



CHILDREN'S SERVICES



EMERGENCY PLAN

FOR

Queensmill School
1 Askham Road,
Shepherd's Bush,
W12 0NW

INTRODUCTION

This Plan provides generic guidance on actions that should be considered by the Headteacher, their nominated deputy, and the school management team in case of an emergency in school, on an educational visit and in the wider community.

The accompanying guidance is an integral part of the Emergency Plan and should be referred to when developing and utilizing the Plan.

Any emergency affecting a school may afterwards be the subject of a detailed inquiry. It is important that accurate written records are kept, and that no piece of information about the response to the incident is lost.

Date of issue:	Date of next review:
17 th of May 2022	May 2023
Copies of this Plan are kept at:	
<ul style="list-style-type: none">• School Emergency Pack (Grab Bag)• Head-Teacher's Office• Wormholt Park Primary School and Cambridge School• Queensmill main server – with remote access	
Person/s responsible for reviewing plan:	
<ul style="list-style-type: none">• Freddie Adu• Aymeline Bel• Nigel Lyons	

ROLES & RESPONSIBILITIES

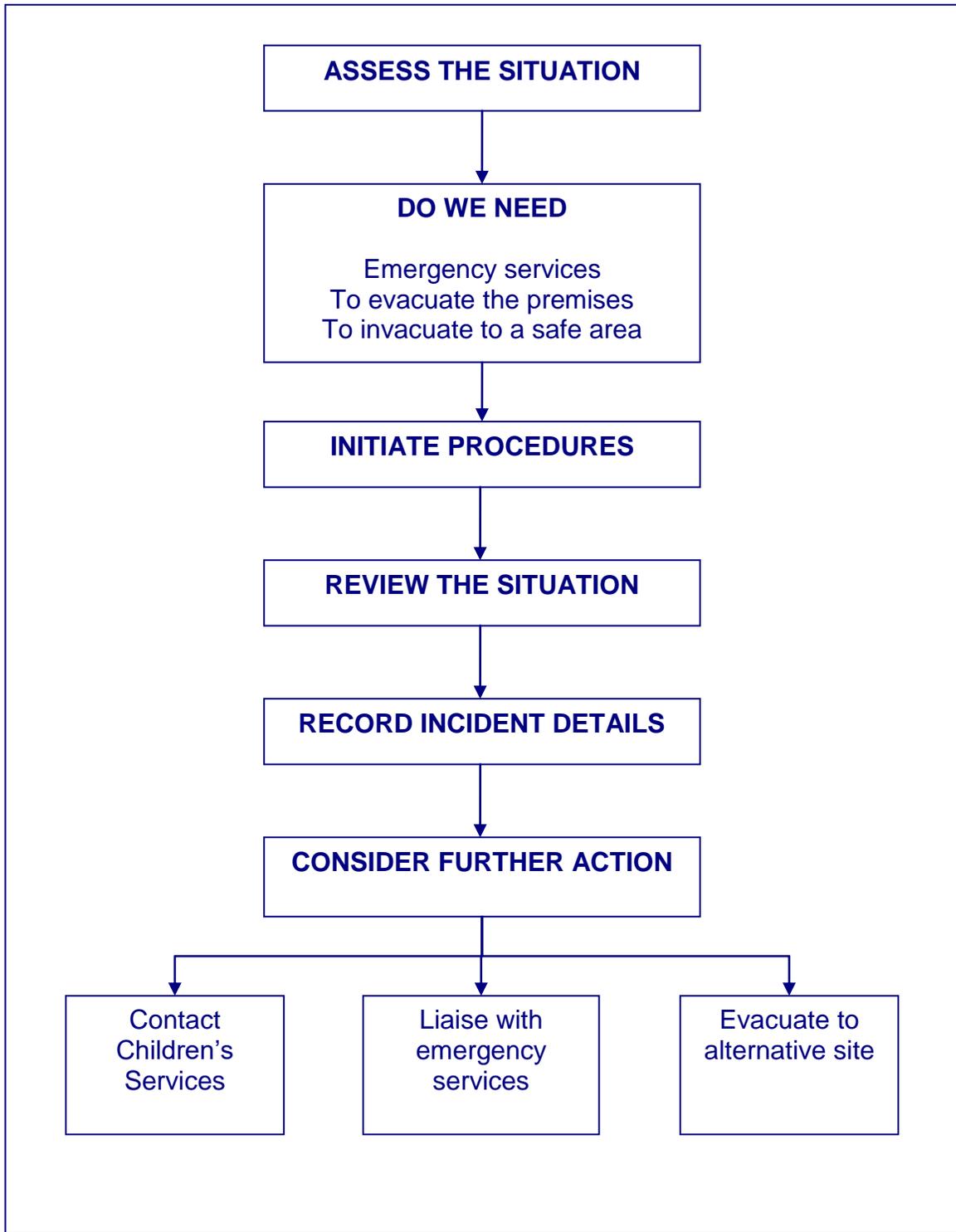
The School Plan should ensure that suitable members of staff are identified to fill the following roles.

Each role should also have a deputy, in case the principle member of staff is absent.

To assist post-holders, 'Job cards' have been developed.

ROLE	POST HOLDER	DEPUTY
INCIDENT MANAGER	Freddie Adu	Aymeline bel
NEXT-OF-KIN/PARENT LIAISON	Louise Ahern	Bostjan FigeK
ADMINISTRATOR	Bostjan FigeK	Joanna Hynes
SITE	Nigel Lyons	Pedro Teixeira
COMMUNICATIONS	Aymeline Bel	Neeta Singh
CASUALTY AND WELFARE	Lucy Capon	Robert Armstrong
EDUCATIONAL VISITS	Neeta Singh	Robert Armstrong

PHASE I: IMMEDIATE ACTION



EVACUATION AND INVACUATION PROCEDURE

Signal to be used to evacuate to the assembly point:

Location of assembly point: Car park

Signal to be used to invacuate to a safe place:

Location of safe place: Training room

On hearing the relevant signal, all staff, pupils and visitors will evacuate or invacuate the premises in an orderly manner. All teachers in control of a class will:

- Lead children by the nearest safe route to the assembly point/safe area
- Carry out the roll call procedure
- Notify the incident manager of any persons unaccounted for
- Ensure children remain at the assembly point/safe area
- Await further instruction from the incident manager

Vulnerable persons will be evacuated/invacuated in accordance with the personal emergency evacuation plans developed for those individuals. Copies are attached to this plan.

On hearing the evacuation signal:

- The Emergency Pack will be collected by: Aymeline Bel
- School Registers will be collected by: Louise Ahern
- School visitors book will be collected by: Joanna Hynes
- Children's medications will be collected by: Reece Morgan
- First aid box will be collected by: Nalan

Detail here role call procedures:

Staff in charge of the kitchen will take the following action:

Staff in charge of breakfast clubs will take the following action: cancel clubs

Staff in charge of extended services/after school clubs will take the following action: cancel clubs

INCIDENT INFORMATION SHEET

Information about an incident may come from a number of sources. Whoever receives the alert should ask for, and record, as much information as possible.

INCIDENT DATE:		TIME:
INCIDENT LOCATION:		
WHAT HAPPENED		
CASUALTIES (Number/nature of injuries)		
EMERGENCY SERVICES Those involved/advice given		
EVACUATION On-site evacuation or evacuation to alternative safe place		
DAMAGE TO PROPERTY Details of any known damage		
HAZARDS Any known continuing hazards		

INCIDENT INFORMATION SHEET: EDUCATIONAL VISITS

Information about an incident may come from a number of sources. Whoever receives the alert should ask for, and record, as much information as possible.

DATE:		TIME:	
CLASS INVOLVED:			
PERSON IN CHARGE:			
PERSON REPORTING INCIDENT:			
PLACE BEING VISITED:			
LOCATION OF INCIDENT:			
WHAT HAPPENED			
CASUALTIES (Number/nature of injuries)			
CASUALTY LOCATION/S (e.g hospital)			
LOCATION OF SCHOOL PARTY (e.g. hotel)			
ADVICE FROM EMERGENCY SERVICES			
OTHER ACTION TAKEN			
NUMBER OF PEOPLE ON VISIT	PUPILS	TEACHERS	OTHER

CONTACTING CHILDREN'S SERVICES

The incident manager will contact Children's Services to inform them of the incident. The following telephone numbers will be used to inform Children's Services:

Daytime Hours:

020 8753 6600

Out-of-Hours

020 8748 8588

THESE NUMBERS SHOULD NOT BE GIVEN TO THE PRESS, PARENTS OR PUBLIC

SITE EVACUATION PROCEDURES

Site 1

Type of premise: **Primary School**

Contact name/details: **Julie James - 020 8743 5073**

Address: **Wormholt Park Primary School, Bryony Rd, W12 0NW**

Directions/map: **Walk along Uxbridge Rd, up Wormholt Rd and along Bryony Rd**

Estimated travel time: **Drive – 3mins, Walk – 10mins**

Facilities: **School Hall**

Site 2

Type of premise: **Special School**

Contact name/details: **Alan Campbell - 020 8735 0980**

Address: **Cambridge School, 61 Bryony Road, W12 0SP**

Directions/map: **Walk along Uxbridge Rd, up Wormholt Rd and along Bryony Rd**

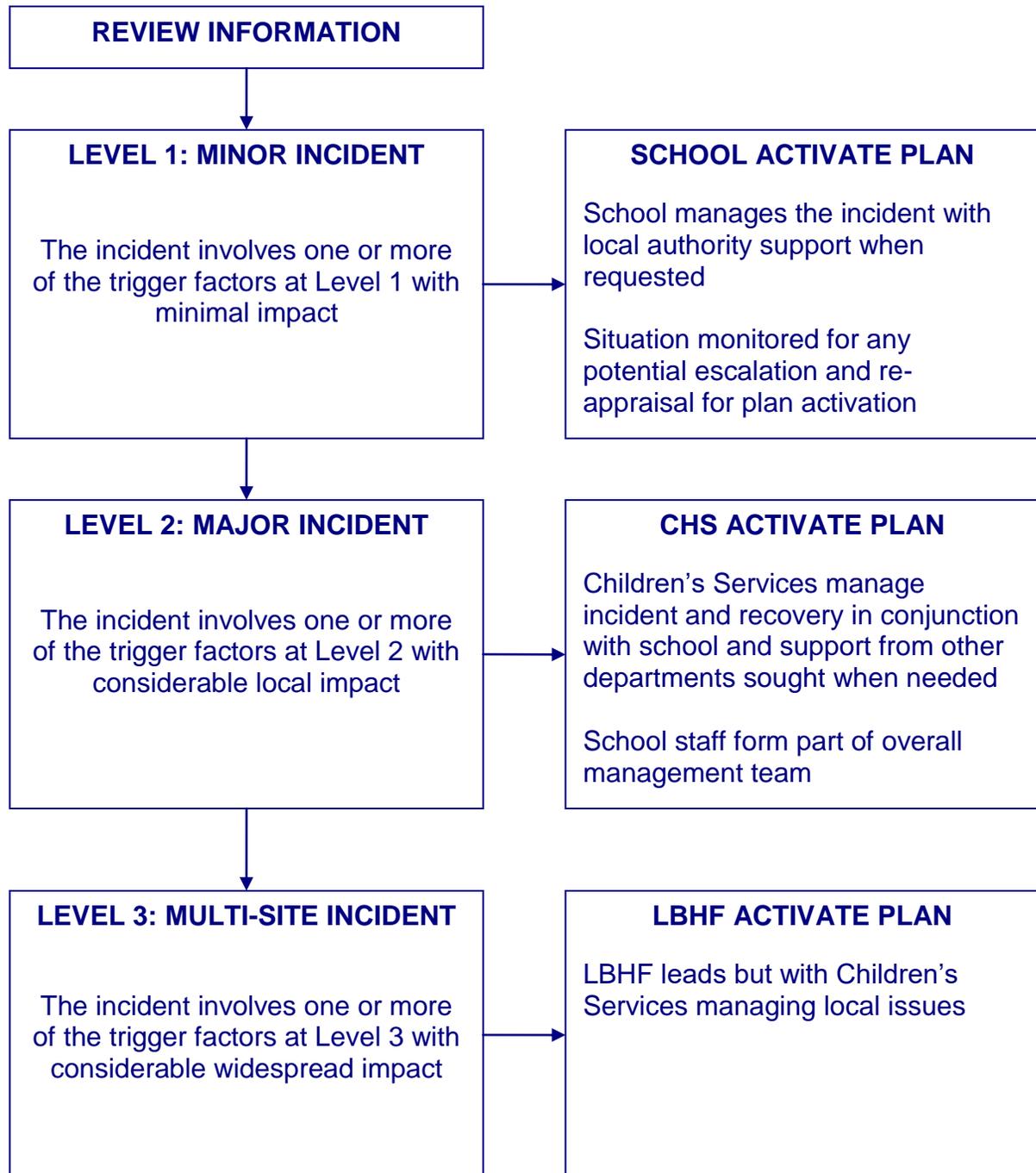
Estimated travel time: **Drive – 3mins, Walk – 10mins**

Facilities: **School Hall**

Details of procedures to be followed when traveling to alternative site (e.g. travel plan, known hazards etc) should be attached.

PHASE II: PLAN ACTIVATION

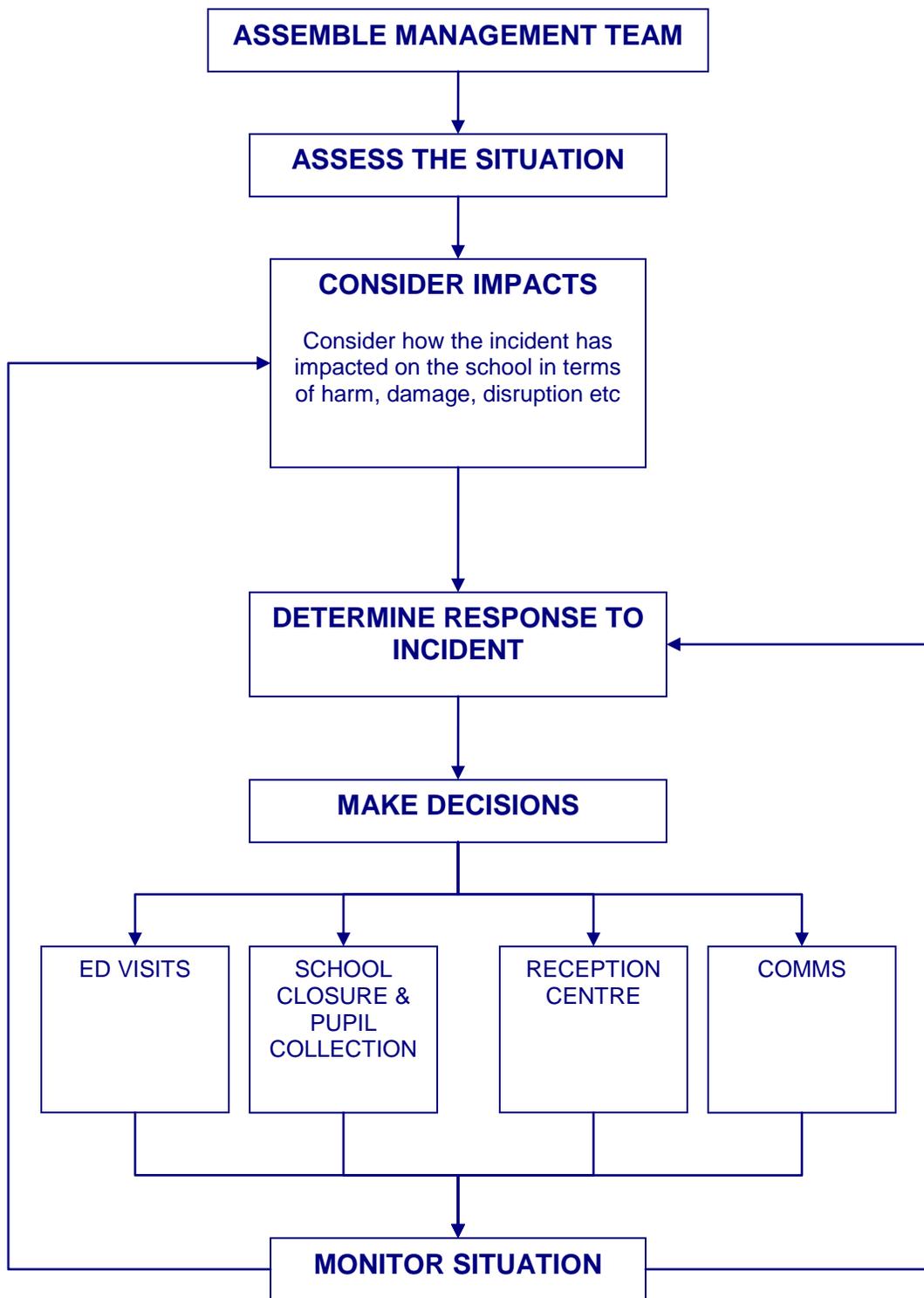
The following flowchart and trigger levels can be used to determine what further action is required in relation to the incident. This may be done in conjunction with CHS senior managers.



ACTION TRIGGER LEVELS

FACTOR	LEVEL 1	LEVEL 2	LEVEL 3
PREMISES	Minor or moderate loss/denial of access to main school building or ancillary buildings	Major or complete loss/denial of access of main school building and/or ancillary buildings	Widespread levels of loss/denial of access to a number of establishments
PEOPLE	Single person involved with minor injuries or harm requiring local first aid provision	Single person involved-serious injuries/death or multiple casualties requiring professional treatment Potential serious harm to persons (e.g. abduction)	Multiple deaths or injuries requiring professional treatment across numerous sites
SCHOOL TRIPS	Single person involved with minor injuries or harm Local trip capable of returning to school unassisted	Single person involved-serious injuries/harm or multiple minor casualties School trip domestic or overseas requiring assistance to return home	Multiple deaths or serious injuries Numerous school trip parties unable to return home (domestic or overseas)
UTILITIES	Partial loss of a utility for a short period of time Limited damage to plant and equipment	Loss of numerous utilities for a week or more Major damage to various items of plant and equipment	Complete loss of all utilities in numerous sites with extensive damage to plant and equipment
ICT	Loss of administrative or educational data and hardware. Short-term loss of communication systems	Loss of schools network and/or communications systems Loss of school related Council systems	Total loss of all Council and schools ICT system
SUPPLIERS	Short term loss of local school contractors	Loss of specific critical contractors for extended period of time	Total loss of borough wide contractors (cleaning and catering) for extensive period of time
EDUCATIONAL MATERIALS	Limited loss of educational materials and coursework	Total loss of all educational materials and coursework-single site	Total loss of educational materials and coursework in numerous sites
OTHER			

PHASE III: MANAGE THE RESPONSE



INCIDENT TEAM ACCOMMODATION

School Site

Location	Queensmill School, 1 Askham Road, Shepherd's Bush, W12 0NW
Incoming call line	02087408112

Off Site 1

Location	Wormholt Park Primary School, Bryony Road, W12 0SR
Incoming call line	02087435073

Off Site 2

Location	Cambridge School, Bryony Road, W12 0SP
Incoming call line	02087350980

TACTICS: COMMUNICATION

Notification of incident and provision of ongoing information:

- Identify who will need to be informed of incident (e.g. pupils, parents, governors etc)
- Determine the information that needs to be provided about the incident
- Determine how the information is to be provided (e.g. letter to parents, parent call, website, pupil/staff briefings etc)
- Decide who is responsible for delivering what message to what persons
- Ensure that messages are authorized before they are delivered
- Keep under review information and messages as incident progresses

Decide the most appropriate method of contacting relatives of pupils / staff affected by the incident. If the matter is very serious (such as a fatality) liaise with the Police about informing next of kin.

Incoming enquiries and requests for information:

- Prepare a response for parents/next-of-kin
- Nominate person to respond to enquiries
- For parents/next-of-kin obtain confirmation of identity before providing information
- For press enquiries, refer to the corporate communications team
- Ensure a direct contact number is available for incoming calls
- Prepare a message on the school answer machine

The following action should be taken where press enquiries are made

- Seek advice from corporate communications
- Prepare a written statement in conjunction with corporate communications
- Brief staff and if necessary pupils on talking to media
- Advise parents/next of kin on talking to media

TACTICS: EDUCATIONAL VISITS

The following action should be taken:

- Identify all educational visits that are underway
- Identify those educational trips that may be directly and indirectly effected by the incident
- Contact group leaders for those groups identified as being effected
- Consider if the educational trip members need to return from the trip
- Make arrangements for the trip to return or for parents/next-of-kin to attend location
- Overseas trips liaise with British Embassy/Consulate, Foreign Office, tour operator, Insurers

- UK trips liaise with other local authority, local emergency services, tour operators, visit centres etc

TACTICS: SCHOOL CLOSURE

The following action should be considered:

- Assess the need to close the school fully or partially based upon the information available
- Assess the need to close additional services that are provided (e.g. breakfast clubs, after school clubs etc)
- Identify any transport needs particularly for pupils with special needs
- Put in place children collection and release procedures
- Determine method for informing parents of school closure
- Inform parents of closure and of collection procedures
- Put in place arrangements for pupils who are not collected
- Identify who else will need to be informed of closure/partial closure (e.g. CHS, Chair of Governors, corporate communications)
- Identify procedures for keeping stakeholders informed of ongoing closure
- Consider how pupils with Special Educational Needs (SEN) or medical needs may be affected if the school remains closed for an extended period of time
- Ensure the security of the school premises during period of closure.

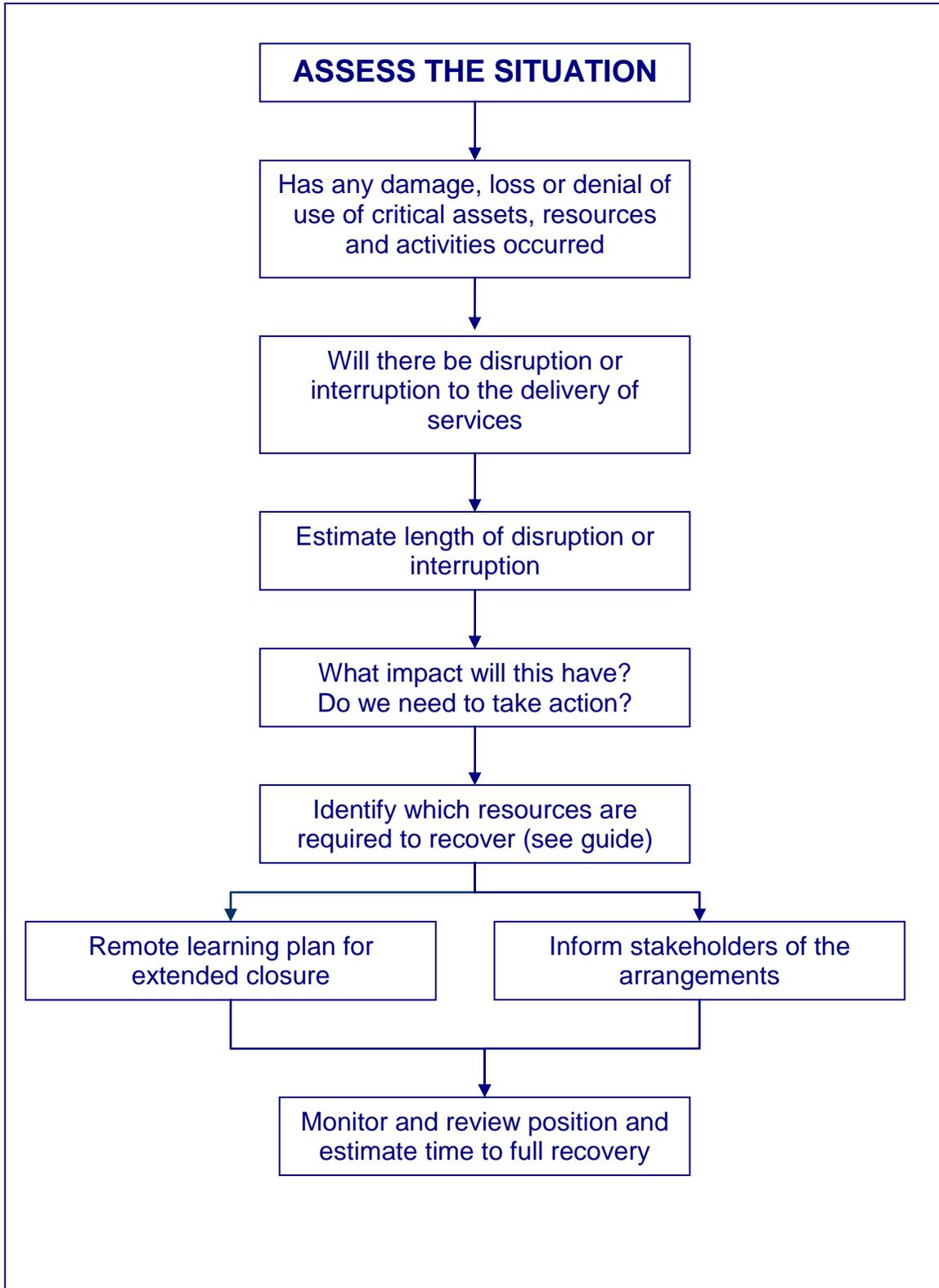
TACTICS: RECEPTION CENTRE

The following action should be considered:

- Determine if parents/next-of-kin of those harmed/involved will need to attend the school/alternative site
- Determine if pupils need to be collected from school or an alternative site following site evacuation/school closure
- Consider how many parents/next-of-kin may need to be accommodated
- Consider if the police or other agencies will need to speak to parents/next-of-kin
- Identify areas that can be used as reception centres
- Identify sufficient staff to be present at the reception centre and brief them

DECISION LOG

PHASE IV: MANAGE RECOVERY



POTENTIAL IMPACTS OF INCIDENT

AREA	POTENTIAL INCIDENT IMPACTS
Education	Disruption to examinations Disruption to general education Lost teaching days Loss of coursework (hard copy/electronic)
Educational Visits	Loss of contact with school party/group leader School party unable to return on-time School party stranded overseas School party stranded in UK
Pupil welfare/well-being	Major injury or harm to pupil/s Concern/upset over friends involved Loss of supervision and behavioural issues Loss of support for SEN children Loss of free school meals Ongoing health and safety concerns (e.g. cold)
Parents/Guardians	Large number of enquiries to school Parents unable to get information (site evacuated) Parents arriving at school site Concern/anger over failure in duty of care
Premises	Denial of access to premises (whole or partial) Damage to property, assets and facilities Loss of vital utilities Loss of ICT and communications Loss of supplies and suppliers
Press/Media	Large number of press enquiries Press arriving at scene Press intrusion (pupils, parents, staff) Social media use by staff, pupils, parents, press
Extended Services	Disruption to service delivery Loss of income
Staff	Major injury or harm to member of staff Loss of key staff members Stress and psychological issues over colleagues Loss of personal goods and information
Statutory	Breach of statutory duty Crime scene and crime investigation Enforcing authority investigation LBHF investigation

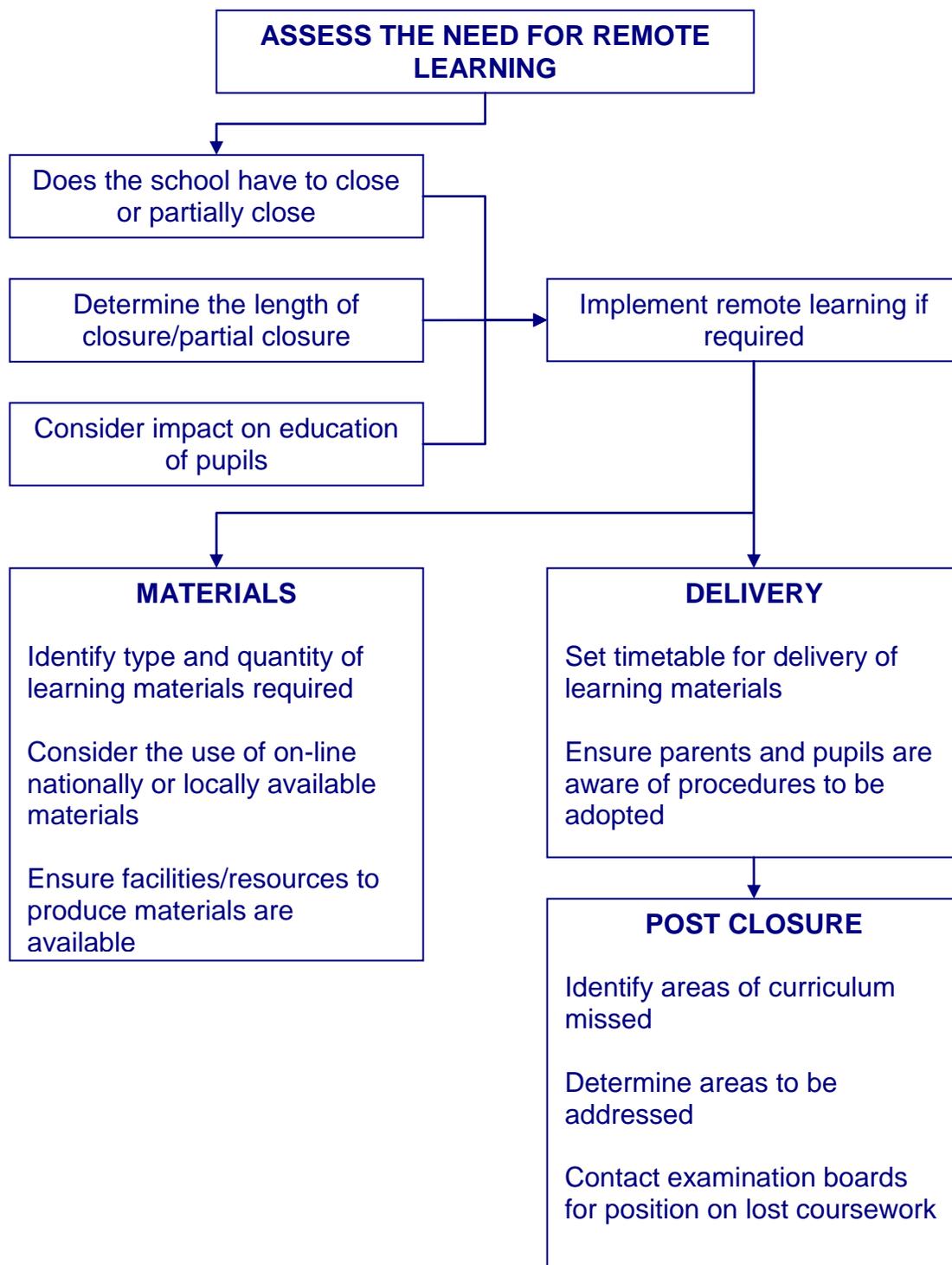
TACTICS: RESPONSE AND RECOVERY

- Establish what effect the emergency will have on the operation of the school. Try to ascertain how long the disruption will last.
- Attempt to recover important documentation, records and equipment if safe to do so (consult the emergency services for advice if necessary).
- Minimise any disruption to the provision of education. Put arrangements in place to keep the school open and try to maintain normal school routines (e.g. teaching, exams) wherever possible.
- Work with school staff and other organisations to restore the usual school routine as a matter of urgency.
- Put in place arrangements for remote learning, if necessary.
- Work with the 'communications' role to ensure staff, pupils and parents/carers are informed of any changes to the school routine.
- Make an inventory of any equipment which has been damaged. Arrange for important items / documentation to be salvaged, restored or replaced.

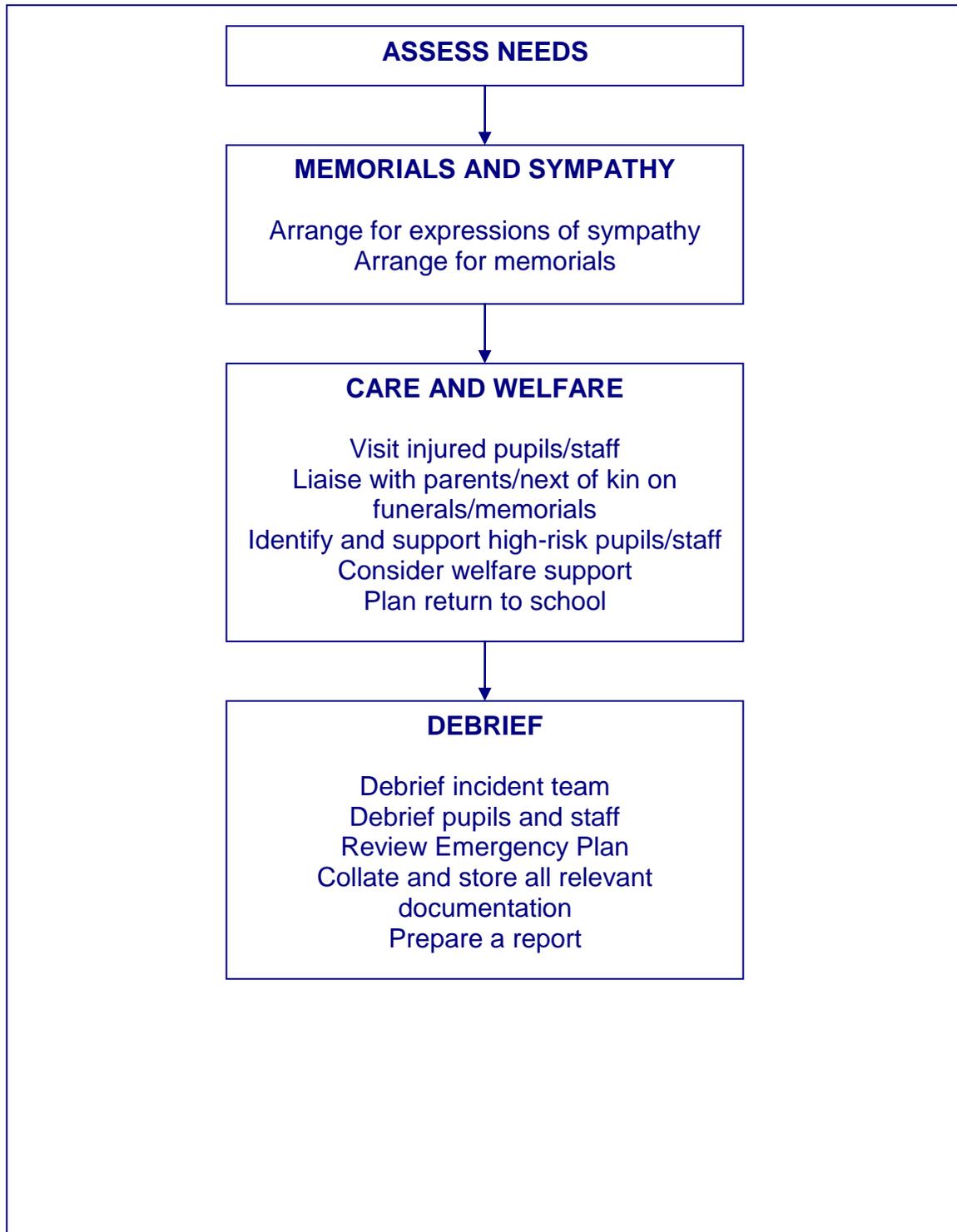
TACTICS: RESPONDING TO INCIDENT IN LOCAL AREA

- Minimise any disruption to the provision of education. Put arrangements in place to keep the school closed and secure and try to maintain normal school routines (e.g. teaching, exams) wherever possible.
- Attempt to recover important documentation, records and equipment if safe to do so (consult the emergency services for advice if necessary).
- Work with the 'communications' role to ensure local police, staff, pupils and parents/carers are informed of any changes to the school routine.
- Establish what effect the emergency will have on the operation of the school. Try to ascertain how long the disruption will last.

REMOTE LEARNING PLAN



WELFARE AND DEBRIEF



TACTICS: WELFARE AND SUPPORT

- Establish arrangements to meet the welfare needs of pupils, staff, parents/carers, visitors and responders.
- Identify those who may require additional support SEN, medical, etc
- Assess the welfare and emotional needs of all those involved. Continue to monitor and support those who may be particularly affected by the incident.
- Introduce a strategy to monitor pupils and staff who may be particularly affected by the incident. Ensure that staff are aware of this strategy.
- Offer pupils and staff the opportunity for psychological support and counselling. Ensure staff and pupils know that support is available and arrange access to these services as necessary.
- Provide opportunities for pupils to discuss their experiences (e.g. promoting discussion during class, arranging a special lesson). Do not discourage pupils from talking about their experiences.
- Make arrangements to express sympathy to those who have been hurt. Consider encouraging pupils to send cards / messages to those affected.

CONTACT LISTS

CONTACT	NAME	TELEPHONE NUMBER/S
Director of Children's Services	Jacqui McShannon	02087533404
Chair of Governors	Lisha Rooney	07834197253
LBHF Health & Safety	Mike Sopp	02087533728/07785384972
Education Psychologist	Eric Dwyer	02087533754
Education Welfare Officer	Rebecca Fevers	012267116333
Human Resources	Anne Marie	02087533421
School Nurse	Jocelyn Kain	07535 877350
Occupational Health	Admin Officer	02087533661
Catering	<i>On site</i>	02087408112
Cleaning	Squeaky Clean	07507639231
School Management Support	3BM	03452708260
School Transport	HATS	02036936940
Council Insurance	Russell Davis	07557191301
Diocese	<i>No name</i>	02079321100
Local Police	H & F Police	101
Utilities (Gas, Electric, Water)	Thames Water Kent County Council Npower	08459200887 01622237161 08701611030
Safer school liaison officer	Stephen Waite	stephen.waite2@met.police.uk
Local Prevent Officer	Jake Butterworth	02087535843