



GLENMERE PRIMARY SCHOOL
ESTORIL AVENUE, WIGSTON, LEICESTER
LE18 3RD
TEL: 0116 288 2228 FAX: 0116 288 1685
HEADTEACHER: Mrs S.Conlon
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SCHOOL EMERGENCY RESPONSE PLAN AND DISASTER RECOVERY PLAN

INTRODUCTION

An emergency is an event which disrupts the normal running of the school.

Emergencies include accidents, fire, explosions, bomb threats, violence or any other major external incident.

An emergency would normally involve threats to the safety, loss of life or destruction of the premises.

Emergencies may happen inside the school or outside it, during the school day or out of hours.

In accordance with Health and Safety statutory requirements it is the responsibility of the school to have a plan in place for responding to emergencies, to ensure that it is reviewed regularly, to ensure that the relevant people are aware of its existence, contents and implications, to keep the plan safe and to identify responsibilities within the plan.

TYPES OF EMERGENCY

- A major emergency in a school can arise out of many different events, e.g.
- A serious accident involving children and school personnel on or off the premises
- A violent intrusion onto school premises by malicious person, either in person or by means of arson or a bomb
- A school building becoming unsafe as a result of fire or structural damage
- A release of hazardous substances (chemicals) near or on the school site
- Severe weather such as floods, high winds, extreme storms etc
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Epidemic (e.g. meningitis, legionnaires disease, flu)

The death or major injury of a child, staff member or governor (through accident, suicide or murder)

Other events may also be deemed to be emergencies in schools because of the impact they have on teachers, pupils or other staff, sometimes for a protracted period of time.

Such events could be:

- An incident in the community which is seen or experienced by pupils or staff
- An incident affecting relatives of pupils and which is known about within the school

An incident affecting a nearby comparable school

The main threats are perceived to be:

- The loss of buildings/ parts of buildings by fire, storm, damage etc
- The failure of major utilities - electricity, gas, water
- The loss of school data/records/expertise by fire, storm, theft, loss of key personnel etc
- The loss of equipment, particularly computer equipment, by fire, storm, theft, etc.

Prevention of Threat

Fire, storm etc: all normal procedures must be regularly followed, equipment maintained and serviced and personnel trained on their use: e.g.

- Emergency evacuation drills held regularly (for fire/other emergency)
- Fire extinguishers regularly serviced
- Fire doors kept shut
- Litter kept to a minimum and bins emptied regularly
- Hazardous material kept in secure storage
- COSHH assessment regularly updated
- Buildings kept secure and water tight
- Site kept secure
- Security systems (fire alarms, intruder alarm, access control,) maintained in good order

Theft: all normal procedures must be regularly followed:

- Buildings and equipment kept secure
- Site kept secure
- Security systems maintained in good order
- Staff vigilance

Loss of records: Back up of records kept in fire proof safe

Loss of key personnel:

- Senior management team to take responsibility in absence of headteacher

- Key financial procedures to be written in a manual

Security of equipment and assets:

This should include

- All equipment records in the relevant assets register and inventories with up-to date records and values
- All valuable equipment clearly marked with the school asset security label
- Where possible equipment fixed to surfaces, or kept in single location
- All software inventories kept with up to date values and details
- Vigilant site and building security

The following key people have a copy of the SCHOOL EMERGENCY PLAN:

The Headteacher	Mrs Sam Conlon
The deputy Headteacher	Mrs Tami Dorrington
The chair of the governing body	Phil Clarke
The school secretary	Mrs Ellis-Laycock
The school premises officer	Mr Graham Whitmore

The full postal address of the school is:

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DESCRIPTION OF SCHOOL:

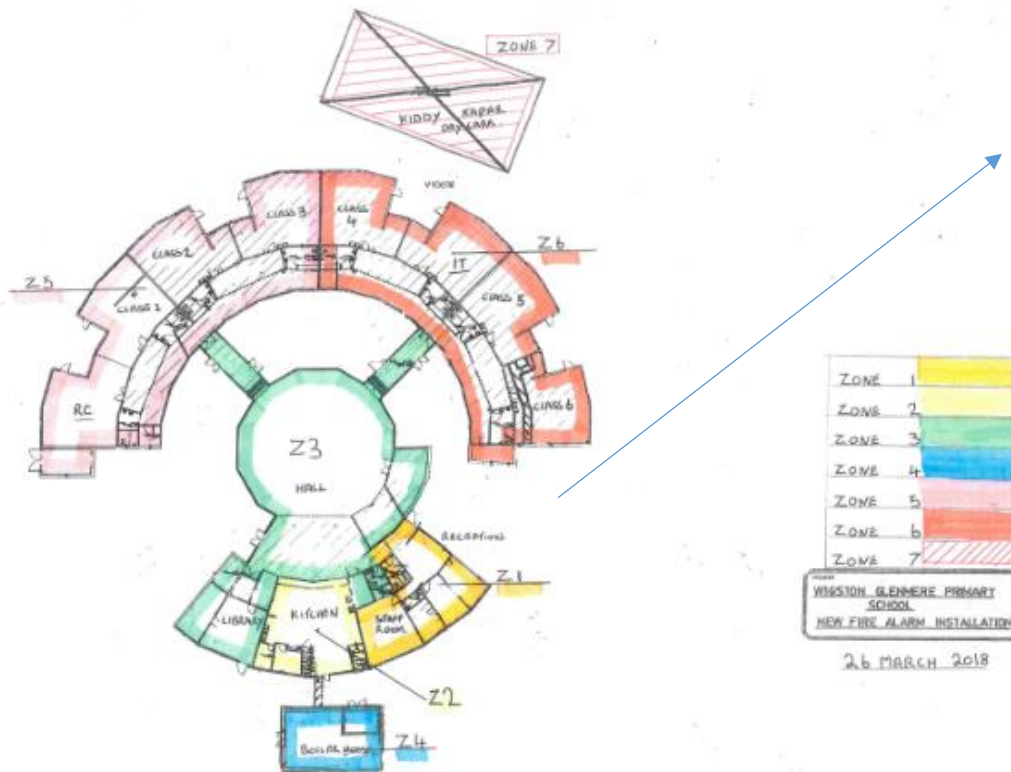
The school is a single story building with a main entrance off Estoril Avenue, it also has a pedestrian entrance off Tendring Drive, where pedestrians can walk down a path which brings them to a gate at the top of the field. The Emergency services can access the school through the front entrance on Estoril Avenue. A car park is located at the front of the building. The school has a large field at the rear of the building. There are fire doors and emergency access from the school hall, fire doors for each classroom and teaching area. All rooms have an evacuation route map.

The age range of pupils is year Foundation to year 6, ages 4 to 11.

The number of pupils on roll in 2017/18 is:208

Pupils are all able bodied. None of the current pupils have physical disabilities.

SITE PLAN:



Emergency services gate access from Estoril Avenue at end of school drive

The school has an electronic gate, so access can only be made into the school grounds by pressing the intercom into school. The gate at the top of the field and at the end of the pathway is locked at the start of the school day and unlocked at the end of the day.

1. Risks to pupils/staff:

Records are kept of pupils who are subject to court orders and who may not be approached by named individuals.

2. Known risks in the community:

All local schools have a system of informing each other of suspicious or unusual persons in the vicinity of the school.

3. Human flu pandemic:

Advice from the government and the LA is that a human flu pandemic is 'imminent' and 'inevitable'. The school has a duty of care towards staff and pupils to ensure that measures are in place to prevent the rapid spread of infection and to cope with the effects should it be necessary -i.e. closure in the event of too few staff to cope. In the event of such action being necessary, staff will contact each other using the telephone chain and local radio will be informed. Parents will be made aware of the issue and advised to look regularly at the school website, to listen to local radio. Children will be reminded regularly about the need to use tissues and to maintain personal hygiene. Cleaning staff will be made aware of the need to use disinfection products in high use/risk areas.

ACTION TO BE TAKEN IN THE EVENT OF AN EMERGENCY

Emergency Procedures

Phase One

During School Day

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|----|---|----------------------------------|
| 1. | Hit a fire alarm call point | Various locations |
| 2. | Contact fire brigade, give precise details (and ambulance if necessary) | Head or senior staff |
| 3. | All personnel evacuated to assembly point - roll call taken | All Staff (visitors) |
| 4. | Receive emergency services, and direct Towards problem on arrival | Head |
| 5. | Administer first aid (if required) | First Aid trained staff |
| 6. | Shut down electricity and gas (and water) | Premises staff with Fire Brigade |
| 7. | Contact Leicestershire Council | Head (See additional advice) |

Outside School hours

- | | | |
|----|---|----------------------|
| 1. | On receiving call from monitoring station | Emergency key holder |
| 2. | Contact Headteacher | Emergency key holder |

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|----|---|---------------------------------|
| 3. | Arrive at School - call ambulance if required | Emergency key holder |
| 4. | Communicate with Fire Brigade to problem | Emergency key holder - direct |
| 5. | Administer first aid if required | Ambulance |
| 6. | Shut down electricity and gas and water | Premises Officer / fire brigade |
| 7. | Contact Leicestershire Council /CEO of Trust | Headteacher |

Phase Two

During School Time and Outside School Hours

- | | | |
|-----|---|------------------------|
| 8. | Fire Officer advise on state of buildings | Premises Officer /head |
| 9. | Decide on best course for students | Headteacher |
| 10. | Protect rest of school, staff, visitors | Headteacher |

Phase Three

- | | | |
|-----|--|------|
| 11. | Set up Disaster Recovery Team meeting:
Time and place | Head |
| 12. | Contact governors, insurers, press etc as
Appropriate | Head |

Disaster Recovery Plan

To follow phases 1 and 2 of the Emergency Procedures

During this phase the Disaster Recovery Team is responsible for all actions on the site and parts of the site may only be released for School activities after they have confirmed that it is safe and reasonable to do so.

Priorities for Disaster Recovery Team

- a) Establish communications: telephone, fax, etc
- b) Establish a control room base
- c) Check all buildings are safe and secure
- d) Assess damage
- e) Liaise with LA officers /CEO of trust
- f) Assess how much of the school can be used, who should use it and when
- g) Look for temporary accommodation
- h) Assess equipment shortages
- i) Look for temporary equipment replacement
- j) Take advice from engineers, insurers, loss adjusters, on state of damage and ways to restore.
- k) Make (temporary) repairs to consolidate the situation
- l) Demolish unsafe areas
- m) Salvage and clean items which can be salvaged
- n) Make plans for parking/delivery of students, etc to site

Incidents at school: EVACUATION FROM THE BUILDING - the school field, where classes line up at the bottom of the field.

EVACUATION FROM THE SCHOOL SITE: Back Field by Tendring Drive or from front gate on Estoril Avenue. If pupils/ staff require alternative shelter walk whole school in small groups to Langmoor Primary School Hall. We all so can evacuate the school through the gate at the end of the playground into Brockshill Primary school. The evacuation exit would depend on the safest exit in the emergency.

Sheltering at Langmoor school: in the event that we are advised to shelter in the building, the children will be accommodated in the school hall which has access to toilets and water. There are chairs and tables for use, and mats for the children to lie on if necessary. Food and water are accessible in the school kitchen. There are fire doors for quick exit if required.

INCIDENTS WHICH HAPPEN TO STAFF AND PUPILS OUT OF SCHOOL:

On school trips/visits:

All staff carry mobile phones.

The teacher has a class list with them so they know who is on the trip.

The teacher carries contact telephone numbers for all parents in after school events so individuals can be contacted quickly.

The school office has the mobile number of the staff member responsible for the trip and other staff on the trip.

The school office has contact numbers and copies of PI sheets for all pupils. Parents and staff are advised to store school contact numbers in their phones for emergency use, or to inform the school of incidents.

CONTACTS LIST

Staff will communicate via e-mail and the telephone contact list which is updated termly. Head will be responsible for e-mailing governors to keep them informed.

Contact	Name	Daytime phone number	Evening phone number
The Headteacher	Mrs Sam Conlon		
The deputy Headteacher	Mrs Tami Dorrington		
The chair of the governing body	Phil Clarke		
The PO	Mr Graham Whitmore		
Emergency services	Fire,police,ambulance		
CEO	Mr Peter Merry		
School staff See snowline			
Pupils: See pupil information cards on the wall in school office			
Parents: See pupil information cards on the wall in school office			

Communication with parents:

Copies of sample letters can be found in appendix to the plan and will be stored on computer in school office under:

Secretary/ FILES/EMERGENCY PLAN/SAMPLE LETTERS

All information will be placed on the website.

FINANCE

In the event of an emergency the credit cards are located in school safe.

RETURNING TO NORMAL

The Senior management team in conjunction with the CEO of the trust and chair of governors will discuss such measures as are deemed necessary in order to restore the school to normality. This will depend upon the type of emergency. It may involve outside

agencies, and advice will be sought from the health services, the police, other emergency services and the LA should counselling be required for any member of the school family.

LOG SHEET

A log of events and decisions taken will be maintained as far as is possible through the emergency. This will be filed and may be used for future reference and/or for de-briefing

Updated academic year: 2018/19

Sam Conlon Headteacher

Chair of Governors