Donnelly**

Chair of Governors: **Coun E Fitzgerald**

Strategic Director,  
Children's Services: **Mr Ian Chambers**

**Senior Teacher** **Mrs A Williams**

## 9 SECURITY PROCEDURES

The school is open from **9.00am** to **6.00 pm** every weekday. The caretaker is on site from **6.00am** to **9.00am** and from **1.00pm** to **6.00pm** during term times and from **8.00am** to **4.00am** during holiday times.

The following measures are intended to provide for security:

Fire alarm system	<b>Chubb see Monitoring Services Sheet</b>
Intruder alarm system	<b>Chubb see Monitoring Services Sheet</b>
CCTV	<b>Various cameras around the School Site</b>
Security lighting	<b>Rear of school and Nursery Play area</b>
Barriers/bollards	<b>Outside pedestrian access gate</b>
Visitor signing in/out procedures	<b>Signing in and out books for visitors, welfare assistants and parent helper</b>
Visitor badges	<b>Visitor badges used</b>

\* Care must be taken not to divulge inappropriate information

**10 DRAFT PRESS STATEMENT**

REGARDING:

Date:

Number:

Time of issue:

**INFORMATION:**

Issued by:

Tel No:

Enquiry telephone number for relatives/friends:

more/end (delete as appropriate)

## 11 EDUCATIONAL VISITS

### Health and Safety advice

Current Bury Council LEA procedures and guidance surrounding educational visits should be adhered to. Those responsible for educational visits should continue to liaise closely with the corporate Health and Safety Team to ensure they receive up to date H&S advice and guidance.

### Foreign and Commonwealth Office

For visits abroad it is advised that the Foreign and Commonwealth Office (FCO) website be consulted both before and during the visit planning process. It is prudent for this website to be monitored right up to departure to identify any emerging or developing threats which may adversely affect the safety of the trip.

Depending on the nature of any threats e.g. civil unrest, severe weather etc. it may be necessary to make location changes, reschedule or even cancel the trip. This advice will normally be communicated through the FCO.

### **Stay safe overseas**



The better prepared you are when you travel abroad, the safer you will be. The Foreign and Commonwealth Office offers 'Know before you go' travel advice, including simple precautions you can take before and during your trip. <http://www.fco.gov.uk/en/travel-and-living-abroad/>

### Met Office Website

It is advisable to monitor the Met Office weather forecast when planning outdoor activities both within the UK or when travelling abroad. The MET Office offers both a short (five days) and longer term forecasting service. The MET office forecasting service offers a world service. <http://www.metoffice.gov.uk/weather/uk/>

### BBC News Website

For the latest national and international breaking news please visit the BBC News website <http://www.bbc.co.uk/>

### World Health Organisation (WHO)

The WHO website provides current and historical health related information. This will mainly prove useful to those travelling abroad. <http://www.who.int/about/en/>

### Schools Emergency Planning Update

The regular Emergency Planning Update sent via email to all schools that have entered into the emergency planning SLA also provides useful information on local, regional, national and international issues which may have some bearing on educational visit planning.

## 12 CO-ORDINATING CENTRE EQUIPMENT

Item	Where located	Notes
Telephone(s)	Already in co-ordinating centre	<b>Press either of the bottom two buttons on the right hand side of the telephone</b> <b>For LA numbers REMEMBER to use 0161 code.</b>
Mobile phones	<b>All staff have mobile phones</b>	<b>A separate list of staff and emergency contact details is maintained</b>
Fax	<b>Main Office</b>	0161 796 3472
Photocopier	<b>Room opposite the School Hall</b>	
Television	<b>Hall/ICT Suite</b>	
Radio (battery operated)	<b>None</b>	
Whiteboards or flip chart	<b>Located in all areas (hall)</b>	
Computer with internet/email	<b>All computers in school have access to e mail</b>	<b>All CMT have code access.</b>
Portable, battery operated dictating machine (s)	<b>None</b>	
Stationery, supply of incident logs, emergency plans, contact lists, maps and plans etc	<b>Located in Emergency Planning File</b> <b>Grab bag.</b>	
Ongoing checking/testing	<b>Maura McGoldrick - Head Teacher</b> <b>Site Manager</b>	<b>Termly update of lists of emergency contact info</b>
Other requirements	Insert location	

## **13 OFF-SITE RESERVE BASE LOCATION MAP**

**Mrs M McGoldrick (Headteacher)**  
**8 York Avenue**  
**Prestwich**  
**Manchester**  
**M25 0FZ**

## **14 PLACE OF SAFETY LOCATION MAP**

## 15 EVENING/WEEKEND/HOLIDAY PROCEDURES

It is a condition of any booking of the School's facilities in the evenings, at weekends and during holidays that the person making the booking understands and takes responsibility for implementing the Emergency Procedures.

Full details are available in the Emergency Procedures document - a copy is kept in **Head Teacher's Room**

In the event of an emergency occurring, the person making the booking will take charge of the procedures until a member of the Crisis Management Team arrives.

The person making the booking will delegate the roles outlined below - by giving the person the task details from the Emergency Procedures document.

Communications Key Task Manager (see Section 3.2)

- To contact emergency services
- To contact Children's Services Directorate and the Crisis Management Team Leader

Facilities Key Task Manager (see section 3.3)

- To open appropriate buildings

Safety Key Task Manager (see Section 3.4)

- To be responsible for the immediate safeguarding of students, visitors and staff

The following tasks will be undertaken by previously identified School staff.

Crisis Management Team Leader  
Media Liaison Key task Manager

Full details are in the Emergency Procedures document.

Please sign and return the slip below to **Carol Gill**

~~Please cut along dotted line~~

---

Emergency Procedures

I confirm that I understand the procedures, as detailed in the Emergency Procedures Document and that I will be responsible for initially implementing those procedures in the event of an emergency.

Organisation: \_\_\_\_\_

Dates applicable: \_\_\_\_\_

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Contact details: \_\_\_\_\_

## **16 FIRE/BOMB PROCEDURES**

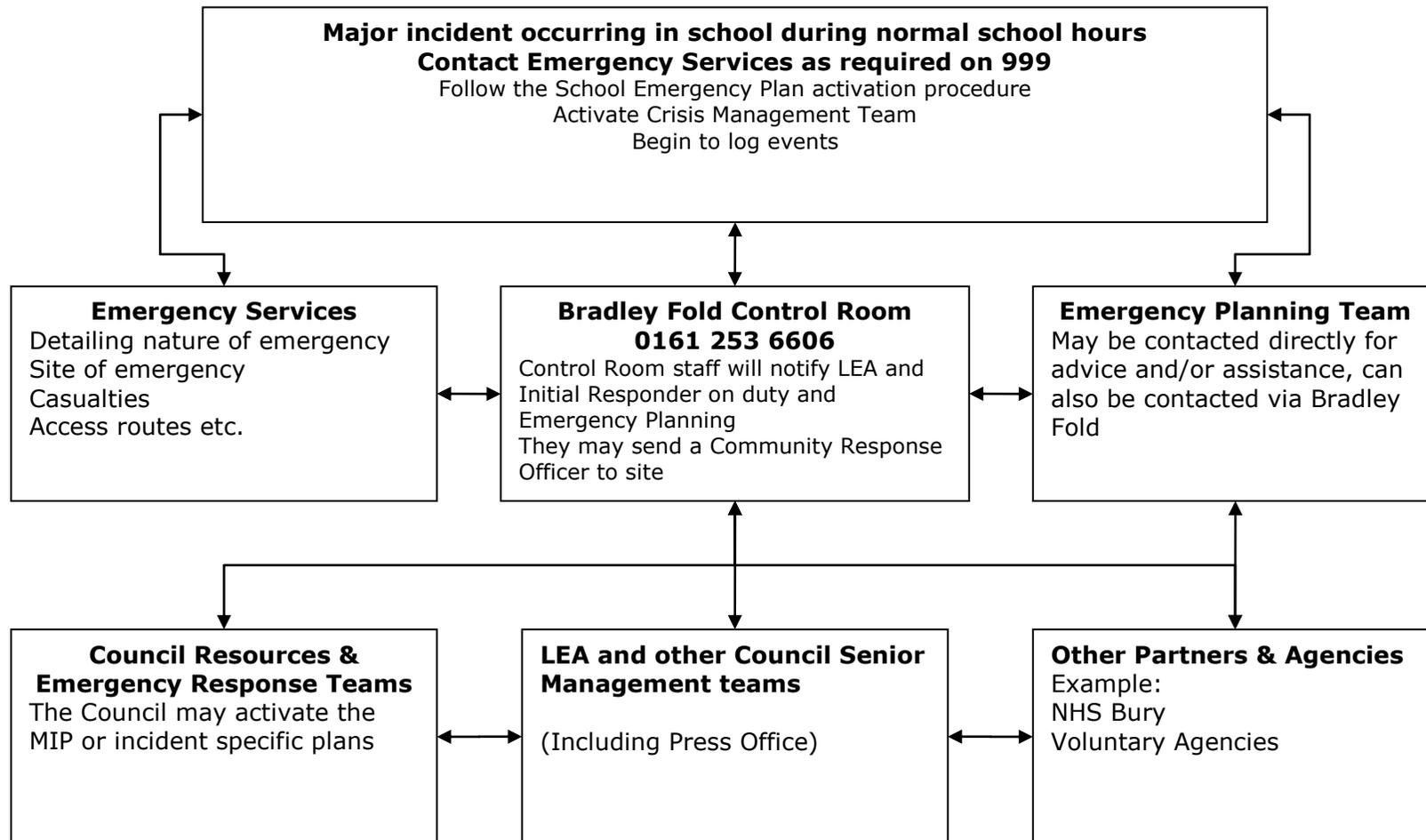
Please see the:

**Bury Schools Operational Bomb Threat and "White Powder" Incident Plan** which is a restricted document and is therefore kept as a separate document.

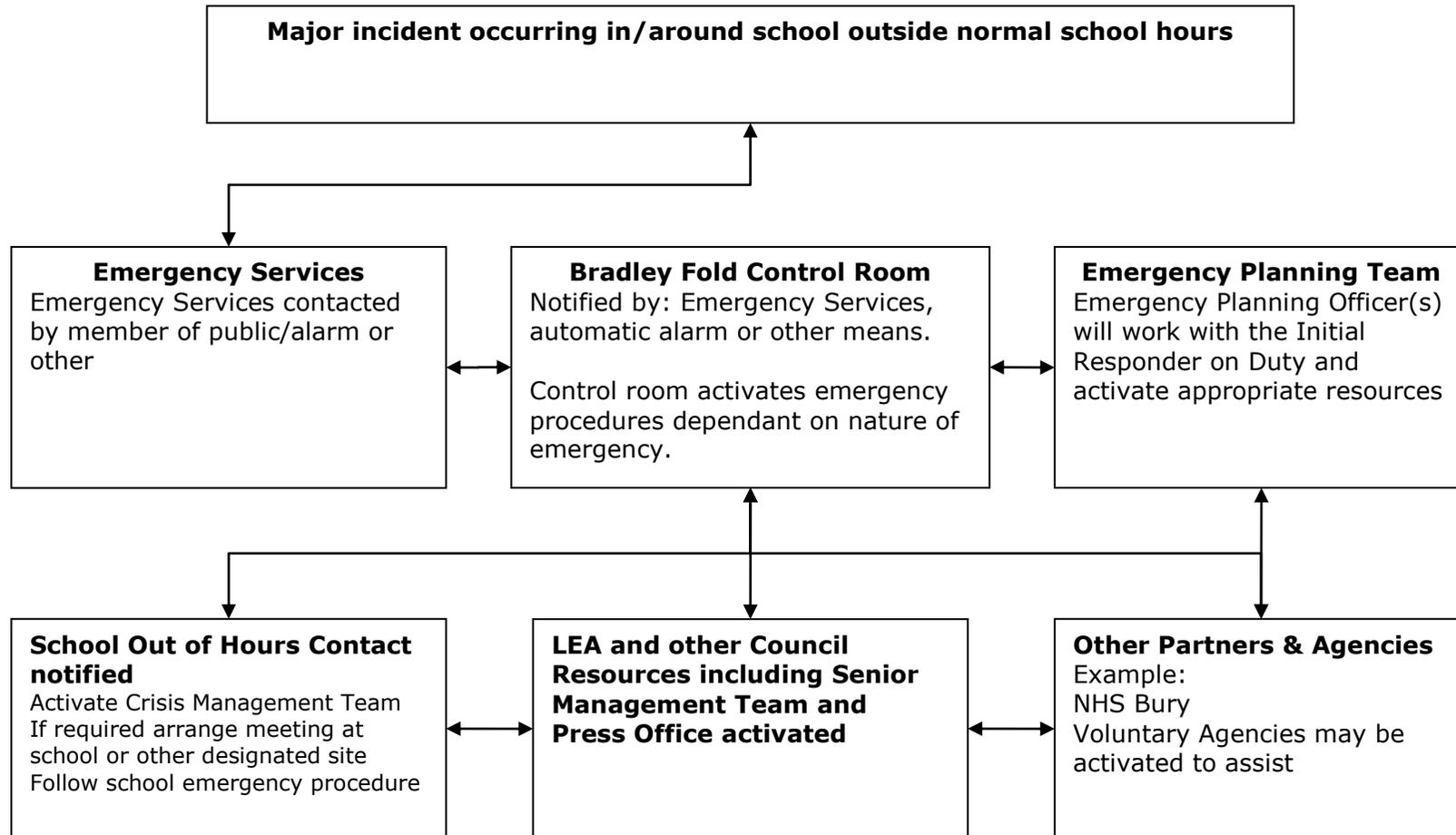
The Bury schools operational bomb threat and white powder incident plan document will be shared on a need to know basis governed by the Head Teacher or head of the Crisis Management Team.

## 17: FLOW CHARTS

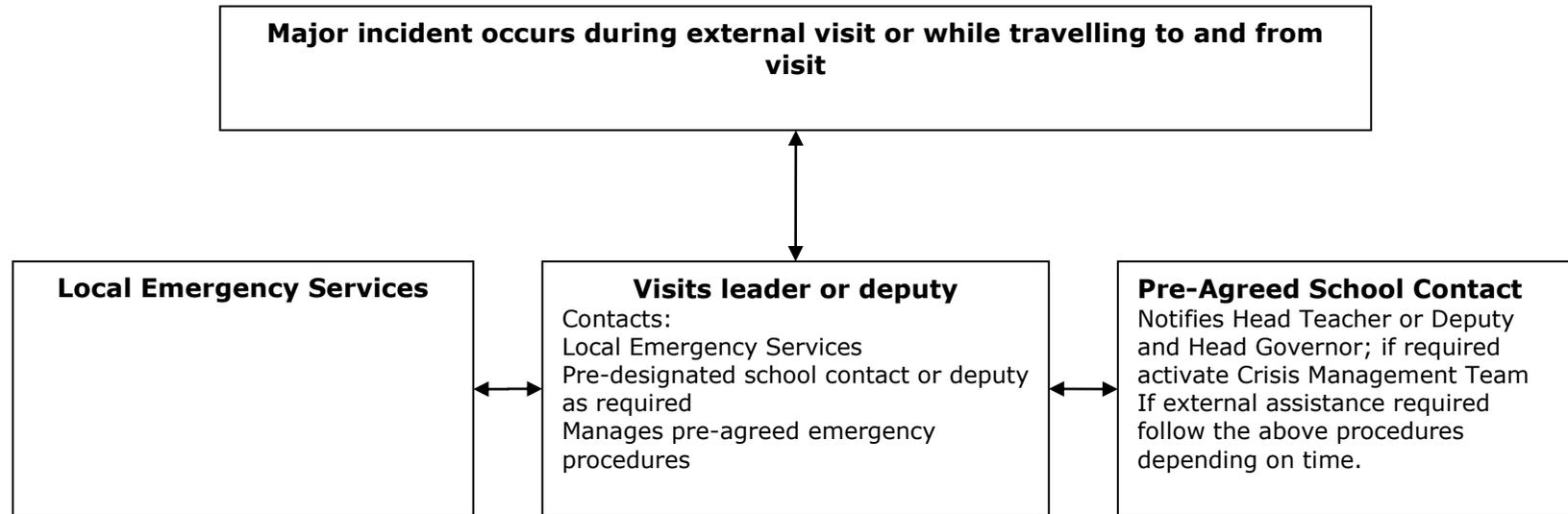
### Incident Flow Chart: During Normal School Time



## Incident Flow Chart: Outside Normal School Time



## Incident Flow Chart: External Visit



## 18. CONTACT LISTS

To call an external number from this school – **press either of the two bottom buttons on the right hand side of the telephone for external line remembering that the district code e.g. 0161 IS NEEDED.**

### 18.1 SCHOOL MANAGEMENT

Designation	Name	Internal Number	Home Number	Mobile Number	Email
Headteacher	Mrs M McGoldrick	0161 766 2852	0161 773 6145	07800 878820	m.mcgoldrick@bury.gov.uk
Deputy Headteacher	Mrs G Donnelly	0161 766 2852	0161 764 1682	0779 3679479	-
Senior Teacher	Mrs A Williams	0161 766 2852	0161 766 3703	07834 765257	-
Site Manager	Mr B Dillon	0161 766 2852	-	07980 340787	-
Chair of Governors	Coun E Fitzgerald	n/A	0161 767 8388	0787 5992053	
Vice-Chair of Governors	Rev J L Bullas	n/a	0161 766 6923	-	-
Safeguarding Governor	Mrs M Broderick	n/a	0161 766 5816	0754 2594195	-

### 18.2 CRISIS MANAGEMENT TEAM

Name	Internal Number	Home Number	Mobile Number	Email
Head Teacher	See details above	-	-	-
Deputy Head	See details above	-	-	-
Secretary	0161 766 2852	0161 724 9720	-	-
Chair of Governors	See details above	-	-	-

### 18.3 EMERGENCY SERVICES

Service	In Emergency	For Information
Greater Manchester Fire & Rescue Service	999	0161 736 5866
Greater Manchester Police	999	0161 872 5050
North West Ambulance Service	999	N/A

### 18.4 BURY COUNCIL CONTACTS

Designation	Name	Working Hours Number	Out of Hours Number
<b>Council Emergency Control Room</b>  (Manned 24/7/365 & maintains out of hour contact details of all Council nominated response officers)	<b>Control Room</b>	0161 253 6606 01204 521568 (Ex Dir) <a href="mailto:EmergencyControl@bury.gov.uk">EmergencyControl@bury.gov.uk</a>	0161 253 6606 01204 521568 (Ex Dir) <a href="mailto:EmergencyControl@bury.gov.uk">EmergencyControl@bury.gov.uk</a>
Strategic Lead Schools, Colleges and Academies	<b>Paul Cooke</b>	0161 253 5674 Mob: 07876 218664 <a href="mailto:P.cooke@bury.gov.uk">P.cooke@bury.gov.uk</a>	Through Control Room
Pupil Place Planning Coordinator	<b>Rachel Stirk</b>	0161-253 5685 <a href="mailto:R.Stirk@bury.gov.uk">R.Stirk@bury.gov.uk</a>	Through Control Room
Assets Manager	<b>Ruth Taylor</b>	0161-253 5673 <a href="mailto:r.taylor@bury.gov.uk">r.taylor@bury.gov.uk</a>	Through Control Room
Assistant Asset Manager	<b>Christine Thompson</b>	0161 253 5715 <a href="mailto:C.Thompson@bury.gov.uk">C.Thompson@bury.gov.uk</a>	Through Control Room
Educational Visits Advisor	<b>David Scourfield</b>	0161 253 5616 <a href="mailto:d.scourfield@bury.gov.uk">d.scourfield@bury.gov.uk</a>	Not applicable
Occupational Health, Safety & Emergency Planning	<b>Alan Manchester</b>	0161 253 5136 A.Manchester@bury.gov.uk	Through Control Room
Senior Health and Safety Advisor	<b>Tracey Shonick</b>	0161 253 5171 T.Shonick@bury.gov.uk	Through Control Room
Emergency Planning	<b>Mike Moore</b>	0161 253 5106	Through Control Room

Coordinator		Mob: 0773301 4719 <a href="mailto:m.moore@bury.gov.uk">m.moore@bury.gov.uk</a>	
Emergency Planning Officer	<b>Carol Gill</b>	0161 253 5932 Mob: 0779145 6388 <a href="mailto:carol.gill@bury.gov.uk">carol.gill@bury.gov.uk</a>	Through Control Room

## 18.5 LOCAL RADIO STATIONS

Local radio is often a prime method for the emergency services, and other public agencies, to provide updates regarding emergency situations.

<b>Local Radio Stations</b>	
BBC GMR 95.1fm	0161 200 2000
KEY 103 103 fm	0161 288 5000
Century FM 105fm	0870 040 0105
Tower FM 107.4 fm	01204 387444
Others as required	