

# Westray Junior High School

## Emergency Management Plan

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### Definition

‘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.

### Emergency Service Involvement

For major incidents the ‘Emergency Services (police, fire brigade) would be contacted immediately.

On arrival they would assume responsibility for the overall management of the incident with the Local Authority and School acting in a supporting role.

Once the Emergency Services are satisfied that the incident is under control management responsibility for the incident would transfer to the local authority or school, whichever is most appropriate.

# Aims

The aim of this plan is to identify and clarify the roles and responsibilities of the key personnel and agencies and to provide a framework for action should an emergency occur.

Emergencies which could activate this plan include:-

## **In School**

- A deliberate act of violence, such as the use of a knife or firearm
- A school fire or explosion
- A pupil or teacher being taken hostage
- The destruction or serious vandalising of part of the school

## **Outside School**

- The death of a pupil or member of staff through natural causes or accidents
- 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

Guidance in respect of school trips, visits and excursions is available from the DfES good practice guide Health & Safety of Pupils on Educational Visits and through the Orkney Islands Council Excursions Policy.

# OIC Emergency Planning Procedures

## Activation

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

### INCIDENT OCCURS

#### Head Teacher (or Principal Teacher) is notified

If the incident occurs when school is closed contact numbers of relevant personnel are listed in the Emergency Contacts (Appendix 1)



#### Head Teacher (or Principal Teacher) contacts:

Director of Education: 01856873535 (Office Hours)

If incident occurs outwith office hours contact numbers of relevant personnel are listed in the Emergency Contacts (Appendix 1)



**For major emergencies The Director of Education (or Principal Teacher) would activate the 'OIC Emergency Procedures' by:**

- Activating 'First Response Officers' as per contact list (e.g. Chief Executive, Emergency Planning Officer, Communications Officer and support staff)
- Maintaining lines of communication with the Head Teacher or Deputy
- Attending the site
- Assisting/advising the Head Teacher or Deputy
- Determining full needs and take action accordingly



**For emergencies that only effect the school, management of the incident may be delegated to the Head Teacher or Deputy who would:**

- Nominate an on-site Co-ordinator (if appropriate)
- Identify on-site facilities
- Mobilise on-site Team (if appropriate)

# Emergency action list

## Stage 1 - Initial Actions

### Head Teacher or Principal Teacher

#### Strategic Management of the Incident

- Open and continue to maintain, a written personal log of all factual information received, actions taken, and the time of those events (see Appendix 1).
- Make every attempt to clarify exactly what has happened.
- Make initial contact with the Director of Education to establish whether the incident requires the instigation of the OIC Emergency Procedures or should be managed on site by the Head Teacher / Nominee with support from other agencies
- If OIC Emergency Procedures are instigated, follow prompts and guidance given by Emergency Services / Local Authority concerning the strategic management of the incident.
- Identify point of contact between the Emergency Services / Local Authority and school.
- Unless there is overwhelming pressure, avoid closing the school & endeavour to maintain normal routines & timetables.

#### On Site Management

- If deputising for the Headteacher, try if possible to contact and brief him/her.
- Arrange for a Janitor to open parts of the school as appropriate and to be available (and responsive) to requests.
- Arrange immediate School Administrative support.
- Be prepared for media attention. You are likely to be inundated with requests for interviews and statements. Try to postpone Media comment until after the LA's Communications Officer has been consulted. If this is not possible, see Appendix 3 for some key points to remember.
- Think about what you are wearing when you go into school, in case you are unavoidably drawn into a TV interview.
- Avoid speculation. 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.
- Be prepared to receive many telephone calls.
- Call in the designated staff members to form the 'School Emergency Management Team' (see page 8), and, if appropriate, nominate one as the On-Site Coordinator (see page 5) to oversee that Team.

## Stage 2 – Once established

On-Site Co-ordinator to oversee the following:-

**Depending on the nature of the incident the Head Teacher or Principal Teacher may also assume the role of On site Co-ordinator**

### General

- If 'OIC Emergency Procedures' have been activated, arrange for On-Site facilities for those Emergency Services/ Local Authority personnel managing the incident
- Agree appropriate identification procedures for staff
- Expect to see identification of Emergency Service / Local Authority Officers.
- Set up arrangements to manage visitors – arrange for their names to be recorded.

### Information

- Set up arrangements to enable accurate information to flow into and out of the school and for telephone calls, by ensuring –
  - sufficient help is available to answer the many calls that could be received (The Emergency Service / Local Authority will be able to assist with a 'Help-Line' if required)
  - administration staff maintain records of all calls received
  - brief, but up-to-date prepared statements are available to staff answering phones
  - media calls are directed to the LA's Communications Officer
  - care is taken when answering telephone calls
  - 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
- Arrange for all staff to be called in and briefed at an early stage. Regular subsequent briefings should also be arranged.

### Welfare Issues:

- To be aware of how colleagues are coping
- 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).
- To brief Team to discourage staff and pupils from speaking to the Media.
- To arrange for Team members to have a copy of the Next-of-Kin List.

#### 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 a briefing and support. This will need to be done with the utmost care.
- Maintain regular contact with parents.
- If the incident is away from school seek police advice whether parents should travel to the scene, or whether children should be taken home.

#### Staff:

- Remember to have regular breaks, and advise others to do so.
- Maintain regular contact with staff (Teachers and office staff). Make a point of seeing that all staff involved know each other's roles & responsibilities.
- Always try to think of something positive to say to staff & respond positively to ideas and suggestions
- Be available to see staff when required.
- 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.

#### Emergency Services / Local Authority Officers:

- Maintain liaison with 'Local Authority Support Team' Senior Officer for duration of Incident.

## Stage 3 – Period following the close of the incident

Head Teacher or Principal Teacher should:-

- When appropriate, seek advice from 'Local Authority Support Team' and local clergy contact on special assemblies/funeral/memorial services.
- Prepare joint report with Director of Education.
- 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 (as appropriate).

## Stage 4 – Longer term issues

Head Teacher or Principal Teacher should:-

- Be aware that issues relating to an incident can continue to effect pupils and staff long after the event
- Work with Staff to monitor pupils informally and provide support where necessary
- Clarify procedures for referring pupils for individual help
- Be aware that some Staff may also need help in the longer term.
- 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.

# Emergency action list

**ACTION BY:-** Emergency Management Team

**This team should comprise: Up to 4 senior members of staff, together with office staff.**

**Where appropriate the Head Teacher or Principal Teacher may also assume the role of On site Co-ordinator**

## Stage 1 – Initial Actions

- Obtain full facts of Incident from Head Teacher or Principal Teacher
- 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
- Arrange special groups for very distressed pupils.

## Stage 2 – Once Established

- Under guidance from schools On-Site Co-ordinator, Head Teacher / Nominee
- Work with LA Support Team, Head Teacher / Nominee and School On-Site Co-ordinator as directed.

## Stage 3 – Period Following Close of the Incident

- As above

# Emergency action list

ACTION BY:- Administrative Staff

## Stage 1 – Initial Actions

- Obtain full facts of Incident from Headteacher / Nominee
- 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 Headteacher or Deputy
- Work with LA Support Team, Headteacher or Deputy and School On-Site Co-ordinator as directed.
- Remember the School Office is likely to be the first point of contact for visitors, so exercise caution in making comments
- Concerning incoming telephone calls
  - take special care when answering telephone calls early on
  - 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

## Stage 3 – Period Following Close of the Incident

- As above



# Contact List

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

<b>Organisation</b>	<b>Name</b>	<b>Designation</b>	<b>Telephone No.</b>
Local Authority	Council Offices	All Local Authority Personnel (office hours)	01856 873535
Local Authority	Leslie Manson	Director of Education	875225 or 07850760236
Local Authority	Peter Diamond	Assistant Director	811289
Local Authority	Douglas Sewell	Assistant Director	876428 or 07718581198
Local authority		Communications Officer	873535
Local Authority	Margaret Walter	Emergency Planning Officer	873535
Emergency Services	Police		999 or 872241 (local)
Emergency Services	Fire		999 or 875428 (local)
Emergency Services	Ambulance		999 or 888000 (local)
Westray J H	Andrew King	Head Teacher	677486
Westray J H	Helen Lumsden	Principal Teacher	677370
Westray J H	Margaret Hutchison	Secretary	677397
Westray J H	Alan Drever	Janitor	677750
Westray J H	Cathy Nicholson	Janitor	677456

## Points to note with media interviews

- Have another person with you, if possible, to monitor the interview  
If possible, agree an interview format i.e. establish what the interviewer wants to ask.
- Be prepared to think on your feet, but try to decide beforehand what you want to say. Do not read it out.
- Remember you could be quoted on anything you say to a journalist, even if it is not part of the formal interview.
- Be prepared to say you cannot comment.
- Don't over-elaborate your answers
- Refuse requests for photos or schoolwork of children/staff involved.
- Try to keep a grip on your emotions during interviews-especially if it is TV.
- Most journalists are responsible, but check where interview/camera team go, when interview is over.
- Do not admit liability