

## Church Lawton School

### Emergency Response Procedure

Issue date:	January 2018
Ratified by Governors	June 2018
Reviewed:	January 2020
Reviewed:	January 2021
Reviewed:	January 2022
Reviewed:	January 2023
<b>Next review date:</b>	<b>January 2024</b>

## Introduction

Emergency Response procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Emergency Response procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils).
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc).
- The close proximity of a dangerous dog roaming loose.

In relation to specific threats made in relation to IED's (Improvised Explosive Devices) and explosive materials the school would follow the detailed instructions from the Police or bomb disposal team, this would include instructions on communication methods and evacuation procedures.

**The School's Emergency Response plan is as follows:**

Signals	
Signal for Emergency Response	<p>Two-way radio alert</p> <p>Verbal Signal – “Code Red” - Immediate Threat</p> <p>Verbal Signal – “Code Amber” – Non-invasive threat</p>
Signal for all-clear	Verbally from designated person via two-way radio
Emergency Response	
Rooms most suitable for Emergency Response	All classes to remain in own classrooms
Entrance points (e.g. doors, windows) which should be secured	<p>External doors</p> <p>Fire Doors</p> <p>Internal doors</p> <p>All windows</p>
Communication arrangements	Two-way radios
	Mobile phones
Notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Ref	Initial response - Emergency Response	Tick / sign / time
L1	<p>Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety</p> <p>CTs responsible for own class. To take cover in the classroom ILR's</p>	
L2	<p>Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building</p>	
L3	<p>Dial 999. Dial once for each emergency service that you require</p>	
L4	<p>Ensure people take action to increase protection from attack:</p> <p>Block access points (e.g. move furniture to obstruct doorways)</p> <p>Sit on the floor</p> <p>Keep out of sight</p> <p>Turn off lights</p>	
L5	<p>Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access SLT</p>	
L6	<p>If possible, check for missing / injured pupils, staff and visitors.</p>	
L7	<p>Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.</p>	

- Staff will be alerted to the activation of the Plan through the two-way radio.
- Pupils who are outside of the school buildings are brought inside as quickly as possible.
- Those inside the school should remain in their classrooms.
- All inline external doors will be secured and classroom doors, as necessary, windows are locked (depending on the circumstances, internal on-line classroom doors may also need to be blocked).
- Once in Emergency Response mode, staff should notify the office immediately of any pupils not accounted for via two-way radio and instigate an immediate search for anyone missing.
- Staff should encourage the pupils to keep calm.
- As appropriate, the school office will establish communication with the Emergency Services and notify Liberty Trust CEO and Cheshire East Council via the 'School Emergency' phone number
- Parents will be notified as soon as it is practicable to do so via text messaging.
- Pupils will not be released to parents during an Emergency Response.
- If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be sent via two-way radios.

It is of vital importance that the school's Emergency Response procedures are familiar to all members of the school staff. To achieve this, an Emergency Response drill should be undertaken at least once a term. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

## Partial Emergency Response

### Alert to staff: 'Code Amber'

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

### Immediate action:

- All outside activity to cease immediately, pupils and staff return to building. (Staff will be alerted via two-way radios).
- All staff and pupils remain in building and external doors and windows locked.
- Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

'Partial Emergency Response' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

## Full Emergency Response

### Alert to staff: 'Code Red'

This signifies an immediate threat to the school and may be an escalation of a partial Emergency Response.

### Immediate action:

- All pupils return to classroom.
- External doors locked. Classroom doors locked.
- Windows locked, blinds drawn, pupils sit quietly out of sight in ILR rooms.
- Head count-the SLT will contact each class in turn for an attendance report via two-way radio.
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.
- At any point during the Emergency Response, the fire alarm may sound, and a verbal message via two-way radios which is a cue to evacuate the building.
- During the Emergency Response, staff will keep agreed lines of communication open, via two-way radios, but will not make unnecessary calls to the central office as this could delay more important communication.

### Communication between parents and the school

School Emergency Response procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.

In the event of an actual Emergency Response, any incident or development will be communicated to parents as soon as is practicable. Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe for you to come get their children, and where this will be from.

Parents will be told:

***'...the school is in a full Emergency Response situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'***

### **Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Emergency Response.

Emergency Services will support the decision of the Principal with regarding the timing of communication to parents.

In the event of a prolonged Emergency Response or more severe scenario, Cheshire East Council has the capacity to manage the situation.