

EMERGENCY PLAN POLICY

Emergency Plan in the Event of a Critical Incident

POLICY STATEMENT

It is a mandatory requirement of working at WISE that all staff members are fully conversant with this policy.

All students' and staff emergency contact numbers for the next of kin are readily available in reception in marked file.

This emergency plan is to help staff respond effectively to an emergency on WISE premises. We recognise the need to have ongoing training to all staff as appropriate to minimise the effects of emergency situation.

The Head Emergency Plan Co-ordinator is Liz Denham. All incidents must be reported to her.

After any critical incident, details must be logged in the Critical Incident Log (in reception) and the local police (phone: 101informed).

Potential incidents that could occur

- . serious injury or fatality to a student or staff member (e.g. transport accident)
- . significant damage to school property (e.g. fire)
- . criminal activity (e.g. bomb threat, a violent act)
- . severe weather (e.g. flooding)
- . public health incidents (e.g. flu pandemic)
- . the effects of a disaster in the local community

Action

Any incident that is deemed an emergency, phone the police, phone: 999 OR 112.

If the incident is deemed as non-emergency, phone the police, phone: 101.

Serious injury or fatality to a student or staff member

1. Call the police/ambulance by phoning 999 OR 112.
2. Follow our First Aid Policy procedures.

Significant damage to school property (eg. Fire)

1. Call the police/fire brigade by phoning 999 OR 112.
2. Evacuate the building Los Hermanos Car Park muster point.
3. Follow our Fire Safety Policy procedures.

Criminal Activity (e.g. bomb threat, a violent act)

1. Call the police/fire bridge by phoning 999 or 112.
2. Stay away from windows.
3. Students and staff to remain in the building until any immediate external threat has subsided.
4. Close main door. Windows must be closed (if safe to do so).
5. Students and staff to muster away from windows, on the ground floor and on first flight of stairs.
6. Remain until advised by police that area is safe.

Severe Weather (e.g. flooding)

1. Close main door.
2. Students and staff to move to upper floors.
3. Call fire brigade by phoning 999 or 112 if danger to life.
4. Remain until safe to exit main building or fire brigade gives the all clear.

Public Health Incidents (pandemic flu)

1. Students and staff advised to stay at home.
2. To avoid spread of infection, all wash basins to be disinfected regularly.
3. If a large number of students are absent with flu, it may be deemed necessary to inform the local hospital, St. Peter's Hospital, by phoning (01932) 87200 and Surrey County Council by phoning 600 9009 (open 9am – 5pm) or e-mailing <https://www.surreycc.gov.uk/>
4. The Managing Director, Liz Denham, will make the final decision if the school should be closed.

SEE APPENDIX A FOR SUMMARY OF EMERGENCY PLAN

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Appendix A - Emergency Action Plan Summary

EVENT	Fire, bomb threat, gas leak	Earthquake, explosion	Threat inside building	Threat outside building	Extreme weather, poor air quality
RESPONSE	EVACUATE	DROP-COVER-HOLD ON	LOCKDOWN	HOLD AND SECURE	SHELTER IN PLACE
<p>EXPECTED ACTION</p> <p>1.All mobile phones to be put on silent.</p> <p>2.No social media posts.</p> <p>Designate:</p> <p>1.Liz Denham</p> <p>Safe Assembly Area:</p> <p>Los Hermanos Car Park</p>	<ul style="list-style-type: none"> . Sts/staff exit quietly and calmly . Report to Fire Assembly Point (Los Hermanos Car Park) . Assist students with special needs . No mobile phone use for social media . Take registers and signing in sheet . Lights off, close doors . Teacher last to leave . Remain in place until advised by Designate 	<ul style="list-style-type: none"> . Tell sts/staff to 'Drop-cover-hold on' . Assist students with special needs . After shaking stops count to 60 out loud before getting up . Is room safe? Evacuate if unsafe to Fire Assembly Point (Los Hermanos Car Park) . No mobile phone use for social media . Take registers and signing in sheet . Lights off, close doors . Teacher last to leave . Remain in place until advised by Designate 	<ul style="list-style-type: none"> . Direct sts/staff in hallways into classrooms . block classroom doors . cover windows . lights off . drop to floor, along a wall, away from doors, out of sight . assist students with special needs . ensure students are quiet . no mobile phone use/social media . take attendance . remain until room is cleared by authorities or Designate . sts outside report to Fire Assembly Point (Los Hermanos Car Park) . Designate to lock exterior door, if appropriate . Designate to move sts in common areas to nearest blocked door 	<ul style="list-style-type: none"> . Direct sts/staff into building . lock/block doors . cover windows . stay away from windows . assist sts with special needs . take attendance . ensure sts are quiet . no mobile phone use/social media . monitor hallways/bathroom access . remain until room is cleared by authorities or Designate 	<ul style="list-style-type: none"> . Direct sts/staff into the school . close doors and windows . take attendance . assist sts with special needs . no mobile phone use for social media . remain until room is cleared by authorities or Designate