

# PORTFIELD SCHOOL & SATELLITE CENTRES



## POLICY DOCUMENT FOR EMERGENCY PROCEDURES



Tel: 01437 762701

Fax: 01437 771444

Email: [admin.portfield@pembrokeshire.gov.uk](mailto:admin.portfield@pembrokeshire.gov.uk)



Llywodraeth Cymru  
Welsh Government



Welsh Network of Healthy School Schemes



Cynllunio Ysgolion Iach - Rhwydwaith Cymru



Welsh Heritage  
Schools Initiative



Menter Ysgolion y  
Drefadaeth Gymreig



Jan 2017

## **Reviewing the Policy**

The policy will be reviewed biennially in consultation with staff, parents and governors.

Headteacher ..... Date .....

Chair of Governors ..... Date .....

## **Portfield School Mission Statement**

Working together      Learning together      Achieving together

At Portfield School we strive to

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

### **UNCRC United Nations Convention on the Rights of the Child**

- Portfield School places the values and principles of the UNCRC at the heart all policies and practices
- Portfield School is a Rights Respecting School

## **Emergency Procedures**

The following emergency procedures are written in conjunction with *Health and Safety Guidance Document No. 1: Emergency planning*.

In the event of a major incident such as those listed below the following procedures will be implemented;

School Emergency Plan

Arson attack/Fire

Attack/Physical Assault

Traffic incident – on site/nearby or on an educational visit

Bomb

Crisis Management

Accident

Act of God

Severe weather procedures

Alarms

General Security Measures

## **School Emergency Plan - Upper and Lower buildings**

In the event of a fire, bomb threat, etc. the school will be evacuated following the usual fire evacuation procedure. If pupils are not allowed to re- enter the building within a reasonable time the following procedure will be followed.

Possible incidents that might require the evacuation of the school;

- ❖ Fire/arson attack
- ❖ Gas explosion or similar on site or in close proximity to the school
- ❖ Bomb threat
- ❖ Violent attack
- ❖ Act of God
- ❖ Suicide or attempted suicide of pupil/staff member

For certain of the above scenarios the use of the school Fire Alarm would be an appropriate signal.

For those cases that it is not appropriate the Head Teacher, Deputy or Assistant Head will notify each class to evacuate the building; the Receptionist/Admin will contact the appropriate emergency services.

The school will be evacuated as laid out in the Evacuation Procedure.

Portfield School will

- contact the emergency services
- contact radio Pembrokeshire if possible
- contact County hall to request assistance in contacting parents and arrange transport for pupils

- contact parents by mobile, landline or text message
- arrange with transport department to collect children
- if pupils have to remain outside of the building, move pupils to the upper or lower building unless the threat is to both and then contact Tasker Milward school to use the school hall for shelter.

Parents should

- listen to Radio Pembrokeshire for announcements
- ensure they are available on contact number or that mobile phone is switched on.
- ensure that someone is available to receive pupils
- ask parents not to try to ring school as there will be no one to answer the phone if the staff are not allowed to re-enter.

Teachers and staff will

- evacuate the building following the fire evacuation procedure.
- assemble at the rear of school on the playground or rear carpark and then move onto the field for lower school, upper school will evacuate to front or rear of building at fire assembly points.
- ensure they take with them the register with contact details. If registers are in reception the secretary will take the registers with her and give them to teachers when outside at the assembly points.
- keep calm and notify the headteacher of any issues that may arise where pupils have specific needs which may need attention.
- If medical issues arise the pupil will be taken to the casualty department of Worthybush general hospital

## **Fire Precautions**

The school will comply fully with the requirements of the Fire Precautions (workplace) Regulations 2005

All fire fighting equipment will be regularly inspected by approved personnel and records of inspections kept.

Safety Signs and Signals will follow the guidelines as laid out in Health and Safety (Safety Signs and Signals) Regulations 1996

It is important that registers are accurate and called in the morning and afternoon. They should be kept in a convenient location at all times.

## **Evacuation Procedure - Action in the event of a fire**

The following action should be taken in the event of a fire breaking out during school time.

### **Emergency Procedure**

1. If anyone discovers an outbreak of fire they should, without hesitation, sound the nearest alarm.

2. The secretary, Headteacher or in her absence the Deputy Head, will telephone the Fire Service informing them of the outbreak of fire and if appropriate that oxygen cylinders are kept in school together with their location. All outbreaks of fire, however small, or any suspected fire will be reported immediately to the Fire Service.

### **On hearing the fire alarm**

3. All teachers and pupils should leave the building by the nearest exit. This should be done in an orderly manner. Class teachers are responsible for ascertaining whether all pupils and staff in their team are present and checking the immediate vicinity ie. toilets, taking their class register with them if in class. Report to HT/DHT/ASHT any missing persons
4. Support staffs working with pupils in hall, sensory area are responsible for ensuring they evacuate by nearest exit and go to Assembly point.
5. Pupils who are unable to walk out should be assisted wherever possible by hoisting into wheelchairs. However where the risk of life is great and therefore time does not permit the pupil to be hoisted staff should use approved manual handling techniques and equipment such as two people or more using the child's sling to move the pupil to the exit and then into wheelchair.
6. Fire Marshalls check their designated areas:-

Lower School - Head/Deputy/Asst Head, Receptionist, caretaker/site manager, whichever staff is in office/reception:-

Front reception, staff toilets, PPA room, hall, kitchen, Portacabin, Sensory Room & staff room.

Upper School - Head/Deputy/Asst Head, Receptionist, caretaker/site manager

Front reception, staff room, hall, therapy rooms, music room & pool

7. The school secretary is responsible for ensuring that she takes the visitors' log (and any class registers) with her as she leaves the building.
8. The collection of bags, coats and other personal property should not be allowed to delay exit from the building.
9. The person in charge of each room within the school should without delaying their exit ensure that wherever possible all windows and doors are closed. Designated gate key holders to ensure that they carry the key with them.
10. Once outside, the children should be lined up in class groups at the Fire Assembly points at the rear car park fence or rear field fence - Lower School, Upper School – rear car park or front of school next to Astor turf pitch. Once assembled in the designated area, each teacher and the school secretary are responsible for reporting to the Headteacher or, in her absence, the Deputy Head if anyone is missing. This information will also be passed on to the Senior Fire Officer. All staff and any other people must be accounted for. Where the risk of injury is great all staff and pupils should be moved to a greater distance from the school which may require pupils to be escorted out through the rear gate and onto the all weather pitch on the Tasker Milward site.
11. The school's head teacher, Deputy Head or Site Manager will be on hand to direct fire crews to the area of the supposed cause of the alarm. The Headteacher will report if anyone is missing.

- 12.No-one is allowed to re-enter the school or switch off the alarm until told to do so by the Senior Fire Officer present.

Procedures for emergency evacuation outside of school hours will be the responsibility of the designated person agreed with the Site manager when hiring the school building who will have access to this policy. In a school event the Headteacher and /or site manager will be responsible.

### **Attack/Physical Assault**

In the event of an attack upon a child or adult:

1. Raise the alarm (mobile phones, calling for help, using the school phones, send a child to a nearby adult). Call for assistance.
2. By phone contact the police and any other emergency service required.
3. Attempt to defuse the situation. Quietly and politely make it clear that such behaviour is unacceptable.
4. Children/adults should be removed from the vicinity of the incident.
5. First Aid should be administered as needed.
6. No attempt should be made to restrain the attacker if further harm could be caused as a result.
7. If the attack is still in progress notify the attacker that the police are on their way, attempt to persuade them to stop.
8. If attack continues then reasonable force might be used to restrain the attacker if to do so would lessen the suffering of the victim.
9. No staff should attempt to deal with a potentially violent incident/situation on their own.

Further guidance is available in the Welsh Government document number 097/2013: "Safe and effective intervention – use of reasonable force and searching for weapons" Mar 2013.

### **The use of Reasonable Force to Control or Restrain Pupils**

This policy should be read in conjunction with *Health and Safety for Educational Establishments No.8: The Use of Reasonable Force to Control or Restrain Pupils* and Portfield School Positive Handling Strategies for Pupils in Schools Policy.

Where there is a need to use reasonable force to control or restrain pupils that it is done in strict accordance with Welsh Office Circular 37/98.

The use of physical intervention should be regarded only as a final option when other strategies prove ineffective.

The Head Teacher will authorise teachers and non-teaching staff to have lawful control or charge of pupils to use such force as is reasonable to prevent a pupil from:

- ❖ Committing a criminal offence;
- ❖ Injuring themselves or others;
- ❖ Causing damage to property;
- ❖ Behaving in a disruptive or dangerous manner.

There is no legal definition of 'reasonable force'.

The use of force can be regarded as reasonable, only if the circumstances of the particular incident warrant it. The use of **any** degree of force is unlawful if the particular circumstances do not warrant the use of physical force.

The degree of force employed must be in proportion to the circumstances of the incident and the seriousness of the behaviour or the consequences it is intended to prevent. Any force used should always be the minimum needed to achieve the desired result.

Whether it is reasonable to use the force (and the degree of force that could be reasonably employed) may also depend upon the age, understanding, physical maturity and sex of the pupil.

The Head teacher will maintain a list of any staff member authorised to use 'reasonable force', and explain to them the implications that this authorisation entails.

The Head teacher will authorise any LEA employees whilst on school premises.

### **In the event of an incident**

- ❖ Verbally try to calm the situation.
- ❖ Send for help.
- ❖ No staff member should attempt any situation on their own.
- ❖ If the situation persists or worsens then the use of an appropriate amount of force to restrain the child should be used, bearing in mind the situation and physical disparity in size.

### **Reporting**

Once the incident has been resolved a verbal report should be given to the Head Teacher or their Deputy, which should then be followed by a written report.

These written reports will be stored in the office, computerised reports may be generated on the PCC computer incident/accident system.

Parents will be informed of any incident and given an opportunity to discuss it.

### **Incidents involving Knives and Firearms**

Further guidance is in the Welsh Government document number 097/2013: "Safe and effective intervention – use of reasonable force and searching for weapons" Mar 2013.

The offensive Weapons Act 1996 created a new offence – **"to carry an article with a blade or point, or an offensive weapon, on school premises"**.

Any member of staff who becomes concerned that an individual is carrying an offensive weapon on school premises should immediately notify the Head teacher or their deputy. The Head Teacher or their Deputy will follow the guidelines laid down in the Welsh Government document number 097/2013: "Safe and effective intervention – use of reasonable force and searching for weapons" Mar 2013.

The following points should be considered by all staff;

- Before searching a pupil, consent must be given by that individual; if it is refused, it should be explained that the only other option is to call the police to carry out the search. **Any forced search by staff could be interpreted as an assault.**

- Firearms are always treated as if they are loaded, handling should be kept to a minimum and it should be locked in a safe location until the arrival of the police.
- In the event of an incident the emergency evacuation procedures should be followed.

### **Traffic Incident**

In the event of a traffic incident occurring off site during an educational visit the staff should follow guidelines as laid down for educational visits.

- Contact emergency services if required.
- Once the school has been notified they will contact parents and all other parties. In the event of an incident occurring on site or in the immediate vicinity of school the Head Teacher or their Deputy will also contact the appropriate emergency services if required
- Remove bystanders to a safe distance and if appropriate
- First Aid should be administered
- Notify any involved parties, e.g. if crash has involved electricity or telephone junction box the power will need to be cut off.

### **PROCEDURES FOR DEALING WITH SUSPICIOUS MAIL AND BOMB THREATS**

#### **INTRODUCTION**

The following procedures are designed to give guidance in dealing with suspicious mail or a bomb threat. It is the responsibility of each establishment to ensure that these procedures are implemented and rehearsed.

#### **DO NOT LEAVE IT TO CHANCE!**

- a. Appendices A & B should be given to the persons most likely to answer the telephone and should also be clearly displayed by the telephone/s ready for immediate use if required, along with any site specific instructions.
- b. Appendix C should be displayed in the office/s where the mail is opened and distributed to all appropriate staff.
- c. Further and more detailed guidance can be obtained from the Home Office booklet, 'Bombs, Protecting People and Property. ([www.homeoffice.gov.uk](http://www.homeoffice.gov.uk))

#### **Any queries should be addressed to:**

**Steve Jones - Senior Emergency Planning Officer**

**Tel: 01437 775661 Mobile: -7785 928 731**

**Pauline Lauchart - Emergency Planning Officer**

**Tel: 01437 775589 Mobile: 07786334625**

**Emergency Duty Planning Officer 24 hr – 01558 824 283**



County Hall, Haverfordwest, SA61 1TP or

Paul Eades - Risk Manager,  
County Hall, Haverfordwest, SA61 1TP  
Tel: 01437 776291 Mobile: 07988 037571

## **WHAT TO DO IN THE EVENT OF RECEIVING SUSPICIOUS MAIL OR A BOMB THREAT** **Appendices B**

1. On receipt of suspicious mail or a bomb threat
2. Inform Headteacher or Site manager if available. Dial '999' and call the police immediately! **Dial '9' for an outside line if applicable to your location.**
3. **If in doubt, get them out!**
4. Evacuate to an initial assembly point at least 200 metres from the main building as per fire instructions. Note: This distance may be re-evaluated on the advice of the emergency services.
5. Wait for the arrival of the police and do not re-enter the building.
6. Any decision to re-occupy must be made in full liaison with the police but the final decision rests with the senior officer.

## **BOMB THREAT PROCEDURE Appendices A**

### **ACTION TO BE TAKEN BY THOSE RECEIVING A BOMB THREAT**

- a. **KEEP CALM**
- b. **DO NOT PUT THE PHONE DOWN**
- c. **ALERT OTHERS IF POSSIBLE**
- d. **WRITE DOWN THE EXACT MESSAGE**
- e. **ASK THESE QUESTIONS:**
  - Where is the bomb?
  - When is it going to explode?
  - What does it look like?
  - What kind of bomb is it?
  - What will cause it to explode?
  - Did you place the bomb?

- Why?

Record the time the call finishes

- f. WRITE DOWN THE NUMBER DISPLAYED ON YOUR TELEPHONE SYSTEM  
(If applicable) or dial 1471 and attempt to get telephone number
- g. DIAL **999** AND ASK FOR THE POLICE. Dial '9' for an outside line if applicable to your location.
- h. INFORM HEADTEACHER or Site Manager IMMEDIATELY IF AVAILABLE

### **BOMB THREAT INFORMATION Appendix C**

Notes to be taken by those receiving a bomb threat as soon as possible after the phone call. What did the caller sound like? Tick the appropriate answers and add any other information available.

#### **a. ABOUT THE CALLER**

<b>SEX OF THE CALLER</b>	<b>MALE</b>	<b>FEMALE</b>
<b>NATIONALITY</b>		
<b>AGE</b>		

#### **b. LANGUAGE**

<b>Calm</b>	<b>Crying</b>	<b>Clearing Throat</b>
<b>Angry</b>	<b>Nasal</b>	<b>Slurred</b>
<b>Excited</b>	<b>Stutter</b>	<b>Disguised</b>
<b>Slow</b>	<b>Lisp</b>	<b>Accent*</b>
<b>Rapid</b>	<b>Deep</b>	<b>Familiar</b>
<b>Laughter</b>	<b>Hoarse</b>	

If the voice sounded familiar, who did it sound like?

#### **c. BACKGROUND SOUNDS**

<b>Street Noises</b>	<b>House Noises</b>	<b>Animal Noises</b>
<b>Crockery</b>	<b>Motor</b>	<b>Quiet</b>
<b>Voices</b>	<b>Static</b>	<b>PA System</b>
<b>Booth</b>	<b>Music</b>	<b>Machinery</b>
<b>Children</b>	<b>Typing</b>	<b>Other (describe)</b>

**Description of Sound:**

**IDENTIFYING A SUSPICIOUS PACKAGE:**

- The package may feel **heavy** for its size
- It may be **lopsided** and /or **unbalanced**
- It may have **pinholes** in the wrapping
- It may have visible **wires or tin foil**
- There may be **grease stains** on the wrapping
- It may **smell of almonds, marzipan or oil**
- Listen for **ticking** or **hissing sounds**
- Is it **excessively wrapped** or sealed?
- Too much **postage** paid
- The writing may be **stencilled**
- The package may have been **delivered by hand** from an unknown source or **posted from an unusual place**
- A '**booby trap**' bomb could be one envelope tightly taped or tied within another

## **ACTION TO TAKE**

### **DO**

- Keep calm
- Place the package on a flat surface, but not on the floor or in a corner
- Leave the room and prevent others entering
- Evacuate the immediate area and adjacent rooms
- Dial '999' and call the Police – dial '9' for an outside line if applicable to your location
- Inform the Headteacher or Site manager Immediately

### **DON'T**

- Open the package
- Squeeze the package
- Place the package in sand or water
- Place the package in a container; e.g. Litter bin
- Let anyone else go near it or interfere with it

# EVACUATION PROCEDURES

## General

The purpose of evacuation is to move people from an area where they might be at risk to a place of safety.

## Whose Decision

The decision to evacuate will normally be taken by the Head, Deputy or Site Manager.

## Reasons for Evacuation

Evacuation may need to take place in response to:

- A threat call directly to the building
- A threat call received elsewhere and notified to you by the Police
- The discovery of a suspicious package in the building
- The discovery of a suspicious vehicle outside the building
- The discovery of an external device notified to you by the Police

## Essential Components of an Evacuation Plan

- Designated escape routes
- Effective way of communicating with staff
- Designated staff to act as marshals during the evacuation
- Designated assembly area
- Individual training for staff with particular responsibilities i.e. special needs clients
- Evacuate to an initial assembly point at least 200 metres from the main building as per fire instructions. **This distance may be re-evaluated on the advice of the emergency services**

## Crisis Management Team (CMT)

The Head Teacher, Deputy or Asst Head will lead the CMT, and take charge of the incident on behalf of the establishment.

The team will consist of;

Administrative Asst/ Receptionists

Chair of Governors

Crisis Management team will follow procedures as set out in *Health and Safety for Educational Establishments No 1; Emergency Planning, Guidelines for Dealing with a Major Incident*

## **Severe Weather Procedures**

For additional information see *Health and Safety Guidance for Educational Establishments No. 12: Severe Weather Procedures – Policy and Guidance for Schools*.

In the event of Severe weather

The Head teacher will decide if the school needs to close early.

The closure might affect all children or only those living in certain areas (where severe weather might be causing extreme difficulties).

Head Teacher or Deputy will inform the educational services, officers in services to schools section,

**Steve Russell-Stretch 01437 775102 or 07789 941902**

**Amanda Ryan 01437 776545**

**Joanne Taylor 01437 775041**

These officers will in turn inform school transport section, school meal providers and Marketing & Communications (Media Links)

### **Press and Public Relations Officer**

**Len Mullins 01437 764966 (home)**  
**07901 577454 (mobile)**  
**01437 775387 (office)**

School Transport providers can also notify the school that they wish to transport children early because of severe weather, in which case the school will comply with their request. If due to severe weather school transport is not provided in the morning it is to be assumed that it will not be available in the afternoon - for the return journey. Parents who instead bring their child to school will be informed that they must transport their child home too. Head Teachers should inform the school transport section;

**Matthew Johns ext 5222 (07880 873952)**

**Hubert Mathias ext 5220 (07770573069)**

The school will contact;

- Parents wherever possible to inform them of the school closure, paying particular attention to parents of children with special needs,
- Chair of Governors,
- Nearby schools.

Where there is no responsible adult to either collect or receive a child the child will remain on school premises until arrangements can be made to collect them.

Staff will remain until all the children have been collected.

Usually if the school has been closed to children similarly it will be closed to staff. Staff should report to their nearest school or county council offices. If severe weather conditions prevent this they remain at home.

### **Alarms**

- The school has an approved intruder alarm, providing out of hours protection.
- Key Holders Head teacher – Mrs S Painter, Deputy – Mrs L Harper, Asst. head Mrs Jan Barnett, Caretaker – Mr D Harries, Mr Monty Squelch; site manager Mr Gareth Wilcox, After School Club- Sam Harries.
- Staff will take their own mobile phones on educational visits or a school mobile
- The school has an approved fire alarm system

### **General Security Measures**

- Both upper and lower school have magnetic key fob security on front doors. Both sites have security fencing and padlocked gates to ensure pupil safety
- Rubbish/wheelie bins are secured at a suitable distance from the school building to prevent their use in an arson attack
- Fire extinguishers are checked on regular basis by LEA approved contractor for suitability, servicing needs and general condition. They are also checked monthly, by the school caretaker, to ensure that they haven't been moved or tampered with records to be kept of checks.
- Fire and Safety notices are displayed throughout the school.
- Gates and doors will be checked on a regular basis by the caretaker for maintenance, any defects to be reported to the Head Teacher or their Deputy.