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Kilby St Mary's CofE (Aided)  
Primary School

Emergency Procedures Policy

(Part of Health & Safety Policy)

Agreed by the Governing Body: February 2015

Review date: February 2018

Signed

Chair of Governors

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Kilby St Mary's Church of England Primary School  
-Emergency Procedures  
(Part of Health & Safety Policy)

1. Procedure for visitors to school (8.30am - 3.30pm)

- all visitors to report to the school office.
- all visitors to sign in and take a visitor's badge.
- all visitors to be made aware of emergency evacuation procedures (on school office window).
- all visitors to sign out as they leave school.
- visitors to be escorted around school, where possible.

In the event of an adult in school without a badge adults must

- remind regular visitors to school that they need to sign in/collect a badge.
- challenge anyone they do not recognise, asking them to sign in/collect a badge.

Children will be taught and reminded on a termly basis that if they see an adult they do not recognise in school

- a) with a visitor's badge - this is safe.
- b) without a visitors badge - they must inform the nearest adult immediately.
- c) that they must not open the school doors to someone they do not know.

2. Procedures for dealing with an emergency in school

In the event of an emergency and need of extra adult help:

- ask a child to go to the nearest adult in school and request help

In the event of being asked to assist:

- go immediately to the room where help is required
- deal with the emergency alongside the staff in the room
- call directly to the office if e.g. an ambulance is needed
- report the event to the Head / Deputy / teacher in charge

3. Procedures for snow/extreme weather

- a letter reminding parents of policy in extreme weather conditions will be sent home at the beginning of each winter/as the threat of extreme weather is forecast.

a) If extreme weather occurs during the school day

- head or teacher in charge takes the decision to close the school.
- children stay in school until they are collected.
- record of children who have been collected from school to be kept.

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- members of staff who live locally remain on site and take responsibility for remaining children - in the school hall. Record of children who have already been collected to be handed to these members of staff.
  - staff who live further away from school leave, whilst maintaining appropriate supervision/care for remaining children.
  - one member of staff to be responsible for answering the phone/relaying messages.

b) If extreme weather occurs overnight

- staff to phone the Head teacher and school and inform if they are unable to reach school. Staff are expected to use public transport if they can't get to school by car.
- School premises officer to contact Head / teacher in charge re local conditions.
- members of staff who live locally to come into school (ensure someone is available to answer the phone/relay messages).
- head or teacher in charge to take decision to keep school open/close school. (Dependent upon the number of staff who are able to reach school / the weather forecast for the rest of the day / conditions around school etc.)

If the decision is taken to close school:

- head or teacher in charge to phone Radio Leicester (0116 2016672) password Icicle, LA DCSF Number 855, Establishment Number 3307
- head teacher or teacher in charge to send a text message to say school is closing, to all families' priority mobile phone number.
- staff in school to inform parents arriving that school is closed, put a notice on the school gate and if possible on the school website
- staff in school to contact parents about collecting children who have arrived in school.
- inform Chair of Governors

4. Procedures for evacuating the building e.g. fire/plane crash /explosion

In the event of a fire/explosion/plane crash

- press the alarm (or cause it to be pressed if in charge of children)
- whoever pressed the alarm - dial 999
- children and adults evacuate the building according to fire escape routes in each room.
- teachers should lead the children in case a normal route is blocked and the decision of an alternative route needs to be made.
- support assistants working with the class come out last.
  
- in the event of no other adult being in the classroom, the teacher designates a sensible child to bring up the rear.
- staff to check cloakrooms/toilet areas/library/on way out.
- school secretary to take out registers, visitors' book, key fobs and emergency contact file.

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- children to line up in classes on playground.
  - teacher to COUNT children and report to head or teacher in charge once all children in their class are accounted for.  
(in the event of the count not matching the number present in class, identify missing child/children by roll call and inform head/teacher in charge).
  - visitors to school to report to school secretary.
  - school secretary to report to head/teacher in charge re visitors in school.
  - support staff to report to line manager / school secretary in her absence
  - line manager / school secretary to report to Head / teacher in charge
  - Lunchtime servers to report to head/teacher in charge.
  - Head/teacher in charge to liaise with emergency services.
  - be prepared to move the children onto the school field as instructed in the event of the playground being unsafe.
  - staff who are going off site to inform the office before they leave.
  - phone Education Crisis Line
  - inform Chair of Governors.

#### If the emergency occurs during a lunchtime

Procedures as above but with the following amendments

- Internal lunchtime member of staff to take out registers, late book, visitors' book, key to large gate, siren and emergency contact file. (In box just inside office).
- children to line up in classes on top playground.
- lunchtime assistants to count children and report that all are present/who is not accounted for.
- lunchtime supervisor to be informed of children present/missing until head/teacher in charge arrives on the playground.
- any staff in school to evacuate the building and help in accounting for children.
- head/teacher in charge to check or direct staff to check that building is clear.
- Lunchtime supervision to be told who is in charge if Headteacher is not in school at lunchtime
- any member of staff leaving the premises to sign out and to inform a colleague
- any part time member of staff in school when they would not normally be in is to sign in and out
- phone Education Crisis Line
- inform Chair of Governors.

#### If the emergency occurs after school, whilst children are attending clubs

- staff running clubs to take a register of those present at each session, even if the club is taking place outside.
- evacuate the building by the most appropriate route
- head / teacher in charge to be informed of children present / missing

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- school admin assistant / person near to the office to take out emergency contact file
  - head / teacher in charge to liaise with emergency services
  - phone Education Crisis Line
  - inform Chair of Governors.

#### In the event of a gas leak

- do not operate any electrical equipment or switch lights on or off.
- evacuate the building as for fire emergency
- ventilate the area by leaving doors / windows open as school is evacuated
- switch off gas at mains if this is safe to do.
- phone gas emergency line 0800 111 999
- line up up-wind of the gas
- be prepared to move children to the extremes of the school field
- phone Education Crisis Line
- inform Chair of Governors.

Emergency evacuation of the school to be practised as a minimum on a termly basis in accordance with Health & Safety Handbook

#### 5. Procedures for a potentially violent intruder in school

- dial 999
- inform the head/teacher in charge
- do not confront the intruder
- assess the situation with a view to keeping children and adults in school safe. Be prepared to lock doors to isolate the incident and/or evacuate the building; depending upon how the risk is interpreted
- take advice from the emergency services
- phone Education Crisis Line
- inform parents
- inform Chair of Governors

#### 6. Procedures for contacting parents

- contacts to be kept up to date on computer
- emergency contact files (including staff contacts) to be brought out of school in the event of an emergency.

#### 7. Procedures for a major off-site incident involving pupils

- dial 999 if appropriate
- the identified school contact number should be dialled and the head / designated teacher in charge of school informed
- staff at the incident to follow advice of emergency services.
- the teacher in charge of the group must do their best to keep school informed through the designated phone line organised for all off site visits

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- inform Education Crisis Line on
  - responsibility for contacting parents etc. will be taken by the head / designated teacher in charge of school
  - this person will advise parents/carers as best they can of the incident, the victims/injuries and the expected time of arrival back to school  
USE/AMEND THE PREPARED STATEMENT - SEE APPENDIX 1
  - record all those who have been contacted and the time of contact
  - a willing able colleague should be sent to the destination of the children if not school to meet parents and comfort as appropriate. THIS COLLEAGUE WILL NEED A CONTACT NUMBER FOR COMMUNICATION.
  - inform Chair of Governors
  - a full report must be written by the teachers in charge at the earliest possible opportunity and this policy reviewed
  - if press are on school site, use staffroom as a holding area.

#### 8. Procedure for dealing with a serious illness

##### a) If the illness is contagious e.g. meningitis

- react/respond to advice from doctors
- contact Crisis Line
- keep parents informed on advice given

##### b) If the illness is not contagious but life threatening

- use collective worship as a focus for concern and prayers
- involve the clergy
- use elements of PSHCE programme as appropriate in classrooms

#### 9. Procedures for children requiring medicine during school time

- school to be informed by parent of children requiring medication - completion of administering medicine form
- medicine (clearly named) to be kept in locked fridge in staff kitchen and sent home at the end of the day or kept locked away in fridge
- written permission, including dose to be administered, kept by designated member of staff
- administration in school of prescription medicines only.
- inhalers to be kept in classrooms with children, where children can access these easily and take with them to games / swimming lessons / activities off site if necessary.
- inhalers to be clearly labelled with the child's name
- inhalers / epi pens to be sent home at the end of the school year, for parents to check expiry dates and renew for the new school year if necessary.
- health care plans to be passed on to designated member of staff.

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#### 10. Procedures for a major incident outside school hours e.g. fire

- head/teacher in charge to be informed immediately
- head/teacher in charge to inform Crisis Line on
- inform Chair of Governors
- school back-up tapes to be taken home daily by school admin assistant / system manager
- contact information from back-up tape to be used to contact staff
- parents/carers informed by the headteacher through appropriate means - media/informed outside school/letter
- use/amend the prepared statement (appendix 1) as appropriate.

#### 11. Procedures for a medical emergency

- dial 999
- inform parents
- administer first aid if appropriate
- keep parents informed e.g. if ambulance is leaving school without them
- head/teacher in charge to designate an appropriate adult to accompany the ambulance (if parent not present)
- head/teacher in charge to inform Education Crisis Line
- site of emergency (if an accident) to be left until permission is given to clear
- accidents to be investigated and reported upon by head/teacher in charge

#### 12. Procedures for administration of emergency medication

- all staff to be made aware of children who may need emergency medication (e.g. epi-pens)
- children who may need emergency medication to be noted in class booklet with instructions and prominently displayed (for supply teachers etc).
- staff to be trained in use of epi-pens/medication where appropriate
- medication to be clearly named/labelled
- medication to be kept in the First Aid box in the staff room
- parent/carers to inform staff of symptoms and conditions under which medication should be used.

Policy to be reviewed on an annual basis.

New staff to be made aware of emergency procedures.

Emergency procedures to be added to staff handbook.

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APPENDIX 1

The following statement should be used/adapted

An incident happened at-----am/pm.

Following the schools prepared emergency procedure

the emergency services were called immediately.

All children, staff and visitors were instructed to-----by-----  
the designated teacher in charge/first on the scene.

Our concerns are now for -----

We send our sympathies/prayers to the victims and their family and friends. We are all in a state of shock but wish to commend the children/staff/visitors/helpers/  
members of public/services/for their efforts, bravery and professionalism.

Any one wishing to contact us regarding their loved ones should phone-----  
THIS MUST NOT BE A NUMBER BEING USED BY THE TWO SITE TEACHERS IN CHARGE

We now need to focus our efforts on the children/casualties/those still  
missing/trapped/.....

We shall issue another statement when we have further news for you.

ANSWER NO QUESTIONS.

AWAIT THE ARRIVAL OF THE LEICESTERSHIRE CC PRESS OFFICER.