



Eastwood Nursery school

SCHOOL CRITICAL INCIDENT RECOVERY PLAN

Including evacuation to a different location

Approved by Personnel Committee 12th October 2016

Chair: Prof Adam Ockleford

Headteacher: Rob Nicholson

Signed.....

Signed.....

Date:.....

Date:.....

1. SCOPE OF THE PROCEDURE

It is not possible to plan/identify every critical incident that could occur. The aim of this document is to ensure that there is framework for response to critical incidents that is communicated to all staff. It identifies the key personnel and processes. For most incidents the process will be similar if not identical.

2. FIRE EVACUATION

IF YOU DISCOVER A FIRE OR ONE IS REPORTED TO YOU:

- Activate the alarm using the nearest available break glass call point.
- Notify the school office of the exact location of the fire if possible

ON HEARING THE ALARM:

- All staff, children and visitors must respond to alarm activations by exiting the building using the closest available exit.
- The fire alarm is a continuous sounding bell
- Staff will supervise / effect the evacuation of children/visitors/contractors to the designated assembly point(s)
- Staff not with children, visitors and contractors must immediately leave the building by the nearest exit, checking to see if staff supporting children need assistance on the way.
- Staff should not stop to collect personal belongings, and should report to a member of the leadership team or wait for a staff register to be taken at the assembly point. The member of staff who is last to leave a room should close the door.
- If time allows windows should also be closed prior to leaving the room and all electrical equipment switched off.
- The Business Manager/ SAO or Administrative Officer (EDN) will summon the emergency services if necessary after the building has been evacuated; in the absence of the Business Manager and staff listed a member of the Leadership team will contact the emergency service
- The Premises Assistant or Business Manager/leadership member will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm. Leadership team members at the Assembly Point will be advised of the outcome of this investigation. Where there is a false alarm and the emergency service have been called the Business Manager, SAO or Administration Officer will telephone the emergency service to cancel the call
- Assembly points are located at: The public pathway that runs parallel to 166

Roehampton Lane and at the end of the Nursery school Garden for children and adults in the classrooms at the time of hearing the alarm

- Children will be escorted by members of staff to the nearest exit. Children in Maple and Beech class should exit the classroom via the Nursery School gardens and assemble at the furthest point from the building and wait in the location opposite the car park. Particular care will be taken to ensure that children with special needs are supported at all times during the evacuation and PEEPS (Personal Emergency Evacuation plans) put in place for children where this is required.
- Children not in the classroom at the time of the alarm should exit at the nearest point led by the class teacher or key person and assemble at the public pathway that runs parallel to 166 Roehampton Lane.
- On arrival at the Assembly Points staff will ensure that children are all accounted for by taking the register which will be brought to the assembly point by the SAO where the registers are in the office, class teacher or other responsible person where the registers are in classrooms. Class teachers will ensure that suitable places are identified for the registers to be located near fire exits.
- Staff will ensure that the children are kept calm and engaged as appropriate during this time. Children will remain with their key persons. Visitors' books and staff signing in sheets will be taken to the assembly point by the receptionist who will account for all the visitors. Staff will be accounted for by the Deputy Head or Business Manager. The result of this check must be reported to the Headteacher /Deputy Head/Business Manager as appropriate when completed.
- Classroom staff will ensure that the total number of children in attendance is displayed on a whiteboard or other appropriate location. Class teachers are responsible for identifying a member of staff on a rota or other basis to maintain this information including any changes.
- Fire wardens are responsible for ensuring corridors/rooms are cleared.
- All Fire Wardens should report to Business Manager/Headteacher/Deputy Headteacher on exiting the building
- The Headteacher/or member of the Leadership Team will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Headteacher/or member of the Leadership Team when it is determined that it is safe to do so.
- If the building cannot be re-entered following an evacuation, children and staff will be evacuated to **Roehampton University** and arrangements made to contact parents. The hall at 166 can be used if evacuating the building the Nursery School and reciprocal arrangements for the Day Nursery or Baby Space. The SAO and Administration Officer (EDN) should exit the building with a folder of emergency contact numbers for children and staff. Members of the Leadership team have mobile telephones and where possible these must be taken on exiting the building.
- Staff should await instructions from the Headteacher who will lead the evacuation in the event that staff and children are unable to return to the School Centre or Day

Nursery, in any event, staff must remain with the children until arrangements for collection have been made and children safely handed over to a parent or carer.

FIRE FIGHTING

- The safe evacuation of staff, children and visitors is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire. Staff should only attempt to tackle a fire if they have been trained on the correct use of equipment

3. GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment

Adults who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

Children or visitors or staff with significant mobility impairments may require additional support and an Evacuation-chair may be used. (These are specially designed chairs for bringing a person down a stair). The evacuation chair is sited on the second floor at the top of the stairs. The completion of a PEEP should be considered where it is known that staff have mobility impairments and will require additional support in the event of an evacuation.

Visual disability

People with a visual disability will usually require the assistance of one person, on stairways the helper should descend first with the persons hand on their shoulder, on level surfaces the assisted person should take the helpers arm and follow them.

Hearing disability

People with a hearing disability should be escorted out of the building by staff.

In the event of staff with a hearing impairment joining then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

4. BOMB THREATS

- If a bomb threat is received advice from Wandsworth must be followed.
- The Headteacher must be contacted immediately, in the Headteacher's absence the Deputy Head or Business Manager must be contacted immediately giving as much detail as possible.

- The Headteacher will contact the police and follow advice
- The Headteacher or Business Manager will contact Wandsworth Emergency service.
- The police should be contacted for advice as to whether the building should be evacuated though this decision is ultimately the responsibility of the Headteacher.
- We are beside The Mosaic School, which has a high security presence and procedures. Should a bomb threat be received by them, they will ensure that the authorities are informed that there is a school adjacent to them. Eastwood would do the same.
- The Headteacher or member of Leadership will then manage the evacuation.
- If a whole site evacuation is necessary staff will walk the children to Roehampton University.
- The proximity of the Mosaic school and 166 Roehampton Lane mean that bomb threats or evacuation of either building due to fire or other reason could lead to a critical incident scenario for the Nursery School. The protocol for liaison is via the Headteachers. In this event the evacuation procedures will become operational. Staff should follow the procedure detailed above

NOTE:

- For all evacuations each class or room will have grab bags, containing these procedures, important telephone numbers, baby milk, bottles, nappies and school mobile phones if available
- The school office will exit with emergency contact telephones numbers for all staff and children and a copy of these procedures.
- A copy of children's emergency contact details must also be held at reception for evacuation purposes.

5. GAS LEAKS

If you smell gas, or suspect there is a gas escape, you should immediately:

- Open all doors and windows.
- Notify the Headteacher / Deputy Head or Business Manager of the incident.
- Call Premises Assistant if on site
- The Business Manager SAO or Administrative Assistant will call the National Grid on 0800 111 999.

Premises Assistant/Business Manager Responsibilities

- Check that all gas appliances are switched off
- Shut off the gas supply at the meter control valve located in the boiler room
- Evacuate part or all of the premises as necessary after consultation with the Head teacher
- The signal to evacuate will be to sound the fire alarm

6. CHEMICAL SPILLS

- If it is safe to do so identify the substance spilled and take necessary action to minimise contamination if trained to do so.
- Ensure windows are opened.
- Contact the premises assistant or Business Manager in the first instance
- If spill is severe, part or all of the building may be evacuated, using fire drill procedures.
- The Business Manager or member of leadership is responsible for calling the emergency services if necessary. The Fire Service is the lead agency in dealing with chemical / toxic / hazardous spillage incidents. If there is danger of escape into drains/sewers the Environment Agency should be informed on (0800 807060).

If a severe spill is immediately outside the building:

- Follow procedures to contain all persons within the building.
- Ensure all doors and windows are closed/locked.
- Switch off fans or air conditioning
- Avoid using electrical equipment in case sparks are produced.
- Await instructions from the Authorities

7. Other Lockdown procedures:

Lockdown Procedures

Remaining in the building may be appropriate because of other threats including an intruder on the school grounds or within the vicinity of the School.

The Procedures will be as follows:

- Signal for commencing lockdown procedures will be given **Headteacher or Deputy/Business Manager**
- SBM will call Emergency Services **999**
- Staff will move children into classrooms or safe areas
- Doors and windows will be locked
- Children should be kept away from doors and windows
- If staff and children are outside staff should take children into the building or area of safety
- If not in the normal place of work/classroom the nearest safe point
- Signal for an 'all clear' will be given

8. Out of School Opening Hours Incidents

The member of staff witnessing or first discovering the incident will be responsible for initiating the immediate response to the emergency situation.

- Call the emergency services **999 if necessary**
- Evacuate the premises immediately if necessary

- Inform the Headteacher
- The Headteacher or SLT will decide on the appropriate action
- Follow the procedure above as necessary

9. Off Site Incident

- Staff who are off-site with children should take a copy of the procedures with them on any off-site activity
- A full risk assessment of the activity or visit must be completed by the appropriate person
- As part of the risk assessment the procedure for a member of staff or child falling ill or having an accident must be included
- A qualified staff first aiders must be present on the trip

10. School Closure

The decision to close the School will only be made in exceptional circumstances by the Headteacher in consultation with the Chair of Governors

This will be communicated via the School's website – www.eastwood.wandsworth.sch.uk and Opencheck

Emergency and other Contact information

The School Business Manager & Admin Team rings:-:

- Emergency Services **999** if appropriate
- Business Manager Mobil NO. 07595 082 127
- Wandsworth Emergency Number 020 8871 7490
- The Chair of Governors
- Premises Assistant 07817 306606
- LA Children's Services Administration 020 8871 8076 or 8001
- Emergency Planning Unit 020 8871 5747
- Press Office if appropriate 020 8871 8902
- **Gas Supplier National Grid 0800 111 999**
- **Water Supplier Thames Water 0845 9200**
- **Electricity Supplier Kent County Council**
- **Cleaning Contractors Enterprise 07730522562**
- **Catering Edwards & Ward 020 8871 8220**

SCHOOL PROFILE

Headteacher	Rob Nicholson
School Address	Eastwood Nursery School and Children's Centre
School Telephone No.	020 8876 3976
Mobile Number	07595120 980

Access Roads	From Roehampton Lane
Code for Gate	To be communicated to all staff

Evacuation Centre

Roehampton University	
Roehampton Lane SW15	
Contact Prof Adam Ockleford	

KEY RESPONSIBILITIES AND ROLES

Role	Name	Responsibilities
Incident Manager Headteacher Deputy Head Business Manager	Rob Nicholson	<ul style="list-style-type: none"> Consider the need to alert other colleagues and external agencies. Collate all relevant information relating to the emergency. Co-ordinate the emergency response strategy, liaising with relevant agencies, e.g. the emergency services, LA, School Governors as appropriate. Monitor the emergency response. Provide regular staff/team briefings.
Deputy Incident Manager School Business Manager / Deputy Headteacher	Hope Francis Karen Pearson	<ul style="list-style-type: none"> Above in absence of Headteacher Assists Incident Manager. Co-ordinates and manages staff in the Incident Response Team. Monitors staff and children welfare
Fire Marshals	Simonne Drake Anne Fox Christine Higgins	<ul style="list-style-type: none"> Ensure rooms and corridors clear 1st and Second Floor
Administrators Reception Staff	Margaret Platts Luz Arias	<ul style="list-style-type: none"> Man telephone lines. Help to collate information. Relay incoming and outgoing messages by telephone, fax, email, etc in a prompt manner. Provide admin support to the Incident Manager and Deputy Incident Manager. Maintain a master log of key events and decisions,
Premises Assistant	Vacant	<ul style="list-style-type: none"> Ensure site security at all times. Provide information about site facilities/layout as necessary. Assist with access to the school.
Teachers/classroom staff		<ul style="list-style-type: none"> Maintain supervision. Ensure the safety and security of children. Provide information and offer reassurance. Ensure children's welfare On advice from Head teacher – Teachers/Business Manager/Office staff to call parents to collect children if safe