**Fun Five Emergency Plan and Procedures**

An emergency is an event which disrupts the normal running of the Club.

Emergencies include accidents, fire, explosions, bomb threats, violence or any other major external incident. An emergency would normally involve threat to the safety, loss of life or destruction of the premises.

Emergencies can happen inside the Club or outside it, during the school day or out of hours. In accordance with Health and Safety statutory requirements it is the responsibility of the school to have a plan in place for responding to emergencies, to ensure that it is reviewed regularly, to ensure that the relevant people are aware of its existence, contents and implications, to keep the plan safe and to identify responsibilities within the plan

**Types of Emergency**

* A serious accident involving children and staff on or off the premises
* A violent intrusion onto the school premises by malicious person, either in person or by means of arson or a bomb
* A school building becoming unsafe as a result of fire or structural damage
* A release of hazardous substances (chemicals) near or on the school site
* Severe weather such as floods, high winds, extreme storm
* Epidemic (e.g. meningitis, legionnaires disease, flu)
* The death or major injury of a child, staff member (through accident, suicide or murder)

Other emergencies may be deemed to be emergencies in the school because of the impact they have on staff or Children, sometimes for a protracted period of time.

Such events could be:

* An incident in the community which is seen or experienced by Children or Staff
* An incident affecting relatives of Children and which is known about within the school
* An incident affecting a nearby comparable school

The main threats are perceived to be:

* The loss of buildings, parts of buildings by fire, storm, damage etc
* The failure of major utilities – electricity, gas, water
* The loss of data/records/ expertise by fire, storm, theft, loss of key personnel
* The loss of equipment, particularly computer equipment, by fire, storm, theft

**Prevention of threat Fire, storm etc.**:

All normal procedures must be regularly followed, equipment maintained and serviced and personnel trained on their use: e.g.

* Emergency evacuation drills held regularly (for fire/other emergencies)
* Fire extinguishers regularly serviced, staff trained on use of fire equipment
* Fire doors kept shut
* Litter kept to a minimum and bins emptied regularly
* Hazardous material kept in secure storage
* H&S assessment regularly updated (Caretaker)
* Buildings kept secure and water tight
* Site kept secure
* Security systems (fire alarms, intruder alarm, and access control) maintained in good order

**Loss of records**: Back up of records in fire proof cabinets & data back-up procedures.

**Security of School Assets**

This should include:

* All equipment records in the relevant assets register and inventories with up-to-date records and values
* All valuable equipment clearly marked with the school asset security label
* Where possible equipment fixed to surfaces, or kept in single location
* All ICT inventories kept with up-to-date values and details
* Vigilant site and building security

**School Address**

*St John Lloyd RC Primary School, Brynbala Way, Trowbridge, Cardiff CF3 1SX*

**Description of the school**

* The school has 2 pedestrian accesses, 1 at the main entrance (FP school) at Brynbala Way and a 2nd (KS2 School) on Cemaes Crescent.
* The staff car park is accessible from Cemaes Crescent and the visitor car park at Brynbala Way. The main foyer is adjacent to the FP Hall. This door provides the most frequently used entrance for parents and visitors.
* There is a public footpath running through next to the KS2 school at Cemaes Crescent Park. The School has 2 single storey buildings with a playground in each school.
* There is a field to the south including a jungle gym.
* Access to the main playgrounds is provided through the main classroom doors and foyer entrance doors.
* All outside areas are linked and the site secured by fencing.
* There are emergency exit points accessible from every classroom to the assembly points.
* Trowbridge Primary is situated to the West of the school

**Identifiable Risks**

* School kitchen
* Trowbridge Primary School
* Public use across field
* Contractors working in School
* Boiler Rooms
* Crossing of the staff car park to access each building
* Foyer at reception
* Traffic and parking outside of the school (could cause access of emergency services to be restricted)

**Emergency Kits Available;**

* First Aid Kits
* Torches in school office
* Bottled Water in safe cupboard
* First aiders

**Types of Emergency Risks within school site:**

* The school has restricted access to all external doors.
* The doors are kept locked whilst staff and students are on site and can only be opened manually from within or the front door via buzzer/ entry phone system and the car park via Pad lock.
* Fences around the perimeter are high enough to deter easy access to the grounds.
* The school car park will remain closed from 8:30 am to 3:30pm

**Risks to pupils/ staff**:

* Records are kept of pupils who are subject to court orders and who may not be approached by named individuals.

**Known risks in the community**:

* Cardiff City Centre is 6 miles away. In the event of an accident or emergency, the school will be informed by the police.
* All local schools have a system of informing each other of suspicious or unusual persons in the vicinity of the school.
* The M4 motorway is close to the school (3 miles away). Accidents can cause severe traffic congestion in the vicinity of the school which may delay children and staff getting to school or leaving at the end of the day.

**Human Flu Epidemic:**

* Advice from the government and the LA is that a human flu epidemic is ‘imminent’ and ‘inevitable’. The school has a duty of care towards staff and pupils to ensure that measures are in place to prevent the rapid spread of infection and to cope with the effects should it be necessary- i.e. closure in the event of too few staff to cope. In the event of such action being necessary, staff will contact each other using the cascade telephone chain.
* Parents will be made aware of the issue and advised to look regularly at the school website, to ring the school office for an answer phone message. Children will be reminded regularly about the need to use tissues and to maintain personal hygiene. Cleaning staff will be made aware of the need to use disinfectant products in high use/ risk areas and increase the concentration if necessary.

**Actions to be taken in the event of an Emergency**

**Phase 1**

* In the case of an identifiable fire- Hit a fire alarm all to assemble at Assembly Points
* Public Address system to alert all to the type of emergency - **Mr Strong** for a Physical Attack/ Bomb threat – “**Would Inspector Sands, please report to the office immediately"**
* Contact fire brigade/ Emergency Services give precise details - Head or senior administrator (Ambulance if necessary)
* All personnel evacuated to assembly point- All staff (visitors) register taken (HT/ DHT to log into digital register for staff)
* Receive the emergency services
* Administer first aid (if required) - First Aid staff
* Shut down electricity and gas - Caretaker to Contact Cardiff Council

**Finance**

* In the event of an emergency the cheque book is located in the safe.

**Return to normal practice**

The Senior Management Team will discuss such measures as are deemed necessary to restore the school to normality. This will depend on the type of emergency. It may involve outside agencies, and advice will be sought from the health services, the police, other emergency services and the LEA should counselling be required for any member of the school family.

**Log Sheet of Emergency Incidents**

A log of events and decisions taken will be maintained as far as is possible through the emergency. This will be filed and may be used for future references and/or for de-briefing.

See below for our Evacuation Procedure

* In the case of a visible fire - Press the Fire Alarm
* Public Address System to inform all of the nature of the Emergency
* Bomb threat - “**Would Inspector Sands, please report to the office immediately"**
* Physical Attack- **Mr Strong**

**In an Evacuation for a Fire**

* Early Years and Phase 3-7 evacuate to FP Playground including Office Staff
* Phase 7-11 evacuate to their Playground

**In an Evacuation for a Bomb threat**

* ALL staff and children are to make their way to St John Lloyd RC Church on Glan-Y-Mor Road immediately after hearing “Would Inspector Sands, please report to the office immediately"

**In all Evacuations**

* Children line in up. Play Workers to do a headcount and take the Club Register.

**NO RETURN TO FUN FIVE/SCHOOL UNDER NO CIRCUMSTANCES UNLESS INSTRUCTED TO DO SO BY EMERGENCY OFFICERS.**