

# Oak Lodge School

## Emergency Procedures Including lockdown

### Contents

Section	Content	Page
1	INTRODUCTION	2
2	WHAT IS AN EMERGENCY?	2
3	EMERGENCY CONTROL TEAM	2
3.1	Emergency Control team membership	3
3.2	Emergency Control Team Duties	3
4	EMERGENCY PACK	4
5	TYPES OF EMERGENCY	5
5.1	Heating failure	5
5.2	Power failure	5
5.3	Loss of water	5
5.4	Telephone system failure	6
5.5	Fire	6
5.6	Flooding	6
5.7	Sudden structural building failure	6
5.8	Intruder on the school site	6
5.9	Serious incident, pupil or member of staff	7
5.10	Missing pupil	7
5.11	Public transport shutdown	7
5.12	Bomb threat	8
5.13	Chemical alert	9
5.14	Plane crash	9
5.15	Reciprocal arrangements for Respite Centre.	9
5.16	Death of pupil or member of staff.	9
6	EVACUATION PROCEDURES	10
7	STANDBY AND LOCKDOWN PROCEDURES	10
7.1	Partial Lockdown	10
7.1	Full Lockdown	11
8	RECOVERY PLAN	12

### Reference documents:

- Health & Safety Policy
- Fire Plan
- Emergency Communication Procedures
- Fire Risk Assessment
- Security Risk Assessment
- School trips policy

## **1. INTRODUCTION**

The purpose of this policy is to put in place a procedure to enable the formation of an Emergency Control Team and a robust communication cascade to ensure that everyone on site is informed when an emergency is imminent or actually happening.

Both the formation and content of the team and the communication needs to be effective out of hours as well as during working hours.

## **2. WHAT IS AN EMERGENCY?**

Any event that causes a prolonged disruption to the School's normal operation shall be deemed an emergency. This shall include, but not be limited to:

- Heating failure
- Power failure
- Loss of water
- Telephone system failure
- Fire
- Flooding
- Structural building failure
- Intruder on the school site
- Infectious disease, serious incident, illness, accident or death of pupil, member of staff or visitor
- Missing pupil
- Public transport shutdown
- Bomb threat
- Chemical alert
- Plane crash
- The school being nominated Respite Centre by the LEA.
- Death of a pupil or member of staff.

## **3. EMERGENCY CONTROL TEAM**

Communication during any emergency, crisis or failure is paramount to the re-establishment of normal operation. To ensure that all events are managed effectively and the school is restored to normal operation in the shortest possible time, an Emergency Control Team will be established.

The ECT will meet in a suitable location on site or off site depending on the nature of the emergency. The ECT will act as the centre for information both to and from the scene of the incident, emergency services and any other group as necessary,

depending on the nature of the emergency. It is also able to send help to an area if evacuation is in progress. It also has the responsibility to monitor and co-ordinate the whereabouts of pupils, staff and visitors.

Out of hours, the ECT will convene as necessary to co-ordinate the response plan for the emergency.

### **3.1. Emergency Control Team Membership**

The ECT membership shall be determined from the availability of staff on the day and may include any of the following members of staff:

- Executive Headteacher
- Head of School
- Head of Care
- Business Manager
- Senior Admin Officer
- Head of Deaf First

The above members of staff will plan and call upon any of the following staff to assist:

- Senior Leadership team
- Care Team
- Site Officers
- Catering Manager
- School Admin Officers

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### **3.2. Emergency Control Team Duties**

The general duties of the ECT shall include but not be limited to:

- Assess the situation.
- Keep staff informed of the situation.
- Seek advice from the LA.
- Control staff being sent to areas requiring assistance.
- Liaise with the emergency services.
- Co-ordinate the First Aid Team.
- Decide whether or not to evacuate the buildings.
- Decide whether or not to evacuate the school site.
- Agree a safe assembly point.
- Organise keys for buildings.
- Communicate with CSWs and staff offsite.
- Keep situation as normal as possible whilst decisions are being made.
- Prepare staff and pupils for evacuation.
- Control the evacuation to the assembly point.

- Carry the Emergency Box to the assembly point.
- Organise the security of the buildings.
- Co-ordinate communication with parents, next of kin, LA, Metropolitan Police, Fire Brigade, NHS.
- Refer the media to the Council's Press Office.
- Organise food, water and protective clothing for pupils and staff.
- Debrief staff.
- Prepare a Recovery Plan.
- Review the Emergency Plan once a year or after a major emergency.
- Liaise with the WHSS management as appropriate in the situation.

## 1. EMERGENCY PACK

There shall be one lockable Emergency Pack located in the Chairs Store in the Dining Hall, accessible by the School in the daytime and the residential unit at night.

The ECT shall be responsible for the upkeep of its contents and its availability during an emergency.

The Emergency Pack shall contain the following items and pieces of information:

- **External contacts** (Fire Brigade, Metropolitan Police, NHS Direct, LEA, Wandsworth Council, Transport for London, pupils' Transport, Education and Social Services Teams, School Nurse, St George's Hospital, Contagious Diseases Unit, CLEAPS).
- **Staff and pupils contacts** (next of kin, parents/guardians, 16 plus students, Peripatetic teachers' mobile numbers, Chair and Vice-Chair of Governors).
- **Essential keys to the buildings** (External doors, gas, water and electricity intake rooms, boiler room, water stopcock, fire alarm, gates).
- **Data backup tapes.**
- **List of pupils' prescribed medicines (not the medicines themselves).**
- **Pupils and visitors registers.**
- **5 mobile phones** Executive Headteacher, Residential, SAOs x 3)
- **2 First Aid boxes.**
- **2 pairs of Walkie-talkies with spare batteries.**
- **Copies of Emergency Plan document.**
- **Buildings plans.**
- **6 Reflective ID jackets**
- **Pens, paper, NO ENTRY NOTICES, duct tape.**
- **Radio and batteries.**
- **Minibus keys.**
- **Paper bags.**

- **Emergency repair contractors contact numbers (TRANSCO, Electricity Board).**

## **5. TYPES OF EMERGENCY**

This document is not intended to provide guidelines for each possible emergency. It is the duty of the ECT to find out as much information as possible about the emergency. Each type of emergency will require a different response and the range of possible circumstances is too big to be considered within this document.

Certain emergencies will require the school or parts of the site to be closed down. Other emergencies will require lessons to be stopped. It is the responsibility of the ECT to decide on communication and strategy for each crisis.

### **5.1 Heating failure**

The ECT will determine which buildings are affected and move staff and pupils accordingly to an unaffected part of the buildings. Heating contractors will be called to attend to the problem. Pupils and staff may have to be sent home for the day or longer. The ECT will co-ordinate communications with the LA, transport and parents/guardians.

The failure of the hot water system may affect residential pupils who may need to be sent home. It may also affect catering and cleaning operations. Consideration needs to be given as to whether hot meals can be provided.

### **5.2 Power failure**

If the electricity supply is affected some of the buildings may also experience loss of heating and hot water.

There may not be sufficient light to continue with normal teaching and admin functions, or to evacuate some of the buildings in a further emergency. The telephone and computer systems will be down. Intruder and fire alarms may be affected if the power is off for a prolonged period of time.

### **5.3 Loss of water**

The loss of water supply will affect the provision of toilet facilities, catering, residential bathrooms and of some fire-fighting equipment.

The ECT will determine whether it is safe to continue with normal activities.

#### **5.4 Telephone system failure**

Telephone system failure will affect the provision of admin support and, if prolonged, it will affect the normal operation of the school.

The ECT will determine the likely impact of such failure and direct accordingly.

#### **5.5 Fire**

Please see separate Fire Evacuation Procedures.

#### **5.6 Flooding**

Flooding may be caused by tank leaks or drainage/sewage problems. It may affect the residential block and make it unusable. Toilet and catering facilities may be affected by problems with the drains and sewers. The ECT will determine whether it is safe to continue with normal activities.

#### **5.7 Sudden structural building failure**

The ECT will determine whether it is necessary to evacuate all or part of the site.

The ECT will liaise with the council's insurers, Technical Services and building contractors.

All parties will be kept informed of the progress of works to restore the full use of the buildings.

#### **5.8 Intruder on the school site**

Anyone suspecting a potential intruder in or around the school site should:

1. Inform a member of the Emergency Control Team or SMT.
2. If the person appear to be violent or pose a terrorist type threat the Lockdown Procedure should be followed (see section 7)
3. Provide a description of the suspect person(s).
4. Only approach the intruder(s) if safe to do so.
5. Contact the emergency services using 999.
6. Evacuate pupils and staff to a safe location if required and if possible (however it may not be safe to activate the Fire Alarm and pupils may be safer inside their classrooms and residential rooms).
7. Invite the person(s) to leave the site.
8. Do not touch or force the individuals and keep at a safe distance.
9. If the intruders refuse to leave do not follow them closely but keep track of their location if possible.
10. Wait for the Police and provide a description and location of the trespasser(s).

11. Debrief staff and pupils.
12. Organise counselling if needed.

### **5.9 Serious incident, pupil or member of staff**

The ECT will convene to agree a response suitable for the circumstance and co-ordinate communications.

#### **5.10 Missing pupil**

This is a small school with small classes and activity groups, where staff have close knowledge of the pupils and their whereabouts at all times. On the very rare occasions when a pupil has left the premises without authority, either during the school day or during the evening, the following procedures will apply:

1. The Executive Headteacher, or in their absence the Head of School (daytime) or Head of Care/Senior RW (evening), will be informed forthwith.
2. An initial search of the building and grounds will be made.
3. One member of staff will drive around the immediate area, with a priority during the school day being Balham/Balham market area.
4. Another member of staff will ask that pupil's friends or classmates for information (this can be a source of good information, since generally pupils have good relationships with staff and are concerned for their peers).
5. If after 30 minutes, the pupil cannot be located, parents/carers will be informed by telephone.
6. Police will be informed after a period appropriate to our knowledge of that pupil and his/her home location, but in any case not later than 90 minutes after the pupil's departure.
7. Appropriate authorities will be informed following contact with the police (i.e. Social Service Departments, NCS, and the LA).

Following any such incident, our pupil welfare procedures would be used to provide appropriate support and guidance to the pupil involved, emphasising our concern for his/her safety. We are able to offer a range of support services to pupils in difficulty.

[NB. It is not possible for a pupil to leave the premises during the night without triggering our security alarm, which would alert staff on duty overnight.]

#### **5.11 Public transport shutdown**

The shutdown of the bus, tube and/or train networks will affect many non-residential pupils and potentially some member of staff.

The ECT will determine a suitable response and co-ordinate communications. It will also decide whether to send pupils and staff home early and when the school will re-open.

## 5.12 Bomb threat

1. If you receive a bomb threat over the phone:
  - If possible indicate to a colleague that you have a potential terrorist on the phone so that they can contact a member of the ECT.
  - Record the conversation.
  - Try to keep the caller on the phone for as long as possible (apologise for bad line, ask caller to speak up or repeat message etc.).
  - Obtain as much information as you can by asking questions. The questions to ask include:
    - Where is the bomb?
    - What time will it go off?
    - What does it look like?
    - What kind of bomb (type of explosive)
    - What will cause it to explode
    - Why are you doing this and whom do you represent?
  
2. The Police should be called to give advice. The ECT will need to consider:
  - The actual message given and the clarity of the information.
  - Did the caller know the layout of the site?
  - Did they use the right terms for areas?
  - Does the threat make sense?
  - Did the caller give a time for the detonation?
  - How much time is left?
  - Is there time to carry out a search?
  - Who are the best people to carry out the search?
  - Where to search?
  - Can you cover the whole building in the time available to you?
  - Have you enough time to evacuate if necessary?
  - What is the latest time you can take that decision?

The ECT should:

- Allocate staff to search areas they know well.
- Ensure they know what to do if they discover a suspect bomb.
- Give a time by which the search must be completed.
- Ensure all risk areas are searched, especially those accessible directly from outside the school.
- Retain a member of staff to record all the information,
- Mark all areas searched on the school plan.
- Try to ensure no one panics.
- Organise counselling for the person who received the call.

- Debrief staff at the earliest opportunity.
3. If you find a suspect device:
- Ask a member of staff who knows the area if they recognise the article.
  - Check any labels to see if there is a sender or addressee.
  - Follow up any information.
  - Inform a member of the ECT with any information. They will contact the Police and organise the evacuation of the buildings and site.
  - Move people away from the area.
  - Identify the item so it can be easily found.
  - Do not move the article.
  - Await and follow the advice of the police or bomb squad.
  - Leave doors open so that the device can be inspected by a robot camera.

### **5.13 Chemical alert**

The ECT will convene to collect information and guidelines from the emergency services. It may be that staff and pupils are asked not to leave the buildings. Windows and doors may have to be kept shut. Visitors may not be allowed into the buildings. Contact with 16 plus and the Acorn Centre may be limited. Food, water and sleeping facilities may have to be organised.

### **5.14 Plane crash**

This may affect transport and traffic around the area. Staff and pupils may be asked not to leave the buildings. The school may be nominated Respite Centre for the injured. The ECT will liaise with the emergency services and agree a response accordingly.

### **5.15 Reciprocal arrangements for Respite Centre.**

The ECT will agree a response in conjunction with the emergency services. Pupils and staff may have to be sent home, or stay over in Phoenix House Residential. The reciprocal agreement is with Chestnut Grove School, Balham.

### **5.16 Death of pupil or member of staff.**

The ECT will convene to co-ordinate communications with parents, members of staff and their family.

## 6. EVACUATION PROCEDURES

The ECT will determine whether it is safe to remain on site based on the information available about the emergency and advice from the emergency services and the LA.

The ECT will determine the location of the assembly point if it is to be off site and instruct staff on the route and arrangements for pupils' welfare.

If practicable and/or recommended by the emergency services, the ECT will arrange for the locking of buildings and interruption of the power and water supplies.

Once at the assembly point, the ECT will organise a roll call of staff and pupils.

Special arrangements may have to be made depending on the weather conditions.

A respite centre may have to be organised in a nearby school or hall (Chestnut Grove School, Balham).

## 7. STANDBY AND LOCKDOWN PROCEDURES

The ECT will assess the specific situation and decide whether it is safer to use all or part of the building instead of evacuating staff and pupils to another location.

The ECT will determine whether to instigate a partial or full lockdown.

The ECT will liaise with the emergency services and determine what further action needs to be taken in the circumstances.

### 7.1 Partial Lockdown

#### **Alert to staff:** 'Partial lockdown'

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

#### **Immediate action:**

- Runners will be sent to all outside areas instructing all pupils and staff to return inside the building.
- All staff and pupils remain in the building and all external doors and windows are locked. Premises staff will ensure all external doors are locked.
- Free movement may be permitted within the building dependent upon circumstances

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.

This will be communicated to staff and pupils. 'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, premises staff will close air vents (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

## **7.2 Full Lockdown**

### **Alert to staff: 'Full lockdown'**

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

### **Immediate action:**

- All pupils should return to their pastoral classroom.
- External doors will be locked by premises staff.
- Classroom doors will be locked where a member of staff with key is present.
- Windows must be shut, blinds drawn, and pupils must sit quietly out of sight (eg under desk or around a corner)
- The register must be taken - the office will contact each class in turn for an attendance report

Staff and pupils remain in lock down until it has been lifted by a senior member of staff or the emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building immediately.

During the lockdown, staff should login to their school email and monitor this for instructions. Where possible access email via a tablet.

Staff with mobile phones should have these switched on but do not make calls. The school office may with staff via text.

### **Communication between parents and the school**

School lockdown procedures will be shared with parents in newsletters and via the school website.

In the event of an actual lockdown the situation and regular updates will be sent to parents via School Comms (text).

Communication to parents –

- 1<sup>st</sup> text  
*Due to nature of problem the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out. Please be assured that pupil welfare and security is our priority. Please wait for further text updates.*

- 2<sup>nd</sup> text  
*Pupils are secure – please do not try to call or come to the School as this could hinder the emergency services. Please wait for further text updates.*

### **Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decision of the Executive Headteacher with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Wandsworth Council will provide advice for parents.

## **8. RECOVERY PLAN**

The ECT is responsible for starting a recovery plan as soon as the welfare and safety of all staff and pupils has been established.

The plan will have to take into account when the site will be available for occupation.

The ECT shall liaise with the LA's insurers and organise any building repair work deemed necessary. If the monetary value of any works required is significant the ECT will liaise with the LA and Chair of Governors to obtain the necessary approvals.

It is also possible that staff and/or pupils may need counselling soon or long after the event. The ECT shall ensure that suitable arrangements can be made for counselling to take place.

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