



BOURNE COMMUNITY COLLEGE

Emergency plan September 2019

Next review July 2020

If you are dealing with an emergency right now, go straight to:

- **[Section 2](#) for ON SITE emergencies; or**
- **[Section 4](#) for OFF SITE emergencies on learning activities.**



Plan administration	
Name and address of establishment	Bourne Community College, Park Road, Southbourne, Emsworth PO10 8PJ
Author:	Yvonne Watkins, Headteacher
Version number: (Based on WSCC template v4.0)	2.0
Date plan approved:	September 2019
Date of next review:	July 2020
Plan approved by:	Governing Body/Headteacher
Person responsible for review:	Governing Body/Headteacher
Copies of this plan are held:	Headteacher Chair of Governors EVC Head's PA
Copy submitted to West Sussex County Council:	Placed on Evolve June 2019 Emailed to: schools.emergencyplan@westsussex.gov.uk by Janet Murray Brown

Contents

West Sussex County Council's response	4
Section 1: Introduction	5
Levels of Emergency	5
Sad Event	5
Critical Incident	5
Major Emergency	5
Section 2: On site emergencies – activation	6
Section 3: On site emergencies – roles and responsibilities	8
Section 4: Off-site emergencies – activation	12
Section 5: Off-site emergencies – roles and responsibilities	15
Section 6: Activity Card for off site Leader in Charge	17
Section 7: Post incident welfare, stand-down and recovery	18
Section 8: Support and assistance	21
Appendix 1: Closing your school due to extreme weather	23
Appendix 2: Establishment site information and risk assessment	26
Appendix 3: Emergency contacts list	28
Appendix 4: Communications	30
Appendix 5: Evacuation and shelter plan	31
Appendix 6: Business continuity	32
Appendix 7: Pandemic influenza plan	38
Appendix 8: Training and exercising	42
Appendix 9: Bomb threats and suspicious packages	44
Appendix 10: Emergency arrangements for other services using the school site	48
Appendix 11: Log keeping	49
Appendix 12: Heatwave Plan	52
Appendix 13: Considerations for impacts of changing climate	55

West Sussex County Council's response

West Sussex County Council provides services to educational establishments including emergency management and business continuity support. It can provide specialist support to help educational establishments to manage the response to an emergency which includes:

- activation of West Sussex County Council's (WSCC) 'Welfare Plan';
- activation of WSCC's 'Educational Establishments Emergency Response Plan';
- provision of an Area Support Team;
- provision of a Travelling Team;
- help to manage the media;
- provision of practical resources such as transportation;
- help to establish a Family and Friends Reception Centre;
- assist with arrangements for welfare support and counselling; and
- liaison with the emergency services and other agencies as required

Support will be provided via three groups dependent upon the scale of the emergency. These are:

The Core Support Group

The Core Support Group, led by the Incident Manager, will manage and coordinate the response. It will liaise with other WSCC services and agencies to ensure effective management.

The Area Support Team

The Area Support Team will attend the educational establishment to provide advice and identify the support needs of the establishment. Where requested, it will:

- establish a Family and Friends Reception Centre;
- help to manage the media;
- lead arrangements for welfare support and counselling; and
- liaise with other agencies as required.

The Travelling Team

The Travelling Team will travel to the vicinity of the emergency if off-site to provide support to the group leader, staff and group. It will:

- support family and friends attending the vicinity;
- liaise with local emergency services, the British embassy and other organisations; and
- assist with the repatriation of the group and staff, including the injured and deceased where appropriate.

Section 1: Introduction

This plan relates to:

- An event which threatens the safety of children, staff or the educational establishment premises.
- An incident which affects the community within which the educational establishment is based.
- A crisis which might affect the public reputation of the educational establishment.

This plan provides a generic guide to actions that should be considered by the head of establishment, his / her nominated deputy, and the establishment's Emergency Management Team in case of an emergency in the educational establishment, local community or during an off-site activity.

It also covers procedures for an incident occurring during the working day and out of hours.

Levels of Emergency

Sad Event

An event, such as the unexpected death of a teacher or child, which was not directly witnessed by those affected. Managed by establishment staff under normal day-to-day arrangements as per the schools Bereavement Policy with appropriate support as necessary from WSCC

Critical Incident

More serious events affecting people or premises such as:

- a tragic or shocking event directly witnessed by those affected, for example, a serious road traffic accident or the sudden death of a young person or member of staff; or
- serious fire, flood or damage to premises.

Cannot be managed without some assistance from WSCC or other agencies.

Major Emergency

Emergencies where children, young people, or staff have suffered a traumatic event, life-threatening injuries or are in danger whilst in the care of the establishment, whether on or off-site.

These are managed by establishment staff but may require considerable support from WSCC the emergency services and other agencies.

Section 2: On site emergencies – activation

Information about an incident may come from a staff member, child, parent, member of the public, the emergency services or West Sussex County Council. Whoever receives the alert should ask for, and record, as much information as possible.

If you are dealing with an emergency which has taken place during an off-site visit, please turn to [Section 4](#).

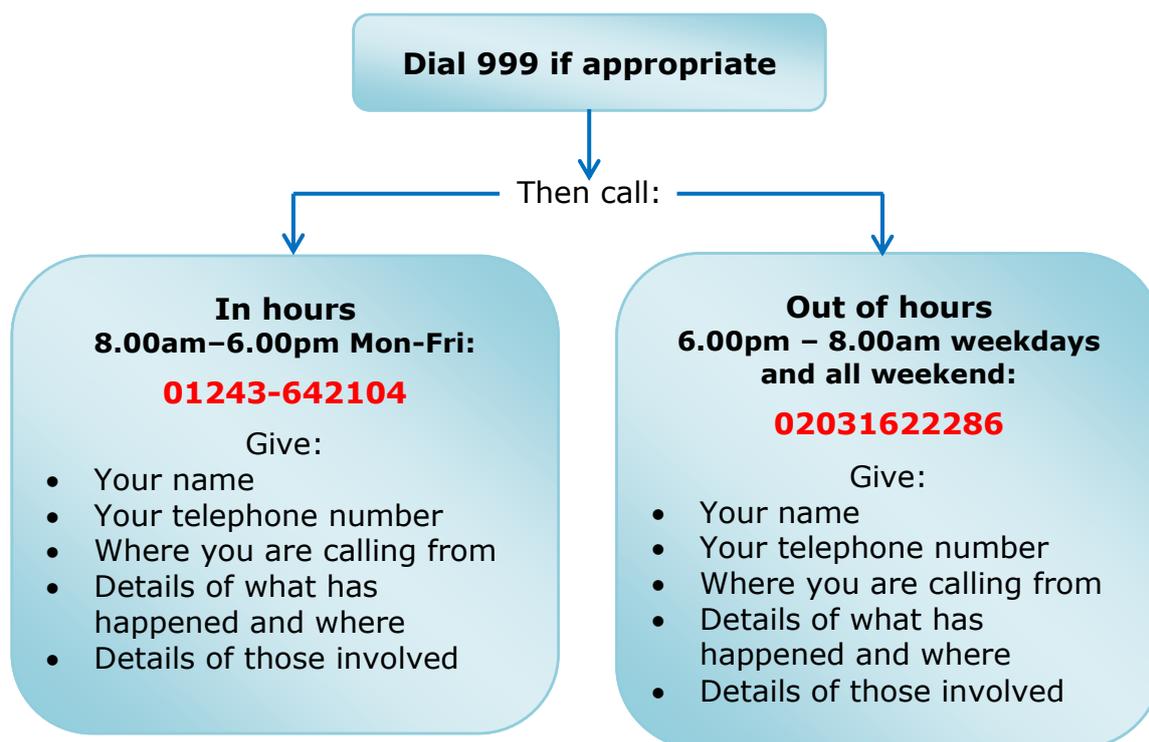
Name and contact details of the caller (Try to authenticate caller)
Details of the incident (Including actual words used by caller)
Who else has been informed?
Exact location of the incident
Casualties
Any action taken so far
Name of contact at the scene
Notes

If appropriate, call 999 for the police, fire or ambulance service, giving the information above. If in doubt, call 999.

Immediately inform Headteacher Yvonne Watkins or one of the Assistant Heads. If neither is able to respond (they may be involved in the incident) the senior person present must follow the instructions from the checklist of initial action below.

Checklist of initial action by head of establishment or nominee

1. Assess the situation.
2. Take immediate action to safeguard children and staff where necessary.
3. Determine whether or not to implement the school evacuation procedures where necessary.
4. Call for support:



Note: These numbers should only be used in an emergency. Do not give them to the press, parents or members of the public.

5. Log all communications and actions.
6. Depending on the scale of the incident, consider assembling an Emergency Management Team from pre-identified staff (see [Appendix 3](#)) to assist with the response and relieve them of their normal duties.
7. Refer to the list of emergency contact numbers in [Appendix 3](#) for additional support, if required.
8. Where possible, avoid closing the educational establishment and try to maintain normal routines.
9. Having activated this emergency plan, go on to [Section 3](#).

Section 3: On site emergencies – roles and responsibilities

Stage 1 – establishing the response for the Emergency Management Team

Check list for Lead Coordinator (head of establishment or nominee)	Tick
Ensure you have an overview of the situation and don't become bogged down in responding – try and delegate tasks to appropriate staff.	
Act as a central contact point for information both internally and externally BUT leave most of the communications and disseminating information tasks to the person allocated that role.	
Take time out if you need it – this is YOUR emergency and you won't be able to respond effectively if you burn out.	
Ensure relevant authorities are informed of the emergency (e.g. Fire, Police and Ambulance).	
Ensure that accurate, factual information is available for those arriving at the scene.	
Have a designated person to meet emergency services to give information - exact location of the emergency, who may need rescuing and their location and any individual hazards (e.g. chemicals) that may be present.	
Liaise with the police, fire and ambulance services, West Sussex County Council, and other organisations who may become involved. Act as the main contact to coordinate the response and provide your contact details.	
Allocate tasks amongst the Emergency Management Team as appropriate, immediate focus on safeguarding.	
Inform the chair of governors / Head of Youth Service (if applicable).	
Consult with the emergency services / West Sussex County Council regarding informing parents of injured and non-injured children. Ensure parents of any injured children are immediately informed of what has happened and where their son / daughter is. In event of a major incident, the police will give advice regarding naming badly injured people or fatalities. You may also need to inform next-of-kin of any staff who have been involved.	
Ensure all staff maintain a log of actions and decisions.	
Arrange administrative / secretarial support for your team, if required.	
Hold regular Emergency Management Team meetings to keep everyone up to date with current information.	

Check list for Welfare Coordinator	Tick
Remain calm, as this will then calm other staff and children.	
Take actions to secure the immediate safety of children and staff – this may include evacuation or keeping children and staff inside the building / classroom (sheltering).	
Establish the whereabouts of all children, staff, and visitors using timetables, registers and the visitor's book, and make a list of those unaccounted for. Pass this information on to the emergency services.	
Consider any welfare needs for children with special needs and medication.	
Consider any welfare needs and support to staff. If a prolonged response, ensure a rota is established to ensure proper rest.	

Check list for Communications Coordinator	Tick
Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support for reception. Use designated emergency centre / room.	
Line to be used for incoming calls only: 01243 386047 (PM)	
Line to be used for outgoing calls only: 01243 386040 (YW)	
West Sussex County Council's Communications team may be able to assist dealing with enquiries from the public. During office hours, call them on: 01243 642104 . Outside office hours call: 02031622286	
Inform people quickly, simply and factually to prevent rumours which can cause great distress in a crisis situation.	

Check list for Media Coordinator	Tick
West Sussex County Council can give advice on briefing the press and help with the preparation of statements and press releases. During office hours, call them on: 0330 222 8090 Outside office hours call: 07767 098415 (See also Appendix 4).	
Ensure that any media access to the site, staff and children is controlled. In a major emergency, the police may deal with the press and prevent intrusion onto the site. Be aware of the potential problems caused by the spread of misinformation through children / staff use of mobile phones.	
If applicable, try to direct media enquiries to WSCC's Communications team.	
It may be appropriate and beneficial for the head of establishment or a nominated representative to make a press statement or be interviewed after liaising with WSCC.	
Do not allow the press onto establishment premises or give them access to children unless there is a specific reason and	

permission and consents are in place – the police may help with this in a major emergency.	
If there is likely to be a high media presence at the establishment, it may be appropriate to pre-designate an area for media vans and journalists if they arrive at the establishment and from which interviews can be given. This may prevent the media blocking access routes to the establishment or intimidating children and staff.	

Check list for Resources Coordinator	Tick
Activate the designated emergency centre / room.	
Ensure access to the site for emergency services.	
Turn off water, gas and electricity supplies if necessary.	
Open / close parts of the educational establishment as required.	
Ensure the security of the educational establishment premises.	
If there is damage to property or resources then a list will need to be made of what has been damaged or destroyed for insurance purposes. Ensure the Insurance Team at West Sussex County Council have been notified of the incident as early as practicable, as a loss adjuster may need to be instructed.	
It may be necessary to procure resources for use in the emergency – WSCC may be able to help with this.	

Stage 2 – Ongoing response

Check list for Lead Coordinator (head of establishment or nominee)	Tick
Provide regular briefings for staff, and continue to liaise with the emergency services and West Sussex County Council (Core Support Group or Area Team).	
Consider implementing Recovery Team – See Section 7 .	
Try to maintain normal routines as far as possible.	
Tell the staff involved to prepare a written log of their involvement, noting events and times. Inform West Sussex County Council's health and safety staff (01243 752025) who will advise on reporting procedures and inform trade unions if necessary. In the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours. Staff may wish to submit draft reports to trade union legal officers.	
Allocate tasks amongst the Emergency Management Team as appropriate.	

Check list for Welfare Coordinator	Tick
Establish a staff rota and ensure that staff take regular rest periods.	
Identify children and staff who are badly affected by the incident and may require extra support.	
Make arrangements for reuniting children with their parents.	
Take account of religious and cultural factors, and consider contact with leaders of local faith communities. In particular, some faiths may wish to hold funerals within 24 hours of death, so swift and sensitive enquiries must be made to ascertain whether it would be appropriate for representatives of the school, including children, to attend. Liaise with the police.	

Check list for Communications Coordinator	Tick
Inform children, in groups as small as practicable, considering the best way to impart tragic news – educational psychology department may be able to assist.	
Inform parents of children not directly involved in the incident, as decided by the head of establishment or nominee. Use any existing arrangements, such as a telephone tree, for contacting parents quickly and efficiently.	
Receive visitors to the school, ensuring they sign in and out and are issued with identification badges.	

Check list for Media Coordinator	Tick
Liaise with West Sussex County Council communications staff to prepare a press statement, to be agreed by the head of establishment and Children’s Services. Decide an ongoing strategy for dealing with the press.	
Be prepared to be interviewed by the press if necessary.	

Check list for Resources Coordinator	Tick
Establish a safe and secure base for the Emergency Management Team.	
Arrange an appropriate place to receive parents and guardians of children involved.	
Obtain approval from West Sussex County Council Insurance Team to source suppliers/contractors. The Resilience and Emergencies Team or the Insurance team can procure disaster recovery specialists to attend. Insurance team can provide advice and manage your expectations of the claim, betterment and mitigation works are not covered.	

Section 4: Off-site emergencies – activation

The Group Leader will immediately inform the designated emergency contact person (or head of establishment) of any off site activity emergency that occurs.

Initial action by the designated emergency contact person (or head of establishment)

1. Maintain a written record of your communications and actions using this pro forma and a logbook.
2. Offer reassurance and support. Be aware that all involved in the incident (those at the site, your establishment and you) may be suffering from shock or may panic.
3. Find out what has happened. Obtain as clear a picture as you can. Who informed you of the incident? Try to authenticate the caller. (It could be a child, parent, member of the public or staff, emergency services or West Sussex County council.)

Initial contact	
Name:	
Telephone number:	
Additional telephone numbers:	
Where are they now, where are they going?	
Notes:	

4. Record the details of the off-site activity / visit during which the incident occurred:

Details of off-site activity / visit	
Location and nature of visit:	
Name of person in charge of visit:	
Telephone number(s):	
Number of staff on the visit:	
Number of children on the visit:	
Number of other people present:	

5. Record the details of the incident:

Details of incident	
Date and time of incident:	
Location of incident:	
What has happened?	
People affected (including names, injuries, where they are / will be taken to):	
Emergency services involved and advice they have given:	
Names and locations of hospitals involved:	
Arrangements for children not directly involved in the incident:	
Name of person in charge of your group at the incident (include telephone numbers):	

6. Discuss with the person in charge of the group what action needs to be taken and by whom. Enter this information into your logbook.

7. Contact West Sussex County council for support

In hours
8.00am–6.00pm Mon-Fri:
01243 642104

Give:

- Your name
- Your telephone number
- Where you are calling from
- Details of what has happened and where
- Details of those involved

Out of hours
6.00pm – 8.00am weekdays
and all weekend:
02031622286

Give:

- Your name
- Your telephone number
- Where you are calling from
- Details of what has happened and where
- Details of those involved

Note: These numbers should only be used in an emergency. Do not give them to the press, parents or members of the public.

8. Depending on the scale of the incident, consider assembling an Emergency Management Team to assist with the response.

To provide appropriate support to educational establishments, WSCC has defined the term 'major emergency' as...

'Emergencies where children, young people, or staff have suffered a traumatic event, life-threatening injuries or are in danger whilst in the care of the establishment, whether on or off-site.'

9. Having activated this emergency plan, go on to [Section 5](#).

Section 5: Off-site emergencies – roles and responsibilities

Action list for the emergency contact (or head of establishment)

Communication	Tick
Inform school staff as appropriate, depending on the time and scale of the incident.	
Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support if required.	
Line to be used for incoming calls only: 01243 386047 (PM)	
Line to be used for outgoing calls only: 01243 386040 (YW)	
Consult with the emergency services / West Sussex County Council regarding informing parents of injured and non-injured children. Ensure parents of any injured children are immediately informed of what has happened and where their son / daughter is. Record what their plans are, e.g. to travel to their son / daughter, any assistance they need and any means of communications with them. In event of a major incident, the police may give advice regarding naming badly injured people or fatalities. You may also need to inform next-of-kin of any staff who have been involved.	
Inform parents of any other children on the visit but not directly involved in the incident. Decide which parents should be informed and by whom and contact them as appropriate. Wherever possible, parents should first hear of the incident from the educational establishment (or from the person in charge of the group), not from hearsay or from the media. Information given must be limited until the facts are clear and all involved parents / next-of-kin are informed.	
Inform the chair of governors/Head of Youth Service, if applicable.	
During office hours, call the West Sussex County Council emergency contact: 01243 642104 Outside office hours, call West Sussex County Council's emergency helpline: 02031622286	
Support from other organisations may be required (please see section 8). Contact details are available in Appendix 3 . Examples of support include: <ul style="list-style-type: none"> • Assistance at the educational establishment by the WSCC Area Support Team or the WSCC Travelling Team at the site of the incident. • Help with arranging transport between the incident, parents and the educational establishment. • Help with media management, including press statements and interview briefing. 	
If the visit is abroad, and the incident results in any medical or other expense, the Council's travel insurer's or appropriate tour operator's emergency helplines, should be informed as soon as possible. (Collaboration with any applicable tour	

operator's emergency response plan will be important.) The emergency helplines can also provide general assistance such as political evacuation, instability, liaise with embassies, loss of luggage, airport assistance and so on.	
Inform children and staff at school and their parents. Remember that information given must be limited until the facts are clear and all involved parents / next of kin are informed. In the event of a tragic incident, seek support from the WSCC Educational Psychology Service about the best way to inform children and to support them afterwards. Staff, children and parents should be asked to avoid talking to the media.	
Consider implementing Recovery Team – See Section 7 .	

Media management	Tick
Introduce, if necessary, controls on school entrances and telephones.	
Designate a senior member of staff as primary liaison person.	
Liaise with WSCC's Communications staff as early as possible, and work with them to prepare a press statement, to be agreed by Operations Director of WSCC Learning Service, and the head of establishment before release.	

Resources	Tick
Refer to your establishment's plan of buildings and pre-designated rooms / spaces for incident response centre, family and friend's reception area, quiet area, media – if appropriate - and so on.	
Arrange a quiet space to receive parents of the children involved as they arrive at the school and ensure someone is there to meet and greet them.	

Reporting of accidents	Tick
Tell the staff involved to prepare a written log noting events and times. Inform local authority health and safety staff (During office hours, call 01243 642104, outside office hours, call 02031622286) who will advise on reporting procedures. Any serious injury or fatality must be reported immediately to the Health and Safety Team who will notify the Health and Safety Executive. Staff may wish to submit draft reports to trade union legal officers.	

Section 6: Activity Card for off-site Leader in Charge

(To be taken on visit with other information)

If a member of your group has suffered life threatening injury or fatality or is in peril including being missing, contact:

Emergency services UK: 999 Europe: 112

WSCC In hours (8am-6pm Mon-Fri)

+44 (0) 1243 642104

WSCC Out of hours:

+44 (0)2031622286

Give your name, telephone number, where you are calling from, details of what has happened and where, & details of those involved.

Trip Emergency Contact Numbers

Janet Murray-Brown

01243.575829

07909.977948

	Tick
Assess the situation and take immediate action to ensure the safety of children and staff.	
Establish if anyone is injured and how.	
Call the emergency services if necessary.	
Be aware that you and others may be suffering from shock.	

Next steps	Tick
Give clear details of what has happened and who is involved.	
Discuss with the emergency contact person (or head of establishment) who should inform parents and next-of-kin of children and staff. The police will inform next of kin if there have been fatalities.	
The emergency contact person (or head of establishment) should contact West Sussex County Council if further help is required – if they are unavailable you may have to do this. During office hours, call them on: 01243 642104 Outside office hours call: 02031622286	
Avoid speaking to the media – if necessary direct them to West Sussex County Council’s communications staff. During office hours, call them on: 01243 642104 Outside office hours call 02031622286	
Staff and children should be told to avoid talking to the media or spreading what has happened unnecessarily (particularly via use of mobile phones – consider confiscation).	
Make notes of what has happened, any phone calls made and your actions.	
Keep in contact with the emergency contact person (or head of establishment).	

Section 7: Post incident welfare, stand-down and recovery

As soon as possible after the emergency	Tick
Visit injured children / staff.	
Consult with and involve parents in the aftermath of an emergency. It is particularly important to communicate with parents of children who have been involved, and ensure that their needs and wishes are taken into account.	
Liaise with parents regarding plans for attendance at funerals.	
Liaise with parents regarding plans for attendance / representation at memorial services.	
Arrange debriefing meetings for staff and children. Staff should not be expected to perform a counselling role unless they are trained to do so. It is also important not to underestimate the impact of an emergency on staff, which in some cases may be greater than the impact on children.	
Arrange debriefing meetings for the head of establishment and Emergency Management Team.	
Identify and support high-risk children and staff.	
Promote discussion of the emergency. Staff can help children by being aware of the most frequent and normal reactions of children to a traumatic emergency (fear, guilt, anger, confusion) and other normal reactions that may be seen (such as withdrawal, aggression, nervousness, depression). Some of the following responses may be appropriate: <ul style="list-style-type: none"> • Do not minimise the effect of loss upon the child – recognise the uniqueness of the child’s feelings • Listen to the child – do not attempt to stop his / her references to the emergency • Show that you are prepared to listen and offer reassurance • Show that you care by offering genuine support and empathy. 	
Consider the need for individual or group support.	
Help affected children and staff to return to the educational establishment.	
Seek advice on legal issues from West Sussex County Council legal staff.	
Continue to liaise with the Insurance team in respect of any potential insurance costs arising from the incident.	

In the longer term	Tick
Arrange an incident debrief for staff who were involved in the response.	
Initiate a review of the educational establishment emergency response plan, evaluating its effectiveness and incorporating any lessons identified.	
Consult staff and decide whether and how to mark anniversaries.	

The impact of some incidents can continue for years, so thought may need to be given to ongoing identification and support measures for both children and staff who are affected.	
Remember that legal processes, enquiries and news stories may bring back distressing memories and cause upset within the educational establishment.	
Remember to make any new staff aware of which children and staff were involved and how they were affected.	
Complete the relevant paperwork and supply invoices in relation to any insurance claim arising from the incident to the insurance team or appropriate tour operator's insurer.	

Section 8: Support and assistance

The following agencies may provide support and assistance:

Bourne Community College

Emergency Management Team:

- Coordinate the educational establishment's response to an emergency
- Fulfil specific roles as outline in [Section 3](#) and [Section 5](#).

Establishment staff:

- Follow procedures for evacuation, shelter or lockdown (outlined in [Appendix 5](#)) when necessary to secure the safety of children
- Provide children with information and reassurance
- Assist Emergency Management Team in carrying out tasks relating to emergency response as far as they are able.

School governors/Management Committee:

- Support the school during the incident and throughout the recovery process.

West Sussex County Council

Children's Support Services:

- Coordination of assistance throughout West Sussex County Council (Core Support Group / Area Support Team / Travelling Team)
- School transport
- Administrative support
- Educational Psychologists
- Welfare services / emotional support
- Additional accommodation
- Health and safety advice
- Insurance Advice

Communications:

- Press statements
- Advice and assistance with media management.

Fire and Rescue Service

- Fire fighting
- Life saving and rescue
- Chemical spillage clean-up.

Insurance:

- Confirmation of cover available under the policies
- Manage claim expectations
- Instruct loss adjuster and advise insurers
- Instruct disaster recovery specialists
- Claim management

Legal:

- Legal advice.

Resilience and Emergencies Team:

- Operational / logistical support
- Emergency planning support
- Communications support
- Debriefing
- Activation of specific emergency plans if required.

Occupational health:

- Advice and support on health issues
- Counselling service for staff.

Police

- Overall control of the emergency response (depending on emergency)
- Media relations
- Contact with bereaved families
- Criminal investigation.

Ambulance service

- Emergency medical response
- Transportation of casualties to hospitals
- Access to other health services.

Trade unions

- Information resource & support services for members
- Health & safety responsibilities (consultation, investigation and joint inspection)
- Will be informed by health & safety staff of incidents causing / threatening injury.

Appendix 1: Closing your school due to extreme weather

This section describes the policy and associated arrangements related to closing the school due to extreme weather conditions, both before the start of the school day and during the school day.

Schools are expected to remain open in all but the most extreme circumstances. Closing at short notice may cause difficulties for families if they need to make arrangements for children to be cared for during the school day. Any children at the school should remain there until the head teacher is satisfied that appropriate alternative arrangements have been made.

Head teachers are best able to judge the severity of the journeys faced by both children and staff but should always consider safety in arriving at a decision. When to take the decision to close the school is important; it must balance the benefits of an early decision (avoiding unnecessary journeys and providing parents with enough time to arrange childcare) against the drawbacks (finding that the situation is not as bad as initially feared).

Monitoring information about travelling conditions from the emergency services and weather warnings from the Met Office

All members of the Leadership Team will monitor local and regional forecasts and will communicate with the Headteacher to provide updates. The Headteacher will contact staff living locally to the school to establish conditions on the ground before making a final decision.

Keeping the school open with fewer staff present than usual

The first member of the Leadership Team on site will start a register of staff as they arrive, this will be provided to the Headteacher upon their arrival. Students will be directed to 5 pre-arranged bases as they arrive; one for each year group:

- Yr 11 – Maths area
- Yr 10 – Main Hall
- Yr 9 – English Suite
- Yr 8 – Canteen
- Yr 7 – Science area

Senior staff will be assigned to oversee each of the 5 areas until lessons can commence. A collapsed timetable may be required and will be coordinated by the Assistant Headteacher (Curriculum) or by the Headteacher in their absence.

Resources available to prevent the school closure, mitigate the effects of the weather or reduce risk

The school's Premises Team have access to grit, to be used to make pathways and access safe routes in the event of ice or snow on the ground.

Assistance in arranging school transport

Please contact your transport provider(s) as early as possible with information about closure (their knowledge of local road conditions may be able to help inform the decision making). It is also essential that transport providers have the school's 'out of hours/emergency' contact number. This will enable them to communicate any difficulties they may have with providing a service during extreme conditions. Transport providers will be reminded of the importance of having an out of hours/emergency contact number for their schools and of informing you of their own 'out of hours/emergency' contact number

Direct liaison with the bus companies will be carried out by the Assistant Headteacher (Student Welfare)

Contacting school caterers

The Finance Manager will contact caterers by phone or email as appropriate

Publicising the school closure to relevant parties

In the event of a decision being taken to close a school because of deteriorating weather, the school will contact:

- The media (e.g. local radio)
- Parents / guardians / children / staff
- West Sussex County Council Contact Centre on 0845 075 1007 (Note: WSCC will alert schools of the Emergency School Closure Dedicated Telephone Number, and when to use it, should one be set up at any time)

The school will also:

- Update its website.
- Arrange for a recorded message on the school telephone giving information on the closure for parents/guardians

The Headteacher will inform the web-site manager of the required update. The Assistant Headteacher (Student Welfare) will update the message on the school's answerphone.

Special arrangements to ensure examinations can still take place

The Assistant Headteacher (Curriculum) will act as exams officer in the event that the normal exams officer is unable to get to work. Exams will run using support staff as invigilators if necessary.

Reassuring children and guardians if examinations cannot take place

The Assistant Headteacher (Curriculum) will notify all parents if any exam cannot be run. This will be done using both email (SIMS In Touch is the current system) and via a message on the school's web-site.

Emergency arrangements in case children / staff are stranded at the school

All students will be permitted to call their parents as soon as it becomes apparent that travel home from school may become difficult. Students will be released from the school site as soon as their parents, or another adult delegated by the parents and known to the student, arrives to collect them. Staff living in the most remote and distant locations will be allowed to leave the school site first, with those who live locally remaining until the last student has safely left. Where practicable at least two members of the Leadership Team will remain on site until the last student has gone.

HR issues associated with staff absence (e.g. payment of staff unable to get to work)

Staff will be paid in accordance with the school's pay policy. They will be paid as normal provided that they have made every reasonable effort to come to work on any given day. In the event that the school is closed, all contracted staff will be paid as normal.

Provision of remote learning

All students can access learning resources via the Bourne Portal. If a school closure lasts for more than one day additional work will be assigned through the online system by subject leaders, overseen by members of the Leadership Team.

Appendix 2: Establishment site information and risk assessment

The Gas meters are located as follows: YW (outside wall), Outbuilding near white gates AVA entrance, Main Boiler House, and Barnes Building East corridor. The Electricity meter is located in the Main Boiler House, and the Water meter front lawn, adjacent to fence.

The College is a WSCC maintained school, and detailed up to date plans of the site are kept by them.

The Site Manager – Mr David Booth (07990 922879) is authorised to isolate the utility services.

The Fire alarm is reset in the following way:

Routine for alarm testing

Enable with key number 87
Press EVAC (Alarm will sound)
Turn off with Key
Press Silence
Press Reset
Turn Key to remove

The college can be accessed from three entrances off Park Road (Shared Leisure Centre car park, Main entrance, AVA/Canteen car park). However in the event of road closure blocking both ends of Park Road, pedestrian access is only possible over the field. In the event of a serious incident helicopter support would land on the college field.

The main college telephone number is 01243 375691. The school mobile is held by Janet Murray Brown - 07909977948. All other numbers for key contracts are in the college emergency planning document (attached)

The campus has three separate buildings although these are linked to the main school fire alarm. Not all telephones are permitted to make outside calls but in the event of an emergency sufficient telephone exist that provide an outside line.

Specific information relating to on-site hazards

The chemical store is located in the Science block M30 as shown on the map. The Chemical store should be kept locked at all times to ensure no access to unauthorised persons. The chemical store also contains Hydrogen size (K), Balloon Gas size (V). The Design Technology workshop B5 has Argon gas size (Y)

The College asbestos register is kept in the front entrance. It is used as a guide for all contractors on site. Using data on the asbestos register annual return is sent to WSCC

NO fuel is stored in college buildings – A small amount of derv is kept in the blue metal storage container for the college generator.

Specific information and procedures relating to off-site external hazards

The college is located on a road set back from a small industrial estate. It is possible that inflammable materials are contained on the industrial estate, but these should not impact on the day to day operation of the school.

No flooding risk from rivers and streams.

Appendix 3: Emergency contacts list

Staff identified for incident response

This should be updated in response to changes and reviewed annually.

Key holder?	Name	Role	Home telephone	Mobile phone	Notes
No	Yvonne Watkins	Head of establishment	01243.431492	07957.753916	Lives <5 miles from school
Yes	Dave Booth	Caretaker / Site manager	01243.375370	07990.922879	Lives 2 miles from school
Yes	Paul Johnson	Asst Caretaker	01243.370276	07779.380320	Lives on site
Yes	Patrick Moore	Business Manager	02392.710751	07580812915	Lives >5 miles from school
No	Janet Murray Brown	Assistant Headteacher	01243.575829	07909.977948	Lives <5 miles from school

Other contacts

Key holder?	Name	Role	Home telephone	Mobile phone	Notes
Yes	Emprise	WSCC Key holding contract		08706.081881	

External contacts

You may wish to add in other important numbers specific to your establishment that you may need during an emergency, such as contact details to access your place of safety or those of key suppliers.

Organisation	Contact number
West Sussex County Council – to obtain emergency support from any of the following: Resilience and Emergencies Team Communications (Press office) Outdoor Educational Adviser Educational psychology / welfare service Human resources Occupational health School travel assistance	In hours 8.00am–6.00pm Mon-Fri: 01243-642104 Out of hours 6.00pm – 8.00am weekdays and all weekend: 02031622286

Insurance & Risk Health and safety	Sharon Andrews 0330.2222.723
School's usual bus company	Portsmouth City Coaches 01243.378337
Off-site insurance emergency number Lifeline Plus (AIG)	+44 (0) 1273 552922
The Foreign Office (links with British Consulates) www.fco.gov.uk	020 7008 1500
Local radio station	Spirit FM 01243.773600 Radio Solent 02380.632811
Met Office Weathercall (60p per minute from a UK landline) www.weathercall.co.uk	09068 500 400
The Samaritans www.samaritans.org	08457 909090
Teacher Support Network (trained support and counsellors available 24hrs)	08000 562 561
Right Core Care (Independent counselling service subscribed to by WSCC)	0800 1116 387
Health Protection Agency	0844 967 0069
West Sussex County Council – to obtain day- to-day advice from any of the following:	
Resilience and Emergencies Team	03302-222400
Communications (Press office)	03302-228090
Outdoor Education Adviser	03302-228344
Educational psychology / welfare service	01403-229591
Human resources	01243-642666
Occupational health	01243-642666
School travel assistance	03302-228344
Insurance & Risk	03302-222721
Health and safety	01243-752025

Appendix 4: Communications

Seek support from – they may be able to assist dealing with enquiries from the public. Contact West Sussex County Council's Communications team:

During office hours, call them on: **01243 642104**

Outside office hours call: **02031 622286**

Telephone lines

01243 386047 (incoming calls) (PM)

01243 386040 (outgoing calls) (YW)

The first telephone point from the exchange is in the Assistant Headteacher's (Student Welfare) office. In the event of power failure this may provide a useable line when a powered switchboard system may not work. Otherwise mobiles to be used.

Communicating with parents/carers

In the event of an emergency during the school day, the school where possible would contact all parents by email and text using SIMS In Touch. A message would be posted on the school's web-site giving more details of the incident and the safe location of the students.

In the event of an emergency before or after the school day, the school would contact all parents by email and text using SIMS In Touch. A message would be posted on the school's web-site giving more details of the incident and the expected timeline for re-opening the school. This would be updated at least once a day by the Assistant Headteacher (Curriculum).

The Assistant Headteacher (Student Welfare) would contact the bus and taxi companies to inform them of any closure.

An internal telephone system plus radios would facilitate communication between different parts of the educational establishment.

The Assistant Headteacher (Student Welfare) will arrange for the answer phone message to be changed.

Appendix 5: Evacuation and shelter plan

All college evacuation routes are clearly displayed around the school. During the school holiday periods the muster point is on the grass by the Children's Centre.

In the event of contractors working on site during school shut down periods a pre contract meeting with the Business & or Site Manager explains the muster points. Contractors are responsible for the H&S of their employees and responsible for the evacuation of those employees.

In the event of bomb alert the same muster points will apply, although it might be necessary to move staff/students to the far end of the field

Staff and Students, who experience mobility difficulties, are accompanied by other staff/students to the evacuation point. In the case of a member of staff with sight difficulties an individual risk assessment has been completed.

In the event staff and students are required to stay indoors, all doors and windows would be closed and all windows covered. The class change bell would be rung continuously by a member of staff.

Lockdown procedures are the same as staff and students needing to be kept inside of school.

Warning signals: Fire	- Fire alarm bell
Lockdown	- Continuous bell
Site Evacuation	- Intermittent bell

On the College campus is a Leisure Centre which is owned by Chichester District Council. This can be used as a 'place of safety' where pupils and staff can meet if unable to access the college and if it is not part of the exclusion zone

Buddy School: Southbourne Junior and Infant School, New Road, Southbourne. Students are able to walk to this establishment.

All staff are required to report their absence on the first day of illness. Any staff who are on site but need to leave the campus for any period of time during the school day are required to record the fact using the signing in/out system. All students are registered during the school day; any students who arrive during the college day are required to sign in at Reception. Any students leaving the campus during the school day are required to notify Reception. In the event of the need for a fire drill all registers are taken by the receptionist are distributed at the muster point. The visitors' printout is also taken to the muster point.

Students will be signed out as they leave the school site with permission of their parents

Appendix 6: Business continuity

Business continuity planning

Our priorities

This table lists the key activities / services we provide and the maximum time within which they need to be restored.

Activity number	Key activity / service	Description	Is this a statutory duty?	When do you aim to have this reinstated by?	When must it be reinstated by?
1	Facilitate teaching	All students to access learning	Yes	Phased return dependent on the nature of the event	As soon as practically possible
2	Facilitate examinations	150 students take their GCSE examinations in June each year.	Yes	< 1 day	< 1 day
3	Provide catering	Hot food provided to 300 students and staff each day.	a) Yes for 50 eligible students b) No for others	< 1 day	a) < 1 day for eligible students b) < 3 days for others

Impact of failing to deliver key activities / services

This table describes what will happen if the key activities / services are not provided and the likelihood and impact of the failure to occur. Provision could be interrupted by a loss of people, premises, technology, information, supplies or stakeholders.

Activity number	Description of failure to deliver activity / service	Likelihood Low/Medium/High	Impact Low/Medium/High	Evaluation
1	Students lose statutory hours of learning	Low	Low	Low
2	150 students will be unable take their GCSE examinations in June each year. Affects educational development of student as exams will have to be rearranged for a later date.	Low	High	High
3a 3b	Lunches will not be provided for students and staff. Failure to meet statutory requirement regarding eligible students.	a) Low b) Low	a) Low b) Low	a) Low b) Low

Actions to be taken in the event of disruption affecting key activities / services

Disruption to People		
Timeframe	Business continuity strategy	Actions list
1 hour	Ascertain how many teachers are unavailable and from which areas	Amalgamate classes to ensure student safety Send students home
< 24 hours	To ensure normal staff levels are restored	Inform / seek support from Schools Support Service if appropriate Seek support from other Area A Schools

Disruption to premises		
Timeframe	Business continuity strategy	Actions list
< 2 hours	Decide whether or not to open or / keep open all or part of establishment or to close all or part of it.	Ascertain which parts of the establishment have been affected Inform staff, students and parents / guardians and media if school is closed Inform / seek support from Schools Support Service if appropriate
< 24 hours	If closed, decide when each area will be reopened	Inform staff, students and parents / guardians and media when the school is expected to be fully opened again and if it will be done in stages Assess damage and instruct repairs to be carried out Inform / seek support from Schools Support Service if appropriate
< 1 week	If repairs unable to be carried out, ensure alternative premises are found	Hire alternative premises / portacabins Inform / seek support from Schools Support Service if appropriate
< 1 month	As above	

Disruption to technology		
Timeframe	Business continuity strategy	Actions list
< 4 hours	Fall back to paper record keeping and work with IT services to establish recovery time	Ensure people are aware of expected recovery time
< 24 hours	Determine scale of problem and potential impact	Record potential / real impacts Purchase / source equipment as required Place order with suppliers
< 1 week	Ensure recovery on is track	Chase suppliers

< 1 month	Ensure recovery is complete	Request notification when delivered and installed / repaired
Disruption to information		
Timeframe	Business continuity strategy	Actions list
< 4 hours	Determine scale of problem and potential impact	Contact students and parents if their personal information is lost. Advise them to contact their banks / change passwords etc as appropriate
< 24 hours	Source temporary supply of brochures and student information (course materials, confirmations)	Order replacement materials
< 1 week		Ensure delivery of brochures and student information (course materials, confirmations)

Disruption to supplies		
Timeframe	Business continuity strategy	Actions list
< 4 hours	Instigate rationing wherever possible	Inform staff that supplies are low and should be conserved.
< 24 hours	Utilise supplies from elsewhere	Contact like establishments for short term assistance
< 1 week	Instruct alternative supplier	Purchases ordered.

Disruption to stakeholders		
Timeframe	Business continuity strategy	Actions list
< 4 hours	Determine who else will be affected by the incident.	Check who else is using the establishment, adult education classes, independent nursery school.
< 24 hours	Contact stakeholders and work with them to find alternative premises.	Inform all stakeholders of disruption and likely reinstatement date.
< 1 week	As above	

Inventory

Equipment inventory

Description	Make	Model number	Serial number	Purchase price	Purchase date	Location
Electronic inventory maintained by Network Manager who lists all portable equipment						

Data / IT systems

Data / IT system	Users requiring access	Backed up?	Where is the back up held?
Staff and student data	4	Yes	Server and back-up tapes held in fireproof safe in a separate building to the server

Paper-based records

Document	Location	Duplicated?	Where are duplicates held?
School emergency plan	Headteacher's office	Yes	Off-site with head of establishment, and Assistant Head teachers
Staff emergency contact details	Headteacher's office	Yes	Off-site with head of establishment

Appendix 7: Pandemic influenza plan

Pandemic influenza action check list

(This appendix has been written specifically with schools in mind, but many of the actions will be applicable to other educational establishments and should therefore be adapted for use by them.)

School Closures

Depending on the circumstances at the time, schools may be advised to close for children for some, or all, of a pandemic. The school will receive this information from central Government via WSCC. Department of Education' (DfE) advice, however, is that staff should still be asked to continue to work if they are not ill, caring for dependants or authorised to work at home. This is consistent with Government advice to employers across all employment sectors.

In West Sussex a safe staff-working ratio has been determined as at least one teacher/teaching assistant per class, with one other person spare for health and safety purposes. Class ratios should be based on one adult per 30 children.

For short periods of emergency lasting no longer than 1-2 hours, larger staff/pupil ratios may be acceptable, but must be based on any ratio of staff to children the school's leadership team considers appropriate and fit for purpose, e.g. while it might be appropriate for the head of establishment to take a large number of children all together, at the same time, it would not be appropriate for that number to be taken by a non qualified teacher.

The following people are empowered to make a decision on the closure of the school:

- 1) Headteacher or in his/her absence
- 2) One of the Assistant Heads

The Headteacher or their PA will inform WSCC of the closure.

Infection control guidance

The Business Manager has been tasked with meeting with the contracted cleaning services (or other stated service provider) to ensure that during a pandemic the provision of service will meet the requirements detailed in the DoE guidance.

If a member of staff or child arrives at school with flu-like symptoms, or develops them during the day, you should remove them from lessons immediately. The member of staff should be sent straight home and told to seek medical advice. The child should be isolated in the medical room until arrangements can be made to get them home.

Make sure good personal hygiene is maintained by everyone at the school.

The Business Manager has been tasked with the provision of infection control materials / equipment as recommended in the DoE guidance and the following arrangements have been put in place:

- The Business Manager and Assistant Head (JMB) to allocate PPE as appropriate

Personal protective equipment (PPE) and Training in its use

Health and Safety Officers delivered training on the correct use and disposal of PPE to key First Aid staff (JMB, DE, HJ, JR, VS,) who will, in turn, train other staff when it is issued.

Communication and provision of information

The school would contact all parents by email and text using SIMS In Touch. A message would be posted on the school's web-site giving more details of the outbreak, guidance on what to do and the expected timeline for re-opening the school. This would be updated at least once a day by the Headteacher.

Remote learning arrangements have already been described in [Appendix 1](#).

A paper copy of staff contact details, including email addresses, is held in the Head's PA's office in case computer systems are unavailable and are updated by Headteacher's PA.

A paper copy of students, parents / carers contact details, including email addresses, is held in Student Manager's office(s) in case computer systems are unavailable and are updated by Student Managers.

Business continuity arrangements

Cover for absent teaching staff will be arranged by:

- 1) Senior Cover Supervisor or in his/her absence
- 2) Business Manager

Cover for absent non-teaching staff will arranged by:

- 1) Line Managers or in his/her absence
- 2) Headteacher's PA

Pastoral arrangements

Assistant Head (Student Welfare) will consider what pastoral arrangements need to be put in place for students and staff during or following a pandemic and will decide if any additional facilities or training is required

Volunteers

There are currently no volunteer helpers.

Pandemic influenza recovery plan

The following people are empowered to make a decision on the re-opening of the school:

- 1) Headteacher (Yvonne Watkins) or in her absence
- 2) One of the Assistant Headteachers

The Headteacher's PA will inform WSCC of the reopening.

Teaching and non-teaching staff will return as appropriate.

There will be a phased return by students, from Year 11 to Year 7.

The curriculum will be adjusted in line with the above.

Areas of the school will be re-opened as and when the situation allows.

Assistant Head (Student Welfare) will discuss the provision of transport with contracted provider if applicable.

Catering Manager/Business Manager will discuss the provision of meals with provider if applicable.

Staff, students and parents / carers will be informed that the school is reopening by the following methods: letter, email, local media, text message and web-site.

School Receptionist will record details of the reopening on school answer-phone.

Premises Manager will ensure that all areas are disinfected prior to reopening to staff or students.

Assistant Head (Student Welfare) will consider whether there may be a need for bereavement counselling for both staff and students.

Assistant Head (Student Welfare) will consider if there is a need for a memorial service.

Draft letters and information sheets

West Sussex County Council's Learning Service will provide template letters to send to parents and staff once the strain of flu has been identified by the World Health Organisation and specific advice is made available. These will seek to raise awareness and provide current and updated information.

Appendix 8: Training and exercising

Training record

Training title	Areas covered	Date	Attendees
First Aid	Emergency Aid First Aid at Work	Various	See separate sheet
Minibus	Safe Driving of the Minibus	Various	See separate sheet
Epipen	Procedures for correct use of epipen	3/09/2018	All teaching staff and LDAs
Health & Safety	General Health & Safety issues. Policy discussed	3/9/2019	All teaching staff and LDAs
Child Protection and Safeguarding	Safeguarding Child Protection categories and warning signs and procedures for reporting	3/9/2019 & 19/9/19	All Staff
Offsite	Offsite procedures, how to respond to an emergency	2/9/19	Staff who lead offsite visits

Exercise record

Date	Brief details of exercise	Aspects of plan tested	Actions identified	Outcome of actions
19/9/2017	Fire Drill	All aspects	Deputies required in all areas	Deputies in place
			Plan of where fire alarms are situated	In place
			Teachers leading offsite activities to leave a list of students and email to Student Managers	All staff reissued with procedures
31/10/18	Fire Drill	All aspects	Tutor group position	In place

			plaques created	
			Change in personnel collecting registers and position of Control	All staff re- issued with procedures

Appendix 9: Bomb threats and suspicious packages

Bomb threat prompt card for reception staff

If you receive a telephone call from someone who claims to have information about a bomb, perform the following actions:

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 number • The caller's gender and approximate age • Any accent the person has, or any distinguishing feature about their voice (e.g. speech impediment, state of intoxication) • Any distinguishable background noise • If you have the ability to record the call, do so 	
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: <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? Try to keep the caller on the line for as long as possible	
5. Dial 1471 – you may get the details of where the phone call was made from, especially in the case of a hoax caller.	
6. Contact Sussex Police via 999 for advice and to report the call and obtain a crime number. In the extremely unlikely event that there was a code word 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 head of establishment.	
7. Complete the 'Online Reporting' form on Sussex Police website https://report.police.uk	
8. Inform WSCC on 01243 642104	

Email or Social Media bomb threat prompt card for staff

If you receive a bomb threat via e-mail or social media platform complete the following actions.

Actions	Tick
1. Stay calm.	
2. Do not reply to, forward or delete the message.	
3. Do not open any attachments.	
4. If using social media note the application used and username/ID	
5. Contact Sussex Police via 999 for advice and to report the call and obtain a crime number. In the extremely unlikely event that there was a code word 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 head of establishment.	
6. Complete the 'Online Reporting' form on Sussex Police website https://report.police.uk/	
7. Inform WSCC on 01243 642104	

Site Search Plan

An effective search plan can prevent unnecessary disruption and assist decision makers. Written search plans should be planned in advance, staff should be familiar and trained in them. Divide the site into manageable sectors. Search teams should search in a systematic and logical manner to ensure thorough search.

Staff should search their normal work area (e.g. classroom, office), communal areas should be allocated to nominated staff. Staff should search for any suspicious packages applying the HOT principle:

- Hidden – has the item been deliberately concealed?
- Obvious – Does it have wires, batteries, tape, liquids or putty like substances visible?
- Typical – Is the item in a place where it would normally be found?

DO NOT use mobile phones or other electrical devices within 15m of any suspicious device.

- Confirm – Don't touch
- Clear – move people away to a safe distance – min 100m, including above
- Communicate – Call 999
- Control – keep people away

Guidance on suspicious packages

The likelihood of a school receiving a postal bomb or suspected biological / chemical package is very low. However, you should be aware of the immediate steps to be taken if you receive a suspicious package or come into contact with a biological or chemical substance.

Postal bombs or biological / chemical packages may display any of the following signs:

- Grease marks or oily stains on the envelope or wrapping
- An unusual odour including (but not restricted to) almonds, ammonia or marzipan
- Discolouration, crystals on surface or any powder or powder-like residue on the envelope or wrapping (suspect biological / chemical threat)
- Visible wiring or tin foil
- The envelope or package may feel very heavy for its size
- The weight distribution may be uneven
- Delivery by hand from an unknown source or posted from an unusual place
- If a package, it may have excessive wrapping
- There may be poor hand writing, spelling or typing
- It may be wrongly addressed, or come from an unexpected source
- No return address or postmark that does not match return address
- There may be too many stamps for the weight of the package.

If you suspect that a letter or a package may contain a bomb:

Instructions	Tick
Stay calm.	
Put the letter or package down gently and walk away from it.	
Do not put the letter or package into anything (including water) and do not put anything on top of it.	
Ask everyone to leave the area (including classes if necessary).	
Notify the police and the head of establishment / nominated deputy immediately.	
Do not use mobile phones or sound the alarm using the break glass call points.	

If you suspect that a letter or a package may contain a biological or chemical threat:

Instructions	Tick
Stay calm.	
Do not touch the package further or move it to another location.	
Shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination.	
Notify the head of establishment / nominated deputy immediately.	

The head of establishment / nominated deputy should then:

Instructions	Tick
Notify the police immediately on 999.	
Ensure that any air conditioning system in the building has been turned off, and that all doors (including internal fire doors) and windows have been closed.	
Evacuate the building, keeping people away from the contaminated room as far as possible.	
Keep all persons exposed to the material separate from others and available for medical attention.	
Anyone experiencing symptoms of chemical exposure (e.g. streaming eyes, coughs and irritated skin) should seek medical attention immediately.	

If anyone believes they have been exposed to biological / chemical material, they should be encouraged to:

- Remain calm
- Avoid touching their eyes, nose or any other part of their body
- Wash their hands in ordinary soap where facilities are provided.

Appendix 10: Emergency arrangements for other services using the school site

You may use this section to record any separate emergency procedures for other services using the site (e.g. Sure Start, play schemes, after-school clubs) or any additional arrangements relating to extended services at the school. You may need to create additional appendices if there are several other services using the school site.

Consider whether it is necessary to add extra points to the action checklists in the main body of the plan to ensure these procedures are integrated into the school's emergency response.

Appendix 11: Log keeping

Basic principles

Notes should be contemporaneous or made as soon as reasonably practicable after the incident (that is, within 24 hours). They must be clear, intelligible and accurate.

What to use to record your log

- Hardback notebook
- Numbered pages
- Bound so that pages cannot easily be removed (i.e. not ring-bound or spiral-bound)
- Use permanent black ink.

How to write the log

- Note all relevant facts in chronological order
- Stick to the facts – (if you are using assumptions to show your reasoning for making a decision, make it clear)
- If you make a mistake, cross it out with a single line (so that what is underneath is still visible) and initial it
- Do not overwrite – if you make a mistake, cross it out, initial it and start again
- Do not leave large blank spaces between words or between entries
- Do not use correction fluid
- Unused space after the end of a series of entries should be ruled through with a 'Z' then signed in full, dated and timed
- Record important statements, questions, comments and answers in direct speech
- Sign, date and time each series of entries at their close
- Make a note of the time the log began and ended
- Record where the log was made
- Check the log for mistakes immediately afterwards – if a mistake is found it should be crossed out in red ink, and an alphabet notation should cross refer to the corrected entry which should be made on the next available page, signed, dated and timed
- Use plain language and correct grammatical English
- Avoid approximations and abbreviations
- Do not miss out key words
- Do not use arrows or dashes.

Appendix 12: Heatwave Plan

(This appendix has been written specifically with schools in mind, but many of the actions will be applicable to other educational establishments and should therefore be adapted for use by them.)

12.1 Met Office Heat-Health Watch

The Met Office, in association with the Department of Health operates a Heat-Health Watch system in England and Wales from 1st June to 15th September each year.

There are four alert levels:

- Level 1 - Summer preparedness and long-term planning
 - This is the minimum state of vigilance during the summer.
- Level 2 - Alert and readiness
 - Triggered as soon as threshold temperatures are forecast for at least two to three days ahead or forecast that there is a 60 per cent chance of temperatures being high enough (31°C daytime and 16°C at night for the south east) on at least two consecutive days to have significant effects on health. This is an important stage at which to act and reduce harm from a potential heatwave.
- Level 3 - Heatwave action
 - Triggered when the Met Office confirms threshold temperatures have been reached for one day and the following night. The forecast will include the likely duration and temperatures of the heatwave.
- Level 4 - Emergency
 - Reached when a heatwave is so severe and/or prolonged that its effects extend outside the health and social care system. At this level, illness and death may occur among the fit and healthy, and not just in high-risk groups.

12.2 Notification

WSSCC will notify schools by email when the Met Office issues a Level 2 Alert.

12.3 Impact

High temperatures affect people of all age groups and climate change is likely to lead to an increase in heatwaves throughout the UK. Temperatures both outdoors and indoors may rise to such an extent that precautions to prevent children suffering from heat stress or heat exhaustion may need to be taken.

Higher temperatures can also affect children's ability to learn. In hotter temperatures, we will see:

- Adverse effects on reading and maths skills
- Reduced reading speeds
- Reduced performance on complex tests

Which children are likely to be most affected by high temperatures?

Children's susceptibility to high temperatures varies; those who are overweight or who are taking medication may be at increased risk of adverse effects. Children under four years of age are also at increased risk.

Some children with disabilities or complex health needs may be more susceptible to temperature extremes. Contact the school nurse, community health practitioner, family health visitor or the child's specialist health professional for advice on the

particular needs of the individual child. Schools need to provide for children's individual needs. Support staff should be made aware of the risks and how to manage them.

Actions to take if heat stress or heat exhaustion is suspected

Teachers, assistants and school nurses should look out for signs of heat stress and heat exhaustion.

Heat stress

Children suffering from heat stress will show general signs of discomfort (including those listed below for heat exhaustion). These signs will worsen with physical activity or if left untreated and can lead to heat exhaustion or heat stroke.

Heat exhaustion

Signs of heat exhaustion include the following.

- Irritability
- Fatigue
- Dizziness
- Headache
- Nausea
- Hot, red and dry skin.

Heatstroke

Sweating is an essential means of cooling and once this stops a child is at serious risk of developing heatstroke. Heatstroke can develop if heat exhaustion or heat stress is left untreated, but it can also occur suddenly and without warning.

The following steps to reduce body temperature should be taken at once.

- Move the child to as cool a room as possible.
- Sponge the child with cool, (not cold) water and, if available, place cold packs around the neck and in the armpits.
- Place the child near a fan.

If a child shows signs of confusion, follow the steps above. If a child loses consciousness, place the child in the recovery position and follow the steps above. **In both cases, call 999 or 112 for emergency medical assistance.**

12.4 Response actions

If sensible precautions are taken children are unlikely to be adversely affected by hot conditions.

Communication and provision of information

During a heatwave the school will communicate with staff, students, parents / carers via the following systems / arrangements;

InTouch
College website
Email

Outdoors

- On very hot days (i.e. where temperatures are in excess of 30°C) children should not take part in vigorous physical activity.
- Children playing outdoors should be encouraged to stay in the shade as much as possible.
- Loose, light-coloured clothing should be worn to help children keep cool and hats of a closed construction with wide brims should be worn to avoid sunburn.
- Thin clothing or sun cream should be used to protect skin if children are playing or taking lessons outdoors for more than 20 minutes.
- Children must be provided with plenty of cool water (the temperature of water supplied from the cold tap is adequate) and encouraged to drink more than usual when conditions are hot.

Indoors

Measures to avoid classrooms and other teaching spaces becoming unnecessarily hot are as follows.

- Windows and other ventilation openings should be opened during the cool of early morning or preferably overnight to allow stored heat to escape from the building. It is important to check insurance conditions and the need for security if windows are to be left open overnight.
- Windows and other ventilation openings should not be closed, but their openings reduced when the outdoor air becomes warmer than the air indoors. This should help keep rooms cool whilst allowing adequate ventilation.
- Use outdoor sun awnings if available, or indoor blinds, but do not let solar shading devices block ventilation openings or windows.
- Keep the use of electric lighting to a minimum during heatwaves.
- All electrical equipment, including computers, monitors and printers should be switched off when not in use and should not be left in 'standby mode'. Electrical equipment, when left on, or in 'standby' mode generates heat.

Maintaining children's health during hot weather conditions

- Encourage children to eat normally.
- Encourage children to drink plenty of cool water on hot days.

Other actions that can be taken include the following:

- If possible, rearrange school start and finish times to avoid teaching during very hot conditions.
- Use classrooms or other spaces which are less likely to overheat in preference to others, and adjust the layout of teaching spaces to avoid direct sunlight on children.
- Oscillating mechanical fans can be used to increase air movement if necessary.

Appendix 13: Considerations for impacts of changing climate

Our climate is changing. We anticipate hotter, drier summers and warmer, wetter winters. Studies have shown that the impacts of extreme weather on children are often underestimated. Below is a table that shows potential impacts and how these might affect our school. It has been completed to show what we can start to do about it now to make sure we're prepared for the future.

Coastal Impacts

Examples of effects	How these might these impacts affect what we do and how we do it?	What we could you do about them
Coastal flooding (inundation as a result of higher sea levels)	Environmental Agency Report that we are not in apposition to experience flooding	No action required at present
Coastal infrastructure & building damage	N/A	
Sea level rise	N/A	

Temperature Impacts

Examples of effects	How these might these impacts affect what we do and how we do it?	What we could you do about them
Increased infrastructure temperatures : melting roads, buckling rail lines,	Staff and students travelling to and from school	Follow advice from the department of transport and local agencies
Higher internal building temperatures	Student and staff performance	Installation of air conditioning in additional parts of the building Blinds Windows that open
Higher outdoor temperatures and solar exposure	Dehydration Sunstroke	Provide shaded areas outside Water Fountains
Demographic changes / migration	Increase of student numbers	Increase school PAN to 180
Increased heat-related health impacts	Under performance of students	Raise awareness in PSE lessons Water fountains
Increased numbers and new species of vermin/pests	Illness amongst staff and students	Raise awareness through assemblies and PD Provide sufficient bins and ensure they are emptied daily Ensure rubbish and food debris is cleared daily Seek support from the Environmental Health Agency
Weather related business impacts: e.g. civil disturbance		

Water availability

Examples of effects	How these might these impacts affect what we do and how we do it?	What we could you do about them
Water shortages /drought	Reduced water pressure	Hand sanitizer in place in toilets Closure of some toilets No watering of gardens Consider no cooking to Food Technology to reduce water required for washing up dishes. Change of menu in the canteen
Long term infrastructure & building damage, e.g. subsidence from clay substrate drying out	Buildings become unsafe	Structural Engineers checks on a routine basis Comprehensive insurance policy

Rainfall Impacts

Examples of effects	How these might these impacts affect what we do and how we do it?	What we could you do about them
Flooding	Students and staff unable to get to and from school	Send staff and students home early, if necessary Set work for students to do at home See Appendix 1
Health and safety considerations e.g. slippery surfaces,	Injury to staff and students Accidents that prevent staff and students attending school on time	Ensure all students are adequately supervised in school and liaise with emergency services
Transport disruption e.g. roads closed due to flooding	Students and staff unable to get to and from school	Send staff and students home early, if necessary Set work for students to do at home See Appendix 1

Storm Impacts

Examples of effects	How these might these impacts affect what we do and how we do it?	What we could you do about them
Infrastructure damage	Buildings unfit for use	<p>Arrange for students to be taught elsewhere if necessary</p> <p>Rotate year groups on alternative days</p>
Buildings damage	Assessment from Site Manager and Senior Leadership Team	<p>Arrange for students to be taught elsewhere if necessary</p> <p>Rotate year groups on alternative days</p>
Health and Safety impacts e.g. trees falling	<p>Limited access to some buildings</p> <p>Electrical issues</p> <p>Assessment from site manager and SLT</p>	<p>Close parts or all of the school as appropriate</p> <p>If a closure is necessary set work on Go4Schools</p> <p>Liaise with emergency and utility services as appropriate</p>
Transport disruption e.g. power lines down due to storms	Staff and students unable to get to school	<p>Ensure there is an appropriate number of staff to provide adequate supervision</p> <p>Send students home if necessary and it is safe to do so.</p> <p>Provide work on Go4schools if appropriate and staff are able to do so</p>