

LONDON FIELDS PRIMARY SCHOOL



Chair of Governors: Thomas Kibling
Headteacher: Caroline Tyson
Deputy Head: Katherine Gillard
SENCO: Sinee Bass
Safe Guarding lead: Nedal Al-Chamaa

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Disaster Recovery PLAN

London Fields Primary School
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Approved by Governors on 11th December 2017

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Template containing emergency contact details

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Template for logging all communications, decisions and factual information received during an Event. Photocopy or print multiple copies of this page and retain for immediate use.

Introduction

The Hackney Learning Trust model for a 'School **Emergency Management Plan**', has been adapted by London Fields Primary School.

The Plan is designed to comply with the provisions of the new **Civil Contingencies Act 2004** which establishes a single framework for civil protection in the UK.

The **Act** focuses on local arrangements and the establishment of a statutory framework for **Local Responders** (local authorities, businesses and volunteer groups) and on emergency powers and legislative measures to deal with the effects of the most serious emergencies.

The effect of this is that responsibilities are placed upon:

1. **The Hackney Learning Trust** to set in place robust systems for emergency management and systems for supporting schools and other education settings to deal with the impact of Events.
2. **Schools and other education settings** to accept and adapt issued guidance and set in place site management systems to deal with a wide range of site specific and community Events.

This **Plan** will be regularly revised annually.

Definition of a disaster

‘An Event – or Events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures and which is likely to have emotional and organisational consequences.’

Aims

To:-

1. Create an awareness of the need for planned arrangements to be made.
2. Provide re-assurance of the practical help that is available from The Hackney Learning Trust, the Local Authority and other agencies, at short notice.
3. Address the need of London Fields Primary School to develop complementary emergency arrangements.
4. Pass on advice based upon previous experiences.
5. Give guidance on other source of information and help from other agencies

Scope of the Plan

In School

- A deliberate act of violence, such as the use of a knife or firearm.
- Flood or utilities failure.
- Total or significant IT/Data loss/failure/theft.
- A school fire.
- A pupil or teacher being taken hostage/missing person/absconder.
- Fatality.
- Terrorist action.
- The destruction or serious vandalising of part of the school.

Outside School

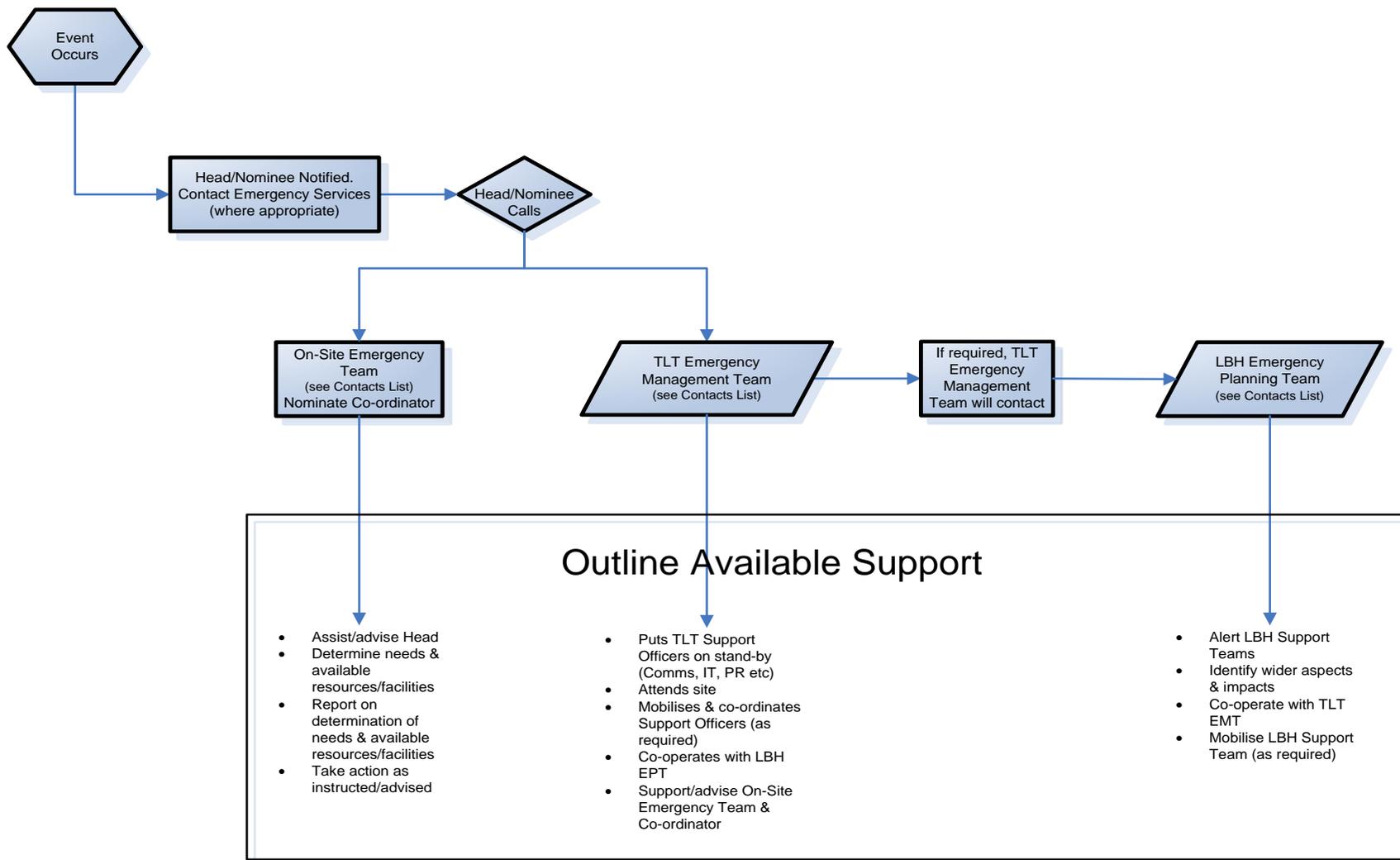
- The death of a pupil or member of staff through natural causes, accidents or other significant criminal action.
- A transport-related accident involving pupils and/or members of staff.
- A more widespread disaster in the community.
- Death or injuries on school journeys or excursions.
- Civil disturbances and terrorism.

In respect of school trips and educational visits, guidance is available from the DfES good practice guide ‘Health & Safety of Pupils on Educational Visits’ (<http://publications.teachernet.gov.uk/>)

If both Caroline Tyson (HT) or Katherine Gillard (DH) are not available – Please see Appendix 2/Contact List for other key individuals to contact.

Available Support

In the event of a School related emergency the proposed arrangement is outlined here:



Emergency Action List

Action by: - Headteacher (Caroline Tyson) In the First instance

Stage 1 - Initial Actions

- Open and continue to maintain, a personal log of all factual information received, actions taken, and the time of those events.
- Make every attempt to clarify exactly what has happened.
- Ensure that the emergency services have been contacted, if required.
- Then consider whether event requires involvement of 'HLT Support Team'

NB it is requested that initial contact be always made with The Hackney Learning Trust in emergencies in case the event has wider significance.

- If so, contact one of the single point contact numbers listed in Appendix 2.
- Establish whom they will contact.

If during term time

- Avoid closing the site & endeavour to maintain normal routines & timetables, unless there is overwhelming pressure to do so. In an epidemic or pandemic situation this may not be the case, but the Health Protection Agency would become the responsible lead should this occur. The Police may require that all or part of the site be cordoned for the preservation of forensic evidence.

If outside term time (or outside school hours)

- Arrange for: -
 - The Premises Manager to open certain parts of the school as appropriate and to be available (and responsive) to requests.
 - Immediate site Admin support.
- If the incident does attract media attention, you are likely to be inundated with requests for interviews and statements, direct all requests to HLT Marketing Planning Team for comment.

Think about what you are wearing when you go into school, in case you are unavoidably drawn into a TV interview.

NB: It is especially important that if names of those who may have been involved in the incident are known - DO NOT release or confirm – them to anyone, before those identities are formally agreed and parents are informed.

Follow the lead of the emergency services in this!

- Call in the designated staff members to form the 'On-Site Emergency Team', and nominate one member as On-Site Coordinator to oversee the Team on your behalf.

- Inform Chair of Governors-
 - of event and, if appropriate, of involvement of 'HLT Support Team'.
 - they should standby to be available for interview by the media.
- Be prepared to receive many telephone calls.
- If deputising for the Head, try if possible to contact and brief him/her.
- Recognise the relevance of multi-cultural and multi-faith factors in the response.

Stage 2 – Once established

Brief Staff Member acting as On-Site Co-ordinator to oversee the following:-

- If 'HLT Support Team' has been activated, arrange for on site facilities for the team.
- Ensure all staff members and support team members are wearing recognised ID or supply alternative.
- Set up arrangements to control and manage visitors – arrange for their names to be recorded. Continually review site security.
- Set up arrangements to enable accurate information to flow into and out of the school and for telephones calls, by ensuring –
 - sufficient help is available to answer the many calls that could be received (HLT Marketing Planning Team will be able to assist with a 'Help-Line')
 - staff maintain records of all calls received.
 - brief, but up-to-date prepared statements are available via HLT's Marketing Planning Team to staff answering phones.
 - media calls are directed to HLT's Marketing Planning Team.
 - regularly updated statements for outgoing answer phone messages with alternative contact numbers for parents, press *etc*
 - an independent telephone is made available for outgoing calls only – a mobile phone can be useful – but remember such messages can be readily intercepted
 - telephone staff are reminded that some calls could be bogus
 - care is taken when answering telephone calls

- To arrange for all staff – not just teaching staff – to be called in and, if necessary, briefed at an early stage. (Subsequent briefings say 2 x per day for 10 minutes, should be arranged.
- To brief team to discourage staff and pupils from speaking to the media.
- To arrange, if appropriate, for team members to each have a copy of the next-of-kin list.
- To be aware of how colleagues are coping
- Avoid the temptation to speculate or to hide facts when briefing staff and pupils
- There is an expectation to arrange for all pupils to be told, in simple terms, at an early stage (ideally in small groups and initially by class teachers, wherever possible) in order to ensure perspective is maintained by all.
- Expect to see identification of all support team officers.

Parents:

- Maintain regular contact with parents.
- If pupils are involved, the contacting of parents will be an important early task.
- Remember if it is a major Incident, the parents may well have already heard. It may be appropriate to ask the parents to come to the school for briefing and support. This will need to be done with the utmost care.
- Avoid speculation to fill in sketchy details. Don't be afraid to say "I don't know – yet"
- If incident away from school, seek Police advice whether parents should travel to the scene, or whether children should be taken home.

Staff:

- Maintain regular contact with staff (teachers and office staff). Make a point of seeing that all staff involved know each other's roles & responsibilities.
- Be available to see staff when required.
- Be alert to adverse reaction by staff, to the event (Post Traumatic Stress Disorder).
- Remember some members of staff may be so affected, that they will not be able to help in supporting children
- Recognise also that if the burden of dealing with the situation falls disproportionately on a small number of staff, they too could need professional support.
- If incident is away from school, try to dissuade shocked staff from driving parents to the scene.
- Remember to have regular breaks, and advise others to do so.
- Always try to think of something positive to say to staff & respond positively to ideas and suggestions

'HLT Support Team'

- Maintain liaison with 'HLT Support Team' Senior Officer for duration of incident.

Stage 3 – Period following the close of the incident

- When appropriate, seek advice from 'HLT Support Team' and local faith group's contact on special assemblies/funeral/memorial services.
- Prepare joint report with named Senior Officer, for CEO, The Hackney Learning Trust.
- Contact the Educational Psychologists Dept at The Hackney Learning Trust for support and advice for staff and pupils.
- Arrange for a member of staff to make contact with any pupils either at home or in hospital.
- Make sensitive arrangements for the return to school, Prepare for staged return (as appropriate).

Stage 4 – Longer-term issues

The effects of some Incidents can continue for years. Thought will need to be given to:-

- Work with staff to monitor pupils informally
- Clarify procedures for referring pupils and staff for individual help. Contact the Educational Psychologists Dept at The Hackney Learning Trust.
- Recognise and if appropriate, mark anniversaries
- Remember to make any new staff aware of which pupils were affected and how they were affected.
- Remember that legal processes, inquiries and even news stories may bring back distressing memories and cause temporary upset within the school.
- Remember if the incident does attract media attention, it is likely that interest will continue for many weeks.
- Remember to take time out for yourself, to reflect and to consider and evaluate lessons learned.
- Be aware that some staff may also need help in the longer term.

Emergency action list

Action by: - London Fields Primary School Emergency Team

Stage 1 – Initial Actions

- Obtain full facts of Incident from the Headteacher.
- Open and continue to maintain a personal log of information received, actions taken and the time of those events
- Assist, where appropriate, in assessing the emotional needs of the staff and pupils. Co-ordinate rapid action to sensitively inform staff and pupils to provide appropriate support
- Assist class teachers who will undertake classroom briefings
NB. Classrooms may not be available
- Arrange special groups for very distressed pupils.

Stage 2 – Once Established

- Work with HLT Support Team, the Head and School On-Site Co-ordinator as directed.

Stage 3 – Period Following Close of the Incident

- As above

This team should comprise:

Up to 4 senior members of staff, together with Admin Support Staff.

Emergency Action List

Action By: - Administrative Assistants

Stage 1 – Initial Actions

- Obtain full facts of Event from On-Site Co-ordinator
- Open and continue to maintain a personal log of information received, actions taken and the time of those events.
- If coming in from home, remember to bring useful items, such as any keys needed.

Stage 2 – Once established

- Under guidance from School On-Site Co-ordinator, assist the Head
- Work with HLT Support Team, the Head and School On-Site Co-ordinator as directed.
- Concerning incoming telephone calls

- maintain a record of calls received
- only give out information from prepared statements that will be made available
- remember that some calls could be bogus
- take especial care when answering telephone calls early on.

Remember the school office is likely to be the first point of contact for visitors, so exercise caution in making comments and in general conversation

Stage 3 – Period Following Close of the Incident

- As above

DUTY OF CARE

If the building has been evacuated for structural safety reasons, before re-occupation, the Headteacher (Caroline Tyson) and the Premises Manager (Miguel Cueva) will make an inspection to see if the structure is safe. If unsure, the Hackney Council Building Control Officer should be contacted.

EMERGENCY EVACUATION PLAN

In the event of an evacuation (off site) for a variety of reasons, the following evacuation drill will take place:

The whole school will be evacuated to:

Gayhurst Community School, Gayhurst Road, Hackney, London, E8 3EN.

The Admin team will be responsible for contacting the evacuation space and to ensure **Critical paper documents are kept in a filing cabinet in the office at all times.**

EVACUATION PROCEDURES

Each teacher will be responsible for guiding the children through the school exit to the designated evacuation space.

The Admin team will take a record of an up to date contacts list with the daily school register.

All other staff will assist in escorting the children to the designated evacuation space.

Appendix 1

Dealing with the Media

The Learning Trust **Marketing Planning Team** can be contacted on:

020 8820 7474 or 020 8820 7658 during office hours or via the Contact List, Appendix 2 of this document.

The School's **On-Site Co-ordinator** is nominated as contact for the Communications Team

The Hackney Learning Trust Marketing Planning Team will provide:

- regularly updated holding statements for the Press, Members of the Public, and Parents
- status update statements for Press, Chair of Governors and Parents
- briefing and support for Heads and Chair of Governors prior to Press interviews and statements
- briefing and support for Staff answering telephone enquiries and setting ansa-fone messages
- provision of hot line and call centre facilities, should it become necessary
- Press only phone lines, should it become necessary
- liaison with all **Emergency Services** Press Offices
- liaison with **LBH** Press Offices and the Press Offices of other partner agencies
- formal responsibility for emergency communication with the **Media** and of monitoring Media broadcasts

Media and third party enquiries must be re-routed to the Marketing Planning Team, the School should brief all staff likely to receive calls from the media to re-route them to the Marketing Planning Team. On no account are unauthorised person to speak to the media other than to help re-route calls.

Potential for situation escalation

- The **Emergency Planning Team** (EMT), with input from the **Marketing Planning Team** and others, will monitor the Event and decide if the issue is 'winding down' or prepare for more complex developments.
- If the assessment of the Event highlights the potential to adversely affect the brand/image of the School, The Hackney Learning Trust or London Borough of Hackney on a significant scale, it shall be recommended that HLT Executive Management Team shall be updated immediately and on a regular basis thereafter.

Appendix 2

Contact List

The names and telephone numbers of organisations and individuals who may be useful to the School in an emergency:

**It is the school's responsibility to ensure a contact is available at all times.
The Learning Trust must be notified and updated.**

Pupils on roll: 448 from November 2017

Age range: Nur – Y6 (3 to 11 yrs)

Organisation	Name	Telephone No.
Headteacher	Caroline Tyson	Numbers on T Drive version (internal) All staff should have CT's contact number.
Chair of Governors	Thomas Kibling	
Deputy Head	Katherine Gillard	
On-site Co-ordinator	Nedal Al-Chamaa	
On-Site Emergency Team	Miguel Cueva Max Lawson Catherine Cardy Stephanie Daley Helen Fitzpatrick	
HLT Emergency Management Team	Frank O'Donoghue (Head of Business Services)	020 8820 7555
HLT Emergency Management Team	Tracy Spallin (Facilities/Manager)	0208 820 7115 07768557819
HLT Emergency Management Team	David Pullen (H&S)	020 8356 2278
HLT Emergency Management Team	Olly Cochrane (HR)	020 8820 7299
HLT Emergency Management Team	Robert Healey (IT)	0208 820 7205
HLT Emergency Management Team	Moustapha Benadi (HLT Marketing Planning Manager)	0208 820 7474
LBH Emergency Planning Team	Duty Officer	020 8356 2366

Site Map

Site Plan attached

Key

1. Main Entrance
2. Other Entrances
3. Emergency Exits
4. Electricity Meter
5. Fuse Box
6. Gas Meter
7. Gas Emergency Cut-Off
8. Water Meter
9. Water Emergency Cut-Off/Stop Cocks
10. Boiler
11. Boiler Emergency Cut-Off
12. Heating Water Storage Tank
13. Fire Alarm Control Panel
14. Fire Extinguishers
15. On-Site Assembly Points
16. Off-Site Assembly Points
17. Emergency Vehicle Access
18. IT Server Room

Priority Areas for Rescue/Salvage

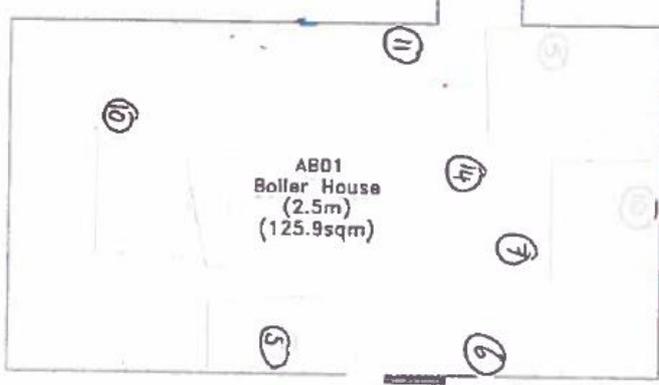
Data Back-ups

19. Finance Records
20. Pupil Records, Curriculum Records

Risk Materials/Substances

Asbestos – see attached (also published on school website)

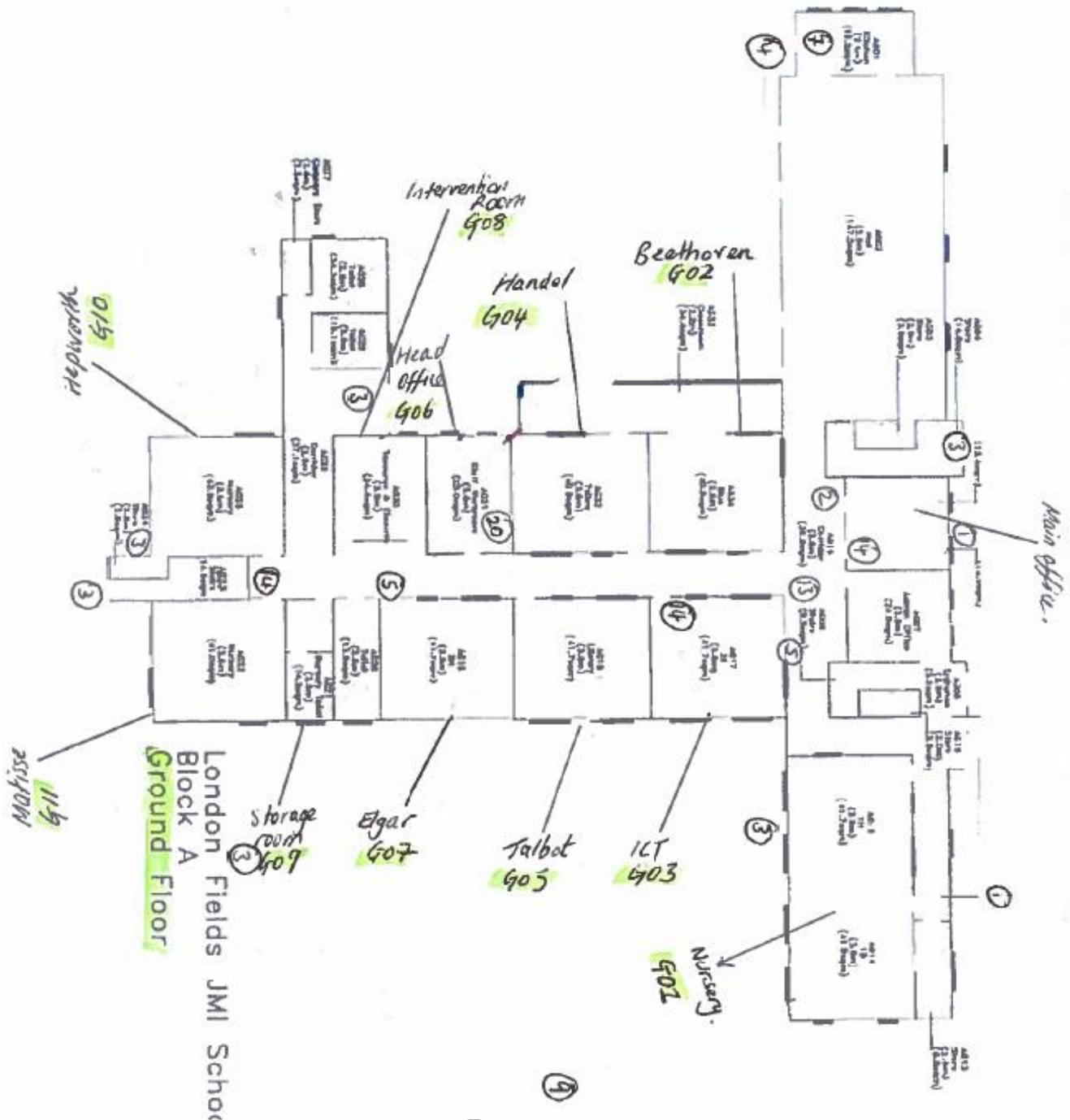
21. Cleaning Materials
22. Fuel Oil or Other Highly Flammable Sources
23. Radioactive Substances
24. Waste Storage Areas – Bins/ recycling and food recycling



London Fields JMI School
Block A
Basement

**** The key part of the site plan is the unique room number as classroom name changes will occur.

22
7



by Hall

SENCO office
404
Nursery Cupboard

Mr Lowery
Miss Daley
F03

F02

Assembly hall.

Therapy room
S06

IT Server room.

Interreaction/RNI
Room 3
S05

SEN ROOM
S04

Music storage
S01

Supplier	Contact & Tel	Reference number
Gas Supply	Corona Energy 0800 804 8589	M100K0325212D6
Burglar alarm	Chubb Fire and Security	50449890

	0844 879 1755	
Electricity supply	British Gas 0800 048 0202	T1714804
Fire alarm	Chubb Fire and Security 0800 773 4991	2325899/2321703
Internet connection	London Grid for Learning 020 8255 5555	204-111
Telephone	British Telecom 0800 707 6320	CL49062078
Water	Castle Water 01250 718700	TW4625884580

Text Messaging system – Teachers2Parents

Individual with authorised access (1)	Elma Burton
Individual with authorised access (2)	Jayde Cotton

Website updates – E4 Education

Website lead (1)	Nedal Al-Chamaa
Website lead (2)	Caroline Tyson

Headteacher

Signed:..... Date:.....

Chair of Governing Body

Signed.....Date:.....

Site:

Date:

Event Log

Name:

Page of

Time	Detail	Contacts
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