



DISASTER ACTION PLAN

Disaster Action Plan

Whenever the school becomes aware of a disaster situation the duty of all employees is to ensure that:

The Headteacher and Deputy Head Teachers are informed as soon as possible.

The Headteacher and Deputy Head Teachers will liaise with John Laing Integrated Services (JLIS) and John Laing representatives in ensuring that emergency procedures and areas of legislative compliance are in place to manage emergency incidents.

John Laing Integrated Services maintain their own Emergency and Incident Management Plan. Copies of this are lodged in the Facilities Manager's office and the Headteacher's office.

If the Headteacher or Deputy Head Teachers are not present on school premises, the office can make contact using either their mobile numbers or any other location previously notified. In the event the Headteacher cannot be reached or is incapacitated a Deputy Head assumes the Headteacher's duties.

In all instances responses and actions must be based on the Disaster Action Plan grid. The grid below shows how possible disasters could be managed. In other circumstances the appropriate actions would be selected from the grid.

Situation	Action Plan Points.
Death of a pupil or member of staff or visitor on the premises	1,2,3,4,5,6,7,8, (10), 11,12,13,15 (14 or 16)
Violent assault on a member of staff or visitor	1,3,4,7,9,11,12,13,14
Pupil or member of staff being taken hostage	1,2,3,4,5,6,7,8,9,10,11,12,13,16
Death or injury on school journey	2,3,4,5,6,7,8,9,10,11,12,13,14,(15),20
Civil disturbance or terrorism or threat of civil disturbance or terrorism	1,2,4,5,6,7,8,9,10,11,12,13,17,18,19
Pupil involved in Road Traffic accident	1,4,6,8,9,11,12,14 (15)

Disaster Action Plan Grid

Action	Who	When
1. Obtain factual information and contact emergency services, LA and family (next of kin)	Headteacher	A.S.A.P.
2. Leadership Group meet with support personnel	LG, EPS, LA representative, Emergency Services. Ht to organise	A.S.A.P. (within hours)
3. Establish intervention team	Headteacher	A.S.A.P.
4. Continue contact with family	Intervention team	A.S.A.P. to continue until all informed.
5. Call a staff meeting (all adults working in the school)	Headteacher	Same day if possible
6. Inform pupils in small groups, if necessary.	Headteacher, EPS & Police	A.S.A.P. making allowances for Health and Safety.
7. Arrange a debriefing meeting for staff involved in disaster or incident.	Headteacher	Same day if possible.
8. Debriefing for pupils involved in the disaster or incident.	Headteacher, EPS & Police	A.S.A.P. making allowances for Health and Safety.
9. Identify the need for group or individual treatment	Headteacher, EPS	Next few days
10. Promote discussion in classes	Form / PDE teachers	Next few days and weeks.
11. Identify the need for group or individual treatment.	EPS & Year Co-ordinators	Incrementally over days and weeks after disaster.
12. Organise treatment	EPS, First Aider, Pupil Services	As required.
13. Organise press and media	Headteacher or delegate to LA	Same day and then as appropriate
14. Maintain normal school routines as far as possible	Deputy Heads	From start of disaster.
15. Organise attendance at funerals/memorial services.	Headteacher	As appropriate.
16. Arrange full or partial closure of school or alter timetable/lesson times.	Headteacher/LA	As necessary.

Action	Who	When
<p>17. On receipt of a terrorist threat e.g. bomb threat by phone, the receiver should:</p> <ul style="list-style-type: none"> • try to notify someone while call is being received • listen carefully • remain calm, try to keep caller talking • repeat and clarify points • note timing or location is stated • listen for background noise • inform Headteacher and J LIS Manager straightaway • write down information as soon as call is finished but after informing Headteacher 	Receiver of the phone caller	On receipt of phone call
<p>18. Evacuate pupils and staff from the building using the nearest safe route if there is a suspicion that a bomb is on the premises. The school community should muster at the furthest point away from the danger.</p>	All staff	Immediately
<p>19. Evacuate the room if a suspect letter or package is noticed, closing the door. Do not touch or open it. If the package is being held place it down on the nearest horizontal firm surface. Inform Headteacher and J LIS Manager immediately. Follow information in paragraph above for evacuation action.</p>	Receiver of suspect package, Headteacher, J LIS Facilities Manager	Immediately
<p>20. Emergency services contacted and Headteacher informed, factual information gathered. If abroad, UK embassy or consulate informed.</p>	Headteacher	ASAP

Disaster Contact List

As part of the contingency plan this list of contacts should be used as a matter of course.

Contact	Role	Name	Number
Children and Young Peoples' Services	Executive Director of Children & Young People	Kim Bromley-Derry	020.8555.5552
School	Headteacher	John Bradshaw	07595.410302
School	Chair of Governors	Sharon Higgins	020.7474.0231
Emergency Services			999/112 (new code)
PCT	Community Nurse	Jenny Hurley	020.8218.7408
Local Authority	Chief Educational Psychologist	Ian Millward	020.8555.5552 ext 42200
Local Authority	School Educational Psychologist	Locum	020.8555.5552 ext 42211
Child and Family Counselling Service	Child Guidance Counsellor	Stacey Millichamp	020.8552.5171
C.O.U.I.	Child Guidance	Nicola Paton Sadeef Haq	020.089.6180 or 0207.378.6893
Local Hospital		Newham General	020.7476.4000
Education Welfare Service	Education Welfare Officer (EWO)	Sandra Barnes	020.7474.0231
Newham Recorder	Editor	Colin Grainger	020.7472.1421
Police Liaison	Community Liaison Officer	PC Lawrence	020.7217.5475 (Stratford)
John Laing Integrated Services	Assistant Facilities Manager	Natasha Kelly	07917.839451

LONDON BOROUGH OF NEWHAM

EMERGENCY PLAN

The Local Authority has issued to schools a summary of the Borough Emergency Plan. It is recommended that Head Teachers insert the following paragraphs into the Staff Handbook for teachers to follow in cases of emergencies as defined in the document.

If a public alert is given before school hours you should contact the Head Teacher on the school emergency number, which is 0207 474 0231. Make a note of this number and keep it at home where it can easily be found. You should make every effort to attend school where it does not place you at risk of injury.

If you are unable to reach school you should attempt to reach your point of evacuation or report to the Children and Young Peoples' Services at Broadway House where you will be deployed to assist with the supervision of children.

You should notify the school of your home telephone number and mobile number, if appropriate. It is important that if these details change you remember to notify the school.

If you hear that an emergency has arisen whilst you are on a visit with children you should seek to contact the school. The Head Teacher will have contacted the Council's Emergency Control Centre to report the matter and obtain details for you for the arrangements for assembly of children at a relevant point.

The Council's Emergency Control Centre contact numbers are given below:

020 8472 9624 (out of normal working hours)

020 8472 1450 ext. 26259 (at all other times)

020 8270 2533 (fax machine)