

St. James' Catholic High School

School Emergency Management Plan

Plan Owner	C LOWRY
Location	St. James' Way Cheadle Hulme SK8 6PZ
Agreed & Signed C.G. Lowry	D DONOHUE

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Distribution List

Charles G. Lowry	Head Teacher
Penny Mullen	Deputy Head Teacher (acting)
Brian Hodgson	Site Manager
Denis Donohue	Chair of Governors
Margaret Monaghan	Deputy Chair of Governors

Definition

'An event – or events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures and which is likely to have emotional and organisational consequences.'

AIMS

To:-

1. Create an awareness of the need for planned arrangements to be made.
2. Provide re-assurance of the practical help that is available from the Local Authority and other agencies, at short notice.
3. Recommend the need for each school to develop complementary emergency arrangements, in line with the enclosed draft plan.
4. Pass on advice based upon previous experiences.
5. Give guidance on other source of information and help.

SCOPE OF THE PLAN

In School

- A deliberate act of violence, such as the use of a knife or firearm
- A school fire or laboratory explosion
- A pupil or teacher being taken hostage
- The destruction or serious vandalising of part of the school

Outside School

- The death of a pupil or member of staff through natural causes or accidents
- A transport-related accident involving pupils and/or members of staff
- A more widespread disaster in the community
- Death or injuries on school journeys or excursions
- Civil disturbances and terrorism

In respect of school trips and visits guidance is available from the DfES good practice guide Health & Safety of Pupils on Educational Visits.

PLAN REVIEWS

This plan must be reviewed on a regular basis to ensure that it is fit for purpose and the information contained therein is current. As a minimum, this plan should be

reviewed at least once every school year but where change is frequent or staff turnover high, consideration should be given to a more regular review.

Date of plan: June 2011	Completed by: C Lowry
Date of next plan review: June 2012	To be carried out by: C Lowry

Plan Distribution & Awareness

The following guidelines concerning the distribution and awareness of the plan **MUST** be followed:

- All appropriate persons to whom this plan is distributed must hold a copy of the plan both 'on-site' and 'off-site'. Both copies must be kept secure because of the confidential nature of the plan contents. **PLEASE DO NOT KEEP THE ONLY COPY OF THE PLAN IN YOUR OFFICE**
- All appropriate persons to whom this plan is distributed must have read the plan and be aware of its content and their roles, accountabilities, responsibilities and authorities within the Emergency Management Plan process.

Rehearsal of the Plan

It is recommended that the plan is reviewed, audited and exercised regularly to ensure that it is workable and 'fit for purpose'. Testing and exercising the plan is the only way to prove that the plan and solution actually work.

Whilst ideally, the whole plan should be tested in a full 'catastrophe' situation, this is not always practical. As a minimum, the communications cascade should be tested at least once every school year.

Invocation Details

The following people form the School Incident Management Team (SIMT) and are authorised to invoke this plan

Name	Extension No.	Out of Hours Contact Details
Denis Donohue	N/a	
Charles Lowry	212	
Penny Mullen	218	
Brian Hodgson	234	

Further Information

Further guidance can be obtained from the 'Critical Incidents Guidelines' issued by the Stockport Education Services (kept in the Headteachers room)

Emergency action list

ACTION BY:- On-site Co-ordinator

Stage 1 - Initial Actions

- a) a) Gather information about what has happened. Open and continue to maintain, a personal log of all factual information received, actions taken, and the time of those events (see event log Appendix 2)
- b) b) Gather and brief the SIMT.
- c) c) Contact the LA through designated contacts (see table below)

Type of Incident	Red (level 1)	Amber (level2)	Green (level 3)
Examples	<ul style="list-style-type: none"> • • Tragedies involving pupils from many schools e.g. Lockerbie • • Death or injuries on school trips • • Death through unnatural causes • • Bomb threat 	<ul style="list-style-type: none"> • • Death through natural causes e.g. cancer, meningitis • • Extensive vandalism causing closure • • Closure as a result of adverse weather 	<ul style="list-style-type: none"> • • Physical abuse of staff by pupil/ parent etc. • • Accidental death of staff/ pupil outside of school • • Non-fatal traffic accidents
LA Contacts	Director Andrew Webb Office: 474 3808 Mob:	Education Officer Pat Morgan Office: 474 3917 Mob:	Education Officer Pat Morgan Office: 474 3917 Mob:
	Assistant Director Richard Bates Office: 474 3832 Mob:	Development & Support Officer Barry Kirkman Office: 474 3842 Mob:	Development & Support Officer Barry Kirkman Office: 474 3842 Mob:

- d) d) Put in place an incident management room and a dedicated phone line
- e) e) Contact families / carers whose children are involved
- f) f) Make arrangements for informing other parents / carers
- g) g) Inform governing body
- h) h) Inform teaching and support staff
- i) i) Inform pupils
- j) j) Encourage people involved to talk
- k) k) Be ready to deal with media immediately and in the long term.
 - *If the Incident does attract Media attention, you are likely to be inundated with requests for interviews and statements. Try to postpone Media comment until after the LA's PR Officer arrived (who will be part of the 'Local Authority Support Team'). If you cannot, see Appendix 1 for some key points to remember.*

If during term time

- Unless there is overwhelming pressure, avoid closing the school & endeavour to maintain normal routines & timetables.

If outside term time (or outside school hours)

- Arrange for:-
 - the Site Manager to open certain parts of the school as appropriate and to be available (and responsive) to requests.
 - Immediate School Administration support.
- If deputising for the Headteacher, try if possible to contact and brief him/her.
- Be prepared to receive many telephone calls.

Stage 2 – Once established

The Staff Member acting as On-Site Co-ordinator should oversee the following:-

- If 'Local Authority Support Team' has been activated, arrange for On-Site facilities for the Team.
- Agree appropriate identification of staff by using badges
- Expect to see identification of Local Authority Support Team Officers.
- Set up arrangements to manage visitors – arrange for their names to be recorded.
- Set up arrangements to enable accurate information to flow into and out of the school and for telephone calls, by ensuring –
 - sufficient help is available to answer the many calls that could be received (The Local Authority Support Team will be able to assist with a 'Help-Line')
 - staff maintain records of all calls received
 - brief, but up-to-date prepared statements are available to staff answering phones
 - media calls are directed to the LA's PR officer
 - care is taken when answering telephone calls
 - an independent telephone is made available for outgoing calls only – a mobile phone can be useful – but remember such messages can be readily intercepted
 - telephone staff are reminded that some calls could be bogus
- To arrange for all staff – not just teaching staff – to be called in and, if necessary, briefed at an early stage. (Subsequent briefings say 2 x per day for 10 minutes, should be arranged.
- To be aware of how colleagues are coping
- To arrange for all pupils to be told, in simple terms, at an early stage (ideally in small groups and initially by class teachers, wherever possible).
- To brief Team to discourage staff and pupils from speaking to the Media.
- To arrange, if appropriate, for Team members to each have a copy of the Next-of-Kin List.

Parents:

- If pupils are involved, the contacting of parents will be an important early task (remember if it is a major Incident, the parents may well have already heard). It may be appropriate to ask the parents to come to the school for a briefing and support. This will need to be done with the utmost care.
- Maintain regular contact with parents.
- If Incident away from school seek Police advice whether parents should travel to the scene, or whether children should be taken home.

Staff:

- Remember to have regular breaks, and advise others to do so.
- Maintain regular contact with staff (Teachers and office staff). Make a point of seeing that all staff involved know each other's roles & responsibilities.
- Always try to think of something positive to say to staff & respond positively to ideas and suggestions
- Be available to see staff when required.
- Remember some members of staff may be so affected, that they will not be able to help in supporting children
- Recognise also that if the burden of dealing with the situation falls disproportionately on a small number of staff, they too could need professional support.
- If Incident is away from school, try to dissuade shocked staff from driving parents to the scene.

'Local Authority Support Team'

- Maintain liaison with 'Local Authority Support Team' Senior Officer for duration of Incident.

Stage 3 – Period following the close of the incident

- When appropriate, seek advice from 'Local Authority Support Team' and local clergy contact on special assemblies/funeral/memorial services.
- Prepare joint report with named Senior Officer, for Director of Education.
- Arrange for a member of staff to make contact with any pupils either at home or in hospital.
- Make sensitive arrangements for the return to school (as appropriate).

Stage 4 – Longer term issues

The effects of some Incidents can continue for years. Thought will need to be given to:-

- Work with Staff to monitor pupils informally

- Clarify procedures for referring pupils for individual help
- Be aware that some Staff may also need help in the longer term.
- Recognise and if appropriate, marking anniversaries
- Remember to make any new staff aware of which pupils were affected and how they were affected.
- Remember that legal processes, inquiries and even news stories may bring back distressing memories and cause temporary upset within the school.
- Remember if the Incident does attract Media attention, it is likely that interest will continue for many weeks.

Emergency action list

ACTION BY:- SCHOOL INCIDENT MANAGEMENT TEAM

The school incident management team consists of –

Denis Donohue	Chair of Governors
Charles G. Lowry	Head Teacher
Penny Mullen	Deputy Head Teacher (acting)
Brian Hodgson (for site related emergencies)	Site Manager

Stage 1 – Initial Actions

- Obtain full facts of Incident from Denis Donohue / Charles G Lowry
- Open and continue to maintain a personal log of information received, actions taken and the time of those events
- Assist, where appropriate, in assessing the emotional needs of the staff and pupils. Co-ordinate rapid action to sensitively inform staff and pupils to provide appropriate support
- Assist class teachers who will undertake classroom briefings
- Arrange special groups for very distressed pupils.

Stage 2 – Once Established

- Under guidance from School On-Site Co-ordinator, assist Denis Donohue / Charles G Lowry (or Penny Mullen)
- Work with LA Support Team, Denis Donohue / Charles G Lowry (or Penny Mullen) and School On-Site Co-ordinator as directed.

Stage 3 – Period Following Close of the Incident

- As above

Emergency action list

ACTION BY:- ADMINISTRATIVE ASSISTANTS

Stage 1 – Initial Actions

- Obtain full facts of Incident from Headteacher or nominee
- Open and continue to maintain a personal log of information received, actions taken and the time of those events (see events log – Appendix 2)
- If coming in from home, remember to bring useful items, such as any keys needed, mobile phones etc.

Stage 2 – Once established

- Under guidance from School On-Site Co-ordinator, assist the Headteacher (or Nominee)
- Work with LA Support Team the Headteacher (or Nominee) and School On-Site Co-ordinator as directed.
- Remember the School Office is likely to be the first point of contact for visitors, so exercise caution in making comments
- Concerning incoming telephone calls
 - take special care when answering telephone calls early on
 - maintain a record of calls received
 - only give out information from prepared statements that will be made available
 - remember that some calls could be bogus

Stage 3 – Period Following Close of the Incident

- As above

Contact List

The names and telephone numbers of organisations and individuals who may be useful to the School in an emergency:

Organisation	Name	Telephone No.	Alternate Contact numbers
SIMT	Charles G Lowry	0161 4826967	
SIMT	Penny Mullen	0161 4826902	
SIMT	Brian Hodgson	0161 4826904	
Chair of Governors	Denis Donohue	0161 4854279	
Deputy Chair of Governors	Margaret Monaghan	0161 4396311	
LA - Director	Andrew Webb	0161 4743803	
LA – Ass't Director	Richard Bates	0161 4743832:	
LA – Education Officer	Pat Morgan	0161 4743917	
LA – Development & Support Officer	Barry Kirkman	0161 4743842	
LA	Control Room	0161 4745555	
LA	Marketing & Comms	0161 4743060	
Capita	IT Recovery	0161 7767600	
Zentec	IT Recovery	01204 397880	
Telephony redirection		0800 800150	

APPENDIX 1

Points to note with media interviews

- Have another person with you, if possible, to monitor the interview
- If possible, agree an interview format i.e. establish what the interviewer wants to ask.
- Be prepared to think on your feet, but try to decide beforehand what you want to say. Do not read it out.
- Remember you could be quoted on anything you say to a journalist, even if it is not part of the formal interview.
- Recognise the relevance of multi-cultural and multi-faith factors in the response.
- Be prepared to say you cannot comment.
- Don't over-elaborate your answers
- Refuse requests for photos or schoolwork of children/staff involved.
- Try to keep a grip on your emotions during interviews-especially if it is TV.
- Most journalists are responsible, but check where interview/camera team go, when interview is over.

- Think about what you are wearing when you go into school, in case you are unavoidably drawn into a TV interview.

NB: It is especially important that if names of those who may have been involved in the incident are known DO NOT release – or confirm – them to anyone, before those identities are formally agreed and parents are informed.

APPENDIX 3

Staff Telephone Cascade (0161 unless stated otherwise)

School Incident Management Team	Support Team	Support Team Tel no.	Support team Mobile Tel no.	Contact	Staff tel no.	Staff Mobile no	
Charles Lowry	Denis Donohue			Margaret Monaghan Deputy Chair of Govs			
	Christine Malins			Helen Brooks			
				Elsbeth Bray			
				Emma Keenan/Sophie Lancaster			
	Charmaine Brown				Natalie Hyde		
					Mark Devine		
					Helen Nye		
					Angela MacLeod		
					Celia Mylott		
					John Roberts		
					Olivia Woods		
	Penny Mullen				Kurt Wilby		
					Steve Guscott		
					Louise Birch Joe Cawley		
	Jenny Healey				Lucy Davies		
					Jenny Allcorn		
					Michael O'Brien		
					Edward Wheelan Ian Chapman		
	Sheena Nolan				Wendy Robinson		
					Jennifer Burks		
					Rachel Hughes		
					Jane Adshead		
					Sarah Brown		
Gaynor Hurley							
Nora Murphy							
Rubina Naqvi							
Yvonne Rezzano							

				Carmel Ridgeway			
				Jackie Rickett			
				Ann Sargeant			
				Julie Vaal Bethan Rowlands			
	Ann Rigby				Patricia Whalley		
					Ruth Morgan		
					Ian Cross		
					Laura Redpath		
	Dom Rarity				Catherine Zelinka Wendy Hulme		
					Maurice Darley		
					Elizabeth Waggett		
					Nish Issak		
					Victoria Bickerton/Clare Robson		
					Peter Williams		
	Philip Vulliamy				Paul Kirrane		
					Clare Holbrooks/Mark Bulfin		
					Penny Barnett		
					Gillian Cheshire (L Jones)		
	Geoff Woods				Eileen Saunders		
Sophie Bratherton							
Paul Clarke							
Charles Lowry	Jane Corless						
				Charlotte Jakeman			
				Kerry Martin			
	Rachel Connolly				Rosalie Griffin		
					Julia Heatley		
				Michelle Lomax			
				Kate Edwards			
				Charlotte Neves			
				Carmel Friend			

	Patricia Livesey			Valeria Whelan		
				Joseph Keane		
				Philip Vulliamy		
				Amy Morrin		
				Liz Smith		
	Judith Howarth			Edward Fasciato		
				Jane Griffiths		
				Judi McGhee		
	Brian Hodgson				Andrea Thorburn	
Terry McCumesky						
				Phil Ellison		

**Appendix 4
SHEET**

INCIDENT REPORT

Where are you currently located and what is your telephone number?	
What has happened?	
At approximately what time did this occur?	
1 Have the emergency services been involved? 2 By whom? 3 Have they arrived?	
Has anyone been injured? Do you have the details of who they are? Do you have details of their injuries?	
Where are the injured currently located? Who is with them?	
Are there any fatalities? Do you have details of who they are?	
Details & current location of the non-injured? Name and contact number of supervising adults?	
Time and date of report Name of person making report?	
Name of person giving report (if different)	
Subsequent action taken	