



**CARISBROOKE HIGH SCHOOL
EMERGENCY PROCEDURES**

1. Introduction

- 1.1 This guidance is specific in dealing with the occurrence of an emergency situation within the boundaries of the school site or surrounding area, or in event of severe weather conditions that could be hazardous to the school population and result in school "lock-down" or closure.
- 1.2 This guidance does not deal with fire or bomb evacuation or procedures as more specific guidelines have been prepared for these occurrences which are available on request.
- 1.3 Staff must familiarise themselves with the contents of these guidance notes and ensure that they comply with any duties and/or procedures contained within the document. Further clarification or direction on any duties or procedures contained within this guidance note can be obtained via the Business Operations Manager.

2. How to report emergency situations

- 2.1 Emergency situations should be reported directly to the duty receptionist by using an internal phone, mobile phone (using the schools external number 01983 524651) or when no other means is possible via email.
- 2.2 When reporting a potential situation state your full name, job title and location on-site. Then provide detail of the situation, the location and any personnel who are potentially in danger as a result of the emergency.
- 2.3 On receipt of an emergency being reported the duty receptionist will notify senior members of staff to investigate the situation and where necessary the decision to raise an alarm will be made.

3. Action to take on hearing the alarm

- 3.1 The emergency notification alarm consists of 2 short rings followed by a pause and then a further 2 short rings.
- 3.2 On hearing the emergency notification alarm staff should ensure all students are inside the classroom with the door closed. Staff should endeavour to ensure that all students remain calm and quiet. Where possible students should be instructed to sit at their desks and stay away from the windows and doors, students should not be allowed to leave the classroom until further notice.
- 3.3 Staff must logon to the nearest computer where further information regarding the specific reason for the alarm and any additional guidance will be provided via email. Should email be unavailable due to system failure, the member of staff should seek advice from the adjacent classroom but should not leave the locality of the students in their care.
- 3.4 Once further details have been provided staff should immediately act upon the guidance being mindful that the safety of the students within their care and for themselves should be their main priority. Staff should continue to check their email in case the situation develops further.

- 3.5 To notify all personnel that the situation has been resolved a single change of lesson bell will sound, all personnel should then return to their normal school timetable or work practices.
- 3.6 Should an emergency situation be escalated to an evacuation the alarm will sound and standard fire and bomb evacuation procedures should be followed.

4. Specific types of emergency situations

- 4.1 There is no exhaustive list of potential situations that could occur during a school day, however the following details some of the anticipated issues that could lead to school closure and in some cases may result in the prevention of personnel traversing the school site until the situation is resolved.

4.2 Danger posed by intruder on-site

In the event that an unauthorized person is observed, request that the intruder sign in at reception. However only intervene if it is safe to do so, do not force the issue if the intruder refuses. Identify other members of staff or possible witnesses. Notify the duty receptionist immediately and provide details of the situation with a description of the intruder.

In the event that the situation appears threatening (i.e. weapon present, person out of control, threats made, etc.) do not intervene, notify the duty receptionist immediately and provide details of the situation, the duty receptionist will then notify senior staff and the Police. Emergency "lock-down" procedures will be started if appropriate.

Once notified of a "lock-down" situation staff should close their doors and blinds and instruct students to sit at their desks, keep away from windows and doors remaining quiet until notified otherwise. In the event that direct danger is imposed on the room all personnel should exit via the fire escape and leave the school site immediately. Personnel should then wait at a safe distance until emergency services arrive.

The leadership team in conjunction with the local authority will provide communication and/or press release where appropriate.

4.3 Severe winds

It is considered that winds forecast in excess of 70 mph or storm force 8 (Beaufort Scale) could represent a potential danger to some buildings, trees or other structures. Outside activities and movements within the school should be kept to a minimum because of the risk of falling tiles, masonry and other debris. Panelled fences represent a risk, particularly when located next to pathways

The use of rooms with large panes of glass such as the Gym, East hall and mobile/demountable buildings should be avoided where possible. Personnel should be directed into the nearest building and remain in classrooms or places of work. Windows, skylights and doors should be closed and where possible the wind direction should be established, all personnel should then be advised to keep away from windows directly exposed to that direction.

4.4 Severe electrical storm

All personnel are to be directed into the nearest building and where possible should remain in classrooms or places of work until the electrical storm has receded. Personnel should not be allowed to shelter outside especially under trees or large objects. The use of landline phones should be avoided. Where possible electrical equipment should be turned off and unplugged (except where essential for communication).

4.5 **Heat waves**

There are no prescribed maximum temperatures for school premises, however uncomfortably high temperatures can hinder effective teaching and learning and affect health, safety and welfare.

A heat wave will be declared when the temperature is expected to be or has been recorded for the South East as 31 degrees centigrade during the day and 16 degrees centigrade during the night.

The school will take precautions to ensure that those at risk are protected from the effects of the sun including mitigating/minimising exposure, providing access to clean cooled drinking water, encouraging the wearing of sun hats/sun screen and communicating this to parents to raise awareness.

4.6 **Cold weather**

The Education (School Premises) Regulations 1996 set a standard of 18 degrees centigrade in teaching areas and 15 degrees centigrade in the hall/gymnasium, corridors, cloakrooms and toilets where the external air temperature is – 1 degree centigrade or above. Workplace Regulations recommends a minimum temperature of 16 degrees centigrade for office areas.

Failure to reach these temperatures is usually a maintenance issue and will involve contacting County Property Services, but where there is a mechanical breakdown which puts the heating system out of action for a considerable length of time, consideration needs to be given to whether it is appropriate for the building to be occupied.

Should a member of staff notice that ice has formed on a path they should report it immediately to the duty receptionist so that the area can be isolated for salt and grit to be applied.

4.7 **Snow**

Should snow compact on the paths (or ice form) in and around the school site it is necessary for the buildings team to clear, salt and grit to minimise the possibility of a slip or fall. This would normally take place prior to the school day however should there be snowfall during work hours all personnel should remain in classrooms or place of work until path clearance and salting has taken place.

In the event that snow continues to fall transport operators will be contacted to ascertain at what point they wish to pickup students before roads become too dangerous for use. Should pickup be abandoned by travel operators advice will be sought from the local authority who will in turn notify the local media.

4.8 **Flood**

Although unlikely with the position of the school site flooding presents a number of risks to health, drowning being the most obvious. Serious injury can be caused by falling into fast flowing water or from hidden dangers under the water, such as missing manhole covers.

The stress and strain of being flooded and cleaning up can have a notable impact on mental health and wellbeing.

In the event that the school suspects or is notified of a flood based scenario during the school day arrangements will be made with travel operators to remove students from the site prior to the situation escalating.

Should a flood situation exist or be suspected prior to the start of the day the local authority will be contacted for guidance.

Precautions on notification of potential flood:

- Minimise possibility of floodwater entry and damage:
 - Use sandbags, plywood or metal sheeting placed on the outside of doors, window frames and airbricks.
 - Seal doors and windows with silicon sealant.
 - Floodwater can enter through drains, toilets and other outlets such as washing machines. Put plugs into sinks and baths and weigh them down with heavy objects. Place sandbags in the toilet bowls.
 - Floodwater can contaminate foodstuffs and chemicals such as paints, garden pesticides and household cleaning products. Store any materials like this high up.
 - Turn off gas, electricity and water supplies at the mains.
 - Disconnect cookers, washing machines, dishwashers, etc. connected by rigid pipes to gas and water supplies. This will prevent damage to the pipes if they move or float during the flood.
 - Unplug all electrical items and store away from the ground floor or high up.
- After flooding:
 - Gas, electricity or water services should NOT be reconnected until systems are checked by an accredited engineer.
 - Appliances affected by floodwater should be allowed to dry out and a qualified electrician, CORGI-registered gas engineer or plumber should be called in to inspect them before use.
 - Contact should be made with the Fire Service if there is significant flooding.
- As a general rule, flooded school buildings should not be reoccupied until these three steps have been taken:
 - Mud removal
 - Cleaning and disinfection
 - Drying out

4.9 **Loss of water supply**

Provided sufficient notice is given that the supply is to be disconnected, it should be possible for the school to make an informed decision on whether or not to keep the premises open based on:

- the duration of the disruption
- the capacity of water storage tanks

From time to time disruption happens without warning and consultation with the local authority should be made to decide upon and take appropriate action.

4.10 Damage to buildings

In the event that the school premises experiencing damage serious enough to warrant declaring a critical incident the local authority and County Property Services should be notified immediately for guidance and if occupied the buildings evacuated immediately.

5. School closures and sending students home early

5.1 All reasonable efforts should be made to ensure that the establishment remains open as normal.

5.2 The final decision as to whether to close or stay open is made by the head teacher in consultation with the Chair of Governors and the local authority based upon current conditions.

Many factors need to be taken into account, including:

- It may be safer to keep children in certain parts of the school, rather than send them home early.
- Communication difficulties associated with contacting a large number of parents in a short period of time.
- Existing transport arrangements for school buses and taxis can be difficult to alter at short notice.
- Whether enough teachers have been able to get to the school to ensure pupil safety.

5.3 Where possible advanced warning especially of prolonged severe weather is usually given. Where this has been issued, schools should consult with the local authority who will provide guidance as to the most appropriate course of action to take.

6. Communication of contingencies

6.1 When contingency arrangements are required during the school day staff, students, visitors and contractors will need to be made aware of the arrangements. A special assembly could be called, if a suitable "safe" area is available, advising of action being taken, behaviour expected, risks involved and ways in which these can be minimised.

6.2 Alteration in travel movements of children should be monitored with the local authority and parents kept fully informed, via local media where necessary.

6.3 The Headteacher or their delegated representative will liaise with the Local Authority's communications team before issuing any public statement.

6.4 The Headteacher will ensure that there is always a named on call member of the Leadership Team during school holidays.