

1 Introduction

- 1.1 The first objective of this disaster plan is to reduce danger in the New Charter Academy by having routines and procedures that aim to prevent disasters from happening in the first place.
- 1.2 The second objective is to assist staff, students and parents in coping with disasters if and when such incidents do occur.

2 Preventative and Precautionary Measures

- 2.1 **Fire and emergency procedures.** The Academy will ensure that all staff and students are familiar with the Academy's fire and emergency procedures. Details of the procedures are detailed in the Staff Handbook and Health and Safety Policy.
- 2.2 **Academy security.** Staff are instructed to ensure that all visitors have signed in at reception and have visitor badges. Any persons not wearing a visitor badge can be challenged and escorted to reception. Reception is instructed to issue badges to visitors once contact has been made with the appropriate member of staff. All visitors are instructed to sign out when vacating the premises.
- 2.3 **Out of school visits.** Trip organisers are required to follow the procedures as outlined in the Staff Handbook and Offsite and Residential Activities Guidelines.
- 2.4 **Signing in/out procedures.** All students must sign a late slip before going to class. If staff or students need to leave the Academy in the middle of a class they must sign the exit book. All students must ensure that they have an absence slip signed by the Form Tutor before signing the exit book.
- 2.5 **Health problems.** Staff are informed of students with health problems and the method for dealing with such problems. The Academy supports staff both teaching and non-teaching to become qualified in First Aid.
- 2.6 The Health and Safety policy will be updated each year and shall be provided to all staff both teaching and non-teaching. All personnel are asked to adhere to the policy.
- 2.7 The Drug Policy gives detailed advice on how to deal with any incidents where illegal substances or substances purporting to be illegal substances are involved.
- 2.8 **Potentially violent situations.** Staff are instructed on how to react to potentially violent situations and how to acquire the support of more senior staff. This includes never going alone to deal with violent, abusive or aggressive persons whether inside or outside the school site. The Academy

Author:	Version:	Date Approved:	Page 1 of 9
	1	08/05/08	

will always contact the police in such situations. A log book will be kept in Reception to records all such situations.

3 Extra curricular clubs/sports fixtures

- 3.1 All staff will be informed of all extra curricular activities which take place regularly via the staff notice board and in the weekly staff bulletin
- 3.2 All students must inform parents if they are involved in any extra curricular activities including representing the school sports teams. Parents will be informed of the probable time when students should be returning to the Academy and are asked to inform their child of the travel arrangements for returning home.
- 3.3 **Standards of behaviour.** Staff and students are briefed on standards of behaviour for all Academy organised activities, trips or excursions. Further guidance is available in the Behaviour policy and Offsite and Residential Activities Guidelines.
- 3.4 **Equipment.** Students should be told precisely what equipment/food they will need to bring, such as sun protection, headgear, sensible clothing and sufficient drinks etc
- 3.5 **Staff responsibilities.**
 - ensure all parental/guardian consent forms are collected prior to the trip
 - the trip leader retains ultimate responsibility but staff may take responsibility for different aspects/areas e.g. first aid, keeping/administering money
 - all staff need to be aware of disabilities and other medical problems students may have
 - follow the general rule that individual students are never allowed to go off on their own. Students must be in groups and instructed of any possible dangers e.g. cliffs, traffic, for any 'free time'. They must be told where and how a member of staff can be contacted at all times in the event of an emergency. They must be given a definite time of return for 'reporting in'.
 - staff should take one of the Academy's mobile telephones whenever this is possible. In addition, they should have with them emergency contact numbers if the trip runs after the Academy has closed.
- 3.6 **Emergency contact.** There will always be a member of the SMT on call for trips running outside Academy hours (including those over 24 hours). Trip organisers should ensure that they have the home/contact telephone number of the contact person. The SMT should be provided with a list of names, addresses and telephone numbers of all staff and students on the trip. As a matter of course the information should be held also by each adult leader on any trip that includes an overnight stay (were applicable the organiser should also carry students' consent and indemnity forms which contain all necessary emergency information).

Author:	Version:	Date Approved:	Page 2 of 9
	1	08/05/08	

- 3.7 High risk activities and general health and safety
- where there are high risk activities involved (e.g. swimming, canoeing, skiing, etc.) it is desirable that one adult member of the party should be suitably qualified in first aid.
 - it is the responsibility of the party leader to ascertain the availability of local first aid and rescue facilities. A first aid kit should be taken on all trips.
 - seat belts must be used when they are present in mini-buses, coaches etc
 - drivers must ensure that their total working day (i.e. teaching, supervising and driving) should not exceed 10 hours
 - drivers must take a 20 minute break every 2 hours
 - all party members must be familiarised with the fire and emergency procedures when staying in residential accommodation
- 3.8 **Photosheets:** it may be advantageous on more lengthy trips for the party leader to have the student photo sheet of all students alongside their home/emergency telephone numbers. Photosheets can be compiled from Academy records or from passport photos brought in by students.

4 Academy Excursions and Trips

- 4.1 The general procedure for organising an Academy excursion/trip is contained in the Offsite and Residential Activities policy.

5 In the Event of a Disaster on Site or on an Excursion/Trip

- 5.1 Establish the nature and extent of the emergency.
- 5.2 Make sure all other members of the party are accounted for and are safe.
- 5.3 If there are injuries, establish the extent and administer appropriate first aid if you have been trained and feel capable.
- 5.4 Advise other party staff of the incident and of the actions taken. Where appropriate, assign particular responsibilities to each adult member of the group.
- 5.5 If possible, ensure that an adult accompanies any casualties to hospital.
- 5.6 Ensure that remaining students are adequately supervised and arrange for an early return to base.
- 5.7 Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all children are accounted for.
- 5.8 Contact the Executive Director or the Academy Director who will be on call. Control access to telephones until the senior member of staff has contacted parents/others directly involved. Give full details of the incident including:

Author:	Version:	Date Approved:	Page 3 of 9
	1	08/05/08	

- nature, date, location and time of incident
- details of injuries etc
- names and if possible home telephone numbers of those involved
- action taken so far
- telephone numbers for future communication

- 5.9 Do not discuss matters with the media.
- 5.10 If the Academy Director has been contacted he/she should contact the Executive Director and establish who will take charge of the situation and what immediate action will be taken. The Executive Director will advise the Chair of Governors (and the LEA if appropriate)
- 5.11 The party leader should, at the first opportunity, make notes on the incident, as should other people involved. A record should be kept of the names and addresses of any witnesses or people involved.
- 5.12 Do not discuss legal liability.
- 5.13 Ensure accident forms are completed as soon as possible.
- 5.14 Inform parents of any delays that will be necessitated, or ask a member of the SMT to do this.

6 Dealing with a Disaster at the Academy

Each emergency situation will need to have planning individually tailored. The following is given as the most probable strategy that will be adhered to.

- 6.1 In the event of an emergency the Executive Director will make it clear who is in overall charge. This will normally be the Executive Director but it may be delegated to one of the SMT

6.2 In the absence of the Executive Director the SMT will take charge.

- 6.3 The Executive Director/SMT will firstly ensure that the relevant emergency services have been contacted.
- 6.4 The Executive Director/SMT will free themselves from as many routine responsibilities as possible and remain for most of the time on hand in the main school office or Executive Director's office in order to ensure effective control and communication.
- 6.5 The Academy will be run as normally as possible.
- 6.6 Insurers will be informed giving the following details:
- exact location
 - time of incident
 - brief details of circumstances
 - extent of damage or loss
 - current situation

Author:	Version:	Date Approved:	Page 4 of 9
	1	08/05/08	

- co-ordinator of incident

7 Life Threatening Situations

- 7.1 Where there is a life threatening situation staff will use the fire alarm in order to evacuate the Academy
- 7.2 If evacuating the Academy would make matters worse (e.g. persons making threats to people’s lives) the office should be informed and the alarm will ring four times in quick succession, this will be repeated several times with a few seconds of interval in between. This should be taken as a sign to keep students in lessons.
- 7.3 If the alarm sounds continuously for thirty seconds, this is a signal for all staff not teaching at that time and all SMT (if possible) to meet in the staffroom. If the staffroom is involved in the emergency then staff should meet in another appropriately designated area
- 7.4 Discussion will then ensue as to how best to deal with the situation.
- 7.5 The primary aim is to preserve life balanced with the recognition that staff and students involved in the incident will need immediate support. At the conclusion of the incident the fire alarm will be used to evacuate the Academy.
- 7.6 Staff should feel free to contact the police directly in an emergency and are encouraged to act quickly and offer support where doing so will not put them or students at risk. Situations are often tackled effectively at an early stage before the situation escalates.
- 7.7 The Executive Director/SMT will ensure that a member of staff meets emergency services at reception (or elsewhere if deemed appropriate).
- 7.8 **Bomb threat:** this may occur by a telephone call advising the Academy of a bomb planted on site or by the location of an unidentified package
- if a telephone call is received inform the Executive Director/Academy Director, telephone 999
 - if a suspicious package is noticed, clear the immediate area, inform the Executive Director/Academy Director, telephone 999
 - if a bomb explodes, telephone 999 and refer to Dealing with a Disaster at the Academy (Number 6 above)
- 7.9 When a disaster results in casualties on the Academy site one member of staff will take the name(s) of those injured and the hospital to which they were taken. One of SMT will inform parents and/or next of kin as soon as possible.
- 7.10 If deaths have occurred parents/guardians will be told in person as soon as possible:
- at home/work by a member of the SMT, Head of Year or Form Tutor where this is deemed appropriate. Staff on such duties will be accompanied by a member of the police and/or other professional where appropriate

Author:	Version:	Date Approved:	Page 5 of 9
	1	08/05/08	

- at home or work by the police
 - where parents arrive at the Academy they will be told by a member of SMT, in conjunction with the police where appropriate
- 7.11 Where parents arrive at the Academy after a disaster has occurred, a decision will be made as to whether students not directly involved in the incident should accompany parents home.
- 7.12 Students affected in some way by the incident will generally be allowed home if accompanied by a parent/guardian.
- 7.13 All students allowed home must sign out.
- 7.14 A room will be set aside for briefing and counselling of parents.
- 7.15 If students or staff are injured then accident forms will be filled in as soon as possible.

8 Evacuation

- 8.1 If one or more of the Academy blocks are required to be evacuated then, weather permitting, the Academy marshalling areas will be utilised i.e. yard etc. If the weather is inclement then priority will be given to the school Sports Hall and the Dining Room. In the event of loss of any accommodation due to any circumstance the following action should be taken:
- evacuate the particular premises or block(s) and inform Executive Director
 - move to the marshalling areas
 - take a register
 - a decision will be made to move students to appropriate shelter, usually Sports Hall in the first instance
 - alternative classroom accommodation will be sought
- 8.2 **Sending students home.** Where this is necessary and if transport can be organised then students will be allowed to go home in a supervised fashion. If possible, all students will have an explanatory letter to take with them. If transport cannot be organised and parents have not provided any details for emergency arrangements then students will be kept on site until the end of the Academy day and afterwards if need be. All staff will be informed beforehand via a verbal or written message to brief them on the decision as to whether students are to be sent home.
- 8.3 **Briefing staff and students.** If an incident occurs during a school holiday every effort will be made to contact all staff (both teaching and non-teaching) before their return. For all other incidents a decision will be made as to which students are to be briefed on the incident and by which member of staff (generally a member of SMT).
- 8.4 First briefing – if possible this will be given on the day of the incident to quash any rumours/untruths.

Author:	Version:	Date Approved:	Page 6 of 9
	1	08/05/08	

- 8.5 Traumatic briefings – where briefings of students take place concerning traumatic incidents, staff will be provided with briefing notes. These will normally contain the following elements:
- factual account of the problem or incident
 - details of any arrangements necessary as a result of the incident
 - details of help that is available
 - information on coping with the media – students will be advised not to talk to the media unless arrangements have been made for them to do so by the Executive Director
- 8.6 Subsequent briefings – these will probably be arranged at the beginning of each day with a staff briefing where staff will be told what (if anything) is to be communicated to students. Consideration will be given providing staff especially Form Tutors with written briefing notes and sources of available help e.g. counselling, student support services, etc.
- 8.7 The Executive Director will ensure that parents and governors are kept informed by letter where applicable. Parents will be provided with information and sources of help that are available for their child.
- 8.8 Consideration will be given to which staff will visit the homes of students seriously affected by the incident. Normally, this will be a member of the SMT or staff known to the student.
- 8.9 **After the incident.** Consideration will be given to setting up meetings of students/parents seriously affected by traumatic incidents. The Executive Director will decide who is to lead such a group. Where deemed necessary the group may be assisted by an educational psychologist or other professional.
- 8.10 Decisions will be made on whether the incident is to be discussed in the Academy in a controlled manner. If it is, it will probably involve a form session following a main briefing. These form sessions will have very clear aims and objectives and advice will be sought from appropriate professionals, e.g. educational psychologists, on setting up such discussions.
- 8.11 The Executive Director or the person delegated by him/her will be the only person who speaks formally to the media. One of the SMT will have the responsibility for other aspects of media liaison.
- 8.12 Consideration will be given to briefing the media on a regular basis. It is acknowledged that the Academy will be able to contact parents and members of the local community through the local media.
- 8.13 General guidelines for handling the media for staff/students:

Try not to:

- ignore them
- underestimate speed of reaction
- underestimate interest and impact on the Academy's reputation
- speculate
- say 'no comment', instead refer them to the Executive Director

Author:	Version:	Date Approved:	Page 7 of 9
	1	08/05/08	

Try to:

- be aware of how a story may develop
- refer them to the Executive Director or the person delegated by him
- consider the implications of what you say
- if you do issue statements do say who, what, when and how critical

8.14 The police will be provided with an incident room if deemed necessary.

8.15 Where deaths have occurred consideration will be given to closing the Academy on the day of the funerals. As with all funerals, at least one member of the senior staff will be present to represent the Academy. Decisions will be made as to whether/which staff and students will also attend funerals.

9 Closure of Academy Due to Emergencies Before the School Day Begins

9.1 The Executive Director in consultation with the SMT will ascertain whether the Academy is to be closed

9.2 Local radio stations will be informed and provided with:

- the Academy DCSF number
- name of the Academy
- details of reason for closure (if necessary)
- information about the likely length of closure

9.3 **Inform Chair of Governors.** Staff will be individually contacted to inform them of the closure.

9.4 A member of the SMT or the Facilities Manager will be onsite to inform students and staff who have not heard about the closure

9.5 Reception staff will be on site to answer telephone queries from parents. However, parents are requested not to telephone the Academy unless there is an emergency.

10 Health and Safety Issues

10.1 In the event of damage, electrical, gas and water systems will be isolated.

10.2 All electrical systems will be tested by a qualified electrician before using them again

10.3 All electrical equipment will be tested where it has suffered damage.

10.4 Blocked drains – the Facilities Manager will be contacted immediately. If appropriate, plumbers and the Environmental Health officer will be contacted.

10.5 Burst water mains – the Facilities Manager will be contacted immediately. The stop cocks will be turned off and the area is likely to be cleared.

Author:	Version:	Date Approved:	Page 8 of 9
	1	08/05/08	

10.6 Gas leaks – the Facilities Manager will be contacted immediately. Gas supplies will be isolated, all windows and doors will be opened and the area will be evacuated.

10.7 Medical problems

a) food poisoning:

- contact the Executive Director, Catering Manager and Academy Director
- inform Environmental Health Officer
- inform parents and students as appropriate
- reassess hygiene and food sources

b) outbreak of illness e.g. meningitis:

- contact the Executive Director and take appropriate medical action (telephone ambulance if necessary)
- isolate students
- inform parents and students as appropriate
- prepare a possible press statement

10.8 Missing students:

- report incident to the Executive Director, Head of Year and Form Tutor
- question friends
- inform parents

If no news then:

- enquire in local shops
- member of SMT or staff to search local area either by car or on foot
- if all avenues fail contact police

10.9 Power cuts:

- Facilities Manager will be contacted immediately
- arrangements will be made for use of generators if the cut is likely to be long term
- Catering Manager will be contacted for the effect on catering
- Academy mobile telephones will be utilised if telephone lines are adversely affected
- Executive Director will decide whether normal schooling can continue in classrooms without power

10.10 **Managing anaphylaxis.** Anaphylaxis is a severe allergic reaction to food, particularly nuts, fish and dairy products and other things such as wasp or bee stings. Medication is normally antihistamine adrenaline injection or adrenaline inhaler. Children are normally prescribed an Epipen for injecting adrenaline which is kept in the Executive Director's Office. Only trained personnel should administer the adrenaline injection where required. Students who may possibly suffer from anaphylaxis must take their Epipens with them if they are involved in any out of Academy activities.

Author:	Version:	Date Approved:	Page 9 of 9
	1	08/05/08	