

**Retford Post 16 Centre**  
**Emergency Management Plan**



**Aim of the Academy Emergency Plan**

To provide effective emergency response arrangements that will ensure the well-being and safety of all children and adults in the care of the Centre.

**Objectives of the Centre Emergency Plan**

- Establish an effective framework of emergency response
- Ensure that the Emergency incident is communicated quickly and clearly to supporting agencies and partners, enabling support arrangements to be rapidly activated
- Maintain high standards of welfare and duty of care arrangements for pupils, staff and carers
- Ensure that actions and decision making during the Emergency incident is properly recorded
- To minimise educational and administrative disruption within the Centre
- To facilitate the return to normal working arrangements at the earliest time

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## Emergency Plan Distribution List

<b>Person</b>	<b>Location</b>
Centre Lead- JW/ GM	Main Office
Head of Retford Oaks Academy	Head's office
Principal of Elizabethan Academy	Principal's Office
Senior Administrator Post 16 Centre	Senior Administrator's Office
Reception	Reception

## Emergency Contact Information

Position	Name	Tel. No.	
Emergency Services	Emergency Non-Emergency	999 101	
Leads	Gemma Murphy Jason White	01777 861400 01777 861400	07939 629 367 07986 189670
Head of Retford Oaks Academy	Heather Widdup	01777 861618 (ext 405/403)	07523 858288
Principal of Elizabethan Academy	Chris Horrocks	01777 713700 (ext 601)	
Notts County Council		0115 9773471 0115 9773674 0800 083 4339	Office Hours Out of Hours Emergency
Cofely	Office Karl Briggs	01777 714039 07855961943	
National Grid		0800 111 999	Gas
Cofely Site Staff	Martin Haith Brent Cully	07855961940 07791989084 Radio	

## **Definitions**

### **Emergency**

The Centre defines an emergency as a sudden or unforeseen occurrence(s) which require, to minimise the risk of damage to people or property, immediate action beyond normal procedures.

The emergency may involve significant threat, damage or injury to property and individuals, and may have a long-term impact on pupils, staff, governors and parents.

The following are examples of Emergencies that may impact on the Centre and require activation of this Emergency Plan:

- Fire or flood to buildings and contents.
- Death, accident or assault to members of staff or pupils.
- Natural major Emergency incident within the local community.
- Missing Person(s) /abductions.
- an aggressive or violent intruder.

The emergency plan will not list each type of emergency situation but will provide a framework for response that can be used in most emergency situations.

It is important that the Emergency plan policy is understood by those with the responsibility for implementation and activated immediately.

### **Designated Person in Charge (DCiP)**

The Lead of Retford Post 16 Centre or in his/her absence the designated person in charge (DCiP)- See appendix 2 will have full authority to action the provisions within this plan in addition to the responsibilities of his/her position. The chain of command is pre-determined and in the case of a known absence it is the responsibility of the Director to identify the Person in Charge, notifying the Centre Office in advance.

### **Emergency Planning Team (EPT)**

In the event of an emergency the EPT will work together to formulate the best course of action in order to secure the safety of staff, students, visitors and the environment. The EPT consists of the following staff:

- Gemma Murphy/ Jason White
- Chris Horrocks
- Heather Wainman
- Paula Fox

In times of staffing pressure additional members of the team can be drawn from either Retford Oaks or Elizabethan Academy.

## Scope of the plan

The four key areas covered in this plan are:

- Evacuation of the Building.
- Securing the staff and students from an external incident.
- Securing the staff and students from an internal incident.
- Off Site Emergencies.

In all cases a log of the information received and actions taken should be made on the Emergency Response Action Log and stored. In most cases during an incident this log is maintained on the white board in the Director's office. This can then be photographed and stored at the end of the incident.

## Evacuation

### Assessment

**Fire:** if the fire alarm sounds (a continual sounding of the Centre bell) all staff, students and visitors will follow the agreed procedures as listed below. **For specific Fire evacuation plan see Fire evacuation policy.**

**Other Emergency:** in the event of another type of emergency the DPiC will assess the situation and, where possible in consultation with the EPT, determine if an evacuation is necessary. There may be occasions where it is not appropriate to evacuate the building in the conventional manner by sounding the alarm bells. The DPiC will determine the best course of action and how to communicate this at the time.

### Responsibilities

#### Designated Person in Charge (DCiP)

- Determines the nature of the emergency and in the case of “other emergencies” decides on a need to evacuate.
- Convenes the Emergency Planning Team where appropriate.
- Directly Liaises with the Cofely site team.
- Determines whether to contact the emergency services / NCC / DAT
- Directs staff to assist.
- Ensures that all staff, students and visitors have been accounted for.
- Liaises with Emergency Services where required.
- Deals with media as necessary.
- Decides on re-entry/relocation as necessary.
- Maintain the “Action Log”.

#### Staff (Lesson Time)

- Follow the directions of the evacuation plan unless overridden by the DPiC.
- Ensure that windows and doors are closed – **not locked**.
- Escort their class to the arranged assembly point leaving belongings behind.
- Complete the register at the assembly point.
- Ensure that all students/visitors in their class are accounted for.
- Inform the Absence Monitor of absent students so that it can be cross referenced against absence records.
- Supervise students during period of evacuation.

#### Staff (Non Lesson Time)

- Follow the directions of the evacuation plan unless overridden by the DPiC.
- Ensure that windows and doors are closed – **not locked**.
- Complete the register at the assembly point.
- Ensure that all students/visitors are accounted for.
- Inform the Absence Monitor of absent students so that it can be cross referenced against absence records.
- Supervise students during period of evacuation.

## Fire Marshalls

- Follow the directions of the evacuation plan unless overridden by the DPiC.
- Check disabled toilets to ensure everyone has left.
- Check each classroom to ensure windows and doors closed (Sweep the corridor) – **Lock doors as sweep is completed.**
- Leave the building.
- Support colleagues in the registration and checking of students.

Areas to be checked
Courtyard, Hall, Lecture Theatre and Drama
Cofley management suite
Art, Textiles, R10
Main Hall
Music 1, Music practice rooms, Music classrooms 2 and 3
LRC/ toilet / medical room
Hair and Beauty
RA Rooms and Toilet
Science, DT and Food
Maths and IT
English, Gym
Humanities and adjacent offices

## Evacuation Plan – of Buildings

- Notices advising what to do in the event of a fire are displayed in classrooms and public areas on the site.
- **On hearing the fire alarm all staff, students and visitors must leave the building by the nearest exit in a quiet and orderly manner.**
- Staff must be familiar with the exit routes from their classrooms and must ensure all classroom based visitors are familiar with what to do in the event of an emergency.
- Everyone must travel along a section of corridor in the same direction.
- Personal belongings should be left in the classroom.
- Staff should check that there is no one in any room leading off their classroom, close windows and the door on departure.
- Fire Marshalls have the additional responsibility of checking their designated areas and locking the doors before leaving the building.
- The assembly point for everyone is the central island located in front of the Post 16 Centre building.
- If the alarm sounds during lesson time:
  - Teachers should:
    - Close all doors and windows – Not lock the doors
    - Escort the students to their assembly point.
    - Line up with their teaching group
    - Complete the register
    - Report absences to the absence monitor



- Students should
  - Leave all belongings in the classroom
  - Line up in alphabetical order in their tutor groups.
  - Remain silent and in line
- All non-tutors / support staff
  - Report to their respective assembly point
  - Support the registration of students as required
- Exit for those with limited mobility.
  - People in wheelchairs (and others who have had their needs assessed by P Fox) who are on the ground floor when the alarm sounds are to make their way to the front of the Centre.
    - Staff who are responsible for the care and supervision of students in wheelchairs are to ensure that the child is fully aware of what to do in the case of the alarm sounding.
    - Those on the first floor are to leave the building via the lift.
    - Staff with students with other mobility difficulties during lessons – e.g. those on crutches, are responsible for deciding which exit route is the best for the student.
- **Visitors around Centre(Including PGCE Students)** – should remain with their host and assemble in the host's area – host to contact senior member of staff with radio to inform rest of admin team. The host is responsible for ensuring that all guests are aware of what to do in an emergency.
- **Visitors in meeting rooms in admin area** to assemble on the central island at the front of the Centre.
- **No one** is to leave the site during an evacuation of the building unless told to do so by the DPiC, or emergency services.
- Staff and students remain at their assembly point until asked to leave. Groups will be dismissed one at a time.

In the event of the alarm sounding during break or lunchtime all normal procedures still occur

### Assembly point

Central island at the front of Retford Post 16 Centre.

- Students who are in an examination are to remain seated in silence and follow the instructions given by the lead invigilator. Students who need to be evacuated will do so in accordance with the examination evacuation policy.

### Before 8:15 and after 3:45

- All staff/students/visitors to assemble at the front of the Centre.

## Site Evacuation

### Evacuation away from the Old Hall Drive Road site

Police assistance must be requested with a view to safety of students passing down West Carr road.

If the Fire Officer will not allow access to the building for a significant amount of time the DPiC will instruct that the students are moved from the normal assembly point. **UNDER NO CIRCUMSTANCES SHOULD ANYONE RE-ENTER THE BUILDING UNLESS INSTRUCTED BY THE FIRE OFFICER**

### Area Retford Oaks Academy

If required due to adverse weather or acting on the advice of the Fire Officer the DPiC may be required to evacuate the whole site. The students will then be moved in tutorial groups led by Centre staff. They will proceed along the path towards and along West Carr Road, across zebra crossing, to Retford Oaks Academy.

Retford Oaks Academy staff will have been notified by Admin staff to prepare for students to be met and moved into the areas set aside.

### Admin staff duties in case of evacuation to Retford Oaks Academy

Admin staff assembled at front of building are available to carry out the following duties under the direction of the EPT.

### **UNDER NO CIRCUMSTANCES SHOULD ANYONE RE-ENTER THE BUILDING UNLESS INSTRUCTED BY THE FIRE OFFICER**

- Contact Retford Oaks Academy Staff to inform of need to move to Retford Oaks site using a mobile phone.
- K Burgess to remain on Retford Post 16 Centre site site for co-ordination **and to access computer software for pupil contact details ONLY IF INSTRUCTED BY FIRE OFFICER.**
- Assist with control of students during walk to Retford Oaks site.

### At Retford Oaks site staff

- Will meet tutorial groups as they arrive and show them to an allocated room giving them a plan of the site.
- Assist as directed by Post 16 Leadership Team
- Any decision whether to dismiss Post 16 students to be made by Director in liaison with Heads of ROA and EA

### Retford Oaks Academy Office (communications hub) - Admin Staff, DPiCT Network Manager, SLT base

- Network manager – adapt standard message as appropriate
- Admin to contact NCC Transport to re-organise buses (if instructed by DPiC).
- If food required (ie before lunch), contact NCC DSO Catering for them to organise additional food supplies. If DSO cannot provide, then 2 members of Retford Oaks staff to go to local shops or supermarkets for sufficient supplies.
- Phones available (provided by Retford Oaks network staff) for contacting parents and outside agencies

## **Dismissing students from Retford Oaks Academy -**

Home - Dismiss by transport category – bus, walk, collect.

Bus and parent pick up are to be decided by DCiP on advice from emergency services at the time.

## **Securing the staff and students from an external incident**

### **Securing the Building**

There may be times when it is needed to secure students/staff/visitors inside the building.

Any decision regarding the need to secure the front of the building will be made by the DPiC, in consultation with the EPT and emergency services where possible.

In this event key members of staff will be positioned at key points around the building (inside) and outside activities will be returned to the building. Staff will be informed by a message circulated by the EPT.

All EPT members should ensure that they are in contact with the DCiP at all points via Email or radio

### **Securing a section of the Centre**

There are times when it is required to take a section of the Centre out of general circulation e.g. first aid incident, in which case staff will be posted at appropriate points to restrict staff and student access.

## Securing staff and students from an internal incident – Hold and Secure

A 'Hold and Secure' will be called when a situation arises that requires staff and students to be secured in their classrooms/offices. For example, an aggressive or violent intruder

The signal for this is 3 short bursts on the Centre bell – this will be followed with a full staff email to confirm the need for a Hold and secure

Staff must

- If in class,
  - stay in class.
  - lock or secure doors and windows,
  - blinds down where possible
  - stay out of sight, away from doors and windows.
  - turn off lights,
  - keep students calm and quiet.
  - ensure students have turned off their phones
  - keep email on and secure to enable communication between staff
- If in corridors,
  - move students to the closest securable room (classroom, changing rooms)
- If Outdoors
  - bring inside as quickly as possible
  - disperse into an area well away from the situation e.g. down the hill at the rear of the field.
  - keep students calm and secure
  - stay in a secure area
  - await further instructions via email/radio or if outside verbally

In all cases staff must NOT WALK AROUND SCHOOL TO FIND THE INTRUDER.

Staff should wait for the emergency services to take control

In these situations the EPT should ensure they are also safe and secure and remain in contact with the DPiC via / phone/ email / radio or Skype conference call

When the "hold and secure" is lifted the bell will be rung again and all staff will be emailed to explain that the secure processes can be lifted and with any other details relating to the aftermath.

## **Off Site Emergencies**

In the event of an emergency taking place off site, a school visit, sports fixture the off-site leader should immediately contact the academy and speak to the Head of Academy or in his/her absence a member of the EPT. At this point the EPT should convene and follow the procedures below. If the emergency should occur out of hours then the member of the EPT closest to the academy will contact Cofely to open the building.

The DPiC is the point of reference for all information coming into the academy and flowing out of the Academy.

Once a clear picture of what has occurred has been formed the DPiC will contact the NCC response team and the rest of the EPT will assign parental contact to relevant members of staff.

A time log of events will be kept by the DPiC supported by other members of the EPT.

Once staff have been allocated parental contact they will remain the point of contact until the emergency is declared over. It must be noted in or attached to the emergency log which staff are contacting which parents.

All parental contact must be logged on the proformas above.

Once the emergency is declared over the EPT will meet to ensure that all issues have been resolved. The DPiC will compile a full report on the issue and record it in the emergency file.

## **Closing the Centre**

In the event of an emergency or weather conditions requiring the closure of the Academy the SCHOOL CLOSURE PROCEDURE should be followed. The decision to close the school rests with the DPiC and should only be made in extreme situations

Aftermath

In all cases where this policy has been used the following should be considered by the EPT

- debrief students and staff via most suitable media
- inform parents via most suitable media
- prepare media communications
- consider counselling / educational psychology crisis response
- review/evaluate/amend procedure

**Appendix 1:**

**Emergency Response Action Log**

- This log is to be completed by the DPiC and maintained in the Academy's Health and Safety File
- It is to be completed and maintained by the DPiC
- All actions taken by the EPT are to be passed to the DPiC for recording

Members of EPT:					
Other Staff Involved:					
Date	Time	Action	By Whom	Response	Completed

Signed:

Date

Appendix 2:

Designated person	Located whilst in centre	Base School contact:	Day	Period
JB	Reception	Post 16 01777 861400	Monday	Study Period
CH	LRC	E.A 01777		1
GM	Q18	R.O 01777 861618		2
HW	LRC	R.O 01777 861618		3
GM	Reception/ Office	R.O 01777 861618	Tuesday	Study period
GM	Office	R.O 01777 861618		1
JW	Office	E.A 01777 713700		2
JW	Office	E.A 01777 713700		3
GM	Reception/ Office	R.O 01777 861618	Wednesday	Study period
JB	Reception	P16 Centre 01777 861400		1
JB	Reception	P16 Centre 01777 861400		2
GM HW	Office Q18	R.O 01777 861618		3
JB	Reception	P16 Centre 01777 861400	Thursday	Study period
JB	Reception	P16 Centre		1

		01777 861400		
<b>JB</b>	<b>Reception</b>	<b>Post 16 Centre</b> 01777 861400		<b>2</b>
<b>JB</b>	<b>Reception</b>	<b>Post 16 Centre</b> 01777 861400		<b>3</b>
<b>GM/ JW</b>	<b>Office</b>	<b>GM- R.O</b> 01777 861618 <b>JW-E.A</b> 01777 713700	<b>Friday</b>	<b>Study period</b>
<b>JW</b>	<b>Office</b>	<b>E.A</b> 01777 713700		<b>1</b>
<b>GM/ JW</b>	<b>Office</b>	<b>GM- R.O</b> 01777 861618 <b>JW-E.A</b> 01777 713700		<b>2</b>
<b>JW</b>	<b>Office</b>	<b>E.A</b> 01777 713700		<b>3</b>

<b>DATE OF REVIEW:</b>	October 2016
<b>SIGNED ON BEHALF OF SENIOR LEADERSHIP TEAM:</b>	
<b>DATE:</b>	
<b>SIGNED ON BEHALF OF POST 16 GOVERNING BODY:</b>	
<b>DATE:</b>	
<b>DATE OF NEXT REVIEW:</b>	October 2017