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**Emergency Planning Policy**

In caring about excellence and each other, and in promoting enjoyment and happiness through fulfilment, the members of Longton Primary School community believe in

**CARE through respect, support and togetherness**

**GROW through choice, opportunity and imagination**

**SHINE through challenge, achievement and celebration**

# Longton Primary

# Emergency Planning Policy

## 1 Aims and objectives

1.1 The aim of the Emergency Planning Policy is to manage the effects of any emergency that might occur within the school, so that every reasonable step is taken to:

* prevent or minimise the loss of life and injury to pupils and staff;
* alert relevant parties, for example, the emergency services, the local authority, parents and carers and school governors;
* take control at the scene until the emergency services arrive;
* minimise disruption to the normal daily routine of staff and pupils;
* support staff, pupils and parents in the aftermath of an incident;
* ensure effective working with the media.

1.2 We recognise that planning is essential if emergencies are to be managed effectively. We cannot plan in detail for every possible scenario, but our generic plan ensures that those involved in the initial stages have a firm basis from which to develop their response. More detail plans can be found in the School Emergency plan

## 2 The basic emergency plan

2.1 The school maintains an up-to-date school emergency plan. Copies will be found in the school office, staff room and the headteacher's room. A copy is always located on the shared drive for all staff to access. Key parts are also within the staff handbook.

2.2 The school emergency plan defines the role to be played by each member of a core team including the headteacher, deputy headteacher, caretaker (if on site), school secretary and key stage managers. The school emergency plan distinguishes between the declaration of an emergency in and out of school hours.

2.3 The school office is the designated coordination point.

2.4 The fire alarm will be sounded in the case of any emergency that requires the evacuation of the school premises. Procedures and evacuation routes are displayed in each room within the school.

2.5 Copies of the detailed evacuation procedures and checklists for initial action are included in the School Emergency Plan. Copies of the plan are also held off-site by core staff in case the school premises cannot be accessed.

2.6 The headteacher, or a SLT member in their absence, is responsible for managing information exchange between staff, pupils, governors, parents, carers and the local authority.

2.7 As part of their induction training, all new staff joining the school have this plan explained to them and given a copy. Those with key roles take part in annual training and exercises to test its effectiveness.

## 3 Types of emergency

3.1 The school recognises that there cannot be a separate written plan to cover every possible emergency. Core staff training includes regular discussion of the steps to be taken in the more common emergencies, including a deliberate act of violence, fire, the destruction or serious vandalism of part of the school, or public health threats (e.g. meningitis)

Fire procedures

1. The first member of staff to discover the danger will sound the alarm.
2. Unless it is known to be a pre-arranged ‘practice’ the emergency services will be called by the headteacher, a member of the SLT or school office staff.
3. At the sound of the alarm, all staff responsible for children will escort them quickly, and in an orderly manner, from the building to the Key Stage One Playground, agreed assembly point.
4. Staff will take their iPads with the electronic registers with them if in the classroom. The office staff will print off the register and then will distribute them at the assembly points. Office staff will take the emergency contact lists to the assembly points
5. The nearest safe exit should be used. If that is blocked, then the next nearest exit will be used. All staff must familiarise themselves with all of the emergency exits.
6. Once rooms are empty, doors should be closed to prevent the spread of fire. A sign will be placed on the door saying room checked.
7. At the assembly points, class/visitors/staff registers will be taken to ensure that all children are accounted for.
8. The headteacher or Deputy must be informed immediately if a child or member of staff cannot be accounted for.
9. During the evacuation, the headteacher and fire marshalls will check toilets and other areas to ensure that children have not been left behind. A sign will be placed on the door saying room checked.
10. No one must return to the building once it has been evacuated without the headteacher’s permission.
11. The headteacher or member of the SLT, will inform staff when it is safe to return to the building.

3.2 The school recognises that some emergencies which occur off the school site can affect its staff or pupils. Core staff training includes regular discussion of the steps to be taken in the more common examples, including the death of a pupil or member of staff through natural causes or accidents, or a transport-related accident involving pupils and/or members of staff. Further details can be found in the School Emergency Plan.

3.3 The school adheres to the specific guidance issued by Lancashire County Council in relation to school closures caused by severe weather or heating failure.

3.4 The school will inform parents and carers as soon as possible of any likelihood of closure due to severe weather, or if children are being sent home early or at short notice. Parents and carers will be notified via the Scopay system by email and text and are encouraged not to block the school phone lines. Those parents not signed up to the system will be rung directly. In addition, school will inform local radio stations, add it to the school’s twitter feed and website.

3.5 The school is fully aware of the possible dangers of its proximity to the main road. All pupils are given termly instruction on safe play and safe travel to and from school. In reception, Y1, Y2 and Y6 children receive pedestrian training in the Summer term. Children in Y5 receive cycling training about keeping safe on the roads.

## 4 Monitoring and review

4.1 Class teachers include regular references to safe and sensible conduct in lessons. Fire drills occur on a regular basis, and their outcomes are logged and reported to the Health and safety rep of the governing body.

4.2 The school's procedures for emergencies will be monitored and updated by the headteacher as part of her regular duties.

4.3 This policy will be reviewed in line with the policy cycle.

### Signed:

### Date: