



# **EMERGENCY PLAN**

## Section 1: Introduction

### PLANS AIMS AND OBJECTIVES

The aim of this Plan is to mitigate the effects of any emergency on the academy, staff and pupils, and the contributing objectives are to: -

- Safeguard pupils, staff and visitors.
- Alert relevant parties of an incident at the academy or off site involving academy children (i.e. educational visits) e.g. emergency services, the Council, parents and academy Governors.
- Minimise disruption to the normal daily routine of staff and pupils.
- Support staff, pupils and parents in the aftermath of an incident.

## ACTIVATION OF THE PLAN

- Notification of the incident could be from a member of academy staff, pupil, parent or the police
- Whoever receives the alert should ask for, and record, as much information as possible.
- A Critical Incident Management Team (CIMT) will need to be established – suitable key members and the roles they may take have been identified as part of the planning process.
- The person responsible (the Head of Academy or Assistant Principal unless another person has been nominated) declares that the plan is to be activated.
- Alert key personnel, using a cascade system where appropriate.
- Establish rendezvous points and emergency assembly areas (if incident is at the academy).
- Plan standby and roster arrangements.
- Open an incident log to record details of events, decisions made and actions sanctioned and completed.
- Activate mechanisms for organising instant expenditure and recording and controlling costs.

## ACTIVATION : INITIAL INFORMATION LOG.

<b>Name of the person informing of the incident</b>	
<b>Details of the incident</b>	
<b>Who else has been informed (e.g. emergency services etc.)</b>	
<b>Exact location of the incident</b>	
<b>Details of any casualties</b>	
<b>Any action taken so far</b>	
<b>Name of contact at the scene</b>	
<b>Number of contact at the scene</b>	
<b>What assistance is needed</b>	

**Immediately inform the Head of Academy or Nominee**

## INITIAL ACTION BY HEAD OF ACADEMY OR NOMINEE.

### Donna Brown (Rebecca Stansfield in her absence) RESPONSIBILITIES

- take charge of events
- draw up an action plan for the specific incident
- delegate responsibilities and give task sheets to the chosen person
- consult with the Police and the person responsible for liaison with the media about the release of information to students, staff, parents, general enquiries and the media
- establish a crisis team meeting place, close to the incident control point

Action to be taken	✓ when complete								
Ascertain details of incident									
Take immediate action to safeguard pupils and staff where necessary									
Alert relevant emergency services (Police, Fire, Ambulance) via 999 system  Be prepared to give the following information: <ul style="list-style-type: none"> <li>• Emergency Service(s) required</li> <li>• Exact location of the incident</li> <li>• Number of casualties</li> <li>• Nature of injuries</li> <li>• Location and telephone number where call is being made from</li> <li>• Hazards which may be encountered by the Emergency Services at the site</li> </ul>									
Log all communications and actions ( <b>Appendix B Yellow sheet</b> )									
Notify:									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Name of contact:</td> <td style="width: 50%; padding: 2px;">Contact Number:</td> </tr> <tr> <td style="padding: 2px;">Gillian Wiles (Regional Primary Director, Delta)</td> <td></td> </tr> <tr> <td style="padding: 2px;">Girlington Primary School (Muster Point)</td> <td style="padding: 2px;">01274 493543</td> </tr> <tr> <td style="padding: 2px;">Helen Revel (Delta Facilities)</td> <td></td> </tr> </table>	Name of contact:	Contact Number:	Gillian Wiles (Regional Primary Director, Delta)		Girlington Primary School (Muster Point)	01274 493543	Helen Revel (Delta Facilities)		
Name of contact:	Contact Number:								
Gillian Wiles (Regional Primary Director, Delta)									
Girlington Primary School (Muster Point)	01274 493543								
Helen Revel (Delta Facilities)									
Assemble a Critical Incident Management Team from pre-identified staff									
Refer to the list of emergency contact numbers in <b>Appendix D</b> for additional support if required									
Where possible, avoid closing the academy and try to maintain normal routines									

## Section 2: School Specific Information

### CRITICAL INCIDENT MANAGEMENT TEAM

In the event of the plan being triggered, a Critical Incident Management Team will be brought together to manage the academy's response to the emergency. The role of Academy Incident Manager, responsible for co-ordinating the academy's response and chairing meetings will be one person from the following list:

- Mrs Donna Brown (Head of Academy)
- Mrs Gail McAllister (Designated Safeguard Lead)
- Miss Rebecca Stansfield (Deputy Designated Safeguard Lead)
- Mr Steven Curtis (Compliance and Facilities Lead)

The team will usually consist of:

Name	School Role	Critical Incident Team Role
Mrs Donna Brown	Head of Academy	Academy Incident Manager
Miss Rebecca Stansfield	Assistant Principal	Deputy Incident Manager
Mrs Gail McAllister	DSL	Communications Officer/ Media Spokesperson (under the direct Instruction of Helen Revel at Delta)
Miss Rebecca Stansfield	DDSL	
Miss Lisa Metcalfe	C.P Lead	Vulnerable Children
Mrs Hamida Majid	Attendance Lead	Parent Liaison Officer
Mrs Christine Turasz	Attendance Lead	Parent Liaison Officer
Mrs Kiran Kaur	Senior First Aider	First Aid
Mr Steven Curtis	Compliance and Facilities Lead	Facilities Manager
Mrs Pauline Ambler	Business Manager	Communication Support
Miss Lizzie Sayer	Educational Visits Co-ordinator	Educational Visits
Mr Kevin Porter	Site Manager	Facilities Team

## EMERGENCY BOX

An emergency box has been stored in the Academy Office.

It contains:

- A copy of this plan
- Log in details for Text Alert Service (to contact parents)
- Back up of Pupil / Staff Next of Kin Contact information
- Details of how to switch the electric and gas supply to the academy off and keys where required.
- A list of specific medication taken by children or adults, where it is located and who is responsible for collecting it during an emergency situation.

## Section 3: Initial Actions Task Sheets

### STAFF MEMBER WITNESSING / FIRST DISCOVERING INCIDENT

- In an emergency dial 999
- Administer first aid where appropriate.
- Without putting yourself into any risk, carry out the following actions as appropriate:
- Request additional immediate support
- Locate and inform one member of SLT on site
- Request that the Critical Incident Plan is triggered.
- Take charge at the scene until further support arrives/handover site to Academy Incident Manager or Nominee.
- Secure the immediate welfare of pupils and staff
- Gather as much information as possible but do not move anything at the scene except to assist casualties.
- Record events and actions on the incident log sheet. **Appendix B.** (Yellow Paper)
- Keep a record of witnesses.
- Direct emergency services if arrival is before assistance is on site.
- Do not speak directly to the media but refer all enquiries to the designated Communications Officer/Media Spokesperson.



## ACADEMY INCIDENT MANAGER

**Donna Brown (Rebecca Stansfield in her absence)**

Action to be taken	✓ when complete
Ensure that accurate, factual information is available for those arriving at the scene.	
Liaise with the local authority, police, fire and ambulance services, and other agencies who may become involved.	
Act as the main contact to co-ordinate the response.	
Inform Gillian Wiles (Regional Primary Director. Delta)	
Inform Helen Revel as health and safety officer who will advise on reporting procedures, and inform trade unions if necessary.	
Inform the Chair of Governors Mr Steve Allan	
Inform Bradford Council (01274 431000) Fatal or serious injury contact (01274 431007 or 01274 431000)	
Inform all staff, and parents of injured pupils.	
Decide how to inform other parents of non-injured pupils.	
Inform the rest of the academy in classes or groups.	
Ensure all staff maintain a log of actions and decisions.	
Keep a record of witnesses.	
Allocate tasks to members of the Critical Incident Management Team as appropriate, establish your incident room.	
Provide regular briefings for staff, include those not on site at present.	
Continue to liaise with Delta and the emergency services.	
Try to maintain normal routines as far as possible.	
Inform staff involved to prepare a written report of their involvement, noting events and times.	
In the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours (Helen Revel)	
Continue to allocate tasks to members of the Critical Incident Management Team as appropriate.	

## PARENTS LIAISON OFFICER

**Hamida Majid and Christine Turasz**

Action to be taken	✓ when complete
Obtain briefing by Academy Incident Manager and Communications Officer and agree information / briefing, possibly a prepared text, so that a consistent message is given out to all callers.	
Confirm contact details and be ready to act as first point of contact for incoming parental enquiries.	
Where appropriate, obtain and offer further contact numbers for support and additional information.	
Ensure that all incoming and outgoing calls are logged. <b>Appendix B</b> has a blank log sheet.	
Arrange a Meeting / Greeting Point on site for any parents & relatives visiting the academy. Ensure they sign in and out and wear identity badges.	
Ensure that the names of all visitors are recorded.	
Make arrangements to ensure that parents / relatives are not left alone on site.	
Consider the need for additional support for visiting parents & relatives, for example, tea & coffee.	
Wherever possible, parents of all other children in the academy should be warned that the academy has experienced a crisis and that their child/children may be upset. Liaise with Communications Officer/Media Spokesperson to agree message to be given.	
Attend staff briefings and ensure that all information and briefings are updated regularly.	

## COMMUNICATIONS

### Gail McAllister and Rebecca Stansfield

Action to be taken	✓ when complete
Obtain briefing by Academy Incident Manager and Parents Liaison Officer agree information / briefing, possibly a prepared text, so that a consistent message is given out to all callers.	
Ensure that all relevant parties are aware of your contact details and provide first point of contact for all media enquiries.	
Make arrangements for regular internal communication to members of staff.	
Ensure that all incoming and outgoing calls are logged. <b>Appendix B</b> has a blank log sheet.	
Prepare briefing notes and media statements in direct liaison with Helen Revel. Only if authorisation is received from Helen Revel, liaise with the Education Bradford Emergency Management Team.	

## COMMUNICATION SUPPORT

### Gail McAllister and Rebecca Stansfield

Action to be taken	✓ when complete
Start incident log of information received, relayed and actions taken ( <b>Appendix B</b> )	
Obtain briefing by Academy Incident Manager and agree information so that a consistent message is given out to all callers.	
Allocate telephone numbers for incoming calls Academy Office (01274 543711) if not in the building, redirect calls to Mobile: Gail or Rebecca Parents Enquiries Media Enquiries External responding agencies Academy Governors	
Designate phones for outgoing lines. Main line – Office – 01274 543711 Secondary Line – SEND Office Additional lines – Head of Academy Office Assistant Principal Office	
Ensure all staff are aware of designated telephone numbers used above.	
Ensure that there is a stock of: <b>Appendix B</b> Emergency blank log sheets (yellow paper) <b>Appendix C</b> Emergency phone call Log Sheet (blue paper)	
Collate relevant information e.g. parent / next of kin contact details.	
Log all incoming and outgoing calls on <b>Appendix C</b> and ensure that messages and notes are passed to the Academy Incident Manager and relevant staff promptly.	
Assist in recording details of visitors to the site <b>Appendix B</b> and in providing means of identification.	
Assist the Critical Incident Management Team as directed.	

## FACILITIES MANAGER

**Steve Curtis**

Action to be taken	✓ when complete
Start incident log of all information received, relayed and actions taken, a blank log sheet can be found in <b>Appendix B</b>	
Check access and leaving arrangements for visiting parents and consider any special instructions, which may need to be communicated.	
Liaise with the Academy Incident Manager and Communications Officer to ensure that media are not being intrusive.	
Arrange a specific area for media briefings / visitors. Ensure there is sufficient segregation.	
If necessary, collate plans of academy premises and relevant information regarding utilities.	
Ensure that all staff and visitors are wearing correct identification throughout their visit.	
Maintain a record of any costs incurred, for example, extra staff hours, refreshments, transport.	
Open/close parts of the academy as required, and turn off water, gas and electricity supplies if necessary.	

## Section 4: Standard Agenda for Critical Incident Management Team

**Subject: Minutes of Critical Incident Meeting**

**Date:**

**Location:**

**Minutes by:**

Attendees					

A	I	C	O	CF	OG
Action	Information	Complete	Outstanding	Carry Forward	On-going

A/I	Agenda Item	Action Item	Responsible
	<p><b><u>Initial Agenda</u></b></p> <ol style="list-style-type: none"> <li>1. Apologies / Introductions</li> <li>2. Situation Report –                             <ul style="list-style-type: none"> <li>• What has happened / What is going to happen</li> </ul> </li> <li>3. Agree Aim and Objectives</li> </ol> <p><u>Aim</u></p> <p style="padding-left: 20px;">To mitigate the effects of any emergency on the academy, staff and pupils</p> <p><u>Objectives</u></p> <ul style="list-style-type: none"> <li>• Safeguard pupils, staff and visitors.</li> <li>• Alert relevant parties of an incident at the academy e.g. emergency services, Delta, parents and academy Governors.</li> <li>• Minimise disruption to the normal daily routine of staff and pupils.</li> <li>• Support staff, pupils and parents in the aftermath of an incident.</li> </ul> <ol style="list-style-type: none"> <li>4. Actions Required</li> <li>5. Next meeting</li> </ol>		

**Subject: Subsequent Minutes of Critical Incident Meeting**

**Date:**

**Location:**

**Minutes by:**

A	I	C	O	CF	OG
Action	Information	Complete	Outstanding	Carry Forward	On-going

Attendees					

A/I	Agenda Item	Action Item	Responsible
	<p><b><u>Subsequent Agenda</u></b></p> <ol style="list-style-type: none"> <li>1. Apologies / Introductions</li> <li>2. Situation Update                             <ul style="list-style-type: none"> <li>• What has happened / What is going to happen</li> </ul> </li> <li>3. Review Aim and Objectives</li> <li>4. Review Outstanding Actions</li> <li>5. Actions Required</li> <li>6. Next meeting</li> </ol>		

## Section 5: Vulnerable people at School

**Vulnerable members of the school who may need particular help during an emergency**

	Name	Reason		<u>Name</u>	<u>Reason</u>
F1			Y3		
F2			Y4		
Y1			Y5		
			Y6		
Y2					

Support Staff providing support for any named pupil will stay with and assist their charge during emergency situations. Liaise with the member of the Critical Incident Management Team responsible for vulnerable pupils. Lisa Metcalfe.



## SECTION 6: PROCEDURE FOR ACADEMY CLOSURE DURING NORMAL SCHOOL HOURS

<b>Objective</b>	Contact parents/carers and home to academy transport and request that they collect children as soon as possible.
<b>Contingency Plan</b>	<ul style="list-style-type: none"> <li>• Children to remain on site and in class room if it is safe to do so. Normal evacuation arrangements to be followed if it is not safe to do so. If necessary children to be escorted to Girlington Primary School for shelter.</li> <li>• Use Text Alert system to notify parents/carers and home to academy transport.</li> <li>• Academy Incident Manager to consider staggering parent collection time if it is safe to do so.</li> </ul>
<b>People Required</b>	<ul style="list-style-type: none"> <li>• Academy Incident Manager / Critical Incident Team to coordinate</li> <li>• Parent Liaison Officers, Hamida Majid and Christine Turasz to notify parents/carers</li> <li>• Access Text Alert system</li> <li>• Teachers / Support Staff to remain with their class</li> </ul>
<b>ICT Required</b>	<ul style="list-style-type: none"> <li>• Text alert system accessed via internet or through smart phone</li> <li>• Mobile Telephones</li> <li>• Teacher iPads</li> </ul>
<b>Information / Documentation Required</b>	<ul style="list-style-type: none"> <li>• Pupil and Staff Registers</li> <li>• Visitor's record.</li> <li>• Parent/Carer contact lists</li> </ul>
<b>People who need to be informed</b>	<ul style="list-style-type: none"> <li>• Delta</li> <li>• Governors</li> <li>• Staff</li> <li>• Pupils</li> <li>• Academy Lunch Staff</li> <li>• Any contractors due to work on the site during the period of closure</li> <li>• Pulse Radio</li> <li>• Bradford Schools Online</li> </ul>

## SECTION 7: SPECIFIC INCIDENT SCENARIOS

<b>Fire</b>	<ul style="list-style-type: none"> <li>• Follow normal Fire Evacuation procedures.</li> <li>• Do not return to school and normal duties until Critical Incident Manager or nominee directs to do so.</li> </ul>
<b>Gas Leak</b>	<ul style="list-style-type: none"> <li>• Evacuate school as per Fire Evacuation procedure.</li> <li>• Contact Northern Gas Networks and emergency services as appropriate to report.</li> <li>• Do not return to school and normal duties until Critical Incident Manager or nominee directs to do so.</li> </ul>
<b>Suspicious package/Bomb threat</b>	<ul style="list-style-type: none"> <li>• Call 999 emergency services and vacate premises as per Fire Evacuation procedure.</li> <li>• Refer to guidance and prompt cards.</li> <li>• Do not return to school and normal duties until Critical Incident Manager or nominee directs to do so.</li> </ul>
<b>Suspicious/Violent stranger on site</b>	<ul style="list-style-type: none"> <li>• Alert 999 emergency services.</li> <li>• Lock down school following lock down procedure and keep children on site unless advised by emergency services otherwise.</li> </ul>
<b>Serious/Fatal Injury</b>	<ul style="list-style-type: none"> <li>• Alert 999 emergency services.</li> <li>• Follow DELTA procedures and advice.</li> </ul>
<b>Illness outbreak</b>	<ul style="list-style-type: none"> <li>• Alert DELTA for advice and Environment Agency if appropriate.</li> <li>• Follow procedures for evacuating the school during normal hours if appropriate to do so.</li> </ul>
<b>Stray, potentially dangerous animal</b>	<ul style="list-style-type: none"> <li>• Alert Dog Warden Service or emergency services as required.</li> <li>• Lock down school until it is safe to continue with normal duties and site is safe.</li> </ul>

## SECTION 8: EMERGENCIES DURING EDUCATIONAL VISITS

The Head of Academy or his/her pre-agreed nominee should be immediately informed of any incident by the group leader.

### Initial Action by Head of Academy or Nominee

- Maintain a written record of your actions using this check list and begin a log sheet  
**Appendix B**
- Offer reassurance and support.
- Be aware that all involved in the incident, those at the academy and you, may be suffering from shock or may panic.
- Find out what has happened. Obtain as clear a picture as you can - who informed you of the incident? (Usually the group leader)
- Remind the group leader to follow the checklist for group leaders on educational visits (see **Appendix H**)
- Record the details of the off-site activity/visit during which incident occurred on the next sheet.

<b>Location and nature of activity/visit</b>			
<b>Name of person in charge of visit</b>			
<b>Telephone number(s)</b>			
<b>Number of people on the visit</b>	<b>Pupils</b>		
	<b>Teachers</b>		
	<b>Other adults</b>		
<b>Date and time of incident</b>			
<b>Location</b>			
<b>What has happened?</b>			
<b>People affected</b>	<b>Name</b>	<b>Injury</b>	<b>Where they are / will be taken</b>
<b>Emergency Services involved and advice they have given</b>			
<b>Names and locations of hospitals involved</b>			
<b>Arrangements for pupils not directly involved in the incident</b>			
<b>Name of person in charge of your group at the incident</b>			
<b>Telephone Number(s)</b>			

- Depending on the scale of the incident, consider assembling a Critical Incident Management Team to assist with the response

## Initial Action List for Critical Incident Management Team

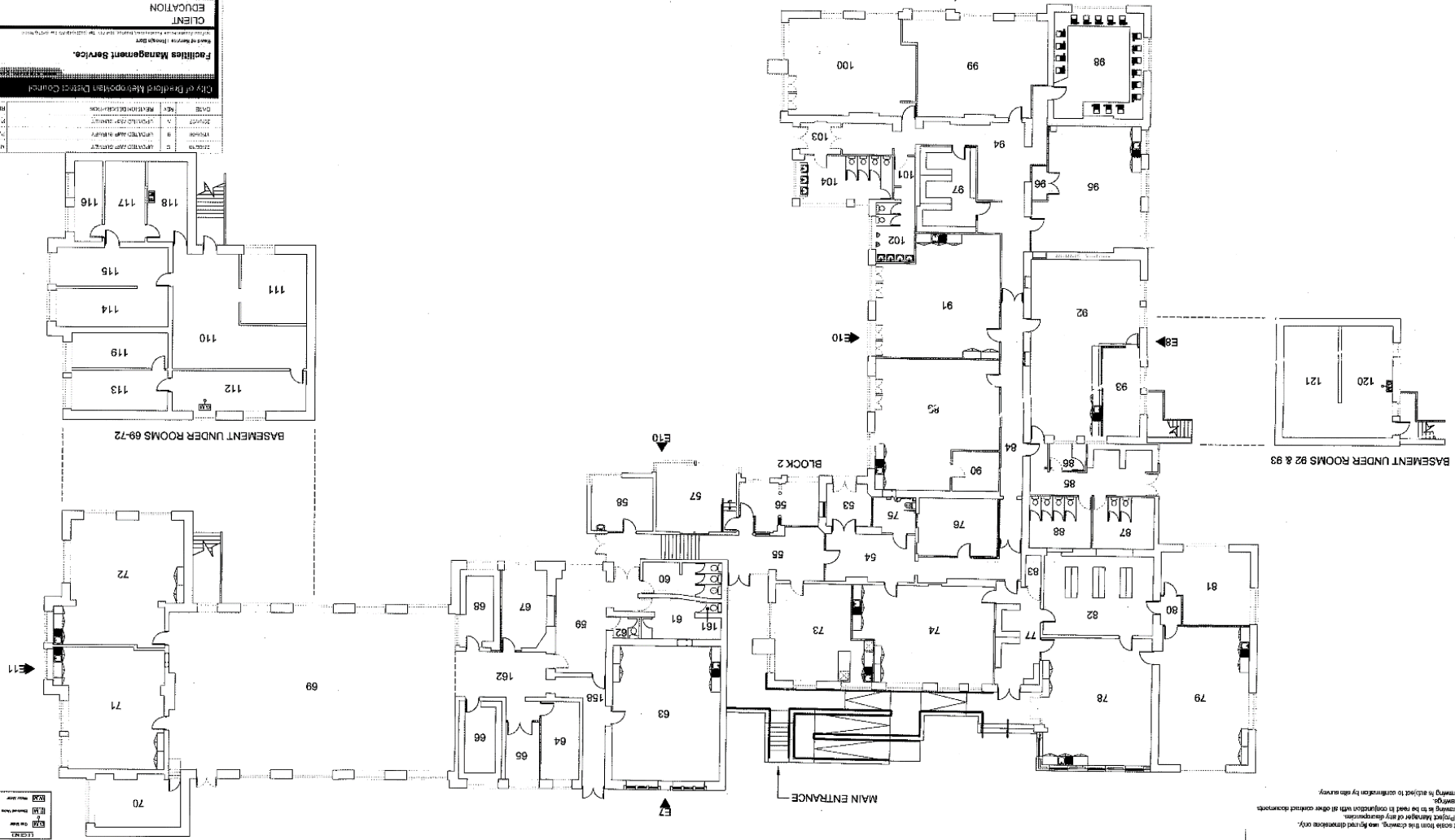
### LOG ALL ACTIONS AND DECISIONS

Action to be taken	✓ when complete
Inform academy 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 for reception.	
Immediately inform parents/carers of any injured pupils of what has happened and where their son/daughter is, recording what their plans are, e.g. to travel to their son/daughter, any assistance they need and any means of communications with them (e.g. mobile phone number).	
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/carers of any other pupils on the visit but not directly involved in the incident.	
Parents/carers should first hear of the incident from the academy (or from the party leader), not from hearsay or from the media. Information given must be limited until the facts are clear and all involved parents/carers/next of kin are informed.	
Ensure that staff are fully briefed on facts and are aware of what information can be released.	
Inform the Regional Primary Director, Delta: Gillian Wiles	
Inform the chair of governors: Mr Steve Allan	





DRAWING NO.		11/02073/2/1/0/02	
REVISION NO.	DATE	BY	CHKD BY
01	11/02/07	MS	MS
PROJECT MANAGER		PROJECT MANAGER	
FLOOR PLANS 2		FLOOR PLANS 2	
DRAWING			
PROJECT			
WHETLEY PRIMARY SCHOOL			
EDUCATION			
CLIENT			
Facilities Management Service.			
City of Bradford Metropolitan District Council			
DATE	BY	CHKD BY	REVISION
11/02/07	MS	MS	01
11/02/07	MS	MS	02
11/02/07	MS	MS	03
11/02/07	MS	MS	04
11/02/07	MS	MS	05



**NOTES**

Do not scale from this drawing. Use fixed dimensions only.

Verify Project Manager of any dimensions.

This drawing is to be used in conjunction with all other contract documents and drawings.

This drawing is subject to alteration by the owner.



## **APPENDICES**

- Appendix A** – Activation Initial Information Log
- Appendix B** – Emergency Log Sheet (Printed on Yellow Paper)
- Appendix C** – Emergency Phone Call Log Sheet (Printed on Blue Paper)
- Appendix D** – Emergency Contact List
- Appendix E** – Emergency Academy Closure
- Appendix F** – **Specific Hazards Affecting Academy Site**
- Appendix G** – Evacuation and Shelter Plan
- Appendix H** – Emergencies During Educational Visits
- Appendix I** – Guidance on Bomb Threats and Suspect Packages
- Appendix J** – List of First Aiders
- Appendix K** – List of Fire Wardens

**APPENDIX A****ACTIVATION : INITIAL INFORMATION LOG.**

<b>Name of the person informing of the incident</b>	
<b>Details of the incident</b>	
<b>Who else has been informed (e.g. emergency services etc.)</b>	
<b>Exact location of the incident</b>	
<b>Details of any casualties</b>	
<b>Any action taken so far</b>	
<b>Name of contact at the scene</b>	
<b>Number of contact at the scene</b>	
<b>What assistance is needed</b>	

**Immediately inform the Head of Academy or Nominee**

## **Appendix B – Emergency Log Sheet (Printed on Yellow Paper)**

### **How to write the log:**

- Note all relevant facts in chronological order
- Stick to the FACTS - do not include any assumptions (if you are noting down assumptions to show your reasoning for making a decision, make this 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 leave blank spaces - or if you do, rule them out with a line
- 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, then signed in full, dated and timed
- Avoid approximations and abbreviations






**Appendix D – Emergency Contact Lists**  
**Key Contractors and Suppliers 24 hour contact details**

<b>Area / System</b>	<b>Name</b>	<b>Contact telephone number</b>	<b>Contact Email Address / website</b>	<b>Password Required</b>
Text Alert Log in Details	Teachers to Parents			
DELTA ICT	Phil Thacker			
DELTA Facilities	Mark Willett			
DELTA Finance	Karen Bromage			
DELTA HR	Karen Slawek			
Delta Reception				
Environment Agency Incident Hotline				
MET Office				
NHS non-emergency				
Bradford Council				
Anti-Terrorist Hotline				
Pulse Radio				
Telegraph & Argus				
Building Alarm/Access Control	Vador			
Monitoring of building alarm	Custodian			
Key Holder Alarm Response	Select Group			
Fire Alarm faults & servicing	Ellis			
CCTV faults & servicing	DJ Byers			
CCTV Monitoring	First County			
Electrical Faults/Repairs	Ellis			
Air-con	SJ Facilities			

Heating	Ellis			
Water Hygiene	WHS			
Emergency Lighting	Ellis			
Door shutters	Shakleton			
Gas Leak	Northern Gas Networks			
Electricity Cut Out	Northern Powergrid			
Lack of Gas Supply	Northern Gas Networks			
Lack of Water Supply	Yorkshire Water			
Pest Control	Enserve			
Joinery	SJ Facilities			
Police	West Yorkshire Police			
CSC Emergency Duty Team				
Dog Warden Service	Bradford Council			

## Appendix E: Emergency Academy Closure

**Scenario:** Close academy during the normal academy day

<b>Objective</b>	Contact parents/carers and home to academy transport and request that they collect children as soon as possible.
<b>Contingency Plan</b>	<ul style="list-style-type: none"> <li>• Children to remain on site and in class room if it is safe to do so. Normal evacuation arrangements to be followed if it is not safe to do so.</li> <li>• Use Text Alert system to notify parents/carers and home to academy transport.</li> <li>• Academy Incident Manager to consider staggering parent collection time if it is safe to do so.</li> </ul>
<b>People Required</b>	<ul style="list-style-type: none"> <li>• Academy Incident Manager / Critical Incident Team to coordinate</li> <li>• Parent Liaison Officers, Hamida Majid and Christine Turasz to notify parents/carers</li> <li>• Access Text Alert system</li> <li>• Teachers / Support Staff to remain with their class</li> </ul>
<b>ICT Required</b>	<ul style="list-style-type: none"> <li>• Text alert system accessed via internet or through smart phone</li> <li>• Mobile Telephones</li> <li>• Teacher iPads</li> </ul>
<b>Information / Documentation Required</b>	<ul style="list-style-type: none"> <li>• Pupil and Staff Registers</li> <li>• Visitors Record</li> <li>• Parent/Carer contact lists</li> </ul>



<b>People who need to be informed</b>	<ul style="list-style-type: none"><li>• Delta</li><li>• Governors</li><li>• Staff</li><li>• Pupils</li><li>• Academy Lunch Staff</li><li>• Any contractors due to work on the site during the period of closure.</li><li>• Pulse Radio</li><li>• Bradford Schools Online</li></ul>
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## **Appendix F – Specific Hazards Affecting Academy Site**

**Currently N/A**

**To be reviewed annually.**

**Appendix G – Evacuation and Shelter Plan**

**PRE-IDENTIFIED LOCATION FOR SHELTER  
DURING A PROLONGED ACADEMY  
EVACUATION**

Arrangements have been made to shelter at the following Academy (or other identified buildings):

- Girdlington Primary School. Girdlington Road, Bradford. BD8 9NR. Telephone Number 01274 493543

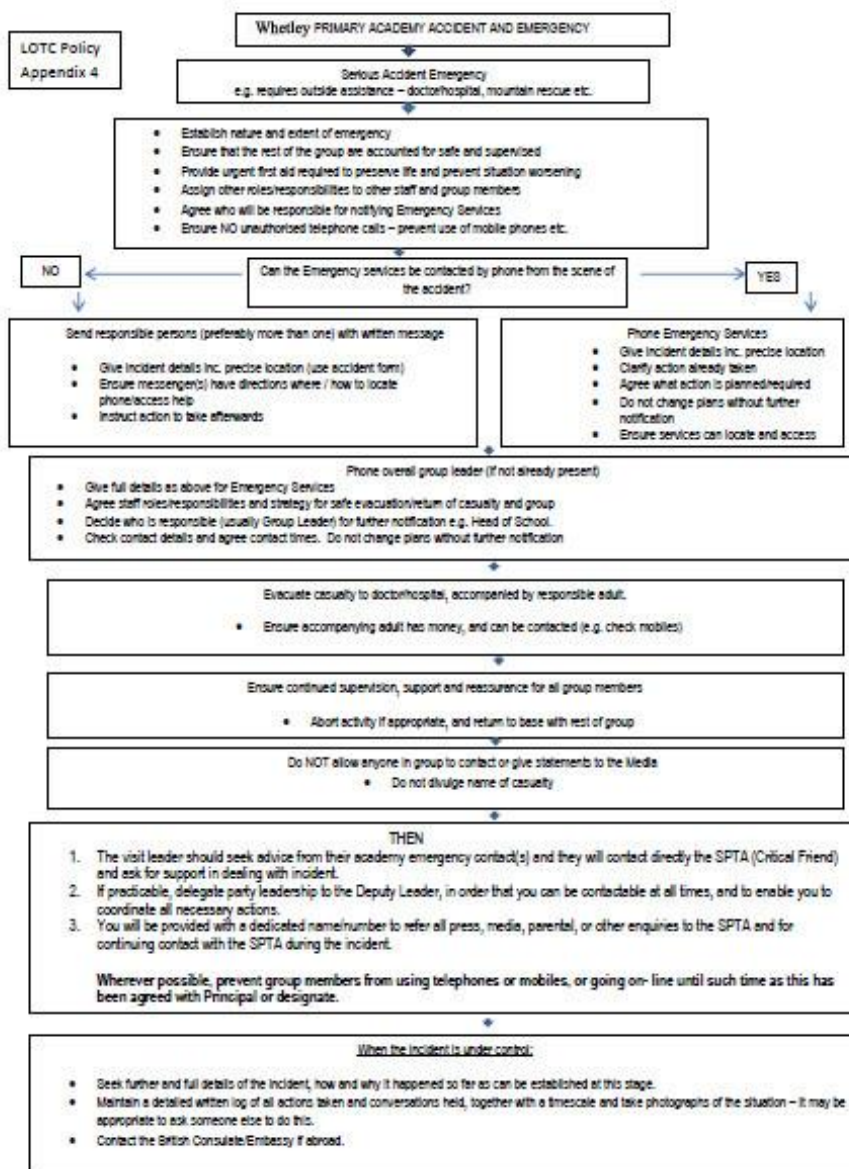
Directions: Turn right onto Whetley Lane.

Turn right onto Willow Street

Turn right onto Girdlington Road.

Girdlington Primary School is on your right.

## **Appendix H - Checklist for Group Leaders on Educational Visits**



Ascertain if there are any witnesses

Inform Head of Academy/member of Senior Leadership Team (at the academy) as soon as possible. Complete **Appendix B** Emergency Log Sheet of Critical Incident Response. Give as much of the following information as possible:

- date, time, location and nature of incident
- names of those involved
- details of any injuries.
- actions taken.
- contact point to be used

## Appendix I – Bomb threats and Suspect Packages

## Bomb threat prompt card for reception staff

Action to be taken	✓ when complete
Stay calm	
Make a note of: <ul style="list-style-type: none"> <li>• the exact time of the call</li> <li>• the caller's sex and approximate age</li> <li>• any accent the person has, or any distinguishing feature about their voice e.g. speech impediment, state of drunkenness etc.</li> <li>• any distinguishable background noise</li> </ul>	
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"> <li>• Where is the bomb?</li> <li>• What time is it due to go off?</li> <li>• What kind of bomb is it?</li> <li>• What does it look like?</li> <li>• What will cause it to explode?</li> <li>• Why are you doing this?</li> </ul>	
Dial 1471 - you may get the details of where the phone call was made from, especially in the case of a hoax caller	
Report the call to the police on 999 and the Head of Academy/nominated deputy immediately. 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 academy, follow the same procedure - report the call immediately to the police on 999, and then notify the Head of Academy.	

## **Appendix I (continued) Guidance on suspect 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 suspect 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:**

- 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 Academy/Nominee 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:**

- 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 Academy/Nominee immediately

### **The Head of Academy/Nominee should then:**

- 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
- If anyone is experiencing symptoms of chemical exposure (e.g. streaming eyes, coughs and irritated skin) seek medical attention immediately

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

- remain calm
- do not touch eyes, nose or any other part of the body

- wash your hands in ordinary soap where facilities are provided

## Appendix J – List of First Aiders

### **PAEDIATRIC 2 DAY FIRST AID COURSES June 2017**

Sobia Ahmed	Tracey Briscoe
Saima Begum	Shamim Hussain
Zenham Bibi	Shahnaz Bibi
Nargis Ijaz	Alia Bano
Ifrah Kauser	Sharon Robertshaw
Alex Lever	Nazia Parveen
Amina Khan	Amrish Hussain
Suhaib Khan	Adele Bahan
Christine Turasz	Rabia Begum
Maz Mussa	Sunwar Bi
Parveen Akhtar	Fahmida Fahima
M'd Shakir	Shazia Parveen
Irma Facunova	Zaitoon Hamid
Jana Cabalova	Taj Aziz
Abida Parveen	Subea Kousel
Katie Gavins	Pam Green
Shareen Razaq	Arif Zaman
Sarah Dunn	Zebeda Masood
Kiran Kaur	Neeshaw Qusar
Ina Veretina-Chiriac	Hamida Majid
Mandy Gill	Aneela Mahmood
Zulekha Hussain	Stacey Murray
Raj Rani	Shaheen Iqbal
Maxine Reynolds	Parveen Kauser
Naheeda Rashid	
Michael Rayner	

## **Appendix K – List of Fire Wardens and Date of Training**

Name	Role	Date of training
Mrs Donna Brown	Head of Academy	18.10.16
Miss Rebecca Stansfield	Assistant Principal	18.10.16
Mrs Gail McAllister	SEND Lead	18.10.16
Mrs Lisa Metcalfe	Child Protection Lead	18.10.16
Mr Kevin Porter	Site Manager	18.10.16
Mr Suhaib Khan	Behaviour Lead	18.10.16
Mr Muhammed Shakir	Nurture Mentor	18.10.16
Mr Steve Curtis	Compliance and Facilities Lead	18.10.16
Mrs Kiran Kaur	Senior First Aider	18.10.16