HOLY TRINITY CE Primary School
Disaster and Emergency Procedures Policy
May 2024

Our Christian Vision

In the Parable of the Sower, Jesus Christ tells us that God is like a generous farmer and we are like the soil in which he plants his seeds. At Christ Church and Holy Trinity Schools, we are learning how to be good soil, so that we grow to love God, our neighbour and ourselves and thereby enable every member of our community to flourish. Each day, we endeavor to face up to all that challenges our growth, in order to see with our eyes, hear with our ears and understand with our hearts God's Good News for the world and to cultivate the virtues with which to produce an abundant harvest.

Our Mission

Christ Church & Holy Trinity Schools are dedicated to providing a nurturing environment in which all children have the opportunity to reach their maximum academic and social potential. Excellent teaching, learning and relationships are at the heart of our schools.

WHO TO REPORT TO IN THE EVENT OF A PERCEIVED EMERGENCY OF ANY KIND:

Head Teacher: Avis Hawkins
Head of School: Lesley Palmer
Deputy Head Teacher: Arabella Davies

In the unlikely event of all of these leaders being unavailable please contact:
Brian Leathard (Chair of Governors)
Rachel Cuperman (Vice Chair of Governors)
Phone numbers held in the school offices.

Governor Responsible for overseeing all aspects of emergency planning:
Rachel Cuperman who can be contacted via the school office.

Introduction

An emergency is an event which disrupts the normal running of the school. Emergencies include accidents, fire, explosions, bomb threats, violence or any other major external incident. An emergency would normally involve threats to the safety, loss of life or destruction of the premises. Emergencies may happen inside the school or outside it, during the school day or out of hours.

In accordance with Health and Safety statutory requirements it is the responsibility of the school to have a plan in place for responding to emergencies, to ensure that it is reviewed regularly, to ensure that the relevant people are aware of its existence, contents and implications, to keep the plan safe and to identify responsibilities within the plan.

Types of Emergencies or Disasters that the school could need to deal with.

- A major emergency in a school can arise out of many different events, e.g. 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
- 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, staff member or governor (through accident, suicide or murder)

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.

Such events could be:

- 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

The main threats are perceived to be:

- 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.

The following are the main sites that the schools will use in the event of a loss of part or all of the building for educational use or the failure of necessary utilities.

1. We have arranged for the emergency use of all church buildings, Christ Church, St Luke's and as necessary the church hall at St Luke's Holy Trinity Church for Cadogan Gardens and Sedding Street.
2. In addition to this we can use the other school (Christ Church to Holy Trinity and Holy Trinity to Christ Church. We also have a reciprocal agreement with Oratory school for the use of their teaching and learning resources in the event of our own facilities being out of action.

Procedures in the event of the loss of school data/records/expertise by fire, storm, theft, loss of key personnel etc.

1. All school back up data would be accessed at Oratory School via the internet by Linda Healy the Network Manager and she can be supported with this by SBS Services staff as necessary.

2. Back up school information is also held on a portable hard drive by the Network Manager at her home address if needed.
3. If Linda Healy the Network Manager were unavailable, her deputising Network Manager, Lisa Walden would access all information needed with the support of SBS Services.

Procedures for the evacuation of children and adults from the school.

- All teachers to ensure safety and evacuation of their class. As they proceed to evacuation area they maintain control and ensure all their children are accounted for and are clear of the building.
- Staff in staffroom/ upstairs, on hearing alarm, proceed to the nearest fire exit and assist in evacuation of children.
- Drills to be held once every term and teachers to remind children of emergency procedures every term.
- At playtimes / lunchtimes staff on duty line children up and lead children to assembly point.
- Emergency refuge for all children is the main playground across the road.
- If the playground is deemed inappropriate or a long stay is needed then St Luke's Church in Sydney Street SW3 6NH, will be used with the assistance of staff and resources at Oratory School SW3 6QH.

If a fire is discovered or the alarm is sounded: -

Lisa Walden and or Mary Sheahan is responsible for calling fire brigade and Matt Smith our site care officer. Lisa Walden and or Mary Sheahan is to collect the visitor book, full copy of children's details, the telephone and leave the building via the front door. In her absence whoever is based in the office area takes on this responsibility. Miss Walden and or Mrs Sheahan will ensure all adults and children proceed to the playground as they leave both school buildings.

All further procedure for fire evacuation is in that separate policy.

Children with individual evacuation procedures in place due to their mobility issues:

N/A currently May 2024

Evacuation Planning in Place

- Drills to be held once every term and teachers to remind children of emergency procedures every term.
- Children will be reminded of emergency procedures regularly and the need to keep calm etc.
- Procedures for children with additional needs will be regularly reviewed by the SENCO and shared with key staff.
- The fire alarm is checked by Andy Smart weekly.

Lockdown Procedures

A school lockdown can serve several functions during an emergency, including the following:

• Removing students and teachers from the threat;

• Isolating the dangerous situation from much of the school;

• Allowing for an accurate accounting of students within each room

• Depending on the situation, facilitating an organized evacuation away from the dangerous area.

In general, there are two main lockdown situations:

1. **Lockdown with warning:** (Partial Lockdown): The threat is outside the school building.

In a partial lockdown staff and pupils should remain in the school buildings and all doors leading outside should be locked. No one should be allowed to enter or leave the school grounds; however teaching and work can continue as usual. This may be as a result of a reported incident/civil disturbance in the local area with the potential to pose a risk to staff and pupils in the school.

The following procedures should be followed when the threat is outside of the school building: The designated person (instructed by SLT) initiates the "**lockdown warning**." Be direct.

• Secure and cover classroom windows.

• Move all persons away from the windows.

Take a register of students in each classroom.

• Teachers should prepare a list of missing and extra students in the room.

• Teachers should take this list with them once they are directed to leave the classroom.

• Consider alerting parents and guardians by text or other means. Informing them that the school is in lockdown until further notice.

• Control all movement, but continue classes.

- Move on announcement only. • Once the threat has subsided, the school announces the "all clear."

Important: Special attention should be paid to classes that are outside of the school building, such as playgrounds and playing fields.

2. **Lockdown with intruder:** The threat or intruder is inside the school building.

    - Police will be phoned by school office immediately.

- The designated person (directed by SLT) orders and announces "**lockdown with intruder**." Be direct. This announcement should be repeated several times. School staff must be able to hear the lockdown announcement.

. • Clear hallways, restrooms, and other rooms..

• Immediately direct all students, staff, and visitors into the nearest classroom or secured space.

- Classes that are outside of the building SHOULD NOT enter the building. Move outside classes to the primary evacuation site.

. • DO NOT lock exterior doors.

- Move people away from the windows and doors.

- Keep all students sitting on the floor and turn off the lights.

• Take a register of students in each classroom. • Teachers should prepare a list of missing and extra students in the room.

• Teachers should prepare to take this list with them once they are directed to leave the classroom.

• DO NOT respond to anyone at the door until "all clear" is announced.

• Keep out of sight

. • Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method.

• When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.

• When the threat is over/the intruder has left the building, the designated person announces the "all clear.

Lockdown Planning in Place

- Drills to be held once a year and teachers to remind children of emergency procedures at that time.
- Children will be reminded of emergency procedures regularly and the need to keep calm etc.
- Procedures for children with additional needs will be regularly reviewed by the SENCO and shared with key staff.
- Offices to have alarm that sounds different for lockdowns and partial lockdowns.

Signed: Avis Hawkins Federation Head Teacher

Signed: Brian Leathard Chair of Governors

Name of School	Christ Church Primary School
Policy review Date	May 2024
Date of next Review	May 2026
Who reviewed this policy?	Safeguarding Lead Governor
Ratified by Governors	May 2024