



Emergency Management Plan 2024

All schools should consider the need for robust and tested school emergency response procedures. Lock down and evacuation procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. This policy may be activated in response to any number of situations, these could be but are not limited to:

- 1) A reported incident in the local community with a potential risk to safety resulting in the request to school to 'hold' pupils beyond the normal end of the school day (for example, police making request due to local incident).
- 2) An intruder on the school site (with a potential to pose a risk to staff and pupils.)
- 3) the destruction or serious vandalising of part of the school, with an area of the building collapsing.
- 4) A deliberate act of violence, or assault in school including the use of a knife or firearm
- 5) Serious injury or death of a pupil or staff member.
- 6) A bomb threat resulting in a whole school evacuation.
- 7) A reported serious health hazard internally or externally e.g. chemical or toxic substance, air pollution, fire, explosion.

The aim of this policy is to:

1. Outline evacuation and lockdown plans in place should this policy be triggered.
2. Detail the procedures for staff to take in the event of a lockdown or evacuation.
3. Detail communication strategies with parents.
4. Document short term and long term management of the emergency that has taken place.

Rowley Park Academy has a school emergency response team (SERT), who are responsible for assessing the risk, ensuring the policy is activated and well-managed to ensure the safety of staff and pupils.

Emergency Response Team and Responsibilities	
Annika Beaumont Headteacher	Assess level of risk Emergency Net Support message sent to all staff devices to indicate procedures to activate.
Helen Smith/Jess Newington Deputy Headteacher	Initial first contact with emergency services. Maintain contact with classes to update as necessary. Post-incident management and review. To inform CEO/ELT when safe to do so.
Sarah Hulmes Business Support Officer	Communication with parents in liaison with SLT.
Tanya Pike Admin Assistant	To contact classes to check all children and staff are accounted for. To communicate any missing children to AB/HS.
Caretaker	To sweep the school site ensuring all windows and doors are locked/or everybody has evacuated.

Communication to staff to activate the policy.

Should any member of staff become aware of a situation that may put children and/or staff at risk, they must immediately notify the senior leadership team.

The risk will be assessed and emergency net support message sent to all staff devices to indicate procedures to activate. These will appear on classroom device screens to alert staff members. If children are outside for break, lunch or PE lesson, the message will be communicated via walkie talkie with a clear instruction.

Management response - Level 1	External risk within the community, children to be held back and not released until informed we can do so.
Management response - Level 2	Onsite risk – Within school grounds and/or inside the building Whole school and classroom lock down
Management response - Level 3	School evacuation - meet at the fire assembly point to await further instruction.

Procedures to take for level of risk identified.

Level 1

External Risk: Basic procedures

In this instance, the senior leadership team will have been notified of an incident within the community that could pose a risk to safety and request that children be held in school until further notice.

- Any children outside should be instructed to return to their classrooms immediately via walkie talkie.
- Teachers and children will continue with their lessons.
- The caretaker will ensure that all external doors and windows are shut.
- Admin staff will lock the main office access where necessary.
- The SERT Coordinators will liaise with emergency services and await further instruction.
- Admin staff on liaison with Headteacher/SLT will send communications to parents
- Children will not be released to parents until it is advised that it is safe to do so.
- Should the situation escalate, a level 2 could be decided upon – if this happens an emergency network support message will be sent.
- When the staff are told by SLT it is safe to release children, if the incident has extended beyond the school day all children will need to be collected from school.

Level 2

In this instance, the senior leadership team will be aware or made aware of an onsite risk to the safety of staff and children. This could be within the school grounds, inside of our fence perimeter or could be within the school building. In this scenario, we will enter a full school and classroom lockdown.

FULL LOCKDOWN: No-one should move about the school

Procedure will be memorised as '**CLOSE procedure**', as follows:

Close all windows, doors and blinds.

Lock up and turn off

Out of sight and minimise movement (under desks, against a wall or in a corner)

Stay silent and avoid drawing attention

Endure – be aware you may be in lockdown for some time

- SERT coordinators will send a level 2 message which will appear on school devices.
- If staff and children are outside (break, lunch, PE) communication via walkie talkie will give clear instruction to return to the classroom via the nearest door (external onsite risk) or to shelter in forest school/evacuate the site (inside school risk).
- SERT coordinators or designated person will make contact with emergency services.
- Teachers will activate the **CLOSE** procedure and check all children are present.
- Teachers will reassure children, keeping them calm and quiet throughout.
- Admin staff will contact classes for an attendance report and will feed back to the leadership team.
- If any classes are offsite, they will be contacted and told not to return.
- Where necessary, admin staff to liaison with Headteacher/SLT will send communications to notify parents as soon as it is possible to do so via normal school communications.
- Staff and pupils will remain in lockdown until it is lifted by the senior leadership team or emergency services.
- If it is necessary to evacuate the fire alarm will sound.

During the lockdown a need for discrete communication may be needed. Examples of a discrete communication channel that we will use are:

- Internal emailing system – staff should ensure they are familiar with accessing these across devices – laptop, phone and tablet.
- Group Chat – staff will be put into a defined user group. This will be used during to communicate instructions or vital information in an emergency.

Level 3

Evacuation of the school site

In this instance the SLT will have made the decision to or been advised to evacuate. All children and adults should evacuate to the assembly point on the school field. Following sweeps of the building and an account of all persons' whereabouts, the Headteacher (or a nominated person) will take one of the following decisions based on the assessed risk:

- 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 emergency services
- to evacuate to [REDACTED]

The total evacuation of the school site will involve moving all persons through the nearest exit, using the passage way that leads onto the Wolverhampton Road, or via the field and through the gates that open onto West Way.

Roles and Responsibilities:

- Teaching staff and support assistants to remain responsible for the care of children offering reassurance.
- Admin staff to supply teachers with registers to take with them and be responsible for contacting parents to inform them of collection procedures for their children from the venue where it is possible to do so.
- Headteacher or designated person, with the assistance of the Business Support Officer to remain on-site if at all possible to:
 - a. liaise with the Fire Service and other emergency services;
 - b. liaise with staff at Rising Brook Church;
 - c. respond to phone calls or arrival of parents; and
 - d. to inform the Police/Multi Academy Trust/Local authority of the incident, giving details about:
 - 1 the nature of the incident;
 - 2 exact location of the incident with details about entry and access points;
 - 3 the possible location of anyone who may need rescuing;
 - 4 numbers of casualties, if possible, and the nature of any injuries sustained;
 - 5 any individual hazards which may be present on the premises and their location; and
 - 6 Contact telephone numbers on request.
- The senior leadership team/SERT team will continue to keep parents updated as and when it is practical to do so.

Bomb threats: Procedures for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Be alert, but not alarmed!

- On receipt of a "bomb threat" emergency services will be contacted immediately and police will respond.
- The SERT team will consider the advice given by emergency services before a decision is taken to lockdown or evacuate.
- SERT team will initiate a level of risk message via emergency net report.
- Teachers/staff will activate the procedure for lockdown or evacuate based on message sent.

If the threat is received via the phone, the person who receives the call should:

ACTIONS	TICK
1. Stay Calm	
2. Let them finish the message without interruption. Try to record EXACTLY what they say, especially any codeword they might give.	
3. Make a note of: <ul style="list-style-type: none">• The exact time of the call• The caller's sex and approximate age	

<ul style="list-style-type: none"> Any accent the person has, or any distinguishing feature about their voice (e.g. speech impediment, state of drunkenness) Any distinguishable background noises. 	
<p>4. When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller:</p> <ul style="list-style-type: none"> Where is the bomb? What time is it due to go off? What kind of bomb is it? What does it look like? What will cause it to explode? Why are you doing this? What is your name? What is your address? What is your telephone number? 	
<p>5. Dial 1471 – you may get the details of where the phone call was made from, especially in the case of a hoax caller</p>	
<p>6. Report the call to the police and the headteacher / nominated deputy immediately. In the extremely unlikely event that there was a codeword with the message, and the location of the bomb was given as a location other than the school, follow the same procedure – report the call immediately to the police, and then notify the headteacher.</p>	

Communication with parents.

In the event of an actual lock down or evacuation, information and developments are communicated to parents as soon as practical and safe to do so. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents will be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety;
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers;
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for them to come and collect their children, and where this will be from.

Information for parents.

- If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network – website/ email / telephone
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk. Doors will be locked so there will be no access to the main office.
- Pupils will not be released to parents during a lock down.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Emergency off-site

Children at Rowley Park experience trips, hooks and experiences as part of their education here at Rowley Park. Should an emergency take place off-site, the below should happen:

- For all emergencies, the Headteacher or Deputy Headteacher must be notified immediately by the trip lead or a designated staff member (following calls to emergency services).
- Parents of pupils involved must not be contacted prior to the Headteacher being spoken to unless the

emergency services speak to the parents.

- Staff off-site are responsible for the care of the children and offering reassurance. Staff will take instruction from the emergency services and the Headteacher/Deputy Headteacher.
- The SERT team will decide on next steps. This could be but is not limited to: informing CEO/ELT, liaising with emergency services, travelling to the site to offer support ect..
- SERT team will take control of communication with parents and key people.

Following activation of the policy.

Following a school lockdown or evacuation, the SERT team will review action taken during the event and will decide on a short term and long term plans as a result of the incident that took place; taking into consideration:

- Preserving evidence
- Acknowledgement of incident
- Communication with all stakeholders
- Clear up of affected area
- Business continuity
- Sourcing support for pupils/staff/families
- Attending funerals
- Gifts/ cards to persons affected
- Discussing opportunities
- Planning memorials and commemorations
- Monitoring the effects
- Restoring normality and updating plans
- Public inquiry/investigations/legal implications
- Dealing with media coverage
- Financial implications

Familiarity of this policy to staff and children is important so in the event of the policy being triggered, they know the procedures to take and why they are being taken. To ensure that staff and children are aware of actions to take, this policy will be practiced annually. This will be undertaken in a child-friendly manner and children will be aware that it is a practice to avoid any distress.

Signed: A. Beaumont 25.9.24
Headteacher

Signed: VM Bar
Chair of Academy Council

To be reviewed: 09.25

