



## School Emergency Plan

***Marwood Primary School***

***Whiddon, Muddiford***

***Barnstaple. Devon***

**EX31 4HF**

**Updated and adopted 18th March 2015**

**The aim of this school emergency plan is to describe how the school will respond to an emergency in order to save lives and minimise the risk of injury to the school community in the event of a potential or actual life-threatening emergency.**

**The objectives of the school emergency plan are:**

- To identify key responders (and deputies). ('Incident Management Team').
- To identify possible hazards and identify appropriate strategies for managing the response.
- To identify potential triggers for plan activation.
- To identify how the Incident Team will communicate with the extended school community.
- To identify the immediate actions of the responders and school community.
- To identify key locations relevant to the implementation of the plan.
- To identify a training and exercise schedule.
- To identify critical contact information.
- To identify a plan audit and review process.

**Person responsible for updating this plan:**

**Mr. A. Dobson**

**Critical School Contact information:**  
***(Names given here, 24 / 7 contact details given in Appendix 1).***

Head teacher: Alun Dobson  
Key-holder(s): Alun Dobson, Tony Kitchin  
**Note: In a major emergency the Police would be the lead agency/coordinator.**  
**Phone 999**

<p style="text-align: center;"><b><u>Plan Activation</u></b></p> <p><b>The plan will be activated under the following circumstances.</b></p>		<ul style="list-style-type: none"> <li>• On activation of the fire alarm</li> <li>• On receipt of a telephone call by the emergency point of contact.</li> <li>• On being informed of a bomb threat.</li> <li>• On being informed of an external threat.</li> <li>• On being informed of an intruder within the school.</li> <li>• On being informed of a sudden illness in the school</li> <li>• On receipt of information that the head considers warrants plan activation.</li> </ul>		
<b>Date of review:</b>	<b>18.03.2015</b>	<b>Date of next review:</b>	<b>Spring Term 2016</b>	
<b>Version Number:</b>				
<b>Number of staff employed at school</b>	<b>27 plus 3 contractors</b>	<b>Number of pupils on roll</b>	<b>117 (as at 18.03.2015)</b>	
<b>Are accurate names, addresses, and telephone numbers held for staff, governors and pupils?</b>	<b>Yes</b>	<b>Contact details last updated:</b>	<b>Sept/Oct 2014</b>	
<b>Who is responsible for updating the contact details?</b>	<b>Jill Hayward / Sue East</b>			
<b>How will Parents be kept informed of school closures and re-openings?</b>	Initial information via telephone call/email/note on school gate as appropriate. Follow up on School's own website & Devon County Council website.			
<b>The following addresses / contact details of important local institutions in the school neighbourhood:</b>	Police Station: 999 or 101 Fire and Rescue Station: 999 Hospital: 01271 322577 Other:			
<b>Who holds copies of the Emergency Plan?</b>	<b>Governors and School. Copy available to view on school website.</b>			

<b>Are contact details for outside agencies including the LA current and readily available?</b>	Emergency Plan held in school office (in red holder on wall to left of door) and contact details are in Appendix 1 and 3 of the Emergency Plan.
<b>State the location of the following. See also site plan (Appendix 2) to this plan:</b>	
<b>Water cut off valve:</b>	In lane adjacent to playground.
<b>Gas mains valve:</b>	No gas supply.
<b>Electric meter:</b>	In external meter cupboard between the staff room and Class 1
<b>First incoming telephone point:</b>	Reception office
<b>What are the pre-planned arrangements for the following:</b>	
<b>Evacuation routes:</b>	All classes have their own escape route, details in classroom.
<b>Assembly points:</b>	If whole site needs to be evacuated move children to Mr Berry's barns across road from school. Otherwise assemble in top playground.
<b>Disabled evacuation routes:</b>	As above
<b>Loss of premises:</b>	Short term arrangements, 1 or 5 days: Children to remain at home as for extreme weather days, staff to post work on website. Long term arrangements, over 1 week: Liaise with Devon County Council (DCC) for alternative
<b>Loss of water supply:</b>	Short term arrangements, 1 or 5 days: Bottled water and emergency plumber.  Long term arrangements, over 1 week: Liaise with South West Water and DCC for alternative.

<b>Loss of electric supply:</b>	<p>Short term arrangements, 1 or 5 days: day 1 continue without power days 2 – 5 as extreme weather school closed with staff to post work on website.</p> <p>Long term arrangements, over 1 week: liaise with Western Power and Devon County Council.</p>
<b>Loss of gas supply:</b>	<p>N/A</p>
<b>Loss of Communications:</b> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <p>Examples may include; text messaging, Twitter, etc.</p> </div>	<p>Mobile phones - if electricity is lost land-line phones will <b>NOT</b> work. However, a separate plug in analogue phone is kept in the Reception Office that will work if phone lines are still operating.</p>
<b>Deliberate act of violence:</b>	<p><b>Call police 999</b></p> <p><b>Move children away from danger</b></p>
<b>Bomb threat or act of terrorism:</b>	<p><b>Call police 999</b></p> <p><b>Move children away from danger taking a route that avoids the threat.</b></p>
<b>Death or serious injury at school or on excursion:</b>	<p>Pupil: inform Family+ Devon County Council (DCC) + Health and Safety Executive (HSE) (tel 0845 300 9923)</p> <p>Staff or Governor: inform Family + DCC + HSE</p> <p>Visitor or Parent: inform Family + DCC + HSE</p> <p>In all cases be aware of effects on school – seek counselling help for all who need it + assemblies and community remembrance</p>
<b>Large clusters of localised human to human viral infection – likely Epidemic</b>	<p>Follow NHS / Health advice</p> <p>Ensure good hygiene</p>
<b>What are the pre-planned arrangements for the following Severe Weather events:</b>	
<b>Flooding:</b>	<p>School is not at risk on Environment Agency Flood Map. Checked March 2015.</p> <p>Local lanes can flood causing access delays. Parents/visitors advised on condition of roads and caution advised as appropriate.</p>

<b>Heat wave:</b>	Shade on site for outdoor activities Window blinds Water available Classes 1 and 2 air conditioned Reduction in PE
<b>Snow:</b>	Maintain sufficient supplies of salt. Yellow bin full of salt in Autumn of each year. Agreement with A&B contractors to clear and salt lane (01271 882006). School issues extreme weather plan each year in Autumn.  Site pathways and areas requiring salting: Car park and all walkways
<b>Arrangements for the management of young people and staff involved in visits and off-site activities</b>	
<b>Off-site visits information</b>	24 hour access to information about off-site groups e.g. Evolve (web based) or paper information about the visit. Emergency contact details for off-site staff and parents.
<b>What processes are in place for continued learning during a prolonged emergency:</b>	
<b>Electronic teaching i.e. School learning platform:</b>	School website and parent email list to be used to post work and links for children to access at home, library or wherever they can use the internet.
<b>Alternative school premises:</b>	Seek assistance from Devon County Council
<b>Other sources:</b>	Possibly use local churches/church halls
<b>What are the pre-planned arrangements for safeguarding pupils and adults at risk during an emergency?</b>	
<b>Vulnerable Children</b>	All children ambulatory Statemented children to be overseen by staff
<b>Pupils / Staff with Disabilities</b>	As above Hearing impaired child – class staff to ensure safety

**Make an assessment below of any other identified potential emergencies or specific hazards which pose a particular risk to your school and plan how you will deal with incident arising from them:**

Emergency Hazard	Emergency Plan

**Appendix 1**

## **Emergency Contact Information**

**School key contact telephone numbers:**

**Alun Dobson (Head Teacher):**

**Home: 01271 879001**

**Mobile: 07870 440003**

**Barbara Nicholson-Martin (Senior Teacher)**

**Home: 01271 883648**

**Mobile: 07505 403712**

**Tony Kitchen (Caretaker):**

**Home: 01271 883129**

**Mobile: 07791 896061**

**Pete Silveston (Chair of Governors):**

**Home: 01271 850329**

**Mobile: 07850 746776**

1. During Office hours (08.00 – 17.00hrs) contact the Business Services Team

**Telephone: 01392 383369**

**Email: [peopleandschoolsemergency-mailbox@devon.gov.uk](mailto:peopleandschoolsemergency-mailbox@devon.gov.uk)**

2. Outside Office Hours (24-hours) contact the DCC Emergency Planning Team

**Telephone: 07699 734637**

*Messages will be cascaded to all appropriate Senior Officers.*

School Closures can be reported by using the telephone contacts above or alternatively completing the details on line at:

**3. Online: <http://www.devonschoolclosures.info/>**

Then complete the on-line form by:

Clicking on the link, <http://www.devonschoolclosures.info/closures-form/>

Enter the user name and password below,

User Name: **closure**

Password: **Educ808tion505**

Enter the school DFES number and press '**submit form**'.

Complete the closure information and press '**submit**'

**Ensure to keep User Name and Password details in a nominated and secure location**

The school closure information will automatically be updated on the DCC website.

## **Appendix 2**

Site plan showing school layout (attached).

## **Appendix 3**

### **Sources of Further information**

Health and Safety guidance, including information on dealing with [emergencies](#), is available from the [Source](#) or **Devon Health and Safety Services** on 01392 382027 or by email to [Healthandsafety@devon.gov.uk](mailto:Healthandsafety@devon.gov.uk)

Head teachers / Governors in schools will be directly supported by their area H&S Adviser. If you are unsure on whom this is please contact the **Devon Health & Safety Services** and you will be notified of your H&S Adviser.

In addition, employee support and assistance is available from:

**Wellbeing@Work**: Tel: 01392 383277 or [wellbeingreferral@devon.gov.uk](mailto:wellbeingreferral@devon.gov.uk)

**HR Helpdesk**: Tel: 01392 385555 or [HR Helpdesk-Mailbox](#)

**Schools Helpline** Tel: 01392 384567 or [schoolspersonelhelpline@devon.gov.uk](mailto:schoolspersonelhelpline@devon.gov.uk)

**South West Grid for Learning (SWGfL)** Responsible for Internet Connectivity and Services for Merlin

Support Desk: Tel No. 0845 3077870 or email [support@swgfl.org.uk](mailto:support@swgfl.org.uk)

**Severe Weather - Floods, hail, ice, snow** – extreme weather events could become more frequent and schools need to be prepared and ready to respond.

The following links provide helpful advice and guidance on preparing for these events.

DCC advice for winter weather:

<http://www.devon.gov.uk/index/councildemocracy/publicsafety/emergencies/winter.htm>