



Hurlingham School Emergency Plan

122 Putney Bridge Road, London SW15 2NQ

Tel: 020 8874 7186

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 describe the locality in general, especially with regards to key locations.
- To describe the school geography in detail, especially with regards to key locations.
- To identify key responders (and deputies) including the 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.
- To ensure that the school acts in a lawful manner

Person responsible for updating this plan:

The School Principal, Fiona Goulden

**Critical School Contact information:
(Name and 24 / 7 contact details).**

Head: Mr Simon Gould	07773 392088
School Principal: Mrs Fiona Goulden	07956 321778
Deputy Head Mr Paul Swinden	07587 025293
Heads of Section:	
Mrs Sarah Moy	07740 871895
Miss Katy Pickford (also Acting Deputy Head for Teaching and Learning)	07760 430215
Systems Manager Mr Matt Curtis	07866 747440
Caretaker: Mr Hamdane Bouzid	07814 3118450
School Secretary: Christina Costanzo	07730 553735 02392 045408

Types of Emergency which may trigger the activation of the Plan

A major emergency in a school can arise out of many different events,

- 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

<p>e.g.</p>	<ul style="list-style-type: none"> ▪ 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 ▪ Epidemic (e.g. meningitis, legionnaires disease, flu) ▪ The death or major injury of a child or staff member ▪ 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. <p>Such events could be:</p> <ul style="list-style-type: none"> ▪ 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 <p>The main threats are perceived to be:</p> <ul style="list-style-type: none"> ▪ 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.
<p>The plan will be activated under the following circumstances.</p>	<ul style="list-style-type: none"> ▪ On activation of the fire alarm ▪ On receipt of a telephone call by the emergency services. ▪ On being informed of a bomb threat. ▪ On being informed of an external threat. ▪ On being informed of an intruder within the school. ▪ On being informed of a sudden illness in the school. ▪ On being informed that a pupil may have gone missing/been abducted. ▪ On receipt of information that the head teacher considers the plan to be activated.

Number of staff employed at school: 74	Number of pupils on roll: 345		
	Pupils are all able bodied. None of the current pupils have physical disabilities although a pupil in reception with dwarfism may need special assistance from his form teacher or assistant.		
Are accurate names, addresses, and telephone numbers held for staff, governors and pupils?	<u>Yes/No</u>	Contact details updated:	Initially by 04/06/2020 and revisions to be completed by: 10/09/2019
Who is responsible for updating the contact details in the database?	The School Secretary: Mrs Christina Costanzo		
When appropriate, pupil records contain details of court orders and those who may not be approached by named individuals.			
How will Parents be kept informed of school closures and re-openings?	<p>Step 1: SMS Text alert (to all contacts on database)</p> <p>Step 2 (in the event mobile phone networks are not functioning): Initiate telephone cascade by calling Parent Form Reps.</p> <p>Step 3: Upload information on 'News' section on the Home Page of School website if possible giving expected time of future updates.</p>		
The following addresses / contact details of important local institutions in the school neighbourhood:	<p>Police / Fire / Ambulance: 999</p> <p>Wandsworth Council's own 24 hour emergency control : 020 8871 6900.</p> <p>Wandsworth Children's Specialist Services: 020 8871 6622; out of hours : 020 8871 6000</p>		
Who holds copies of the Emergency Plan?	Head, School Principal, School Secretary.		
Inventory of useful resources Medical Room next to school office First Aid boxes on each floor First Aid bags for Park and sport Individual emergency packs for code red children in steel cabinet in medical room Bottled water Torches (school office and carpark)	First Aiders Most members of staff are trained in first aid. Main Appointed First Aider: Christina Costanzo		
Are contact details for outside agencies including the LA current and readily available?	Yes		
The locations of the following (for clarification see site plan):			
Water cut off valve:	Main Building: Tank Room in Basement (Door code 4076X). Turn the switch on the pumps to OFF.		

	Arts Centre: Girls toilets under sinks and Basement boiler room (both must be turned off). Padlock code 12490
Gas mains valve:	Main Building: Tank Room in Basement (Door code 4076X). Emergency Stops in Tank Room, Kitchen, Top Floor Plant Room. Activating the Fire Alarm automatically cuts off gas. Arts Centre: Front of Arts Centre under stairs cupboard
Electric meter:	Main Building: Electric Cupboard in the Car park situated behind the lift shaft (Door code 1650X) Arts Centre: Front Lobby of Arts Centre to right of entrance into main hall behind central white door. Pull lever out and down to shut off all electricity to building.
First incoming telephone point:	Main Building: School office Arts Centre: Entrance lobby and at top of stairs outside art room.
Car Park	There is a clearly labelled key on the keyboard outside the Principal's office which can be used in the closing mechanisms of the school car park gates do that the gates remain open.
Known Risks in the community:	
<ul style="list-style-type: none"> • Strangers encroaching upon school grounds • Severe traffic congestion in the vicinity of the school following a road traffic accident which may delay children and staff getting to school or leaving at the end of the day • Acts of terrorism • Contagious illnesses (meningitis, flu pandemic, COVID-19 etc) 	

What are the pre-planned arrangements for the following:	
Evacuation routes:	<p>Main Building Exterior fire escape stairs Main Staircase / Avenue / Playground</p> <p>Arts Centre Fire escape staircase from Art room, double doors at front, side door to passageway.</p>
Assembly points:	<p>Back wall of Playground</p> <p>In the event of a real emergency – the mews behind school (accessed through Adventure Playground)</p> <p>Bomb/explosion (gas) threat in school building: Wandsworth Park – moving to Brandlehow School</p>
Disabled evacuation routes:	As above using evac-chair or wheelchair.
Loss of premises:	<p>Short term arrangements, 1 day to 12 weeks: Children to remain at home and receive instruction electronically</p> <p>Long term arrangements, over 12 weeks: Proprietors and school insurers to locate temporary alternative premises</p>
Loss of water supply:	<p>Short term arrangements, 1 to 5 days: First day: use emergency bottled water supplies for drinking; use water resources in tanks for hygiene Second day onwards: children to remain at home and receive instruction electronically</p> <p>Long term arrangements, over 1 week: Children to remain at home and receive instruction electronically</p>
Loss of electric supply:	<p>Short term arrangements, 1 to 5 days: First day: Emergency call to National Grid; school functions as near normal as possible but for no longer than 6 hours from time of fault (battery backup on fire alarm); children sent home to receive instruction electronically Second and subsequent days: Emergency generators to be hired and working on site if practical. If this cannot be arranged, then children to continue to receive instruction electronically.</p> <p>Long term arrangements, over 1 week: Emergency generators as above</p>
Loss of gas supply:	<p>Short term arrangements, 2 to 5 days: Cold lunches to be provided</p> <p>Long term arrangements, over 1 week: See above</p>
Loss of Communications:	Firefly as first port of call for all emergency communication. If

	this fails, various other means can be used: Website, text messaging, landline telephones, mobile telephones. Most of our parents are local so an enquiry desk in The Avenue could be set up.
Deliberate act of violence:	Aggressive intruder: Contact emergency services; children to stay in classrooms; all staff who are not based in classes to attempt to isolate intruder in a self-contained space (eg dance and drama studio)
Bomb threat or act of terrorism:	For external threat: activate intermittent bell and assemble pupils in main hall For internal threat: follow fire evacuation procedures immediately to Mews behind school
Death or serious injury:	See outings and medical policies for immediate action In the following days, offer Counselling and support to all those affected, as necessary.
Statutory Reporting Requirements In line with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and Health & Safety at Work (HSAW).	
Large clusters of localised human to human viral infection – likely Epidemic	See Pandemic and Meningitis policies
What are the pre-planned arrangements for the following Severe Weather events:	
Flooding:	Internal flooding: isolate water supply as above External flooding: close the car park and Arts Centre building (Main School building is significantly above street level)
Heat wave:	Air conditioning throughout building All children must wear sunhats when outside; Sun cream to be applied to all children (unless parents have specifically objected). Parents sign agreement that cream will be put on at home before school; top-up hypoallergenic and coloured cream to be supplied by school throughout the day. All pupils to have access to drinking water.
Snow:	Do we have sufficient supplies of salt: Yes The following site pathways and areas requiring salting: Car park ramp, front ramp and steps, side passage outside kitchen, Fire escape staircase, stairs down to nature garden, Arts Centre garden and side passage, Arts Centre front garden & fire escape.
Arrangements for the management of young people and staff involved in visits and off-site activities:	
Off-site visits information	See Educational Visits policy

Emergency Procedures	
Phase One During School Day	Full emergency evacuation procedures are in every staff handbook, and displayed in each room.
1. If evacuation is not necessary but teachers need to be advised to check the pupils in their class and be on high alert. The 'Miss Whitehead is visiting' phrase will be communicated to all members of staff.	School Secretary, Head, Deputy Head, Member of the SLT or School Principal UNDER REVIEW Additional and revised 'lock-down' protocols are due to be discussed and introduced during the course of the Autumn term 2020.
2. If evacuation is necessary, hit a fire alarm call point; If assembly in main hall is necessary, contact Principal, Head or School Secretary to activate intermittent bell	Various locations of fire alarm call points; intermittent bell trigger in school office
3. Contact fire brigade/ police/ ambulance as necessary, give precise details	School Secretary, Head, Deputy Head or School Principal
4. All personnel evacuated to assembly point - roll call taken (visitors)	All Staff
5. Receive emergency services, and direct towards problem on arrival	School Secretary, Head, Deputy Head or School Principal
7. Administer first aid (if required)	First Aid trained staff
7. Shut down electricity and gas (and water)	School Caretaker, School Principal or School receptionist with Fire Brigade

Phase One If fire or burglar alarm sounds outside school hours	
1. On receiving call from monitoring station	Emergency key holder
2. Contact School Principal or School Director	Emergency key holder
3. Arrive at School – call police, fire brigade or ambulance as necessary	Emergency key holder
4. Communicate with Fire Brigade– direct to problem	Emergency key holder
5. Shut down electricity, gas and water	Emergency key holder
6. Contact Head	Emergency key holder / School Principal / School Caretaker

Emergency Procedures	
Phase Two	
During School Time and Outside School Hours	
1. Fire Officer advise on state of buildings	Caretaker / School Principal /Head
2. Decide on best course for students	Head
3. Protect rest of school, staff, visitors	Head

Emergency Procedures	
Phase Three	
Set up Disaster Recovery Team meeting:-	
<ul style="list-style-type: none"> ➤ Head – coordinator; press spokesperson. ➤ Heads of Section- pupil welfare. ➤ Deputy Head, Receptionist, Admissions Secretary– parental liaison, pupil contact details, communications, Relatives Enquiry Team. ➤ Principal- external contacts with insurers. ➤ School Secretary and Caretaker – external contacts - emergency services. ➤ Systems Manager – website infrastructure. 	

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

Processes are in place for continued learning during a prolonged emergency:	
Electronic teaching platform:	All form teachers have a folder of work to be emailed to pupils in their class in case the school is forced to close.
Alternative school premises:	To be located by Proprietors and School Insurers should the need arise.
What are the pre-planned arrangements for safeguarding pupils and adults at risk during an emergency?	
Good knowledge of evacuation routes.	
Contact details for all parents in the event of evacuation which means we can't return to the building.	
Crisis management plan.	
Reciprocal arrangement with Brandlehow School, Brandlehow Road, Putney, London SW15 2ED	
(Tel: 020 8874 5429. Fax: 020 8875 9502 email info@brandlehow.wandsworth.sch.uk .)	

1. DRT Responsibilities

a. DRT Members

i. Head

- Command and manage the DRT.
- Brief DRT on a regular basis.
- Inform and brief the Chairman on the incident.

ii. Head

- Prepare initial holding statement and later press releases (in conjunction with emergency services).
- Provide primary contact with media.
- Arrange press conferences.

iii. Heads of Section

- Co-ordinate the provision of welfare assistance in school and to external locations (hospitals etc)
- Liaise with hospitals, ambulance service etc.
- Arrange counselling for staff and students (if required).
- Liaise with GPs, environmental health on medical issues (such as decontamination of kitchens etc).

iv. Deputy Head, Receptionist, Admissions Secretary

- Liaise with and brief the school Relatives Enquiry Team.
- Locate personnel records of affected students.
- Brief staff on the incident.

v. Head

- As a point-of-contact for the media and provide liaison with the nominated school spokesperson.
- Provide basic facts on school
- Monitor broadcasts and press.
- Provide advice to staff and students on dealing with the media

vi. Principal - Legal, Insurance, Finance Rep

- Liaise with the Insurance Section and Lloyds Bank
- Preserve evidence and prepare for later inquiries.
- Organise replacement equipment, and secure storage of salvage.
- Account for costs.
- Liaise with contractors and Surveyors.
- Ensure that the school buildings and grounds are secure.
- Ensure safety of staff and students in school grounds.
- Ensure that all visitors to school are met and escorted

vii. School Secretary

- Maintain a record of communications made and actions and decisions taken by the DRT.

- viii. Collator/Recorder
 - Assemble, preserve, catalogue and disseminate all relevant documentation.
- ix. Caretaker
 - All aspects of premises management including perimeter security.

2. Initial Information Requirements

- Nature of the incident.
- Exact location and time of the incident.
- Number of casualties and details of injuries etc.
- Names and home numbers of those involved.
- Emergency services involved.
- Actions taken so far.
- Location and telephone number of where the call is being made from.
- Any media response.
- Name of person who took the initial call, and time the initial information was received.
- Head makes decision to activate plan.

3. Template for DRT Meeting Agenda

a. Situation

- What happened, when, where, why (if known).
- Details of actions presently being taken, including other parties involved
- Numbers of, name, injuries, present location of all casualties, and details of those not accounted for.
- Total number of persons involved and total known to be safe and their present location.
- Details of any visitors or contractors involved.
- Estimate of immediate effect on the school.
- Estimate of obvious weaknesses in the response.
- Details of additional support immediately required.
- Dedicated numbers for communications including fax, mobiles and emails.
- Deployment of additional resources to the scene with communication links.

b. DRT Details

- Composition of the DRT
- Location of the DRT
- Responsibility of recording details of the incident

c. Liaison Requirements Contact arrangements are required for the following:

- Scene of incident
- Emergency services
- Parents
- Governors
- Media
- Hospitals
- Neighbouring premises
- Suppliers/contractors who also may be affected
- Associated schools

d. Pupils, Parents and Staff

- Locate personnel records.
- Flow of approved information to all including relatives.
- Accounting for persons who are missing and injured, requesting police assistance to inform Next of Kin (NOK).
- Informing parents of persons who are safe and collection actions.
- Reception, welfare and rehabilitation requirements.
- Advice regarding enquiries from the media.
- Advice regarding giving evidence.

e. Media Issues

- Briefing of and liaison with PRO.
- Monitoring of press and media broadcasts.
- Advice to staff, pupils and dependants regarding the handling of media enquiries.

- Hosting and escort arrangements for visiting media.
- Briefing of other sites to which enquiries may be directed.
- Rehearsal of spokesperson
- Audio recording of interviews, press conferences etc.

f. School Communications

- Enquiry lines, parents/relatives, media, others and manning requirements.
- Operational lines with no public access
- Fax machine with telephone attached
- Mobile communications for liaison personnel
- Redirection of mail
- Portal maintenance

g. Financial Issues

- Accounting for costs of incident.
- Funding of victims and their dependants' immediate requirements.
- Sources of additional funds.

h. Insurance Issues

- Inform Insurance Company

i. Legal issues

- Beware admission of liability, allocation of blame
- Obtain copies of any contracts / trading conditions that may be relevant

j. Medical Issues

- Independent advice
- Liaison with hospital, GPs, Environmental Health Officers
- Decontamination (kitchens etc).

k. Administration

- Security of site, meeting rooms, records, salvage and replacement materials (high vulnerability to theft after replacements are made)
- Emergency power and lighting.
- Making place safe or cordon off unsafe areas.
- Controlled re-occupation.
- Alternative accommodation and facilities.
- Catering
- Transportation
- Overnight manning
- Off-site storage of records and plans

l. Recovery. In liaison with the City Surveyor and other CLC departments, and at an early stage, appoint a separate team to look at recovery arrangements, which will include many of the items listed above including:

- Clean-up/disposal of waste (consider evidential requirements).
- Inventory damage.
- Prioritise the clean up/recovery.
- Welfare and counselling arrangements.
- Funding of victims' or dependants' immediate requirements.
- Attendance at funerals, purchase of wreaths.

4. Equipment and Records.

Facilities required at the CMT meeting room and alternate location, including databases, alternate communications, local and site maps with key locations

5. Relative Response Guidelines

The Aims of the Relatives Enquiry Team

- To draw calls away from other locations.
- To give assurance to callers.
- To ensure that external callers are dealt with in a professional and caring manner.
- To control the release of factual and approved information.
- To gather information from relatives.
- To provide welfare assistance if required.

General Guidelines in Replying to Phone calls

- Be considerate and caring
- Be calm and controlled.
- Be prepared to listen to concern and do not interrupt.
- Ensure that your tone of voice is comforting not patronising.
- Do not offer to call people back. Ask them to ring you in an hour, explain that you are very busy and that there are a number of relatives who will be waiting to call the team. Avoid attempts at reassurance (if you don't have confirmed information).
- Be patient and methodical.
- Reassure them that the school and the emergency services are doing all they can to respond to the emergency.
- Keep a record of all calls, and what was said on the calls.
- Ask them to stay on the number that they are on, or suggest that they move to a friend or relatives house for support (if they do, ask them to call in and let you know the new telephone number).

DO'S AND DON'TS

DO

- Only give approved confirmed information
- If in any doubt about any caller or your response, consult the Team Leader
- Give your name if asked
- Say that you are an authorised spokesperson if asked.
- Assume everything you say will become public knowledge
- Defend the School at all times
- Take a break if you are feeling over-stressed
- Refer the calls from the media to the Media Team

DO NOT

- Do not lose your temper
- Do not speculate
- Do not give out unofficial information
- Do not withhold any publicly available information

Date: January 2011

Date of last Review: September 2021

Date of next Review: September 2022 (or before, subject to the outcome of the enquiry into fitting a personal address system throughout the Prep-School which would result in changes to our 'Lock-down' and 'Invacuation' procedures.

Draft to be circulated to the Health and Safety Committee on 04/10/2021 for approval.

Useful Contacts

Please keep the checklist that follows in an accessible location within the school. Copies should also be available to members of the senior management team at home, in case of a school-based emergency out of hours.

Service	Name	Responsibility	Email 'Telephone No.
Wandsworth 24 hour emergency control			020 8871 6900
Director of Education			020 8871 7890
School Link Educational Psychologist			020 8871 8744
Insurance Company Royal Sun Alliance Policy no: RTT101454			08456 770677
London Emergency Services Liaison Panel			www.leslp.gov.uk
Wandsworth Council Environmental Health			020 8871 6000
Health Authority Communicable diseases			020 8871 6000
Wandsworth Primary Health Care Trust			www.wandsworth-pct.nhs.uk
Environment Agency (flood information, etc)			www.environment-agency.gov.uk
Principal Educational Welfare Officer			020 8871 7961
Emergency Planning Officer			020 8871 6073
Principal Educational Psychologist			020 8871 8744
Director of Social Services Wandsworth Children's Specialist Services:			020 8871 6622 out of hours : 020 8871 6000