



Lead Reviewer: **Zoe Evans /Jo Allen**

Who this is aimed at: All staff

<b>Version</b>	<b>Reason for Change</b>
2	Review due 2016

<b>Date Initially Implemented</b>	September 2012
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<b>Frequency of review</b>	3 years	<b>Review due</b>	May 2019
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### **Major Incident/ Emergency Closure:**

A Major Incident is defined as an emergency affecting pupils, personnel or property, requiring immediate responsive action beyond that which could be reasonably expected from the school's own leadership team during the day-to-day running of the school. It may involve:

- Potential or actual threat to pupils or staff.
- A violent intrusion onto the school premises.
- Fire, flood or explosion, either within the school or in the local area.
- Release of hazardous substances on or near the school site.

#### **A. A major local incident or civil emergency in the area affecting the school**

- In the first instance the directions and instructions of the Police and Emergency Services must be followed. The Headteacher or most senior member of staff in school will liaise with the Emergency Services person-in-charge as to whether the school should be evacuated.
- If it is not necessary to evacuate, but it is necessary to stay indoors, the Headteacher will notify parents/carers and, if necessary, Local Authority transport if movement in or out of school is not viable. Further updates will be given as the situation changes.
- If the Emergency Services advise evacuation of the school, the Headteacher and senior staff will ensure that all emergency details are taken with the pupils and staff. Before leaving the school, the Headteacher will ensure the building is fully evacuated and secured. The emergency services will direct the evacuation to one of the designated rest centres for the city (the most up-to-date list we have is the Eastpoint Centre, Oaklands School, Shirley School, Cantell School or Swaythling School).
- If the needs of an individual pupil make these sites inappropriate, a suitable substitute location may be discussed with the Emergency Services as an alternative assembly point.
- The Headteacher will take advice from the Emergency Services as to when it would be appropriate to contact parents/carers to collect their child.
- If given the all clear to return to school, parents/carers will be given the option to collect their child or for the child to stay for the rest of the school day.

## **B. Dealing with an incident which appears to pose a serious threat to the School**

In the unlikely event of a direct threat (e.g. bomb threat) being made against the school or the Rose Road Association, the following procedures should be followed:

- If the threat is made by telephone call, the individual receiving the call should make a note of the number (if shown on the telephone).
- The Headteacher or other member of the Senior Leadership Team (SLT) should be contacted immediately, followed by the Police.
- The Headteacher or most senior member of staff on site is then designated as the Responsible Person and they will use the emergency fire alarm call point to immediately evacuate the building and liaise with the Emergency Services.
- Then the procedure outlined for a Civil Emergency in A. (above) will then apply.

### **Lock down procedures:**

It is not possible to predict the circumstances under which a lock down of the school may be required: however, should this happen, the SLT will alert classes where possible by verbalising over the phone or in person of the need to seek a place of immediate safety for the staff and children.

Class teachers will lead on the safe and swift movement of children and staff to the bathroom or nearest available room without windows. Classroom doors should be locked and external doors. Once all staff and children are in the bathroom the bathroom door should also be locked.

Staff and children must remain in bathrooms until they advised it is safe to withdraw.

### **Other Closures**

If severe weather conditions or any other natural or manmade occurrence (e.g. volcanic ash) which affects staff or pupils being able to get to school or make the opening or continuation of school too risky then the following procedures and leave arrangements will apply.

1. The decision to close the school is the Headteacher's (or in their absence another member of the SLT): they will take advice from public information, the Police and the travel companies used by the school. As soon as the decision is made to close, the school will use the school's text alert system to inform all parents/carers and staff.
2. In addition the Headteacher will inform the Local Radio stations and submit the school onto the list held by Southampton City Council, which is updated on their website under "School Closures".
3. In the event of a change of condition during the school day, all parents/carers will be notified and transport arrangements coordinated by the school (see Emergency Evacuation). In the event of not being able to contact a parent/carer, school staff will stay, if safe, on the premises with the child and continue to attempt to make contact. If staying in the school is deemed unsafe then an appropriate designated centre will be used (see Emergency Evacuation). No child will be left without a member of school staff until a parent/carer is able to take over responsibility.
4. Updates on the closure, including when re-opening is expected, will be made as appropriate, using the systems mentioned above (text alerts, website, etc.)

**In order to implement this policy effectively, all parents/carers of new pupils and staff will be sent a text during their first week of school so they can recognise the alert system used. It is therefore imperative that the school office receives changes in contact details a.s.a.p.**