

The Bridges Federation

Emergency Evacuation Plan

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1.0 INTRODUCTION

This is the School Emergency Plan for The Bridges Federation which includes Snowsfields and Tower Bridge Primary Schools. It contains information about what to do in case of an emergency on site and what to do if an incident should occur when on a school journey.

Should the plan be used for any reason it is very important that detailed records of any action taken are kept with the time and date of the event. See Appendices 1 and 2 for the relevant forms.

Training will be given annually to all staff and this is explained more fully in Chapter 10 of this Plan.

The plan will be reviewed annually by the Leadership Team. Contact details will be reviewed and updated termly by the Federation Business Manager. An electronic copy of the Plan and associated documents and contact lists will be retained by the Main Office and Premises teams. Hard copies will be stored and retained within the Main Office. Additional copies will be provided to members of the Leadership Team and an off - site copy by the Executive Head Teacher.

2.0 GENERAL SCHOOL INFORMATION

SCHOOL NAME:	Snowsfields Primary School Tower Bridge Primary School
ADDRESS:	Kirby Grove, London SE1 3TD Fair Street, London SE1 2AE
TELEPHONE:	020-7525-9065 020-407-2959
SENIOR LEADERS:	Executive Head – Kate Wooder Head of School (SNS) – Sarah Manley Deputy Head (SNS) – Jo Cranmer Deputy Head (SNS) – Zohra Benotmane Deputy Head (TB) – Helen Viggiani Deputy Head (TB) – Laura Neueglise Federation Business Manager – Michelle Owens
NUMBER OF PUPILS: AGE RANGE: TYPE:	221 (SNS) – 200 (TB) 3-11 years Community
EMERGENCY ACCESS:	GDPS (security) 020-8694-8909

ROLES OF THE SCHOOL EMERGENCY MANAGEMENT TEAM

Joint Heads of the SEMT – to have overall responsibility for ensuring that this plan is adhered to.

Welfare – to help those vulnerable/SEN children evacuate the building safely.

Logistics– to ensure that the **Emergency Bag** and First Aid kit are taken to the **Assembly Point - Football pitch (SNS) / Main playground (TB)**. To give to the class teachers their class register at the Assembly Point.

Facilities – to liaise with the relevant authority for confirmation that the school's facilities are safe for the school to be re-occupied. To make a written record of the evacuation as per Appendix 1. To keep the Chair of Governors, Brian Lohead informed.

CONTACT DETAILS

The office will print daily the class registers and termly will print pupil contacts and staff next of kin contacts from Wauton Samuel.

Contact details for other service users (club's etc.) will also be updated termly.

EMERGENCY BAG

MUST contain the following items and must be taken by the Office Staff when school is evacuated:-

1. Contact details for parents/carers – **bag is kept in school office at both schools**
2. School registers – **to be printed and placed in school emergency bag on day**
3. Staff next of kin contact details – **bag is kept in school office at both schools**
4. Copy of this Plan – **bag is kept in school office at both schools**
5. First aid kit and blankets – **bag is kept in school office at both schools**
6. Visitors' Book – **bag is kept in school office at both schools**
7. Main School Diary – **bag is kept in school office at SNS and leadership room at TB**

Numbers 1, 3, 4 and 5 above are kept in the Emergency Bag

3.0 SCHOOL SITE INFORMATION AND HAZARD ASSESSMENT

1. **Gas, water and electricity:** SNS – Water main stopcock to school is in the playground in manhole by red stairs, inside building stopcock is located in passage between nursery toilets and office inside boxing. Gas – main school in boiler room by gas meter, kitchen valve is located in rainbow playground meter box and for the cottage outside at the back in small yard. Electric – for main building cupboard in gold class, outside toilets and storage building inside PE cupboard and for the cottage in cupboard in ground floor left hand room.

TB – Water main stopcock in the boiler house with external stopcock located in manhole in playground by side gate (Fair Street). Gas – main school in boiler room, kitchen in back playground in meter box and lunch club located under Premises Managers house. Electric – ground floor large meeting room.

2. **Access points:** vehicular access can be gained via the entrance gate on Kirby Grove (SNS) Tower Bridge Road (TB). Pedestrian access is via the front of both schools.
3. **Chemicals:** Cleaning bottles and aerosols which can be dangerous, explosive and flammable are in small numbers all over the school mostly in cleaning cupboards which are clearly labelled. Staff should be aware of any such chemicals and put them safely out of the reach of children.
4. **Asbestos:** Where asbestos is present it will be labelled with yellow triangular Warning Asbestos Stickers. The Asbestos Management Plan file which is updated regularly is kept in the main office and/or premises office. All contractors MUST be asked to read and sign the asbestos book prior to starting any work.
5. **External hazards:** there are no rivers or streams but any prolonged spells of snow, and wet weather could result in drains not being able to cope which could lead to surface water flooding.
6. **Fire Alarm and Access Control:** the fire alarm panel is located in the main entrance lobby, next to the nursery class (SNS) and workroom on mezzanine floor next to Premises Managers Office (TB). Regular fire alarm checks are undertaken to ensure that in the event of emergency all equipment is fully functional. Extinguishers are tested, inspected and replaced annually.

4.0 EMERGENCY SCHOOL CLOSURE

It is the policy of the School to make every effort to remain open wherever possible.

The decision to close the School either before or during the school day will be made by the Executive Headteacher in conjunction with the Leadership team and the Chair of Governors.

The School will only be closed if one or more of the following conditions apply:

1. Insufficient staff are able to come in to keep the School running safely
2. Conditions on site are deemed too dangerous
3. Conditions are considered to be or are anticipated to become too hazardous for travel
4. Local or central government instruct us to close (e.g. as a result of a public health incident).

In the event of an Emergency School Closure, the following procedure will be adopted if the decision is taken before the start of the school day:

1. The Executive Headteacher will send a text message to all members of the Leadership Team (LT) and the Facilities Manager by **6.30 a.m.** to establish the conditions at the school and in the surrounding and commuting areas.
2. The Executive Headteacher will make a decision regarding school closure in conjunction the Leadership team by **7.00 a.m.** and advise the Chair of Governors.
3. The Executive headteacher will post the information on the School web site by 8 am.
4. The Office Staff will send a text message to all staff and parents via Wauton Samuel.
5. The Office Staff will ensure the Breakfast Club Manager and After School Club Managers are advised.
6. The Premises Officer will post signage at the entrance to the School to advise that the School is closed.
7. The closure can be posted on the Southwark Headteachers Website using the emergency button. www.southwarkheads.org.uk

NOTE: if the decision is taken to open the School, a message will be placed on the School web site and consideration will be given to sending out a text message to advise parents. Signage at the School gate will confirm that the School is open.

In the event of an Emergency School Closure during the day :-

1. Parents will be contacted by text message and by phone as necessary and asked to collect their children.
2. If the school has been evacuated they will also be advised of collection point.

5.0 EVACUATION/SHELTER PLAN AND COMMUNICATIONS

The school may need to be evacuated when it is dangerous or potentially dangerous to remain in the building; circumstances include fire, gas or chemical leaks, bomb threats, explosions, and substantial damage to the building.

- The school fire alarm will signal the need to evacuate. Assembly points will be used in the following order, according to the nature of the emergency and advice from the emergency services:-

- 1) **School Playground**
- 2) **Snowsfields to go to Tower Bridge and Tower Bridge to go to Snowsfields in the event of a full evacuation.**

- **Copies of the fire drill are displayed in each classroom**

Accounting for Staff, pupils and visitors

- Registers - these are printed by the school office daily and kept in the Emergency Bag in the main office. The Office Staff are responsible for bringing this and the Visitors Book/School Diary to the Assembly Point.
- Staff will take the register as soon as the children are lined up at the Assembly Point and the head teacher notified if any children are missing.
- The Office Staff are responsible for bringing the folder containing pupils' contact details and staff next of kin details out when the alarm is sounded. An electronic copy is kept on Wauton Samuel.
- The Office Staff and First Aider's are responsible for bringing the First Aid kit and blankets.
- Should pupils need to be sent home then the class teacher will keep track of who is collected and will release the pupil only to their parent/ carer unless we have been notified of alternative arrangements. This will be recorded on the register.
- Fire wardens will check toilets and non-teaching spaces as necessary.

Evacuation

If evacuation is occurring:

- You should try to minimise the risk of re-entering the building
- Once evacuated, staff should **not** re-enter the building. If all pupils and staff are not accounted for, take details of the missing and inform the emergency services of their last known location.
- Pupils will be asked to buddy up
- Escort pupils with disabilities
- Form the **School Emergency Management Team** (SEMT) and assign roles
- Administer first aid if needed. This should only be undertaken by the schools qualified First Aiders.
- Ensure easy access for emergency vehicles
- Keep pupils calm and if possible occupied
- Do not re-enter the buildings until they have been checked by emergency personnel and declared safe.

Shelter in place or “Lockdown”

Emergencies may very occasionally arise when it is safer for the members of a school to remain within the school building beyond normal school hours. Such Occasions would be very rare indeed, e.g. a factory fire with hazardous fumes, severe weather, major transport disruption where it has become difficult or impossible for parents and carers to travel to school to collect their children. The emergency services would give direction depending on the circumstances.

In the case of chemical or other fires on sites adjacent to the school it will be essential that all doors and windows be kept shut and for all pupils and staff to be moved to rooms away from the incident. Also, all air circulation appliances, such as extractor fans and air conditioning units, should be switched off.

In the case of an intruder on the school premises, the Headteacher may instruct a ‘shelter in place’ or ‘lockdown’ procedure, whereby all classes are required to ‘stay put’, barricading the doors to their classrooms or in other designated ‘safe’ areas.

- Check all external and internal public areas e.g. playgrounds, sports facilities, corridors etc, and get all pupils and staff into secure classrooms or safe areas
- Keep all pupils secure in classrooms until given the all clear
- Consider barricading your doors with furniture, shut windows and blinds. Turn off lights if necessary
- Keep pupils seated and away from doors and windows. There may be circumstances when it is best to sit on the floor or under desks or move to rooms away from the incident
- Teachers and Teaching Assistants will maintain, as best they can, a calm atmosphere in the classroom and keep alert to the needs of pupils
- Try and keep pupils engaged in quiet classroom based activities or games

- Do not, under any circumstances, allow anyone out of the classroom during a “shelter in place” procedure under any circumstances
- Teachers and Teaching Assistants should remain with their pupils at all times
- If the Teachers and Teaching Assistants are out of class at the time of the incident then they should attempt to go back to the classroom **IF SAFE** to do so. However, if this is too risky or dangerous then they must try and make contact with the pupils as soon as possible.
- Head teachers, office staff and other non-teaching staff who can be safely assembled, should form the SEMT.
- If the children are outside, teachers and supervisors should, depending on the situation, either move them to the nearest hall or building that can be secured and that has an alternative escape route, or ask them to hide, disperse or take cover.

In a major incident, senior school staff should wait for the all clear from the Emergency Services. If telephone lines and mobile phone services are out of action or busy, a member of the SEMT will be assigned to listen to the local radio and relay any relevant information to the SEMT Lead (Headteacher or nominated Deputy). It may be necessary to maintain this situation for several hours or even overnight. In very extreme circumstances it may be safer for pupils to be kept in the school for a long period even without food and blankets. However - working with the Emergency Services every effort should be made to move pupils and staff to a place of safety, and to get them home at the earliest possible opportunity.

6.0 BUSINESS CONTINUITY PLANNING

The following procedures and information are designed to ensure critical functions continue wherever possible in the event of a disaster or emergency. **The key priority will remain the continuation of pupils’ education, as well as the securing of IT and business functions of the school.**

The school’s IT support is provided out house by SK Computers Ltd. In the event of the failure of any of the IT systems or the need to evacuate the building, IT providers should be contacted and requested to instigate the Business Recovery Programme.

The school is currently supported by the following:-

BROADBAND: VIRGIN, LGFL & Atomwide – Account Manager Kim Talbot 01689-814700

FIREWALL: LGFL & Atomwide

WEBSITE: www.atomwide.com

LEARNING PLATFORM: LGFL

WAUTON SAMUEL: 020-8318-1700

6.1 BACKING UP DATA

Regular backups of all the school servers’ data, are taken every day to a Cloud service provided by LGFL. The servers are kept in the Server Room on the second floor in a locked cupboard within the IT suite.

6.2 WEBSITE

Currently the Executive Headteacher updates the website.

www.thebridgesfederation.org.uk

6.3 MEMBERS OF STAFF

All teaching and LT members of staff have access to the school's computer system from home SisCo Security Anymobile Client. This will ensure that, where IT functions are still operational, information can be conveyed to pupils and all stakeholders via the school web site and other electronic means.

In the event of the breakdown of IT systems at the school, the Headteacher will also be able to access pupil and staff information from **LGFL cloud storage**.

6.4 ALTERNATIVE/ADDITIONAL TEMPORARY ACCOMMODATION

In the event of classrooms or office space being unusable after any disaster, the school should call **Portakabin on 01293 536215**.

7.0 PANDEMIC PLAN

In a pandemic, while the school remains open, staff should:

- Take hygiene measures to reduce the risk of infection spreading;
- Ensure that staff showing any signs of infection go home
- Ensure that children showing signs of infection go home
- Provide any information requested by the Local Authority (eg absence rates).

Central Government will advise whether schools in affected areas should stay open or close, on the basis of scientific advice. The decision on whether to close at that time remains with the school – normally the governing body would delegate that power to the head. The head would also usually decide whether a school should close for other reasons (eg lack of staff)

Infection Control

Hygiene measures need to be taken to reduce the risk of infection spreading.

These include:

- Covering the nose and mouth when coughing or sneezing, disposing of used tissues carefully, sealed in a bag and placed in a bin;
- Frequently cleaning hard surfaces such as desks, tables, worktops, door handles, phones and keyboards should be risk assessed by the school's Premises Officer.

- Staff and students should be encouraged to wash their hands frequently with liquid soap and water for a minimum of 30 seconds and to dry them with paper towels OR by using alcohol-based gels/solutions. It is important to remember that some individuals with sensitive skin may find the continued use of alcohol-based solutions causes skin problems, so these should only be used by pupils where soap and water is not readily available;
- Parents should be urged to collect from school children showing signs of infection.

Pandemic Response Plan

Convene SEMT

Reinforce and ensure good standards of hygiene are maintained

Site staff to undertake deep cleaning of classes with high level of absence

Monitor for symptoms of outbreak and take advice from DfE websites on incubation periods and actions that should be taken

Communicate with staff and parents

Advise anyone displaying symptoms to remain at home and contact GP

School Pandemic Influenza Action Check List

1. The head teacher and Chair of Governors will decide if the school is to be closed
2. The DfE guidance on infection control will be provided to all staff and added to the curriculum as part of PSHE lessons. This will be repeated regularly with pupils.
3. The Office Staff will ensure the school has suitable provisions of infection control materials/equipment as recommended in the DfE guidance
4. The Premises Officer will meet with cleaning staff to ensure that during a pandemic the provision of service will meet the requirements detailed in the DfE guidance.
5. During a pandemic the school will communicate with staff, students, parents/carers via the following systems/arrangements:

a) School Website

b) Message Home

c) Text

School Pandemic Recovery Plan

1. Select a suitable date to re-open the school
2. Ascertain which teaching staff will be available to return to work
3. Ascertain which non-teaching staff will be available to return to work
4. Decide which year groups will return on which dates- if the whole school is unable to return on the same day
5. Adjust curriculum/ school day timings in line with the above
6. Discuss the provision of meals with contracted provider
7. Decide which methods of notification will be used e.g. letter, email, website, local media
8. Record details of the reopening on school answer-phone

9. Ensure that all areas are disinfected prior to reopening to staff and students
10. Review all risk assessments and the control measures in light of changes to staff, processes and procedures
11. Consider whether there may be a need for bereavement counselling for both staff and students
12. Consider whether there should be a memorial service.

8.0 BOMB THREATS AND SUSPECT PACKAGES

Bomb threat prompt card for Office staff

If you take a telephone call from someone who claims to have information about a bomb:

1. Stay calm
 2. Let them finish the message without interruption. Try to record EXACTLY what they say, especially any codeword they might give
- **Make a note of:**
 - the exact time of the call
 - the caller's sex and approximate age
 - any accent the person has, or any distinguishing features about their voice, e.g. speech impediment, state of drunkenness etc.
 - any distinguishable background noise

Guidance on Suspect Packages:

The likelihood of a school receiving a postal bomb or suspected biological or chemical package is very low, however, you should be aware of the immediate steps to be taken if you receive a suspect package or come into contact with a biological or chemical substance.

Postal bombs or biological or chemical packages may display any of the following signs:

- Grease marks or oily stains on the envelope or wrapping
- An unusual odour including, but not restricted to, almonds, ammonia or marzipan
- Discolouration, crystals on surface or any powder or powder-like residue on the envelope or wrapping (suspect biological or chemical threat)
- Visible wiring or tin foil
- The envelope or package may feel very heavy for its size
- The weight distribution may be uneven
- Delivery by hand from an unknown source or posted from an unusual place
- If a package, it may have excessive wrapping
- There may be poor handwriting, spelling or typing
- It may be wrongly addressed, or come from an unexpected source
- No return address or postmark that does not match return address
- There may be too many stamps for the weight of the package

If you suspect that a letter or a package may contain a bomb:

1. Stay calm

2 Put the letter or package down gently and walk away from it

Do not put the letter or package into anything (including water) and do not put anything on top of it

Ask everyone to leave the area (including classes if necessary)

Notify the police and the headteacher / nominated deputy immediately

Do not use mobile phones or sound the alarm using the break glass call points

The headteacher/nominated deputy should then:

- Notify the police immediately on 999
- Ensure that any air conditioning system in the building has been turned off, and that all doors (including internal fire doors) and windows have been closed
- Evacuate the building, keeping people away from the contaminated room as far as possible
- Keep all persons exposed to the material separate from others and available for medical attention
- If ***anyone*** is experiencing symptoms of chemical exposure (e.g. streaming eyes, coughs and irritated skin) seek medical attention immediately

If anyone believes they have been exposed to biological / chemical material, they should be encouraged to:

- Remain calm
- Do not touch eyes, nose or any other part of the body
- Wash your hands in ordinary soap where facilities are provided

9.0 TRAINING

The Emergency Plan will be reviewed termly by the Executive Headteacher and Federation Business Manager to ensure all contact details are updated, including the pupil and staff contact list and any external users of the site.

The Executive Headteacher will arrange for training for all staff annually.

The Emergency plan will be reviewed by the Resources Committee annually to confirm it continues to meet the needs of the school.

A record of when the School Emergency Plan has been discussed and training has taken place will be minuted within the relevant Resources Committee minutes.

SCHOOL INFORMATION (SNS & TB)

APPENDIX 1

PUPIL HOURS:	8.45am – 3.30pm
SCHOOL OPEN/CLOSED:	School opens from 6.00am School closes at 8.00pm
BREAKFAST CLUB:	8.00 – 9.00am
AFTER SCHOOL CLUB:	3.30 – 6.30pm – The Playshelter
OTHER CLUBS/MEETINGS	N/A
SCHOOL WEBSITE:	www.thebridgesfederation.org.uk
CONTACTS:	OFFICE SNS: Michelle Owens / Jo Watkins / Sarah Millar PREMISES SNS: Kevin Keogh OFFICE TB: Michelle Owens / Alison Clark / Tina Hayden PREMISES TB: Jim Pooke

CONTACTS

APPENDIX 2

NAME	ROLE	CONTACT – IN SCHOOL	CONTACT – OUT OF SCHOOL
Kim Milward-Oliver	Chair of Governors	07878-434396	07878-434396
Kate Wooder	Executive Head	020-7525-9065	07956-824518
Sarah Manley (SNS)	Head of School	020-7525-9065	07885-349848
Jo Cranmer (SNS) Zohra Benotmane (SNS) Helen Viggiani (TB) Laura Neuveglise (TB)	Deputies	020-7525-9065 020-7525-9065 020-7407-2959 020-7407-2959	07968-028734 07538-255472 07887-982847 07921-525709
Jo Cranmer	Safeguarding	020-7525-9065	07968-028734
Michelle Owens	Federation Business Manager	020-7525-9065 020-7407-2959	020-7833-8137 07762-473-593
Kevin Keogh (SNS) Jim Pooke (TB)	Premises	020-7525-9065 07850-577015 020-7407-2959	07850-577015 020-7357-0516

ACTION LIST/LOG

APPENDIX 3

Should the plan be used for any reason it is important that detailed records of any action taken are kept.

No	Time	Event	Action Taken	Completed	Entry By

APPENDIX 4

Emergencies in Schools – Activation

Information about an incident may come from a staff member, pupil, parent, the emergency services or the LA.

Whoever receives the alert should ask for, and record, as much information as possible using the attached proforma:

Name of the person informing of the incident	
Details of the incident <i>(including actual words used by the informant)</i>	
Who else has been informed?	
Exact location of the incident:	
Casualties:	
Any action taken so far:	
Name of contact at the scene:	

Emergencies on Educational Visits – Activation

APPENDIX 5

The Headteachers or their pre-agreed nominee should be immediately informed of any incident by the group leader.

Initial action by Headteacher or nominee:

Maintain a written record of your actions using this pro-forma and a log sheet.

Offer reassurance and support. Be aware that all involved in the incident, those at the school and you, may be suffering from shock or may panic

Find out what has happened. Obtain as clear a picture as you can:

Who informed you of the incident? (usually the group leader)

- Where are they now?
- Where are they going?

Remind the group leader to follow the pre-agreed emergency procedure advice

Record the details of the off-site activity / visit during which the incident occurred

- *Location and nature of activity / visit*
- *Name of person in charge of activity / visit*
- *Number of people on the visit*
- *Record the details of the incident*
- *Date and time of incident:*
- *What has happened? People affected, Emergency Services involved and advice they have given*
- *Names and locations of hospitals involved*
- *Arrangements for pupils not directly involved in the incident*
- *Name of person in charge of your group at the incident*
- *Depending on the scale of the incident, consider assembling the School Emergency Management Team (SEMT) to assist with the response.*