



# Incident Management Plan

**This plan is subject to ongoing change and will be updated as and when required**

Member of Staff responsible: Lorraine Shaw  
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## Emergency Evacuation Plan

## 1. Sounding the alarm

Anyone discovering a fire or other hazard requiring the evacuation of the building must set off the fire alarm. ***The alarms in the three buildings are linked.***

## 2. On hearing the alarm

### Site Supervisor responsibilities

- At the sound of the alarm, the Site Supervisor will immediately attend and check the alarm panel opposite by the door to the School Office. They must confirm whether there is smoke or a fire present on site and advise the School Office straight away.
- **No one, except the Fire Marshalls (Site Supervisors) should go back into the building until told it is safe to do so by the Evacuation Manager (Headteacher).**

### School Office responsibilities

If after 2 minutes, the Site Supervisor is not able to confirm whether it is a drill or if smoke or fire may be present on site, they must inform the Headteacher, SBM or School Office and call the Fire Brigade on 999 IMMEDIATELY.

### Class Teacher and Support Staff responsibilities

- **Do not stop to get coats or pick up personal belongings.**
- Each teacher should immediately lead their class out of the building, using the route indicated on the plans in the classrooms or the closest possible to where they are. ***See Annex A for site plan masters on page 11.***
- **iPads or mobile phones to be taken where possible.**
- Line up at the Assembly Points in the North Playground.
- **Register manager/s in School Office (Maria and Tracey)** to take Fire Registers folder with 'All Clear' cards, late, sickness and print out visitor lists to Assembly Points and leave from their nearest exit.
- **Class Teachers** to check the class against the electronic registers. Where the Class Teacher is not in possession of an electronic register then a paper copy must be obtained from the Register Managers.
- Class Teachers must inform the Evacuation Manager whether everyone in their class is safe, by lifting the 'All Clear' card or immediately telling the Evacuation Manager if someone is missing. They must keep their class calm and await further instructions from the Evacuation Manager.
- If children are working in sets, booster groups, clubs or having art or music lessons and not in their usual classroom, they should be evacuated by the teacher/teaching assistant they are working with and line up at the fire assembly points for their classes. **They must not try to go back to their own classroom before leaving the building.**
- **Teaching Assistants** or others working outside of the classroom with small groups are responsible for escorting their groups out of the building and reuniting them with their class.
- **Any member of staff not with children should evacuate the building, assisting other members of staff and fulfilling any particular responsibilities they may have (see page 8, 'Roles and Responsibilities').**
- If the designated escape route is blocked by fire or another hazard, the teacher/support staff should lead the class to the next nearest exit, as shown on the plans in the classrooms.

- **All staff must make sure they make themselves aware of all areas around the school and study site plans available** so they can calmly exit the building from anywhere on the school site – as directed in the Health & Safety Induction on joining the school.

#### **Kitchen Staff responsibilities**

Kitchen staff must evacuate the building and report to the Evacuation Manager in the North Playground away from the building.

#### **Visitors on site**

Any visitor must evacuate the building and report to the Evacuation Manager in the North Playground away from the building.

### **3. Special Needs/Sick/Disabled pupils and visitors**

- Pupils who may need support during an evacuation will be identified on care plans/risk assessments/PEEPs and allocated someone to escort them to safety. **See Annex I on page 27.**
- Any child in the Medical Room due to injury or sickness will be escorted outside by the Welfare Officer and taken to join their class line.
- Disabled, injured or very elderly visitors who may need help should be identified on arrival and the staff member they are meeting are responsible to aid them to exit safely or if still in the School Office, they will be supported by office staff in the event of an evacuation.
- Disabled, injured or very elderly visitors should be given a Health & Safety leaflet with fire drill and emergency evacuation instructions.

### **4. Alarms out of Class Time**

#### **Playtime**

- Adults and children in the building should evacuate and go to their year group assembly point.
- Staff on playground duty must blow the whistle and instruct children to line up at the appropriate assembly point, helping where needed to keep pupils calm and give direction.
- Staff on duty must look out for any pupils or visitors attempting to re-enter the building and alert them to stop and return to the assembly points.

#### **Lunchtime**

- Playleaders must escort children out of the building and instruct them to go to their appropriate assembly points.
- Playleaders in the playground should blow their whistle and tell children already outside to line up at their appropriate assembly points.
- Adults and children in the building should evacuate and go to their usual assembly points with staff helping where needed on their exit route out.
- The alarm will sound in all buildings.
- All staff on the premises must go to their appropriate assembly points to assist with checking registers, pupils and any visitors they may have on site.
- Anyone running a lunchtime club, for example in The Studio, must escort their club members out of the building and ensure they join their own class lines in the North Playground.

### **PE Lessons**

- Children should wear their shoes to go to indoor PE lessons and leave them safely at the side of the hall without causing a trip hazard.
- If the alarm sounds, pupils to quickly put on shoes before exiting, unless a fire is causing them to be in imminent danger, in which case they leave shoes behind.
- Class Teachers, Sports Coaches or PE Apprentice must safely lead pupils out to the North Playground safely considering their footwear and warmth if in the winter months.

### **Performances and assemblies**

The Evacuation Manager (Headteacher) or person leading the assembly must direct staff and pupils out of the hall and building if the alarm sounds during an assembly or performance for pupils.

Read the Assembly Risk Assessment, covering assemblies and performances to parents. Headteacher to inform parents at the start of performances of what to do if the fire alarm sounds.

### **Ashton Hall**

- Parents should be directed to exit to the South Playground through the exit closest to the Kitchen. If needed the black gate can be opened for parents to leave the school site through Gate 1.
- Staff and pupils should exit to the North Playground.
- A member of SLT must be assigned the task of escorting parents out for each assembly or performance and this must be noted with an Asterix in the School Events Calendar.
- Year 5 & 6 to exit via the Year 4/5 exit to the North Playground.
- Year 3 & 4 to exit via the door next to the boys' toilets in the Year 3 corridor to the North Playground.

### **Annexe Hall**

- Parents should be directed to exit to the North Playground through the exit closest to the locker/toilets.
- A member of SLT or Year Lead must be assigned the task of escorting parents out for each assembly or performance and this must be noted in the School Events Calendar.
- Reception classes to exit via the Reception classrooms into the Reception outdoor area, through the wooden gate and into the North Playground, making their way to their assembly point.
- Year 1 to exit to the North Playground through the exit closest to the disabled toilet and Parent advisor's Room.

### **After School Hours**

- **A register must be taken at every after-school activity and a record kept of all pupil emergency contact details.**
- In the event of a fire or other hazard, the alarm must be sounded immediately.
- If the alarm sounds, the activity leader must immediately lead the pupils taking part in the activity out of the building by the nearest exit to an assembly point in the North Playground. **Do not take time to collect possessions, other than the group register and contact details and shoes if applicable.**

- The activity leader must check the register to ensure all participants are safe and must wait outside with the pupils until given the all-clear by the Evacuation Manager or Site Supervisor.
- In the event of an actual fire or other hazard, groups should be taken into the Children's Centre or Studio if it is safe to do so (i.e. if the fire/hazard is small and in another building).
- Any staff and visitors in the building who do not have children in their care must evacuate the premises and report to the Evacuation Manager or Site Supervisor for instructions.

## **5. In the event of a fire**

- The main priority is to ensure the safety and well-being of all pupils, staff and visitors.
- Only those staff members who have been trained to use fire extinguishers should attempt to tackle a fire, and then only if it is needed to exit safely, it is safe to do so and never alone unless their life depends on it.
- A minor kitchen fire may be tackled by throwing a fire blanket over the flames.
- The Evacuation Manager will instruct the School Office staff or Site Supervisors to call the emergency services and the Incident Management Team from the LA. **They will keep a log of calls made, timings and further developments and actions.**

## **6. Plan B – Remote evacuation**

**In the event of a serious fire or a bomb threat, which requires a more remote evacuation, the Fire Evacuation Manager will invoke the critical incident/remote evacuation plan.**

**The Welfare Officer must bring the grab bag on hearing the alarm.**

**The Fire Marshall/SBM will telephone Bush Hill Park United Reform Church on 020 8363 0436, (Sylvia) 07973 406938 or (Lynda) 07949 033869 to warn them of our arrival.**

**The Evacuation Manager should instruct classes to calmly leave the school site to Bush Hill Park United Reform Church, one by one, from the assembly points and follow the routes shown on the map in Annex B on page 14.**

**If for any reason the church is unoccupied, pupils and staff should be safely led to the church car park through the unlocked car park gates. If the church is open, staff and pupils are to make their way through the back/side door of the church through the car park and into the hall and rooms.**

- Children from Years 3 to 6 will leave via the gates into Roman Way sticking closely to their Class Teacher. **Office staff to bring key to unlock Ermine Side (Green Gate) and Site Supervisors have it on their person at all times.**
- Children from Nursery, Reception and KS1 will leave via the gate in Main Avenue, sticking closely to their Class Teacher.
- In the United Reform Church, classes are to stay with their teacher. The Class Teacher should check the register again and will follow instructions given by the Evacuation Manager.
- Children must be instructed to stay with their teacher at all times.

- Office Staff and Welfare Officer will contact parents/carers by telephone or text message. **Any parent/carer who arrives may remove their child once they have arrived at the church and the register has been checked but must inform the class teacher, who must record that the child has gone, at what time and with whom.**
- On instruction by the Evacuation Manager, the Fire Marshal/s will inform the Borough Emergency Department of the situation and will request support.

**PLEASE NOTE:** If the school needs to be closed, the Headteacher will take the decision, in consultation with the Chair of Governors. The Headteacher must then notify Peter Nathan, Director of Education, so that the closure can be correctly recorded and any necessary procedures implemented.

### **All Staff**

- Inform another member of staff if you are going off site at lunchtime.
- Make sure you fob in and out of InVentry at the start or the day, at lunchtime and the end of the day or if you leave for an appointment.
- Ensure that if you are not going to be in work they inform the office on a daily basis by 7am.
- **No one is to tackle a fire, however small, if they have not been trained to do so – inform the Evacuation Manager/Fire Marshals of the size, cause and location of the fire IMMEDIATELY.**

## **7. Roles and Responsibilities – named people**

The roles and responsibilities of members of staff are set out below. Any teaching assistants without particular roles identified should support class teachers in evacuating classes.

<b>Role</b>	<b>Named Person/Title</b>	<b>Deputies</b>	<b>Area responsible for</b>
<b>Evacuation Manager</b>	Anna Theodosiou	Lorraine Shaw	School Site
		Tom Crook	KS2
		Anastasia Neocleous	KS1
		Nicole	Reception
		Yasmin	Nursery
<b>Fire Marshal</b>	Bryan Elwood & Rob Hansraj	Lorraine Shaw, Linda Warner, Karen Wood	(Fire Drill record- exit times to record, megaphone)
<b>Register Managers</b>	Maria Simou & Tracey Collier	Karen wood	(Pupil Registers, InVentry list of staff & visitors, Class Lists folders (KS1&KS2), Ermine Side (Green Gate))
<b>First Aid/Sick Children</b>	Paula Nicholas		(Medication & information, First Aid kit, Grab Bag)
<b>SEN/Disability/PEEP</b>	Sue Mulqueen & Anastasia Neo	SEN LSAs (1:1s) to escort and support their pupil	(PEEP plans)
<b>Classroom Marshals</b>	Class Teachers	HLTAs/SEN LSAs	(Direct pupils in class/group, switch off lights and close door)
<b>Area Fire Marshals</b>	Year 3 & 4 HLTAs		Year 3 girls' toilets
	Year 3 & 4 HLTAs		Year 3 boys' toilets
	Year 4 & 5 HLTAs		Year 4/5 girls' toilets
	Year 4 & 5 HLTAs		Year 4/5 boys' toilets
	Year 2 HLTAs		Year 2 toilet block (boys, girls, disabled and adult toilets)
	Year 1 HLTAs		Annexe toilets (boys and girls)
	Learning Mentors	Rob Campbell KS2	Learning Mentor Rooms
		Fay Kemal KS1	Learning Mentor Rooms
	Nursery HLTA-Phoebe	Jackie Chorley	Nursery toilets (boys, girls and adults)
	Sue Mulqueen		Community Room, adult toilets, Sensory Room and AHT Office, Annexe Kitchen
	Vicky Stone		Rainbow Room
	Karen Wood		Training Room & Meeting Room
	Karen Wood		Music Room
	Kirsty Munns	Tom Crook	Gold Room, PPA & Silver Room
	Tom Crook	Kirsty Munns	PPA Yr 4 Corridor & Men's toilet
	Fateh Singh	Faustino Verdicchio	Media Suite
	Suzette Rocca		Lime Room
	Fey Senel		Silver Room
	Jo Chan		Studio
	Esther	Pauline Grout	Kitchen
	Bryan Elwood & Rob Hansraj		The Lodge

**PLEASE NOTE: Fire Marshals trained to use Fire Extinguishers: Bryan Elwood & Robert Hansraj**

## **8. Responsibilities of roles**



### **Evacuation Manager - Headteacher**

- Oversees the evacuation from the North Playground, using the megaphone to communicate.
- Makes decisions, based on information from Fire Marshals and Deputy, including:
  - Whether to phone the Fire Brigade and/or Borough Emergency Department.
  - Whether to alert occupants of the other buildings.
  - Whether to invoke critical incident plan to withdraw to a more remote place of safety (Bush Hill Park United Reform Church).
  - Whether it is safe to return to the building(s).
- Checks areas and classes off on the checklist as they are reported clear.
- Organises a search if there are any missing pupils or adults.
- Receives and records any information received from Area Fire Marshals.
- Liaises with the Chief Fire Officer if the Fire Brigade is called.
- Has emergency contact details for United Reformed Church on mobile phone.

### **Fire Marshals – Site Supervisors**

- Checks the alarm control box in the School Office to determine which alarm/area has been activated.
- Investigates the area to ascertain whether there is a fire or other hazard.
- Reports to the Evacuation Manager regarding the nature of the incident.
- Checks that corridors and other areas have been evacuated.
- Attacks any small fire, if it is safe to do so, with the assistance of any other trained Fire Marshals.
- Resets the alarm in the event of a drill or false alarm.
- Informs the occupants of other buildings if so instructed by the Evacuation Manager.
- Has emergency contact details for United Reformed Church on mobile phone.
- Telephones United Reform Church to inform them if a remote evacuation is necessary.

### **Register Manager – School Office Staff**

- Takes the daily print out of the Fire List Registers (KS1 & KS2) and All Clear cards into the North Playground and distributes them to class teachers.
- Prints out InVentry staff and visitors' present list and checks whether staff accounted for.
- Collects the Fire List Registers back in from the teachers when they have been checked.
- Will aid any visitor still in reception who has impaired mobility.
- Telephones the Fire Brigade and/or the Borough Emergency Department if so instructed by the Evacuation Manager.

### **Classroom Marshals – Class Teachers and Support Staff (Volunteers)**

- Sets off the fire alarm if they discover a fire.
- Instructs the class in their care to stand and leads them quietly out of the building, using the route shown on the map by the classroom door.
- If the register is still with the class teacher, they bring it with the class.
- Leads the class to the correct Assembly Point and ensures the children stand quietly.
- Receives a Fire Risk Register or uses the electronic register to check that all children marked in are safely in the line. Sends their class 'All Clear' card (from iPad cover or Fire List Register) to Evacuation Manager/Register Managers.
- **Inform the Evacuation Manager immediately if any child is missing.**

- Returns the class to the classroom when informed by the Evacuation Manager that it is safe to do so.
- **If instructed to do so by the Evacuation Manager, leads her/his class to a remote place of safety (Bush Hill Park United Reform Church, 25 Main Avenue, Enfield EN1 1DJ), following the exits and route shown on Plan B map.**
- In the event of Plan B (remote evacuation) keeps the class safe and records the names of any children collected by parent/carers from the park.
- Maintains calm control of the class to ensure their safety.

### **Area Fire Marshals**

- Checks the toilets and other areas as indicated to ensure no child is left there when the building is evacuated.
- After ensuring the toilets and other areas are clear, assists the teachers in evacuating the children.
- Ensures fire doors are closed as occupants leave the building, especially those fire doors protecting the staircases or corridors.

### **SEN/Disability Support**

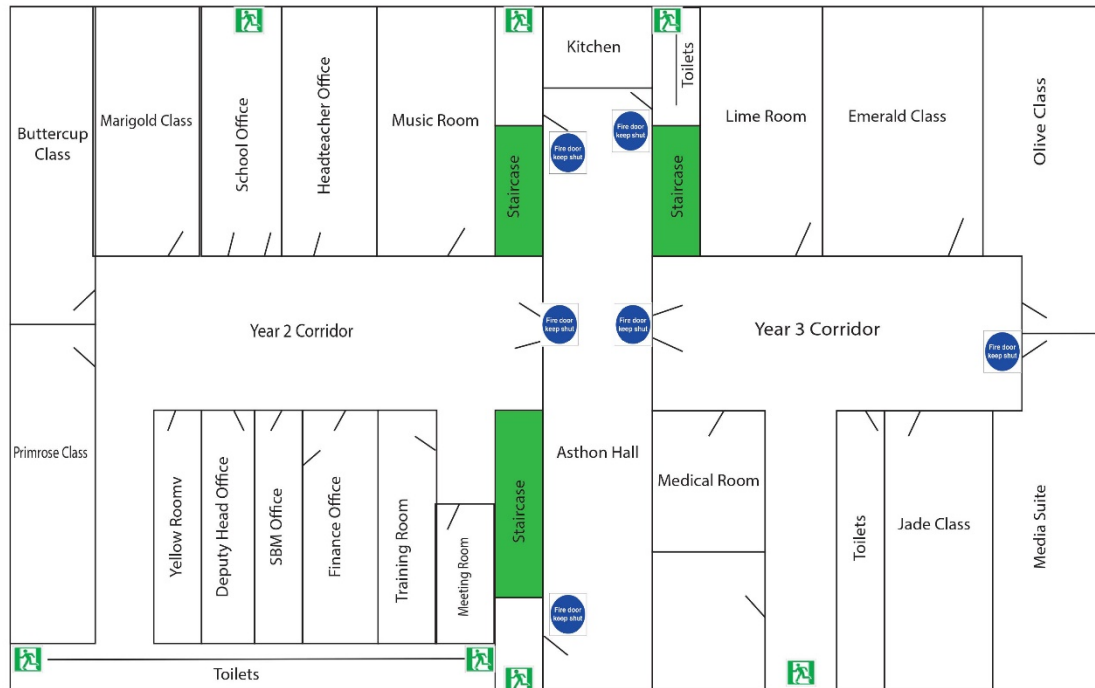
- **Pupils**: Identified pupils who may need support to leave the building will have individual support from an identified person or persons. This will be included on the Care Plan or Risk Assessment for the pupil and usually be the person who normally supports the child in school, with an identified deputy.
- **Pupils who are sick or injured and are in the Medical Room when the alarm sounds will be cared for by the Welfare Officer.**
- **Any visitor** with impaired mobility will be supported by the person they are visiting or if still in the School Office by a member of Office Staff. The Register Managers will inform the appointed person if any such visitor arrives.

### **Fire Marshals trained to use fire extinguishers**

- Assist in the evacuation of occupants.
- Tackle any minor fire, **only if it is safe to do so and never alone.**


## Annex A – Site Plan Masters

Main Building Ground Floor

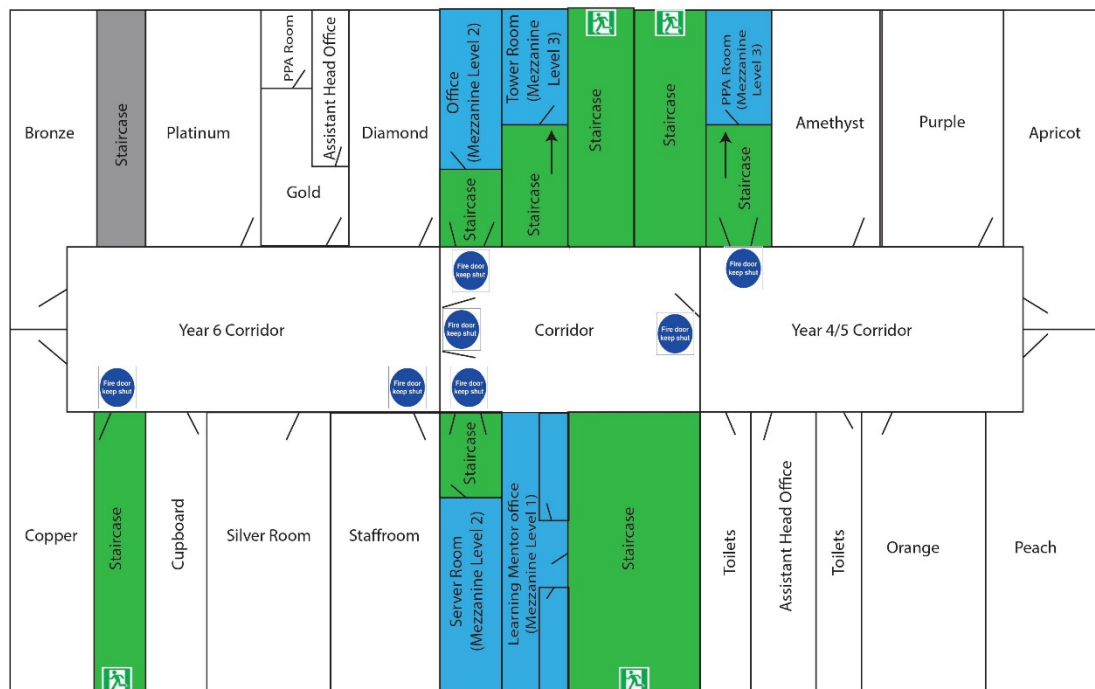


**Key -**

Staircase to Fire Escape - ■ Fire Exit - 

Fire Door - 

Main Building 1st Floor





**Key -**

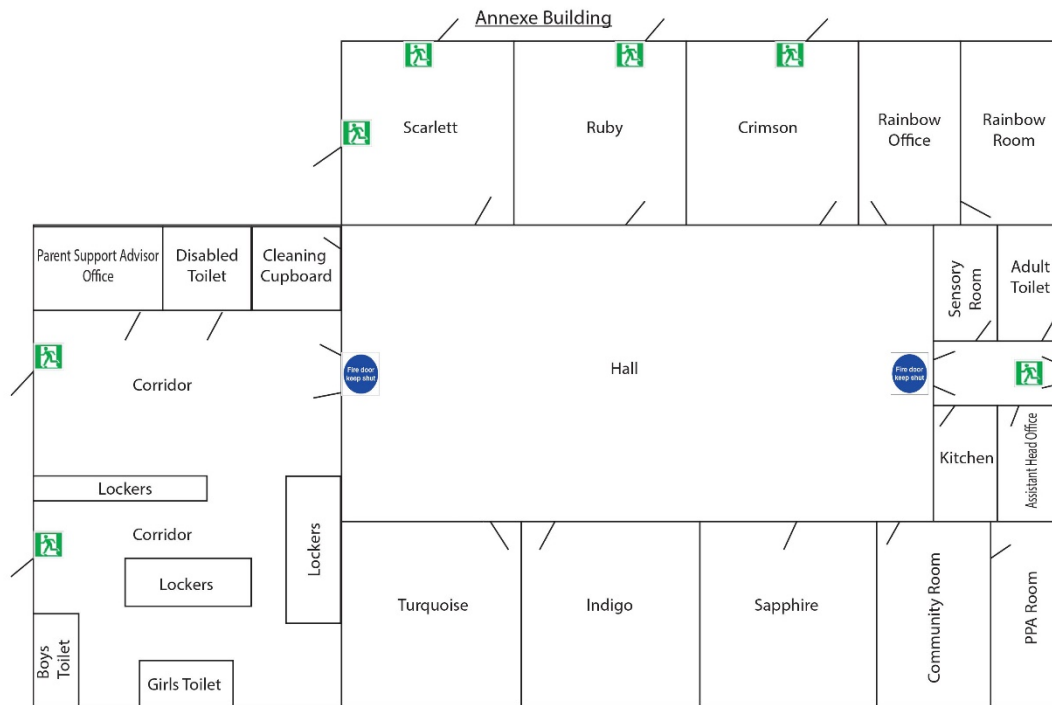
Mezzanine Rooms - ■ Staircase to Fire Escape - ■

Not in use - ■

Stairs going up - ↑

Fire Exit - 

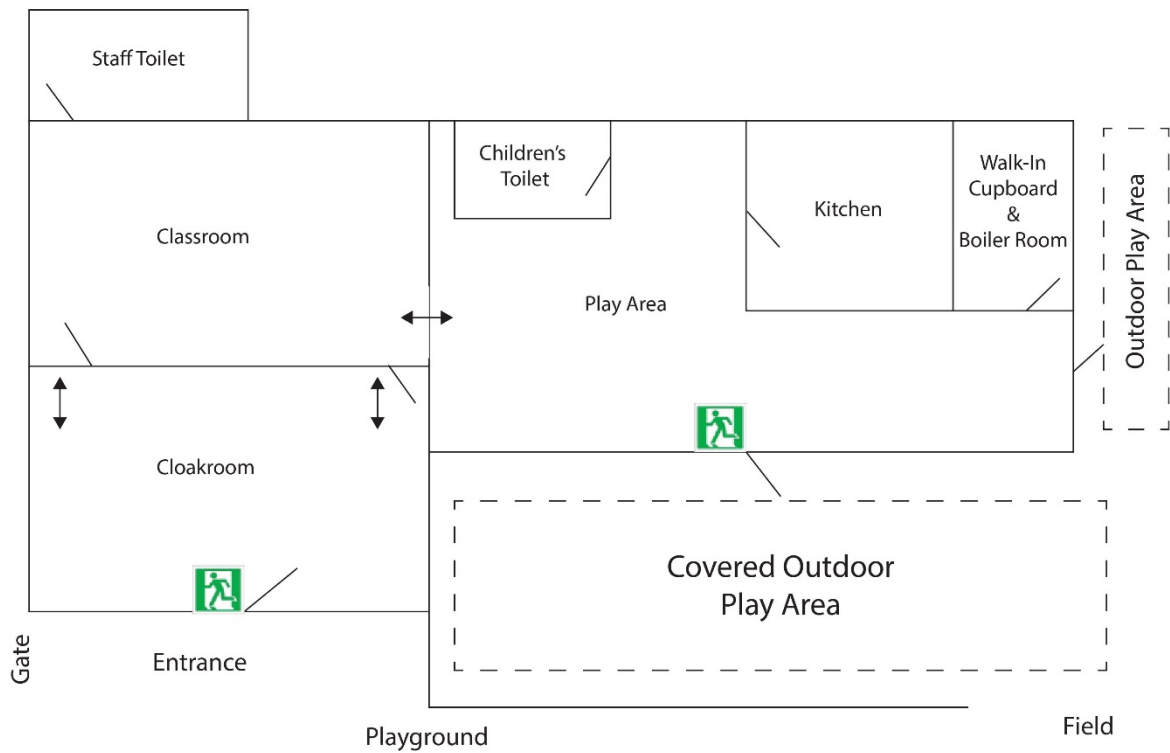
Fire Door - 

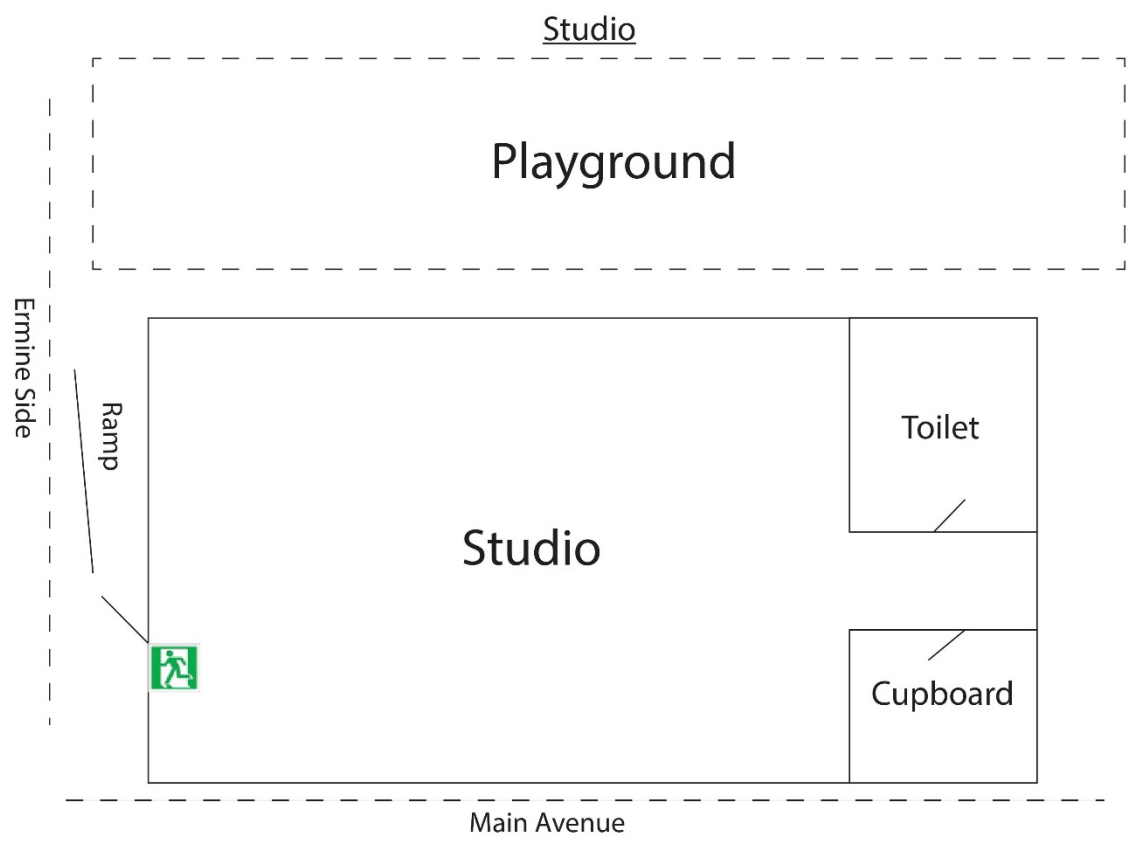


Key -



## Nursery





## Annex B – Remote evacuation location

6/27/2018

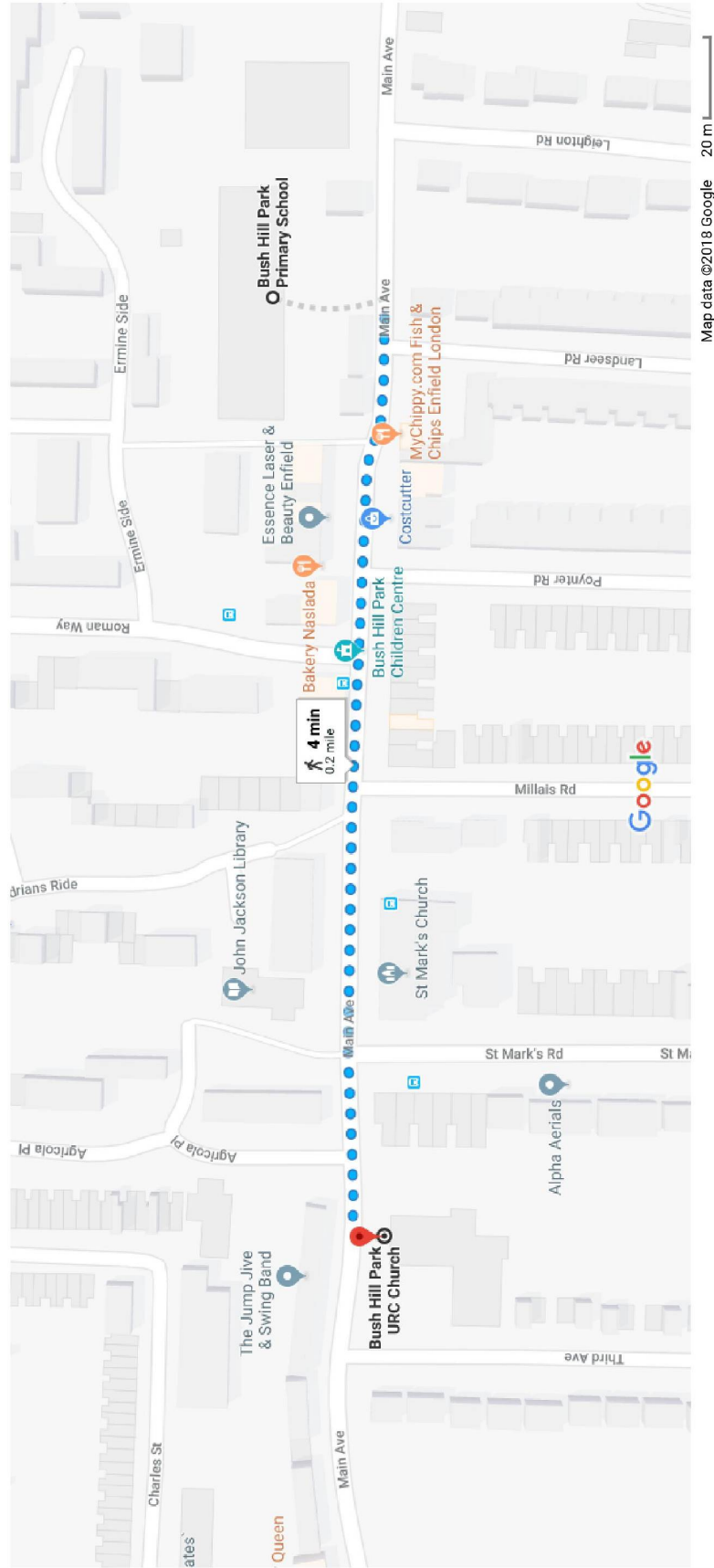
Bush Hill Park Primary School to Bush Hill Park URC Church - Google Maps

Google Maps

Bush Hill Park Primary School to Bush Hill Park URC Church

Safe place in case of an evacuation

Walk 0.2 mile, 4 min













## Annex C - Fire Response

### Action on discovering a fire

- **Sound the alarm using the nearest and/or safest break glass call point, by fire exits.**
  - Raise the alarm with colleagues in surrounding area.
  - Ensure Fire Brigade are contacted by calling 999.
  - If you are trained in the use of fire extinguishers and it is safe to do so, you may attempt to put the fire out.
- Do not place yourself in danger at any time.**
- If the local evacuation alarm sounds, evacuate immediately.

## Fire Extinguisher colours

The following table shows the latest colour scheme for fire extinguishers used in the United Kingdom.

	Water	Foam	Powder	CO2	Wet Chemical	Fire Blanket
<b>FIRE TYPES</b>						
Wood, Paper, Textiles	✓	✓	✓			
<b>DO NOT USE on liquid, electrical or metal fires</b>						
Flammable Liquids		✓	✓	✓		
<b>DO NOT USE on electrical or metal fires</b>						
Gaseous Fire			✓	✓		
<b>DO NOT USE on metal fires</b>						
Live Electrical Fire			✓	✓		
<b>DO NOT USE on metal fires</b>						
Deep Fat Fryers					✓	

Conforms to: BS EN3 FIRE EXTINGUISHER COLOUR CODING

## **After the incident**

- Take back control of building from Fire Brigade at end of incident.
- Assess whether building or parts of building are safe to re occupy.
- Contact Schools Health and Safety Manager (on 020 8379 3223/3224/4731).
- Allow staff back into building or send them home.
- Complete Form on ANT System under Fire Report as soon as possible following incident.
- Contact Fire Safety Adviser to carry out internal fire investigation (020 8379 5512 or through the Schools Safety Manager as above).

## **Policy Documents**

Fire Safety Policy

Fire Risk Assessment

Schools Health and Safety Policy (Part C section 12)

PEEPs (Personal Emergency Evacuation Plans) – See Annex I on page 27.



## Annex D - Bomb Threat, Alert or Evacuation

### Overview

The way in which a bomb threat is received will often affect the decision on what immediate actions are carried out. Because staff safety is the paramount concern, SLT must decide on the option that puts staff and pupils in the least danger. The suggested actions below are for guidance to prepare for such an event:

- **Confirmed suspect package in building** - **EVACUATE**
- **Small device close to building** - **SHELTER IN BUILDING**
- **Large device close to building** - **EVACUATE**
- **Any device away from building** - **TAKE POLICE ADVICE or SHELTER**
- **First Threat received by School** - **EVACUATE**

These are for guidance only and it will be the responsibility of the School management team to decide what action to take unless advised by the Police.

### Receiving a Telephone Threat

When a threat is received, the person receiving the threat should record the message by writing it down immediately and alert the Headteacher IMMEDIATELY.

### Bomb Alert

If a member of staff receives a bomb threat, or notices a suspicious package, you should immediately notify the Headteacher, Deputy Headteacher or School Business Manager who will be responsible for contacting the police and liaising with the LA.

### Threat Escalation

Once a threat is received, the following personnel should be informed immediately.

Name	Position	Extension
Anna Theodosiou	Headteacher	207
Lorraine Shaw	School Business Manager	236
Anastasia Neocleous	Deputy Headteacher	227
Bryan Elwood	Site Supervisor	222/07909 625 050
Rob Hansraj	Site Supervisor	222/07505 839 826
Karen Wood	PA to Headteacher	226
Maria Simou	Admin Officer	202
Tracey Collier	Admin Officer	201
Paula Nicholas	Welfare Officer	204
Linda Warner	Finance Officer	205

If the above people cannot be contacted, any member of Senior Leadership should be contacted.

In the event of a Bomb Threat Alert or Evacuation the Headteacher or designated responsible person has several options to consider based on the information but if the decision is made to evacuate:

**REMEMBER:**

- **Keep calm**
- **Collect all personal belongings, (if reasonably practicable)**
- **Keep away from glass**
- **Welfare Assistant and other designated staff to take first aid kits or medical grab bags.**
- **Ensure staff are aware to evacuate to the Bomb Evacuation Point, especially which route to take and if a change is required - See Annex B on page 14.**
- **Floor fire officers are to report to ensure areas are clear before evacuating themselves.**
- **Upon exiting the building, move to the designated Bomb Assembly Point.**

**Getting to the Bomb Assembly Point**

In the event that a remote evacuation is needed, the Headteacher will follow evacuation plans on page 14, inserted below for your reference:

**A. In the event of a serious fire or a bomb threat, which requires a more remote evacuation, the Fire Evacuation Manager will invoke the critical incident/remote evacuation plan.**

**B. The Welfare Officer must bring the grab bag on hearing the alarm.**

**C. The Fire Marshall/SBM will telephone Bush Hill Park United Reform Church on 020 8363 0436, (Sylvia) 07973 406938 or (Lynda) 07949 033869 to warn them of our arrival. If for any reason the church is unoccupied, pupils and staff should be safely led to the church car park through the unlocked car park gates.**

**D. The Evacuation Manager should instruct classes to calmly leave the school site to Bush Hill Park United Reform Church, one by one, from the assembly points and follow the routes shown on the map in Annex B on page 14.**

**E. Staff must very quickly follow the instructions below:**

- Children from Years 3 to 6 will leave via the gates into Roman Way sticking closely to their Class Teacher. **Office staff to bring key to Ermine Side (Green Gate) to unlock gate.**
- Children from Nursery, Reception and KS1 will leave via the gate in Main Avenue, sticking closely to their Class Teacher.
- In the United Reform Church, classes are to stay with their teacher. The Class Teacher should check the register again and follow instructions given by the Evacuation Manager.
- Children must be instructed to stay with their teacher at all times.
- Office Staff, Parent Advisor and Welfare Officer will contact parents/carers by telephone or text message. **Any parent/carer who arrives may remove their child once they have arrived at the church and the register has been checked but must inform the class teacher, who must record that the child has gone, at what time and with whom.**

## **Annex E - On receipt of a suspicious package**

### **General**

Good sense and care should be used in inspecting and opening mail or packages.

- Examine (feel) unopened envelopes for foreign bodies or powder.
- Do not open letters with your hands: use a letter opener.
- Open letters and packages with a minimum of movement to avoid spilling any contents.
- Open deliveries as they arrive on site and identify the contents.

### **Office post procedures**

- A well-made letter bomb or package will look innocuous but there may be tell-tale signs for staff who are alert to the possibility of attack:
- Is the item unexpected or of unusual origin?
- Is there a return address that can be verified or is there no return address?
- Is the item poorly or inaccurately addressed?
- Has the address been printed unevenly or in an unusual way e.g. by dry transfer instant lettering such as Letraset or Uno Stencil?
- Is the writing in an unfamiliar foreign style?
- Are there unusual postmarks or postage paid marks?
- Is it a "jiffy" bag, or similar padded envelope?
- Does it seem unusually heavy for its size?
- Does it have more than the appropriate value of stamps for its size and weight?
- Is it marked "personal" or "confidential"?
- Is it oddly shaped or lopsided?
- Is the envelope flap stuck down completely? (in an innocuous letter there is an un-gummed gap of 3-5mm at the corners)
- Are there protruding wires or is there a pin-sized hole anywhere?
- Are there greasy marks on the package?
- Does it smell - particularly of almonds or marzipan?
- Is there an inner envelope, particularly one tightly taped or tied?
- Do not open or continue to open any package deemed suspicious.

### **Immediate action**

- Do not continue to open it or move it too much.
- Leave the package carefully in situ.
- Evacuate the immediate area - closing any doors, where possible.
- Contact Police on 999 – give details of event and include:
  - What the item is
  - Who you are
  - Where you are
- Restrict access to surrounding area.
- Close all fire doors in the immediate area.
- Isolate staff that may be contaminated in a nearby empty room.
- Evacuate the Main Building and the whole school if needed.

### **Contaminated Persons**

The following action should be taken for any person suspected of being in contact with a suspected chemical or biological device, prior to the arrival of the emergency services.

- Wash hands in soap and water for 2 minutes.
- Change water and rinse with ordinary soap and water again.
- Keep the person finding the device separate from others and available for immediate attention from the emergency services.
- Try to ascertain how many other people may have been exposed to the material.

**PLEASE NOTE:** In the event that the London Ambulance Service are called and direct casualties to the most appropriate hospital, a member of SLT must take note and details to pass onto relatives, parents etc and arrange for a member of staff to attend with the staff member or pupil until a relative arrives.

### **School Management Team Immediate Action**

Upon receiving notification that a suspicious package has been received, Senior Management are to carry out the following:

- Send 2 members of staff (1 male/1 Female) with a 'clean-up' bag to the isolated personnel
- Notify Emergency Services
- Instruct Site Supervisors to close all fire doors in the building
- Notify the local authority.

**Incident/Suspicious device outside the building**

- Site Supervisors to close all fire doors in the building.
- School Leadership to move all occupants located on the Ground up the building to the First Floor and above to await instructions from the emergency services.

**Incident/Suspicious device in the entrance foyer**

- Site Supervisors to close all fire doors in the building.
- School Leadership to isolate the foyer – close all doors that give access to the foyer.
- Site Supervisors to close rear doors to prevent people entering the building.
- School Leadership to move all occupants located on the Ground up the building to the First Floor and above to await instructions from the emergency services.

## **Annex F - Suspicious Material**

### **Overview**

In the event of staff being contaminated or suspecting they may have been contaminated they will carry out the drill detailed below.

### **Contaminated Persons**

The following action should be taken for any person suspected of being in contact with a suspected chemical or biological device, prior to the arrival of the emergency services.

- Contact Police on 999 – give details of event and include:
  - What it is?
  - Who you are?
  - Where you are?
- Wash hands in soap and water for 2 minutes.
- Change water and rinse with ordinary soap and water again.
- Keep the person finding the device separate from others and available for immediate attention from the emergency services.
- Try to ascertain how many other people may have been exposed to the material.

### **For packages that are opened and contain Suspicious Materials - DO NOT PANIC!**

Anthrax organisms can cause skin infection, gastrointestinal infection or pulmonary infection **but** to do so, the organism must be rubbed into damaged skin, swallowed or inhaled as a fine, aerosolised mist. All forms of disease are generally treatable with antibiotics.

Anthrax **cannot** be easily aerosolised out of an envelope or package containing powder. The same facts and conditions are generally true for other bacteria likely to be considered as biological weapons.

Terrorist groups rarely use biological agents.

They are generally hoaxes, however, any incident should be treated as 'real' until the relevant authorities have declared a hoax.

### **Contain the exposure**

- Close the package or envelope to limit additional exposure. Do not clean powder up; keep others away.
- Do not touch your eyes, nose or any other part of your body.
- If possible, wash your hands thoroughly with soap and water.
- If clothing is heavily contaminated, don't brush vigorously.

### **School Leadership Team**

Upon receiving notification that a suspicious package has been received, a member of SLT will carry out the following:

- Notify Emergency Services on 999.
- Keep the person finding the device separate from others and available for immediate attention from the emergency services.
- Site Supervisors should close all fire doors in the building.
- Notify the local authority.

**PLEASE NOTE:** In the event that the London Ambulance Service are called and direct casualties to the most appropriate hospital, a member of SLT must take note and details to pass onto relatives, parents etc and arrange for a member of staff to attend with the staff member or pupil until a relative arrives.

## **Annex G - Biological Hazards/Release of Hazardous Materials/ Mechanical and Structural Failures**

### **Asbestos**

In the event of asbestos containing materials being damaged/suspected to be damaged and/or any potential exposure to asbestos of employees and others, the Site Supervisors will immediately call:

- The School Health and Safety Team – 020 8379 3223, 3224 or 4731
- The Asbestos Unit – 020 8379 1000
- The Asbestos Coordinator – 020 8379 3223, 3224 or 4731

### **Food Poisoning**

If there is a suspected outbreak of food poisoning, the Headteacher or School Business Manager will order the serving of food to cease immediately, and contact:

- 1.The food safety section of Environmental Health/Community Protection on 020 8379 3661 during office hours or 020 8379 1000.
- 2.The Schools Health and Safety Team should also be contacted on 020 8379 3223, 3224 or 4731.

### **Legionella**

If there is a suspected legionella outbreak, the Site Supervisors will contact the Schools Health and Safety Team on 020 8379 3223, 3224 or 4731 or a Senior Environmental Health Officer on 020 8379 1000.

### **Other Work-Related Disease or Infection**

Advice can be sought from the Occupational Health Service.

### **Other Serious Incident – e.g. Major Chemical Release**

Call the emergency services on 999.

**Please inform the Schools Health and Safety Team as soon as possible if anyone is injured as a result of Council activities or any Dangerous Occurrence is witnessed or reported to you.**



## Annex H – Emergency Locations

### Location of Grab Bags

The Grab Bags are located at the following location:

Building	Location	Custodian
Bush Hill Park Primary School	Welfare Room	Paula Nicholas/Welfare Officer

Each Grab Bag contains the following items:

Item:	Description:	Qty	Owner:
	Emergency Forms Booklet	1	
	Incident Management Team Plan	1	
	Contact lists (box)	1	Paula Nicholas
	Folder to use for notes. Timings, etc.	1	
Clear Plastic Bags (large)	For sealing contaminated material		
Sealing Tape (Brown)	For sealing plastic bags		
Latex Gloves	To reduce chemical and bio-hazards	1 box	
Paper Clothing	For persons removing outer clothing	1	
Space Blankets	For personal warmth	6	
Torch		2	
Luminous Tabard (Hi-visibility)		2	
2-way radio		1 set	

## Annex I – PEEPs (Personal Emergency Evacuation Plans)

### Individual PEEPs

PEEPs are prepared for each pupil who will need assistance in the case of a fire drill or emergency. They are reviewed and updated termly and kept in:

- The Welfare Office - First Aid Bag
- Finance Office – Policy Folder in the Incident Management section
- Rainbow Room – for reference and use for Support Staff and staff absence
- Deputy Headteacher - SENCo

### KS1 breaktime PEEP guide

PRIOR TO AN INCIDENT	
<b>Children</b>	Should be taught their register lining up order previous to an incident.
<b>All staff</b>	Should be aware that if they are in the building they need to check all rooms and toilets.
DURING AN INCIDENT	
<b>Reception children</b>	Will be in the reception area and evacuate as normal.
<b>Children from Y1 and Y2</b>	Should be on the playground with 3 members of staff.
<b>Staff that are not on duty</b>	And therefore in the building should check all rooms and toilets as they make their way outside.
<b>Staff on duty</b>	Should blow the whistle immediately. As soon as the children begin to crouch blow again for lining up. One member of staff to quickly move Y1 lines to correct evacuation spot and another to move Y2 to their correct spot. The third member of staff should ensure there are no children not following to their designated line or still playing.
<b>Children's role</b>	Should get into their register order in readiness for their teacher to check once they arrive on the playground.
<b>Children in the Medical Room</b>	Will be escorted by the Welfare Officer or attending Support Staff to their class line.
<b>SEN children</b>	Who are struggling in the bustling environment should be safely moved to the area under the gazebo.

## KS2 breaktime PEEP guide

<b>PRIOR TO AN INCIDENT</b>	
<b>Children</b>	Should be taught their register lining up order previous to an incident.
<b>All staff</b>	Should be aware that if they are in the building they need to check all rooms and toilets.
<b>DURING AN INCIDENT</b>	
<b>Children from KS2</b>	Should be on the playground with at least 4 members or in the dining hall with the lunchtime supervisors.
<b>Staff that are not on duty</b>	And therefore in the building should check all rooms and toilets as they make their way outside.
<b>Staff on duty</b>	Should ring the bell immediately. As soon as children hear the bell they need to stand still, a second bell will then ring signalling the children to walk to the designated assembly point and join their class line. One member of staff should be stationed at the front of the line for each year group. Remaining members of staff should move up and down the lines to make sure children are lined up quietly and correctly. Learning Mentors will gather up children who may still be playing or those who have not yet joined their class lines.
<b>Children's role</b>	Should get into their class lines quickly and quietly in readiness for their teacher to check them off against the register once they arrive on the playground.
<b>Children in the Medical Room</b>	Will be escorted by the Welfare Officer or attending Support Staff to their class line.
<b>SEN children</b>	Who are struggling in the bustling environment should be safely moved to the area under the gazebo.