



The purpose of this plan is to ensure that the people in Springmead School know what to do when there is a non-fire emergency. This could include: building collapse, threatening phone call, bomb scare, intruder scare, poison chemical, electrical/ gas incident. **Senior Management Team to meet in the meeting room as soon as possible.**

In such circumstances the senior management team would quickly need to make a decision as to whether to evacuate (in most instances) or protect children and staff by staying in the building but moving away from windows if necessary.

Non Fire Emergency Plan

Non-Fire Evacuation Procedure

- 1. Siren Alarm sounded (if appropriate) or verbal warning to each class**
- 2. Evacuate the building as per Fire Plan if appropriate.**
- 3. When all congregated and accounted for, if appropriate, move children and staff down to Village School. (a reciprocal arrangement is in place).**
- 4. The administrator will take Registers, emergency folder (kept in office near registers) with contact details, first aid kit and emergency medication with staff and children.**

Emergency Lock Down

In the event of there being a dangerous person in the vicinity of the school the senior manager/management team will contact 999 and seek advice. Whilst advice is being sought children will be kept in the building in as safe a place as possible. We will sound air horns around the building to alert staff to round up children and keep them away from windows and barricade into the most appropriate spaces.

The plan has been divided into three sections which are outlined below and which cover three phases of the plan as follows:-



- **Pre-Planning for a Disaster**
- **During and Immediately following the Disaster**
- **After the Disaster and Returning to Normal Operation**

Pre-Planning:

- 1) **Assessment of likely disaster scenarios as seen on front page.**
- 2) **Organisation of Disaster Co-ordinating Committee and roles:**
The Committee will comprise the following people:-
 - The Principal (co-ordination and spokesperson)
 - The Deputy Principal (logistics and recording of event)
 - Nursery Manager (health and safety and first aid)
 - The Bursar (site safety and rebuild)
- 3) **Location of shut-off valves/main switches etc:**
The location of these valves and switches is known to the maintenance staff and are recorded at the back of this plan.
- 4) **Important telephone number lists:**
Lists are attached to this plan for the following:
 - Assistance for recovery – list and numbers
 - Staff and Child contact details sent termly via email to the SMT
- 5) **Package for Fire & Rescue Department:**
A package with the details of layout of buildings, location of flammable substances and chemicals, location of isolation points in all buildings has been drawn up and is attached to this plan.
- 6) **Fire Prevention Equipment:**
Fire extinguishers are serviced annually under contract and staff are familiar with the operation of these items. Fire Doors are kept closed and regular checks on these are undertaken by Maintenance lead Andy Gulliford.
- 7) **Evacuation Drills:**
Drills are carried out termly as Fire Drills. These are recorded in the Fire Log and will be satisfactory for use in a Disaster Situation. Drills are carried out with primary routes blocked in order to anticipate a situation whereby primary routes are not available.
- 8) **School Records:**
A back-up of all computer records is taken and a copy is kept off site by Carol May.



9) Health & Safety:

Procedures are up-to-date and staff are all familiar with Risk Assessments and Safe Procedures.

During the Disaster:

1) The Disaster Co-ordinating Committee will assemble in one of the following areas by priority:

- Management Office
- Bursar's House - 26 Wayside Close, Frome, BA11 2DL

Telephone contact will be maintained via the land line if possible or mobile phone if the land line is not operational. Management teams to take mobile phones.

2) Communication

- a) Emergency Services will be summoned by the Principal (or deputy in her absence) – Fire and Rescue package will be available. Details of people not accounted for will be given to the Fire & Rescue Service by the Principal following information received from staff from the Evacuation of the buildings.
- b) Parents – The Deputy Principal will co-ordinate notification to parents using the School's Telephone or mobiles or by taking up position in the playground to advise parents of the situation when they arrive at School to deliver or collect their children.
- c) Media – The Principal will co-ordinate any contact from and with the media to ensure that a fair and true picture of events is conveyed. A prepared statement will be available for The Press.
- d) In extreme circumstances a muster point for media briefings will be set up .The muster point will be in the car park of the Village Hall.

3) Securing Site/Buildings:

The Maintenance lead, assisted by others as required, will ensure that the following are carried out:

- a) Dangerous areas will be cordoned off to prevent any injury to people who might stray into areas affected by the disaster.
- b) Gas/electric/water services will be isolated if possible and as appropriate.
- c) Chemicals will be contained as necessary to prevent any contamination.
- d) Dust – spread of this will be monitored carefully to ensure that any toxic substances (e.g. asbestos) do not cause contamination.

4) Pupils:

SPRINGMEAD SCHOOL DISASTER RECOVERY PLAN



- a) Location during emergency – Pupils will assemble in Back garden, Hall or Classrooms and await further instructions.
- b) Accounting for the pupils will have been taken care of with the Evacuation Procedure.
- c) Winter – provision of moving children to village school or village hall.
- d) Temporary accommodation is covered in a) above or c).
- e) Refreshments will be organised by the Kitchen staff if possible in the kitchen if intact, with the alternative of outside catering facilities being called in.

5) First Aid Facilities:

- a) Location of First Aiders – These will assemble at the main assembly point for instructions from Nursery Manager.
- b) Temporary medical point – this will be set up and organised by Nursery Manager. A suitable room will be used.
- c) Liaison with paramedics and the Ambulance Service will be co-ordinated by Nursery Manager.
- d) Parents of children involved in any major incident may need support. Nursery Manager will designate members of the teaching staff available to offer help .

6) Record of Events:

The Deputy will keep a Record of Events log to enable the sequence of events to be confirmed in detail to outside agencies if required. To assist this Record of Events, photographs will be taken if practical and possible.

All staff involved in any incident must keep a record of events as they unfold and hand them back to the Deputy so that a full record as possible of the events is available.

7) Immediately following disaster:

- a) Insurance Company/Loss Adjuster – The Bursar will contact the School's Insurance Broker to set the wheels in motion to arrange a claim etc. The following information will be provided if possible:
 - Exact location of Incident
 - Time of Incident
 - Details of the circumstances giving rise to the Incident
 - Extent of damage
 - Present situation
 - Name and telephone number of contact person on site
- b) Temporary Services – reconnection of services damaged or destroyed by the disaster will be arranged by the Maintenance lead under control of the Bursar.
- c) Secure site/buildings - The Maintenance lead under control of the Bursar, will ensure that the site and any buildings are secure to ensure that unauthorised access cannot be gained.

SPRINGMEAD SCHOOL DISASTER RECOVERY PLAN



- d) Temporary Repairs – Builders and any other contractors will be contacted, following approval from the School’s Insurance Company, to carry out temporary repairs to enable buildings to be reused as soon as possible. A list of telephone numbers of suppliers of relevant services is attached to the back of this plan.

Returning to Normal:

- a) Temporary Buildings – The Bursar will arrange for temporary classrooms to enable teaching activities to restart in order to resume operations.
- b) Temporary Services – Heat/Light/Power. The Bursar will arrange these along with the temporary buildings.

Distribution and Storage of Plan:

Copies are held by the following people and in the following areas:

- At the home of each member of the Disaster Committee
- A master copy is held in the School Office

Telephone Numbers to Assist Recovery:

Emergency Services – 999
Madeleine Taylor (Principal) – 07713267627
Sally Cox (Deputy Principal) - 07919050472
Shirley Offer (Nursery Manager) - 07835532442
Michael Mori (Bursar) - 07846037623
Andy Gulliford (Maintenance Lead) - 07815154886
Village Hall – 01373 830949
Village School – 01373 830438
Mendip Council - 0300 303 8588
Insurance Company -

Location of Gas, Water and Electricity Isolation

Gas

1. Above kitchen door
2. Outside Sally Cox’s Office
3. Sensory Garden

Water

1. Bottom of front drive for whole building
2. Or Pantry

Electrics

1. First Floor Central Landing