



STRIVE - THRIVE - ACHIEVE

Emergency/Continuity Plan: Full and partial lockdown by Provision

Provision:

KeyStage:

Approved by:	Management Committee	Date: May 2019
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1. Plan Distribution list

School Head	Information and reference
Both School Deputies	As guide to all procedures
School Governors	Hard or emailed copy
Local Authority – school services,	LA H&S Team provided a copy for reference
All SEMT Members	To implement procedures
Main reception, Admin office	Copy held to follow emergency procedures
All Teachers & Staff	Shared drive, Staff hand book for detailed information
Sewell's	Given a copy as site contractor
Premier	Sent a copy as site contractor

2. Emergency Contact Details

School Head Teacher	Chris Nichols: 07539831086
Deputy Heads	Sarah McKinley: 07852205673 & Daniel Furniss: 07534373581
Designated Governors	Keith Issac and Sophie Bridgestock
Local Authority Contacts – school services, Emergency Planning etc	Health and Safety team: 01904 615288
Heads PA & SEMT	Melanie Shepherd: 01904 555555
Health and Safety Officer	Helen Duncan
Exam Manager	Lynn Henderson: 07748146214
Senior Admin Officer	Hannah Drew
Key Holders / Site Contractor	Better Clean: Jo Thompson - 07925866665
Site Cleaning Contractor	Premier: John - 07956489308
Lead Fire Warden + First aider - Danesgate	Steve Martin: 07714033598
Lead Fire Warden + First aider - Skills	Linda Staveley: 07930130666
Lead Fire Warden - Primary classes 1 to 3	Rachel Duffil: 07960722504
Lead Fire Warden - Primary classes 4 to 6	Janette Patterson: 07949657242
Lead Fire Warden - Bridge	Chris Smith: 07855833608

3. Introduction

This document has been prepared by Danesgate Community School. Planning for emergencies, suitable for their specific purposes when dealing with incidents that are out of the normal day-to-day type of event. In order to keep children and staff safe every effort has been made to deal with the consequences of a large-scale emergency/incident.

4. Aim

The aim of this plan is to enable an appropriate response to an emergency/incident involving any user of Danesgate Community School at the site or on an educational visit.

5. Objectives

The objectives of this plan are to respond to incidents involving:

- Serious one or more injury/fatality of a pupil or member of staff (e.g. transport, school trip accidents, violent attack).
- Significant damage to school property (e.g. fire, fallen tree, Roof extraction)
- Criminal activity (e.g. bomb threat, intruder alert,)
- Severe weather (e.g. flooding/snow, high winds)
- Public health incidents (e.g. influenza pandemic)
- The effects of a disaster in the local community. (air borne pollution)
- Serious incident linked with local environment (Police station, Army barracks)

6. Scope

The Plan covers procedures for incidents occurring during both in and out of school hours, including weekends and holidays. Follow action plan cards (Appendices 1-11)

7. Document Ownership and Maintenance

The owner of this document is Chris Nichols the Head Teacher, who has the responsibility for ensuring that it is reviewed at least annually. This should be before the commencement of the academic year. Any intermediate changes, (e.g. contact details) should be included and managed correctly and made to all copies. In the event of any incident, this document will then be reviewed in the light of that incident. A full evaluation will be conducted to highlight any procedural or legislative changes or other weaknesses.

8. Storage of this document

Each person identified in this plan and member of the **School Emergency Management Team (SEMT)** must know the contents of this document and understand their role relating to the management of critical incidents, and how this interfaces with other roles. A copy of the plan will be kept with them for reference during incidents out of normal school hours.

All persons holding a copy are responsible for keeping their copy of this document secure.

Any obsolete copies to be shredded and replaced by update copy.

9. Plan Activation and Triggers

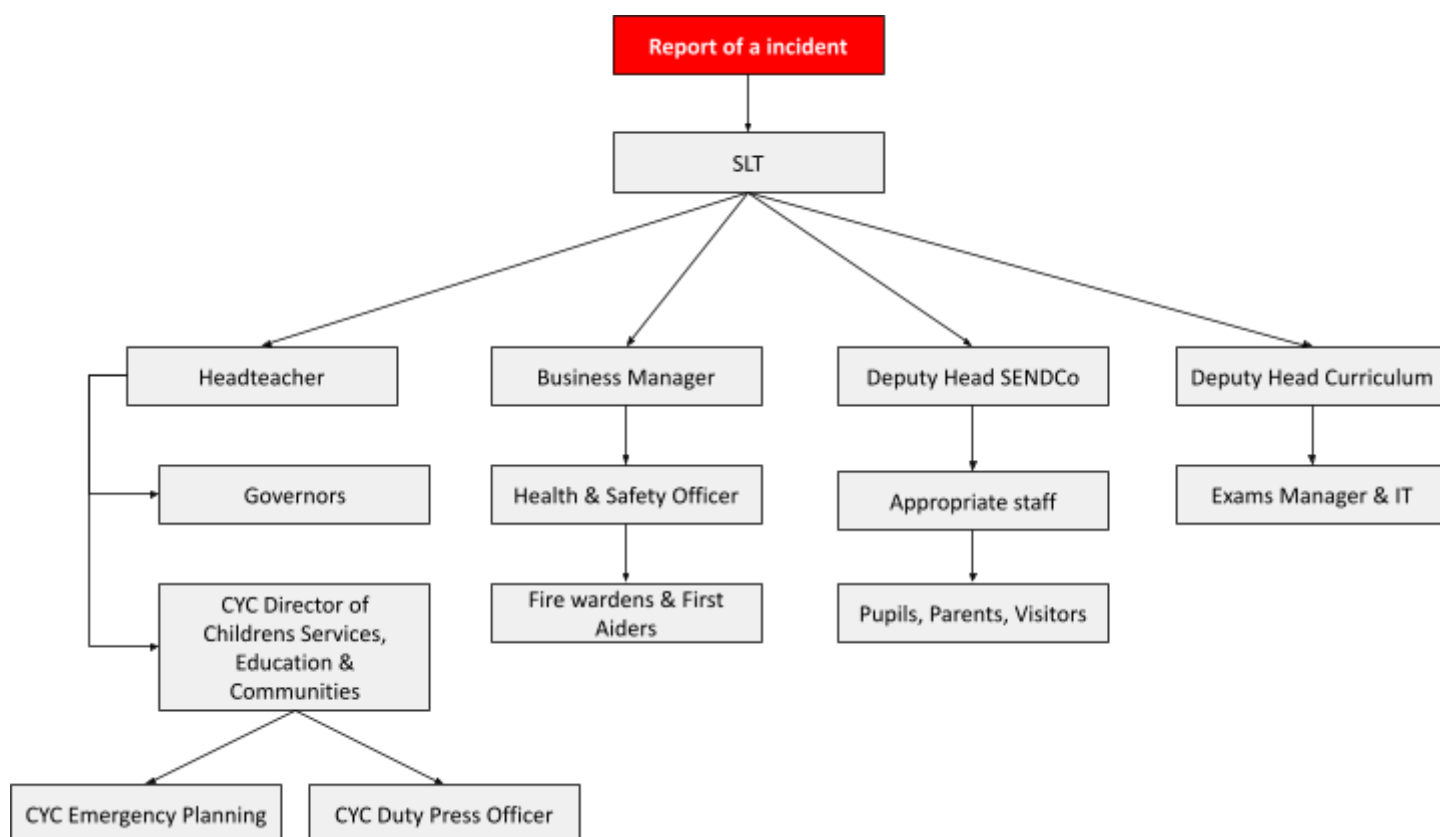
Information should cascade as follows:

Examples of where this plan might be activated

Death or serious injury to any member of the school community* on school premises or engaged in a school activity.

- Serious damage to school buildings or property.
- Prevent the school from performing its normal functions.
- Damage to the reputation of the school.

*A member of the school community includes pupils, staff, parents, or a visitor to the school, whether employed by the school or not, whilst they are on the school property, or on an outing organised by the school.



10. Roles and Responsibilities

- See below SEMT table

11. Initial Incident Manager (IIM)

The IIM is the first adult member of staff to attend the scene.

Action	Action Taken	By Whom
Obtain and collate information about the incident.	Record	IIM PERSON
Contact and brief the Head Teacher/Deputy Head.	ASAP	IIM PERSON
On arrival on scene keep a log of all actions, decisions and key information received.	Record	IIM PERSON
On the arrival of the emergency services, the IIM should give a detailed briefing to the Senior Officers.	If not already handed over to SEMT	IIM PERSON/ SEMT
Once relieved he/she must give to the Head Teacher or Deputy Head, a detailed account of the incident and any action he / she has carried out to hand over.	Record Then hand over to SEMT	IIM PERSON
Set up a room for use of SEMT – with telephones (if required). Admin Office on site, Wall Garden off site	As required implement action cards	SEMT OVER SEE

12. The School Emergency Management Team (SEMT)

The SEMT will be based in the Admin office on site or Wall Garden off site.

Objectives of SEMT

- To assess and mitigate the impact of the incident as far as is possible.
- To contact and reassure staff, and advise them of immediate contingent arrangements.
- To maintain, so far as possible, a normal level of service to the school community.
- To contact and reassure parents and pupils as appropriate.
- To ensure that correct procedures are followed and records are maintained.

SEMT Name	Role	Responsibilities
Chris Nichols	Headteacher	Liaison
Sarah McKinley	Deputy Headteacher	Liaison
Daniel Furniss	Deputy Headteacher	Liaison
Dom Horsley	Assistant Headteacher	Liaison
Kim Mower	DSL/Pastoral support manager	Liaison
Mel Shepherd	Business Manager	Finance and contractors
Helen Duncan	Health and Safety	Fire, First Aid and Site Facilities
Lynn Henderson	Exam Manager + ICT	Communications
Hannah Drew	Senior Admin	Transport, learners

Key roles and responsibilities of the SEMT team that will be shared amongst the team:

- Call an SEMT meeting and request updates from all services (Chair of Governors plus other Governors to be present as appropriate).
- Follow initial meeting agenda (appendix 1)
- Update staff, pupils, parents and partner agencies on the current situation.
- Liaise with emergency services.
- Liaise with City of York Council for additional assistance (if required).
- Coordinate all services actions and priorities.
- Log all actions, decisions and key information.
- Prepare an agreed factual statement.
- Contact families whose children are involved. (NB the Police should contact the families of deceased pupils in the first instance.)
- Arrange for informing other parents.
- Inform teaching and non-teaching staff.
- Inform pupils.
- Encourage those involved to talk to each other and trained professionals.
- Head Teacher or a nominated senior staff member only to deal with the media.

13. Subject Matter Experts

The following may be invited to attend if appropriate:

- Specific members of the Governing Body appointed responsibility Keith Issac and Sophie Bridgestock
- Head or a member of CYC Duty Press Officer appointed to deal specifically with Media / Press enquiries.

14. Site Information

- [CLICK HERE](#) to access site plans.

15. Evacuation Procedures

- [CLICK HERE](#) to read our evacuation procedures guidance.

16. Shelter Procedures

Shelter for pupils and staff in the school will be held in the Hall, ICT room, and or Café depending on the incident procedures followed from the action cards. Overnight provision will be an extension of the area actioned.

17. Lockdown Procedures

Lockdown is the term given to protecting children and staff by keeping them indoors, in designated safe locations. An example of when a lockdown may be appropriate would be in the event of a direct physical threat to staff and children by an armed person in or around the site premises.

In most cases, this would be a precaution, on notification by the Police, of a threat in the community (Melsonby, 2010/Cumbria 2010). Very occasionally, a threat is present inside the site (Dunblane Primary Site, 1996).

Two levels of lockdown are provided in this document. These are a partial lockdown and a full lockdown.

Communication between parents and the site

Site Lockdown procedures, especially the arrangements for communicating to parents, should be routinely shared with parents / guardians on the schools website and via messaging on Arbor.

Should a Lockdown occur, it is advised that developments be communicated to parents / guardians as soon as is practicable and in some cases in agreement with the emergency services and the most senior member of staff overseeing the incident. Parents will naturally be concerned, anxious and all accurate information releases will assist to alleviate undue anxiety.

Parents / guardians should be given enough information to enable them to understand the potential outcome and when possible time frames so that they:

- Are reassured that the site / emergency services understands their concern for their child's welfare, and that everything possible is being completed to ensure their safety.
- Parents / guardians must be made aware to refrain from directly calling the site's office. Calling the site will tie up telephone lines that will be required to be used by the responsible person and the emergency services.
- Parents / guardians must refrain from initially attending the site. This may interfere with the emergency provider's access / investigation and may put themselves and others in danger.
- Parents / guardians must wait patiently until a safe and satisfactory outcome has been achieved and agreed by all parties, where a designated safe area will be identified for the safe handing over of the children to their parents / guardians.

During the initial “breaking news” of the incident it is vital that all parents are reassured regarding the welfare and safety to their children is paramount and that the matter is being dealt with by the emergency services and City of York Council jointly to resolve the matter as soon as possible with little impact to the children and the wider community.

However it must also be stressed that at this time “the site is in a full lockdown procedure”.

During this period the switchboard and entrances will be unmanned, external doors will be locked and no person is allowed in or out of the premises until further notice.

Emergency Services

It is vital that the communication lines remain open to the Emergency Services at all times, they are best placed to offer advice / assistance as a situation develops. A decision may be taken to cordon off the premises partially or as a whole by the Emergency Services. This will be dependent on the severity of the incident that has led to a Lockdown procedure taking effect.

The emergency services will support the responsible person and CYC in the decision making processes and the timing of communication to parents, the press etc.

Should a prolonged lockdown incident occur, City of York Council and its partners have the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area and other predetermined facilities.

18. Danesgate Community School Emergency Plan: Partial Lockdown

Action Card – Partial Lockdown

- This may be as a result of a reported incident to the site or an occurrence that is happening within the site premise or contained within one building on the school site.
- Civil disturbance in the local community with the potential to pose a risk to staff and children in the site.
- Disruption caused by severely dysregulated behaviour of pupil(s) on site.
- It may also be as a result of a warning being received from a recognised emergency service regarding the risk of air pollution, etc.

Action: Partial Lockdown	Action Taken	By Whom
Alert to staff: Lockdown is the agreed code word that all members of staff recognise and understand to begin the procedure.	Communicating the alert to staff by word of mouth and text/calls between areas	All staff Involved
Where needed outside activity to cease with immediate effect, children and staff return to the building in a swift and safe manner.	As above	All staff involved
All staff and children remain inside the building and all external doors and windows are to be locked until further notice. Nominated members (lead fire wardens) of staff that are not directly supervising children are required to perform the task if appropriate to ensure the ongoing safeguarding of everyone.	Follow procedures	Lead Fire Wardens
Children / staff and visitor register will be taken – the office will contact each area in turn for an attendance report.	Timetables and Arbor used	Admin Staff
At the discretion of the SEMT free movement within the building may be permitted depending upon the known information or continued reporting of the incident / circumstances.	Communicate instructions	SEMT
Review comments		SEMT

Post Lockdown

Signed:	
Date:	

19. Danesgate Community School Emergency Plan: FULL Lockdown

Action Card – Full Lockdown

This signifies an immediate threat to the site and may be an escalation of a partial lockdown or a spontaneous incident / event or occurrence in or near to the premises.

Action: Full Lockdown	Action Taken	By Whom
Alert to staff: 'Emergency Lockdown' is the agreed code word that all members of staff recognise and understand to begin the procedure. This will be indicated across the site by the schools lead fire wardens. They will blow a whistle three times as the agreed code that all staff recognise and understand to begin the procedure. Followed by one long continuous whistle to signal to all staff the incident is now clear.	This will be followed with a text messages with details	SEMT Admin
Staff should endeavour to gather learners in secured rooms until the danger is passed. This could include offices and intervention rooms.		
All staff and children remain inside the building and all external doors and windows are to be locked until further notice. Nominated members (lead fire wardens) of staff that are not directly supervising children are required to perform the task if appropriate to ensure the ongoing safeguarding of everyone. Everyone (staff and pupils) must turn phones off and not communicate outside of the room.	Follow procedures	Lead Fire Wardens
All windows are to be locked, and blinds drawn, (if applicable). Children encouraged to remain quiet and remain out of public glare, until further notice. This could include classrooms with stockcupboards, laying low to the ground or under desks.	Staff to monitor Await instructions	SEMT Communicate
Children / staff and visitor register will be taken – the office will contact each area in turn for an attendance report.	Timetables and Abor used	Admin Staff
The "all clear" will be indicated by SEMT visiting each room and giving the 'all clear' message.		SEMT Communicate
Review Comments		SEMT

Post Lockdown

Signed:	
Date:	
Review Date:	