



School Emergency Plan

East-the-Water Primary School

The aim of this school emergency plan is to describe how the school will respond to an emergency in order to save lives and minimise the risk of injury to the school community in the event of a potential or actual life-threatening emergency.

The objectives of the school emergency plan are:

- The school building is surrounded school by extensive grounds. Evacuation can be extended in distance from main building. There is one exit from the building which could be accessed only if occupants are led in single file, restricted by width of path
 - Exit from school gate leads onto pedestrian path and main road. Road is usually lined with parked cars. Cross in front of car park gates to provide maximum view iof on- coming traffic as result of zigzags on road
 - Leave main school car park gate, cross Mines Rd, turn right, follow path to end, turn left into leave before Broadlands, follow lane to end, exit onto Manteo Way, turn left until meeting pedestrian crossing, cross Mateo Way and enter TESCOs car park, continue along pedestrian pathway until final destination –stand right hand side of building in front of loading gates
 - Ensure after school clubs are evacuated safely
 - Cabin in evacuated promptlt breakfast and afterschool
 - SLT consists of 3 teachers, deputy and Headteacher. Evacuation decision would be directed initially by Headteacher or in absence, Deputy Headteacher
 - Incident Management Team consists of Headteacher, Deputy and Bursar
- If occupants remain at risk after evacuation into school assembly point
- Pupils leave grounds via playground metal gates, cross Mines Road and turn left towards TESCOs
 - Headteacher would make decision or in absence Deputy Headteacher
 - Bursar , or support administrator, would bring copies of pupil contact, emergency contact and mobile phone access
 - There are no pavements along lane once leaving Mines Road. Any traffic will be movement of cars leaving/ arriving at cottages and driveways
 - SLT will annually walk through evacuation, time and review evacuation route
 - Report will be annually discussed as part of Premises Committee Autumn agenda

**Person responsible for updating
this plan:**

Adam Buckeridge

Critical School Contact information: <i>(Name and 24 / 7 contact details).</i>		Head teacher: Adam Buckeridge Bursar Karen Wilson Key-holder(s): Guarantor Security Emergency point of contact: Reception:01237475178 Other:	
<u>Plan Activation</u> The plan will be activated under the following circumstances.		<ul style="list-style-type: none"> • On activation of the fire alarm • On receipt of a telephone call by the emergency point of contact. • On being informed of a bomb threat. • On being informed of an external treat. • On being informed of an intruder within the school. • On being informed of a sudden illness in the school • On receipt of information that the head teacher considers the plan to be activated. 	
Date of issue:	1st September 2021	Date of next review:	Aut 22
Version Number:	3		
Number of staff employed at school	95	Number of pupils on roll	458 inc EY
Are accurate names, addresses, and telephone numbers held for staff, governors and pupils?	Yes	Contact details last updated:	September 2021
Who is responsible for updating the contact details?	Karen Wilson		
How will Parents be kept informed of school closures and re-openings?	Cascade details: Website(responsible person Magic Pawlowski, Karen Flack By email and mobiles out of hours		
The following addresses / contact details of important local institutions in the school neighbourhood:	Police Station: New Road, Bideford Tel No: 101 Fire and Rescue Station: Old Town, Bideford Tel No: 999 Hospital / GP Surgery: Wooda Sugery 01237 471071 Other:		

Who holds copies of the Emergency Plan?	Chair of Governors, Headteacher Bursar
Are contact details for contact details for outside agencies including the LA current and readily available?	DDC
State the location of the following, it may be useful to attach a site plan to this plan:	
Water cut off valve:	See attached plan
Gas mains valve:	
Electric meter:	
First incoming telephone point:	
What are the pre-planned arrangements for the following:	
Evacuation routes:	Reviewed annually and procedures/ staff training termly
Assembly points:	Regular monitored testing and logs
Disabled evacuation routes:	Staff and pupils have PEPS
Loss of premises:	Short term arrangements, 1 or 5 days: Long term arrangements, over 1 week:
Loss of water supply:	Short term arrangements, 1 or 5 days: Long term arrangements, over 1 week:
Loss of electric supply:	Short term arrangements, 1 or 5 days: Long term arrangements, over 1 week:
Loss of gas supply:	Short term arrangements, 1 or 5 days: Long term arrangements, over 1 week:
Loss of Communications: Examples may include; text messaging, Twitter, etc.	Seek DCC advice
Deliberate act of violence:	Seek DCC advice
Bomb threat or act of terrorism:	Seek DCC advice

Death or serious injury at school or on excursion:	Pupil: Staff or Governor: Visitor or Parent:
Large clusters of localised human to human viral infection – likely Epidemic	Seek DCC advice
What are the pre-planned arrangements for the following Severe Weather events:	
Flooding:	Go to www.environment-agency.gov.uk/floodline to view the flood map for your area and access information and advice on writing a flood plan
Heat wave:	
Snow:	Do you have sufficient supplies of salt: List the site pathways and areas requiring salting:
Arrangements for the management of young people and staff involved in visits and off-site activities	
Off-site visits information	24 hour access to information about off-site group's e.g. Evolve (web based) or paper information about the visit Emergency contact details for off-site staff and parents
What processes are in place for continued learning during a prolonged emergency:	
Electronic teaching i.e. School learning platform:	Seek SWGL advice
Alternative school premises:	Seek DCC advice
Other sources:	
What are the pre-planned arrangements for safeguarding pupils and adults at risk during an emergency?	
Vulnerable Children	Pupil details to contact parents, medical information available, PEP shared with staff
Pupils / Staff with Disabilities	Pupil details to contact parents, medical information available, PEP shared with staff

Make an assessment below of any other identified potential emergencies or specific hazards which pose a particular risk to your school and plan how you will deal with incident arising from them:

Emergency Hazard	Emergency Plan
Cabin after school/ breakfast when no SLT staff are on site	<ul style="list-style-type: none">• Cabin fire procedure updated• Lead staff have Head's home and mobile contact• Pupil contacts available at Head office telephone available once school office closed

Appendix 2

Children and Young People's Services Emergency Contact Information

1. During Office hours contact the Business Support Team

Telephone: 01392 383369

Email: <mailto:cypsbusinesssupportcountyhall-mailbox@devon.gov.uk>

2. Office Hours (24-hours) contact the DCC Emergency Planning Team

Telephone: 07699 734637

Messages will be cascaded to Senior CYPS Officers support team.

1. School Closures can be reported by using the telephone contacts above or alternatively completing the details on line at:

Web address: www.devonschoolclosures.info

Then complete the on-line form by:

- Clicking on the link, [school closure form here](#)
- Enter the user name and password below,
User Name: closure
Password: Educ808tion505
- Enter the school DFES number and press '**submit form**'.
- Complete the closure information and press '**submit**'

Ensure to keep User Name and Password details in a nominated and secure location

The school closure information will automatically be updated on the DCC website.

PLEASE NOTE: You must remember to update the record manually when the circumstances changes.

Appendix 3

Useful Contacts

Please keep the checklist that follows in an accessible location within the school. Copies should also be available to members of the senior management team at home, in case of a school-based emergency out of hours.

Service	Name	Responsibility	Telephone No.
DCC Emergency Planning Team	Control Centre		07699 734637 – 24 hours cover
*LA Support Team Coordinators	Business Resources Team	Strategic Support Officers	01392 383369
Devon Health & Safety Service	Margaret Bullock	County Health and Safety Manager	01392 382027 07659 146024- 24 hour emergency cover - pager
Insurance Services	David Doble	Insurance Manager	01392 382292
Customer Services Team	Alison Layton-Hill	Customer Services Manager	01392 383140
*Cleaning	Nick Richardson	Cleaning Contract Manager	01392 382870
*Grounds	Matthew Chapman	Grounds Manager	01392 382980
Legal Services	Simon Clarey	Solicitor	01392 382278
SCOMIS	Helpline desk		01392 385300
ICT	Helpline desk		01392 382222
CYPS Finance	Nicky Allen	Principal Finance Manager	01392 383146
*CYPS Outdoor Education Adviser	Bryan Smith	Outdoor Education Adviser	01392 385212 07989 384856
*DCC HR Service – CYPS	Helen Crossfield	Personnel Officer	01392 686338 07980 594342
*DCC EPS Critical Incidents Team	Bea Blair-Smith	Principal Educational Psychologist	01392 686302

*CYPS Responsible Officer	Ray Beale	CYPS Emergencies	01392 382860
*CYPS Health & Safety Commissioning Officer	Melanie Wellard	Health, Safety & Wellbeing	01392 382873 07870 573065
*DCC Communications Service	David Hutchings	CYPS Communication Officer	01392 382594
*DCC Governor Services	Debbie Clapshaw	Manager - Governor Services	01392 383611 or 07973 799850
District Council Environmental Health	Contact local District Council	Environmental Protection	01392 265147
Health Authority Communicable diseases	Dr Mark Kealy	The Devon Health Protection Unit	01803 861833 or 01726 627881

*denotes the LA Support Team

Appendix 4

Sources of Further information

Health and Safety guidance, including information on dealing with [emergencies](#), is available from the [Source](#) or **Devon Health and Safety Services** on 01392 382027 or by email to Healthandsafety@devon.gov.uk

Head teachers / Governors in schools will be directly supported by their area H&S Adviser. If you are unsure on whom this is please contact the **Devon Health & Safety Services** and you will be notified of your H&S Adviser.

In addition, employee support and assistance is available from:

- **Wellbeing@Work:** 01392 383277 wellbeingreferral@devon.gov.uk
- **HR Helpdesk:** 01392 385555 [HR Helpdesk–Mailbox](#)
- **Schools Helpline** 01392 384567 schoolspersonnelhelpline@devon.uk

Key DCC County/Directorate/Service Guidance:

- CYPS [Emergency Contact Arrangements](#)
- DCC [Emergency Planning](#)

South West Grid for Learning (SWGfL) Responsible for Internet Connectivity and Services for Merlin

Severe Weather - Floods, hail, ice, snow – extreme weather events could become more frequent and schools need to be prepared and ready to respond.

The following links provide helpful advice and guidance on preparing for these events.

http://www.devon.gov.uk/winter_travel

<http://www.devon.gov.uk/extremeeventsconference>

