

Emergency Response Plan (ERP)



St John Lloyd RC Primary School, CF3 1SX


2024- Issue 1

LOCATION of ERP:

Physical Location(s): Stored in admin office (**Orange/Red** A4 File) & Duty Holders Office

Electronic Copies: Ensure information can be easily accessed during an emergency (save a copy on RAMIS).

E-PLANS (Emergency Plans – located in Section 4 for quick reference).

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List of amendments, versions and updates record sheet:

Date	Version	Amendment/Update details	Actioned by whom


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1.0 Introduction

Cardiff Council Resilience Unit have devised a template for a Basic Emergency Incident Response. It is proposed that this template be used as a guidance document and developed as a **reference document** for use by staff when responding to an incident.


- Outside the scope of the normal operation for the school.
or...
- Outside the normal school hours.

It is important to note that this document is a guidance document and **does not** cover all possible types of incidents and is therefore not exhaustive. **This document should be used in conjunction with “Protecting Schools – An integrated security approach – toolbox for Head Teachers” which has been developed by the Wales Extremism Counter Terrorism Unit (WECTU), a part of the Police.** An educational establishment, may wish to add sections from the WECTU document to this document as they wish.

The document can be found here: <https://www.schoolbeat.cymru/en/teachers/security-guide-for-schools/>

1.1 Aim

The aim is to produce an incident response plan for use during an incident, providing responding staff with a **framework to follow**.

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1.2 Objectives

The objectives of this document are to:-

- Create an awareness of the need for planned arrangements to be made.
- Establish a basic set of procedures for responding to incidents.
- Establish a comprehensive list of **contact details** for organisation support, school staff, and contractors (during school time & out of hours).
- Develop resilience within the school.

1.3 Scope of the Document

This incident response plan includes...

- **Contact details** regularly updated by the school for use in an emergency.
- The **initial action** required from the school for the identified incident.
- Reference to other **plans** to be used in conjunction with this document.


The incident response plan tries to cover all **reasonable threats and risks**, but however it is accepted that there will always be incidents that cannot be predicted. Therefore, it is important that basic procedures are there that can be **adapted** to deal with the unexpected.

1.4 Useful Definitions

The ensuing definitions have been included to assist staff in categorising the scale of response required.

1.4.1 Minor Incidents

A minor incident is an occurrence which requires special attention, but can still be dealt with inside the normal working remit of the school.

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1.4.2 Major Incidents

A major incident is an occurrence that requires special attention, not just from within the school, but also from external parties such as the Council and the emergency services.

1.4.3 Further Definitions

An Incident on/or affecting school premises is....

An incident which directly or indirectly affects either one or all of the following...

- a) The school.
- b) The staff.
- c) The pupils.

e.g., a deliberate act of violence, such as the use of a knife or firearm.

An Incident off the school premises is...

An incident which directly or indirectly affects either one or both of the following..

- a) The staff.
- b) The pupils.


e.g., transport related incidents.

In respect of educational trips and visits, guidance is available from the

- **EVOLVE** [EVOLVE - Visit Planning Tools \(edufocus.co.uk\)](http://edufocus.co.uk)
- **OEAP** [All documents | \(oeapng.info\)](http://oeapng.info)

Please be aware that when the emergency services deal with an incident, they follow a well-developed set of procedures and protocols to ensure that they work together to mitigate the effects of the incident.

Whilst it is essential that this document is used a reference resource, their instruction advice and guidance should be followed at all times.

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2.0 Brief Overview

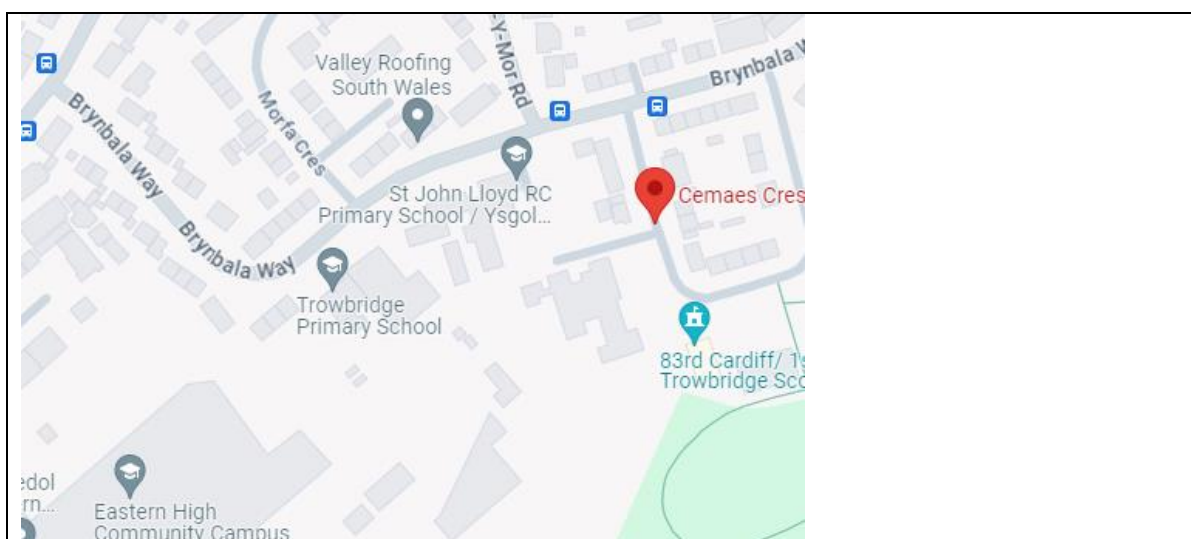
This section provides you with the opportunity to detail information relating to your Educational Establishment. In the following information you will find suggested points that you may want to consider including in this section:

- Detail the name and address of the educational establishment together with the **main telephone and email address**. Also refer to the Headteacher/Centre Manager/deputy's.

St John Lloyd RC Primary School, Brynbala Way, CF3 1SX
02920777690

- chart@cardiff.gov.uk -HT
- ldivins@stjohnlloydprm.cardiff.sch.uk -DHT
- Ashley.Molloy2@cardiff.gov.uk -Estate manager
- Ann-Marie.Smith@cardiff.gov.uk - Office manager

- Detail the geographical location i.e., the surrounding area and road names. You could include **adding images from Google Maps** or alternative sources. A good understanding of your school's local geography will allow you to plan for any consequences from any external threats i.e., flooding, industrial accidents, and transport accidents.



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- Describe the educational establishment, consider the following points:
- **Number of storeys**, if necessary, include details of separate buildings on site and their use
 - **Recent additions** to the building i.e., nursery unit
 - **Access** to the establishment i.e., location of entrances including road names
 - **Operating times** – include information relating to breakfast clubs, afterschool clubs etc.
 - **Occupants** - age range and number of pupils/service users. Also include the number of teaching staff and other personnel on site
 - **ALN** - include details relating to any special educational needs
 - information relating to additional provision/activities, including opening times etc
 - **Caretaker** on site – see Contact Detail section
 - **After opening hours activities** i.e., adult courses, sport events. Make reference to the contact details of the individuals that run these activities in the 'Contact Detail' section

- **Breakfast club – 8am** **After school Club – 3-5:30pm**
- **School times – 8:50am – 3pm (after school clubs 3:45pm)**
- **Caretaker – 7am-1pm** **3pm-6.15pm**
- **Main school entrance – Brynbala way**
- **Junior entrance – Cemaes Crescent**

2.1 Plan Review Process

A statement of the establishment's intent to make reference to and review this document should be included.

This incident/emergency response plan will referred to in the case of any incident which directly or indirectly affects the Educational Establishment, staff, pupils, students. It will be revised annually for the purpose of review and updating or if there any changes i.e., contact details, first aiders etc.

(Refer to the list of **amendments, versions and updates record sheet** on page 2)

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2.2 Resources that can be used in an Emergency

This section provides you with the opportunity to detail the resources that maybe required during an emergency. Within the following information you will find suggested points that you can consider including in this section, please delete/insert/amend/add as necessary:

Telephones: located in all classes

All classes have internal phone
External phones are situated in Junior PPA room & Main Office.

Electricity: Fuse boxes are located **LOCATION TO THE SCHOOL PLAN/MAP IN THE MAIN OFFICE**

Infant school --Fuse Boards are located in the Main office corridor
Junior School- Fuse Boards are located in the changing room corridor & on the Junior hall stage & Y5/6 link room off the junior hall


Gas: The isolation points are located **LOCATION TO THE SCHOOL PLAN/MAP IN THE MAIN OFFICE**

Infant School - Boiler house in Carpark

Water: The isolation points are located **LOCATION TO THE SCHOOL PLAN/MAP IN THE MAIN OFFICE**

Infant School – Next to Carpark gates
Junior School – Next to Carpark gates

Extinguishers: See **Fire Risk Assessment CAD Plan** for Location of Fire Extinguishers, the Fire Alarm Control Panel and Fire Safety Devices (e.g., Detectors, Automatic Door Release)

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Emergency Exits: See **Fire Risk Assessment CAD Plan & School Evacuation Plan** for Location of Emergency Exits.

Security Alarm: Infant School – Main School Foyer
Junior School – Bell Room off Foyer

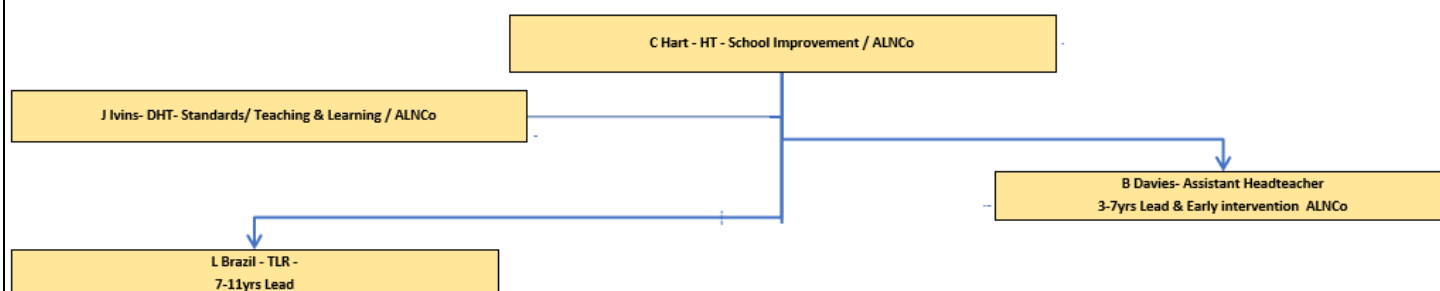
First Aid: Infant School – Main School Office Corridor
Junior School – Junior hall

Emergency Bag: See above

Mobiles: See Section 2.7 'Contact Detail'.

2.3 Organisation Structure Chart


SJL Senior Leadership Team



****In an additional supporting role; AM Smith (office manager) & A Molloy (Estate Manager)**

2.4 List of First Aiders

***ALL Support Teaching Staff** are First Aid trained by Pro Active First Aid for School except **M Sm, DB, MSh**

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**C Sp & RM have additional paediatric First Aid training

2.5 List of other trained staff

Name - Trained Staff	Location – Trained Staff	Contact Method	Training / Qualification
C Hart	HT	02920777690	EVC, Team Teach, ERA
AM Smith	Office Manager	02920777690	EVC
J Ivins	DHT	02920777690	Team Teach
A Molloy	Estate Manager	02920777690	Team Teach, ERA


2.6 Educational Establishment Response

In the event of an incident, the Headteacher/ Centre Manager or nominated person must be notified. That person will be **responsible for activating the Emergency Response Plan** based on the details available.

Once notified, the responding staff must commence an [Incident Log](#) (for a hard copy of the Incident Log Sheet please see Appendix 3), noting the time of the call, the details of the incident received to date. Staff will adopt procedures as necessary to deal with the incident.

Additional details received and any subsequent action taken must also be noted on the log sheet for future reference. It is essential that **accurate records are kept together with relevant dates and times**, to assist with any review and debrief after the event; and to ensure that the facts are not clouded at a later date.

Example of a log sheet and incident

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Cardiff Council

Incident Log Sheet



Date:	03/02/2022
Page No/Of:	1/4
Responding Officer:	Mr J Bloggs (Headteacher – Any Educational Establishment)
Incident:	Email received about bomb planted within grounds of school.

Time:	To/From:	Detail:	Action:
08.00am	Email received from unknown person – email address xxxxxxx@gmail.com	Email received stating that there is a bomb planted in the school cafeteria of the school and has been since yesterday evening. Email states bomb will explode at 09.30am during school assembly.	Call 999 to inform South Wales Police and seek advice and take action on advice given.

2.7 Educational Establishment Contact Details

This section provides you with the opportunity to contact details of all your staff in the case of an emergency situation.


NOTE:

- Make reference to the members of staff who are Key Holders.
- Make reference to contacts in order of priority.

It is particularly important that this list is kept up-to-date.

Emergency Contact Information

Contacts:	Email:
Headteacher	chart@cardiff.gov.uk
Deputy Headteacher	jddivins@stjohnlloydprn.cardiff.sch.uk
Site Manager / Estates Manager	Ashley.Molloy2@cardiff.gov.uk
Admin / Reception Staff	Ann-Marie.Smith@cardiff.gov.uk
Chair of Governors	Sister Marie - Chair of Governors silchair@stjohnlloydprn.cardiff.sch.uk
Vice chair of Governors	Margaret Hacker vicechair@stjohnlloydprn.cardiff.sch.uk

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Key Holder Information

Name / Address:		Contact Detail(s):	Email:
Estates Staff	A Molloy	Tel:0292077690	Ashley.Molloy2@cardiff.gov.uk

Emergency Services

Police	999	101	Local PCSO:
Fire & Rescue	999	101	
Ambulance	999	101	
Other			


Utilities

Gas – Leak	0800 111 999
Electricity – Loss of Power	0800 678 3105
Welsh Water	0800 052 0130

Other

WG Education & Skills	0300 0604400
Foreign & Commonwealth Office	020 7008 1500 (24 hour)
Natural Resources Wales	Flood line: 0345 988 1188
Met Office	0870 900 0100 (24 hour)

Contractors

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If assistance is required from external contractors during an incident, a list of contact details (out of hours included) should be included in this document. The information should be completed by the school or setting.

IMPORTANT NOTE: This list of contractors does not replace the 'Emergency Job' request via County Estates. In an emergency (e.g., roof leak, water leak, electrical supply issues/hazards) an Emergency Job can be raised by the school or setting. The Local Authority will attend to 'make safe'.

See Emergency Job contact email and telephone number in Section 2.8 (below).


Contractor Service	Contractor	Contact Details	Address
Intruder Alarms. CCTV, Access Control	Sonic Alarms	Tel: 02920703720	Penarth
ICT	I Teach	Tel: 02920474069	ACT Building, Splott

External contractors would need to be vetted to ensure their level of competence and safety standards – contact your allocated school H&S officer for further information.


2.8 LEA Contact Details (including out of hours details)

Please ensure that these contact details are included in your Emergency Response Plan. If you experience an emergency situation, please contact **the on-call Silver Officer** (Education and Lifelong Learning) who will liaise with you.

Team/Service	Contact number (in and out of hours)
Silver Officer (School Support) NOTE: The Silver Officer is an on-call member of the Local Authority who has had training to support the school during specific emergency scenarios. A main function of the Silver Officer is to liaise with all the different departments to orchestrate the correct advice and support in a timely manner.	Tel: 02920 872 998 (24 hours a day / 7 days a week)
School Organisation Planning (SOP) SOP Officer Martin Burrows Dean Griffiths	Dean Griffiths Cardiff LA
One Front Door (Recording buildings jobs – i.e., reactive/ planned)	Countyestates@Cardiff.gov.uk 02920 873 870

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	https://countyestates.cardiff.gov.uk/Schools
Building Services	BuildingServicesTechnicalAdministration@cardiff.gov.uk
D Desk (Emergency Jobs)	02920 238 333 (Out of Hours)
Pest Control	PestControl@cardiff.gov.uk
Alarm Receiving Centre (ARC) (i.e., alarm issue)	02920 381 850
Schools ICT Service Desk	https://cardiff.education/ictsupport 029 2233 0330
Senior Team: <ul style="list-style-type: none"> • Mike Tate (Assistant Director – Education) • Donna Jones (Assistant Director – County Estates) • Richard Portas (Programme Director – SOP) 	Michael.Tate@Cardiff.gov.uk / 02920 872 460 Donna.Jones4@Cardiff.gov.uk / 07507 864 158 Richard.Portas@Cardiff.gov.uk / 02920 788488
On Call Emergency Management / Resilience Unit	02920 827 234
Media and communication (Including social media advice)	07989 996 112 (24/7 number) 02920 872 639 Jeremy.Rhys@cardiff.gov.uk
Security advice and support, including personal safety	02920 234 297 Jeremy.Griffiths@cardiff.gov.uk
Legal Advice and support	20920 872 528 Mark.Roberts@cardiff.gov.uk
Advice and support (Head of Services to Schools)	02920 872 802 07971 389 474
HR enquiries HR People Services	02920 872 222 hrpeopleservices@cardiff.gov.uk
Care first (24 hour)	0800 174 319
Occupational Health Counselling Service	02920788301
Schools H&S SLA Manager & Radiation Protection Officer (RPO)	07773 258 049 Stuart.Thomas@Cardiff.gov.uk
Schools allocated H&S Officer	Insert Contact Details for the Schools H&S Officer: A Molloy GB: M Walentin

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3.0 Working Instructions

The following section(s) provide you with the opportunity to provide a set of procedures for staff to follow during an emergency.

It is the responsibility of each educational establishment to ensure that the procedures are adequate and safe for the task and that responding staff are suitably trained to deal with the task.

In the following sections you will find procedures to assist your educational establishment in an emergency situation, please add/delete/insert/amend the procedures as necessary.

3.1 Who is responsible in an Emergency Situation?

This **Emergency Response Plan** shall be activated should an emergency occur i.e., severe weather, violent assault, bomb threat, water, or gas leak etc.

It shall be the responsibility of the Headteacher/Centre Manager to take immediate responsibility of the incident and activating the plan with the assistance (if necessary) of the Deputy. Dependant on the severity of the incident the Emergency Services should be contacted to request their assistance.


In the absence of the Headteacher/Centre Manager the next senior responsible staff member will assume responsibility and every effort to contact the Headteacher/Centre Manager shall be made.

Serious Injury or Fatality – The Local Authority will inform the HSE within 24 hours. The school will report to the Local Authority Silver Officer.

See Section 3.2 Incident Management Team

The On-call **Silver Officer** shall also be contacted to relay the details of the incident (Please refer to Section 2.8 - LEA contact details).

The Silver Officer should also be updated with the series of events if a serious situation unfolds.

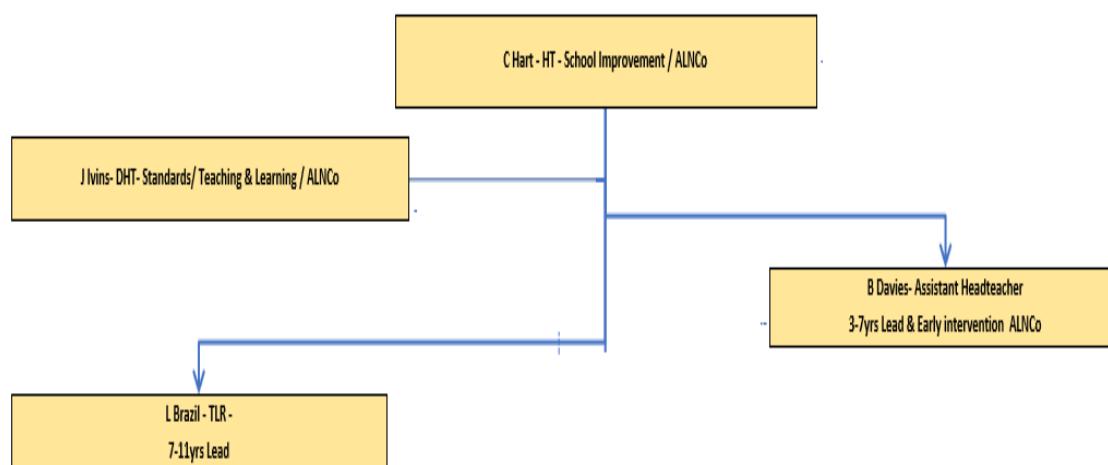
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It will also be necessary to contact the Chair / Vice Chair of Governors to inform them of the situation.

You may wish to inform the **Silver Officer** to alert the **Resilience Unit** of the Council to the incident, so that they can assist in the management of the incident.

The **Incident Log** should be initiated as soon as the emergency situation occurs and should be continuously updated (See Appendix 3).

3.2 Incident Management Team




****In an additional supporting role; AM Smith (office manager) & A Molloy (Estate Manager)**

3.3 Contacting Staff in an Emergency During School Operating Hours

- Internal Speakerphone System- Tannoy & Walkie Talkies

Outside School Operating Hours

- All members of staff shall be contacted and informed of the situation.
- Designated WhatsApp for communication
- Headteacher/ Deputy shall direct staff to any specific duties.

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3.4 Contacting parents / carers in an Emergency

The expectation is that all schools will have a means of contacting parents and carers of pupils. It is therefore common sense to ensure that this process should be used in the event of a major incident to **alert parents and carers** as to what they should do in relation to the specific circumstances of any event that occurs.

Therefore, parent / carer contact lists should be kept up to date and be readily available.

*Parents to be contacted via Text 2 Parent & Social Media updated

Is My School Open?

The Local Authority / Education use the following website to communicate to the community regarding school closures: www.cardiff.gov.uk/ENG/resident/Schools-and-learning/Schools/Is-my-school-open/Pages/default.aspx

NOTE: A school/centre will also have their own communication methods to inform parents/carers of school closures and/or emergency situations.

3.5 Contacting the LEA in an Emergency

The on-call Silver Officer must be contacted.

(Please refer to the LEA contact details – Section 2.8)


When an emergency incident occurs, the **Silver Officer** Helpline will be used. The Silver Officer will provide support and advise on the next course of action and **liaise with other departments as necessary**.

For further information please refer to the 'Responsibility for the Incident' section.

3.6 Dealing with the Media

Once the **Silver Officer** (Refer to the LEA contact details section) has been informed of the situation, they will decide if it is necessary to contact the Communications/Press Liaison Team who will deal with the Media directly.

Staff should avoid speaking to the media about an incident and to call the Local Authority for advice, support and guidance.

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4.0 Different types of Emergencies

The next section of the response plan should **detail the type of emergencies that could occur and detail procedures to assist in managing them.**

These Emergency Plans or E-Plans can be printed/laminated and stored in the main office for quick reference.

This section also includes an opportunity to add information that may be specific to your school or setting.

INCIDENT LOG: For all incidents, it is important to keep a factual and accurate record of events – the Incident Log (Appendix 4) can be used for this purpose.

4.1 Major Accident where one or more person(s) is affected/ injured

- The Headteacher/Senior Leadership Team shall **assess the situation** to determine the next course of action to take.
- **Contact should be made with the Emergency Services** and relay the details of the injuries, location of the Educational Establishment etc.
- **Follow the Evacuation or In-vacuation Procedure** for all other pupils / young person's / staff / visitors etc., if necessary
- **Notify First Aiders** to perform first aid treatment until the Emergency Services arrive
- The **on-call Silver Officer** should be informed of the incident.
- **Contact should be made with parents / carers** to inform them of the incident and its impact on their child(ren). [See Section 3.4 on method used to contact parents/carers]
- **Record & Report the Accident to Health & Safety using the Accident Report Form** (within 48 hours): SchoolsAccidentsHandS@cardiff.gov.uk
- **Use the Incident Log** (Appendix 3) to record any further details/ important information. Ensure information is accurate and factual.

4.2 What to do in the event of a Violent Incident

Please note that at no point shall any individual place themselves in any danger!

SJL School Policy

https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/bdc9c41ddbae4e7496845446981c9dbc/parents_and_visitors_conduct_guidance_2017.pdf

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A **Violent Incident** consists of threatening or violent behaviour, which can include:

- Intimidation such as banging on a desk, shouting, swearing, spitting, or kicking furniture.
- Threatening behaviour such as verbal threats, gestures, obstructions etc.
- Possession of a weapon of any kind regardless if the individual threatens to use the object
- Showing aggression whilst under the influence of drugs or alcohol
- Assault from shouting, punching, poking, grasping clothing
- Unwanted physical contact
- Assault causing actual or grievous bodily harm
- Insulting behaviour
- Racial and sexual harassment
- Bullying or Harassment on the grounds of disability


Following a Violent Incident

- If required, ensure that the individual receives immediate **First Aid** treatment
- The **Emergency Services** should be contacted if the individual requires **hospital treatment** or **Police Intervention is required**.
- Ensure that all **staff and pupils are safe and secure**. The school may need to enact Lock Down procedure – “Would **Mr Strong**, please report to the office immediately”

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/6ba1e9e5-7e85-464e-b643-0a921427d093/health-safety-lockdown-emergency-plan.docx.pdf>

- The individual subjected to a violent incident should **notify** the **Headteacher/SLT** of the incident OR if the individual cannot personally relay the information a member of staff should notify the Headteacher/SLT.
- Dependent on the severity of the incident usher the individual to a private area. The comfort, support, and assistance of a colleague maybe necessary.
- If the individual suffers shock or injury, they should consult their GP or attend A&E.
- The Headteacher / SLT must signpost anyone who has been affected by the incident to **Care First** 0800 174 319
- The details of the incident must be recorded on the **Violence at Work (ALERT) Report Form** and returned to H&S:
SchoolsAccidentsHandS@cardiff.gov.uk
- Use **Incident Log** (Appendix 3) to record the Facts & **Timeline of Events** and attach **Witness Statements**.

Action at the time of the incident if Police assistance is sought

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- If it is deemed necessary for Police assistance, the following information should be relayed:
 - Identity of the caller
 - The location
 - Has anyone been injured
 - Description of events
 - Number of offenders; whether they are still present and, if they have left (note the direction of escape if known)
 - Brief description of the offenders and any vehicles used
 - Weapons or Firearms been seen or used
- Whilst waiting for the Police, ensure the following:
 - Preserve the scene as far as possible
 - Discourage witnesses from leaving the premises until they have spoken to the Police
 - Attempt to recall and record the descriptions of the offenders.

Action when the Police arrives

- When the Police arrive, ensure the following:
 - Assist the Police as necessary
 - Appropriate staff to provide witness statements
 - Make an inventory of any stolen items

If the Police have been called, the **Silver Officer should be updated with the latest information due to the escalating situation.**

- The Silver Officer will inform H&S of the incident.

Ensure any employee that has been affected by the incident has the opportunity to **talk about the event** with the Headteacher / SLT. Anyone affected/injured must also be reminded that an **official complaint can be made to the police.**


Anyone affected by Violence at Work incidents must be encouraged to report these to the Headteacher/SLT to remove any stigma.

Keeping All School Staff Safe

Schools are reminded to reference the **Keeping All School Staff Safe** Guidance for further information. The guidance includes information relating to exclusion, warning letters and school security (including lone working, safe meetings with parents/carers and community).

4.3 What to do in the event of a Bomb Threat

Please note that at no point shall any individual place themselves in any danger

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<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/6ba1e9e5-7e85-464e-b643-0a921427d093/health-safety-lockdown-emergency-plan.docx.pdf>

The school may need to enact Evacuation procedure – “Would **Inspector Sands**, please report to the office immediately”- Tannoy signal

Every **threatening call or message is to be treated as a serious threat** until proved otherwise. All calls should be taken seriously.

- As soon as the nature of call becomes apparent, the individual receiving the call shall endeavour to **keep the caller talking**, by asking them to repeat message, **where the bomb is located** etc.
- Attempt to record information as the caller receives it and if time permits when the message ends fill in the ‘**Threatening Telephone Call Information**’ questionnaire. A copy of the form can be located in **Appendix 4**
- Signal to another member of staff that a threatening call is being received who in turn should **alert the Headteacher/SLT**
- Once the caller has hung up **do not replace the receiver** and keep the line open
- The **Police should be notified**. The school / centre should act upon instructions received by the police
- The evacuation of the premises maybe necessary dependant on the advice received
- Inform the on-call **Silver Officer** of the incident as their assistance may also be required.

4.4 What to do in the event of a Postal Bomb

Please note that at no point shall any individual place themselves in any danger

Letter and parcel bombs consist of envelopes and packages i.e. ‘jiffy bags’. Any of the **following signs should warn you** that a letter or package might contain a bomb:

- **Grease marks** on the envelope or packaging
- **An unusual odour** i.e., marzipan, almonds, or machine oil
- **Visible wiring or foil** especially if the envelope or package is damaged
- **The weight** of the package is uneven
- **The contents may be rigid** in a flexible envelope
- The envelope or package may have been delivered from an **unusual source**
- The package may have **excessive wrapping**
- The envelope or package may contain **poor handling, spelling, typing** or may be wrongly addressed
- There may be **too many stamps** for the weight of the package

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If you have any reason to suspect that a letter or package may contain a bomb, please follow these instructions:


- Put the envelope or package down
 - Alert the Headteacher/ SLT
 - If the suspect item is deemed to contain **chemical or biological materials** - Ensure **all windows are closed** in the building
 - If the suspect item is deemed to contain an **incendiary device** – Ensure windows should be left open
 - If there has been a **suspected chemical incident**, ensure personnel leave the room immediately (if they are physically able).
 - If staff who have been exposed display **symptoms of streaming eyes, coughs and/or irritated skin** - Medical advice should be sought immediately from the Emergency Services
 - Instruct everyone to **evacuate the room** / area following a decision made by the Headteacher/SLT (**sound the Fire Alarm**)
 - Use a roll call system similar to the fire evacuation procedure and ensure everyone is accounted for
 - **Contact the police immediately.** (Refer to the contact details section).
 - **Contact the on-call Silver Officer.** The Silver Officer will ensure all relevant departments within the LA are notified (including the Resilience Unit, if required).
 - **Advice should be sought from the Police** regarding further action
- X **Do not** put the envelope or package into anything i.e., water
- X **Do not** cover the item
- X **Do not** move the item
- X **On no account should anyone return to the building** unless advised that it is safe to do so

Personnel who handle mail should be briefed with this information.

4.5 Risk Assessment for closing the school due to Severe Weather

This decision is to be taken by the Chair of Governors in the case of Voluntary Aided Schools.

However, an **immediate or serious emergency**, such as extreme weather conditions, may mean that the Headteacher will need to use professional judgement and contact the schools Governing Body to advise on any risks and, if necessary, will decide to close the school if they are unable to get hold of the LEA to advise. In these cases, the Headteacher should inform the LEA immediately and where necessary for VA

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schools the chair of the Governing Body and subsequently, submit a written report to outline the circumstances.

In cases of severe weather the following needs to be taken into consideration:

- **The school should not close until every child has been collected by a responsible adult.** No child would be allowed to wander home on their own in extreme weather conditions
- Parents/carers should be advised, in severe conditions, to **check the Schools and Council website to find up-to-date information for their schools.** Also to ensure that their emergency contact details with the school are up to date, as this is the preferred method of communication in an emergency.


In the case of bad weather usual transport may not be available. If school buses are unable to run, the school must inform the **Silver Officer** who will liaise with Central Transport Services. Schools are responsible for ensuring that Bus contractors are aware that they must take the children home if the school is closed on arrival.

Severe weather warnings are received by the Resilience Unit, out of hours via the Met Office. The Duty Emergency Management Officer will notify service areas and schools.

Please note that all the above points are guidance notes and are to be used in context with the individual knowledge held by Schools of both their children and parents.

Further suggestions are:

- If advance warning of weather is known, make staff aware and gather information on which staff may not be able to attend school due to travel difficulties. This will determine the number of staff likely to be able to attend school and therefore whether the school can remain open dependent on children supervision ratios. Inform Education of any foreseeable concerns [EMT Link – see Contact Details section).
- Ask staff if they can leave home earlier to get to work or make alternative travel arrangements where possible.
- Staff that can walk in could be asked to arrive earlier to help with arrangements at the school.
- Determine how both staff and parents will be notified of a closure e.g., SMS system, phone chain cascade, website or Phone Apps (or combination of.)
- Publicise details of closure, and subsequent days' plans on front page of school website
- Ensure the schools **Adverse Weather (Snow/Ice) Risk Assessments** are reviewed and key staff have received work instructions, information, and training (e.g., Estates Staff Manual Handling to clear direct pathways into the building).

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4.6 What do in the event of an Emergency Situation on an Educational Visit

SJL School Policy

• Copy of risk assessment on hand by lead teacher • The teacher in charge carries a mobile phone with all emergency numbers on it so speed dialling is possible • The teacher has a class list with photos so they know who is on the trip. • On trips where pupils arrive back to school after 4pm the teacher must carry contact telephone numbers for all parents so individuals can be contacted quickly • The teacher carries medical information and medicines • The school office has the mobile number of the staff member responsible for the trip and other staff on the trip • Parents and staff are advised to store school contact numbers in their phones for emergency use, or to inform the school of incidents

Should an emergency situation arise on an educational visit the group leader (with assistance from another senior teacher / person if necessary) should maintain and resume control of the group. The information should be followed below:

- Establish the **nature of the emergency**
- **Supply First Aid** treatment to any injured individuals
- **Ensure the group is safe** – move to another location if required
- **Contact the Emergency Services**, if necessary
- A designated person shall escort and accompany a pupil / young person if they require hospital treatment
- Notify the Police if necessary
- Inform the Headteacher/ SLT of the incident; include the nature, date, time, location of incident, names and details of the individuals' injuries, action taken so far and further necessities
- Ensure the group is informed of the situation and updated (where required)
- The school shall **inform the Silver Officer**
- **Keep a record of the events** for future reference
- If necessary, liaise with the Headteacher/ SLT and make arrangements for the return of individuals to the educational establishment i.e., contact the transportation contractor and arrange further transportation
- The school shall contact the parents / carers of the individuals involved in the incident.

4.7 What to do in the event of a Gas Leak

Please note that at no point shall any individual place themselves in any danger.

- **Isolate Gas Supply**
- **Extinguish** all naked flames (i.e. ovens, grills, hot plates etc)

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- **Do not** switch any electrical equipment ON or OFF (including lights)
- **Do not** use any telephones in the area
- **Open doors and windows** which will provide fresh air in the affected area
- **Do not** open doors into non-affected areas (unless evacuation route)
- **Evacuate** the immediate area by word of mouth. **Do not use the Fire Alarm**
- **Inform the Headteacher/SLT** of the situation
- The Headteacher/ SLT shall contact Wales and West Utilities (WWU) via the 24-hour call centre on 0800 111 999 and relay relevant information, this is to include: details of the suspected leak, location of the leak and that the area has been evacuated. WWU will attend as soon as possible.
- The Headteacher/SLT shall **inform the Silver Officer** of the incident
- **Individuals shall be prevented from returning to the affected area** or building until the area has been rendered safe

4.8 What do in the event of a Loss of Electrical Power

Please note that at no point shall any individual place themselves in any danger.

- As soon as it becomes apparent that a power cut has occurred the Headteacher/SLT should be notified.
- The Headteacher/SLT shall attempt to ascertain the cause (i.e., whether it is a localised problem affecting the building)
- The Headteacher/SLT shall contact the **Silver Officer** to enquire if there is a fault in the area. If the Silver Officer cannot clarify a fault in the area the **LOSS OF POWER HELPLINE** should be contacted (**0800 678 3105**) to enquire if there is a fault or to report the problem if the electricity connection cannot be restored
- Should a power cut occur in the daylight the building can continue to be occupied. Areas of the building with no windows or borrowed light may need to be avoided.
- **Should a power cut occur in the evening/night the affected areas of the building should be evacuated and escorted to a safe area with sufficient lighting** – contact the Silver Officer if security is required following loss of electricity. [**Fire Evacuation Roll Call System** to be used to ensure occupants have evacuated safely]
- All electrical equipment known to be working at the time of the power failure should be switched off (if safe to do so).

4.9 What to do in the event of Loss of Water

Please note that at no point shall any individual place themselves in any danger

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- In normal hours, any individual who identifies a loss of water in the building should immediately contact the Headteacher/SLT and provide details of the location and nature of the problem
- The Headteacher/SLT shall attempt to ascertain the cause and take remedial action if possible
- **If it is a local problem (within curtilage of site)** the Headteacher/SLT shall contact the **Silver Officer or Building Services** (raise an Emergency Works Request).
- **If the problem is located outside the curtilage of the site**, the Headteacher/SLT shall contact WELSH WATER (0800 052 0130) to enquire if there is a fault in the area or to report the problem if the water connection cannot be restored.
- If the reconnection of water cannot be restored the Headteacher/SLT shall contact the **Silver Officer** to gain advice as to whether the school / centre shall be closed. This will involve looking at alternative handwashing/toileting arrangements and the impact on lunch provision, length of time left in school etc.

4.10 What do in the event of Flooding

Please note that at no point shall any individual place themselves in any danger

- In normal hours, any individual who identifies water ingress shall contact the Headteacher/SLT and provide details of the location and nature of the problem. The most likely source of water ingress will be surface water flooding at doorways, obstruction of rainwater outlet on roofs etc.
- **At no point** shall any person place themselves in any danger by touching electrical equipment, sockets or light switches which are affected by the water.
- **Electrical equipment shall be isolated where possible.**
- Ensure building occupants (pupils, staff, visitors) are safe and will not be affected by the flooding/electrical isolation. [See *Loss of Power / Loss of Water scenarios above*].
- The Headteacher/SLT shall contact the **Silver Officer** or Building Services [Emergency Works Request] for advice.

4.11 What do in the event of a Water Leak (any)

Please note that at no point shall any individual place themselves in any danger

- In normal hours, any individual who identifies any water ingress shall contact the Headteacher/SLT and provide details of the location and nature of the problem. Sources of a water leak / ingress include:
 - Mains water pipework leaking / flooding an area of the school


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- Foul water pipework leaking / flooding an area of the school
- Rainwater ingress (e.g., roof leaks)
- Groundwater/Surface water flooding
- **At no point** shall any person place themselves in any danger by touching electrical equipment, sockets or light switches which are affected by the water.
- **Cordon off the area** (as best as possible). This may be a verbal instruction to other staff in the area, followed by cones/barriers (where necessary and time allows).
- **Electrical equipment shall be isolated where possible.**
- **Treat all water ingress as foul water / contaminated** (unless it is confirmed as mains water). Foul water can enter a building via broken foul water pipes, blocked foul water pipes ('backing up') or via internal/external drains. Maintain distance from the foul water leak/flooding until it is repaired/decontaminated.
- If the area must be accessed (e.g., escape route), ensure the electrical supply has been isolated and do not touch anything in the area. Do not stay in the area longer than is necessary to escape and wash hands as soon as possible.
- Ensure building occupants (pupils, staff, visitors) are safe and will not be affected by the water/electrical isolation. [See *Loss of Power / Loss of Water scenarios above*].
- The Headteacher/SLT shall contact the **Silver Officer** or Building Services [Emergency Works Request / 'D-Job'] for emergency action.

4.12 What do in the event of a Fire [\[See Appendix 2 for school specific Evacuation Procedure\]](#)

Please note that at no point shall any individual place themselves in any danger

- **Immediately upon discovering a fire**, the nearest **Fire Alarm point shall be activated**. Dial 999 to call the fire brigade. Evacuation shall commence without delay
- **Everyone on the premises without a prescribed role in the evacuation procedure shall evacuate via their most appropriate route**. Those who are '**Out of Office**' at the time of the evacuation must not return to their office. All staff should make their way to the **Assembly Point** and report to a senior member of staff.
- **Upon hearing the Fire Alarm, staff with prescribed roles (e.g., 'Fire Wardens')** will carry out their prescribed duties. The Receptionist or person acting as Receptionist will hand the Visitors' Book to the 'Fire Warden' covering the reception area to ensure that all visitors are accounted for. The officer receiving the visitor(s) shall be responsible for their safe evacuation and for ensuring that the visitors' book is completed in respect of all visitors.

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- In the event of a 'Fire Warden' not being on duty, the senior member of staff present will assume the responsibilities of the 'Fire Warden' in that area and act accordingly.
- Upon completion of the evacuation, the 'Fire Warden', or the person(s) acting in that role shall take the **Roll Call and report any absences** to person in charge as appropriate (E.g., Head teacher / SLT).
- No person shall leave their assembly point or return to the building unless clearance is given to return by a senior manager.

4.13 What to do in the event of a Communicable Disease Outbreak

- If it is suspected that there is an outbreak of any type of infection the Headteacher/SLT should contact:


Shared Regulatory Services (SRS) Local Authority Communicable Disease [CD] Team:

Angela Clack – 029 20 873842

Allyson Jones – 029 20 873823

communicabledisease@cardiff.gov.uk

- The SRS/CD Team will provide advice and control measures and determine whether they are required at the site (e.g., exclusion to prevent transmission etc.)
- **Members of staff shall be informed** of the situation and have received Communicable Diseases – Awareness Training.
- Contact the schools **EMT (Education Management Team) Link** - to inform them of the advice provided by the SRS/CD unit as this may affect the operation of the school/centre. [The Silver Officer may also be contacted, where required].
- **Action – Notify the schools cleaners immediately and request 'Enhanced Cleaning'**. Enhanced cleaning will include suitable cleaning materials and schools should also request carpet cleaning, especially in foundation phase classrooms.
- If necessary, EMT Link or Silver Officer will contact the Councils' Media team who will ensure that relevant stakeholders are notified.
- The Educational establishment should keep a record of actions (log) throughout the outbreak

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5.0 Appendices

Appendix 1 – Telephone 02920777690

- option 2 Kitchen
- option 3 Main office
- option 4 Flying start
- option 5 Fun Five After School Club

Appendix 2.1 – Fire Drill & BOMB Threat Evacuation Procedures

Fire Drill Procedure


<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/6ba1e9e5-7e85-464e-b643-0a921427d093/health-safety-lockdown-emergency-plan.docx.pdf>

SJL EMERGENCY PROCEDURE FOR AN EVACUATION (BOMB THREAT/ GAS LEAK)

- To enact EVACUATION procedure SLT Lead will announce "**Would Mr Sands, please report to the office immediately**" on both Tannoy & Walkie Talkie systems
- ALL staff and pupils are to make their way to **St John Lloyd RC Church on Glan-Y-Mor Road immediately** using the same protocol as a fire evacuation.
- Infant school to leave via **main side gate off the Infant playground.**
- Junior school to leave via **the main gate off the Junior playground**
- SLT to ensure gates are **unlocked to ensure access.**

Appendix 2.2 – PLAN / MAP of Emergency Isolation Points / Important Information

****Please see copy of Isolation points on wall in Office Managers Office in Main Office area (Infant building) ****


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Appendix 2.3 – Lock Down (In-vacuation) Procedure

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/6ba1e9e5-7e85-464e-b643-0a921427d093/health-safety-lockdown-emergency-plan.docx.pdf>

Special attention should be paid to classes that are outside of the school building, such as playgrounds and playing fields. School staff must be able to hear the lockdown announcement.

- To enact Lock Down procedure SLT Lead will announce **"Would Mr Strong, please report to the office immediately"** on both Tannoy & Walkie Talkie systems
- Pupils with staff outside must move into the nearest inside area immediately.
- Pupils in the edible garden unable to gain safe access to the main junior building they must move inside the potting shed alongside the member of staff.
- Lock exterior doors. Do not release any mag lock
- Clear hallways, toilets, and any other rooms.
- Secure and cover classroom windows with blinds
- Move all pupils away from the windows.
- Take a register of pupils in each classroom immediately.
- SLT to consider alerting parents and guardians by text or other means. Informing them that the school is in lockdown until further notice.
- Control all movement, but continue classes.
- Disable any additional announcement
- Move on announcements made only by Tannoy & Walkie Talkie by SLT
- Once the threat has subsided, the SLT lead announces the **"all clear"** on Tannoy System & Walkie Talkies

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Appendix 3 – Incident Log Sheet

Incident Log Sheet

Why complete log sheets?


All officers of the Authority who are involved in an incident must complete their own Incident Log Sheet(s). This will assist both the Authority and the officer concerned in case of a public inquiry and/or an internal debrief to show exactly what occurred, when and what actions were taken.

In addition to this, where costs are incurred, the log sheet and associated official orders could be used to reimburse the authority from a third party.

Completing Log Sheets

1. Print off the major incident log sheet (below) and photocopy it several times.
2. Fill in the top of each page as you commence it.
3. Fill in the relevant sections of the sheet as and when required, include all actions taken. When a column is filled, move on to the next sheet.
4. Logging the time actions are taken on the log sheet is very important. If you are in a room with several other people responding to an incident, use the same clock to provide the timings.
5. Under no circumstances should any personal comments be written on any log sheet.
6. If contemporaneous notes are made before filling in the log sheet, these should be kept with the log sheet.
7. Once the incident has been resolved or when administrative support is available, photocopies of the log sheets should be made. One copy to be held by the officer who filled in the log sheet, the other to be maintained as a record for the authority by the service area that responded.

(Please find a copy of the log sheet below for use in an incident)

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Date:			
Page No/Of:			
Responding Officer:			
Incident:			
Time:	To/From:	Detail:	Action:

School:

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School:

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Appendix 4 – Actions to be taken on receipt of a bomb threat

Actions to be taken on receipt of a bomb threat

- 1 Remain calm and talk to the caller
- 2 Note the caller's number if displayed on your phone
- 3 If the threat has been sent via email or social media see appropriate section below
- 4 If you are able to, record the call
- 5 Write down the exact wording of the threat:

WHEN WHERE
WHAT HOW
WHO WHY
TIME

ASK THESE QUESTIONS & RECORD ANSWERS AS ACCURATELY AS POSSIBLE:

1. Where exactly is the bomb right now?
2. When is it going to explode?
3. What does it look like?
4. What does the bomb contain?
5. How will it be detonated?
6. Did you place the bomb?
If not you, who did?
7. What is your name?
8. What is your address?
9. What is your telephone number?
10. Do you represent a group or are
you acting alone?
11. Why have you placed the bomb?
- Record time call completed:

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INFORM BUILDING SECURITY/ COORDINATING MANAGER

Name and telephone number
of person informed:

DIAL 999 AND INFORM POLICE

Time informed:

This part should be completed once the caller has hung up and police/ building security/ coordinating manager have all been informed

Date and time of call:

Duration of call:

The telephone number that received the call:

ABOUT THE CALLER: ☐ Male ☐ Female ☐ Age? Nationality

THREAT LANGUAGE: ☐ Well-spoken ☐ Irrational ☐ Taped
☐ Foul ☐ Incoherent

CALLER'S VOICE: ☐ Calm ☐ Crying ☐ Clearing throat
☐ Angry ☐ Nasal ☐ Slurred
☐ Excited ☐ Stutter ☐ Disguised
☐ Slow ☐ Lisp ☐ *Accent
☐ Rapid ☐ Deep ☐ Familiar
☐ Laughter ☐ Hoarse
☐ Other (please specify)

What Accent?

If the voice sounded familiar,
who did it sound like?

BACKGROUND SOUNDS:

☐ Street noises ☐ House noises ☐ Animal noises ☐ Crockery
☐ Clear ☐ Voice ☐ Static ☐ PA system
☐ Booth ☐ Factory machinery ☐ Office machinery ☐ Music
☐ Other (please specify)

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Emergency Response Plan (ERP)

REMARKS:

ADDITIONAL
NOTES:

Signature:

Print Name:

Date:

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA

- 1 **DO NOT** reply to, forward or delete the message
- 2 If sent via email note the address
- 3 If sent via social media what application has been used and what is the username/ID?
- 4 Dial **999** and follow police guidance
- 5 Preserve all web log files for your organisations to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

Signature:

Print Name:

Date:

SAVE AND PRINT – HAND COPY TO POLICE AND SECURITY/ COORDINATING MANAGER

Retention Period: 7 years
MP 925/10