



# **SOUTHGATE SCHOOL EMERGENCY PLAN**

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Headteacher  
Southgate School  
Southfield Road,  
Almondbury,  
HD5 8TG**

May 2019

# EMERGENCY PROCEDURES

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# EMERGENCY PROCEDURES

**ENSURE THAT EVERYONE WHO HAS A COPY OF THE EMERGENCY SCHEME IS ADVISED OF UPDATES AND AMENDMENTS**

## **DISTRIBUTION LIST**

<b>Name</b>	<b>Designation</b>	<b>Address</b>
Paul Evans	Headteacher	Southgate School
Richard Baines	Chair of Governors	
Steve Crank and Kerryann Crosse	Caretaker (SPIE)	Southgate School
Sue Coates	Assistant Head	Southgate School
Ruth Perfitt	Deputy Head	Southgate School
Sarah Hoffmann	Assistant Head	Southgate School
Josephine Hallas	SBM	Southgate School
Helen Masterson	Pastoral Manager	Southgate School
Michelle Richardson	Business Support	Southgate School

# EMERGENCY PROCEDURES

## SOUTHGATE SCHOOL EMERGENCY SCHEME

### RECORD OF UPDATES

Update No.	Date Updated	Signature
1	November 2015	<i>N. Hayes</i>
2	January 2017	<i>N. Hayes</i>
3	June 2017 (for new school site)	<i>N. Hayes</i>
4	July 2018 (for new Head teacher)	
5	May 2019 (General Update)	
6		
7		
8		
9		
10		

# **EMERGENCY PROCEDURES**

## **INTRODUCTION**

Emergency plans may never be used, but they will be worthwhile to ensure an immediate, effective and caring response to any major incident which may befall the school.

It is impossible to predict the exact form or effect of an emergency. Therefore, this emergency plan is meant to be a broadly applicable emergency document rather than specific detailed arrangements.

Emergency management arrangements must be flexible.

Potential hazards are numerous. However, the plan has addressed many of the more probable incidents and an assessment of their impact has been considered in drawing up this plan. A list of potential hazards which have been considered is attached as an appendix to this plan

Other relevant documents which have been considered alongside this emergency scheme are the:

- Fire procedures document
- School trips procedures
- Bad weather procedures
- Bomb threats procedure

# **EMERGENCY PROCEDURES**

## **INFORMATION FOR ALL TEACHING AND NON-TEACHING STAFF**

Be ready to respond to any potential hazard in and about the site.

Contact the Headteacher or School Business Manager in the event of any emergency, giving information about the:

- Nature of the incident
- Type of help required
- Emergency service(s) required
- Exact location of the incident
- Number of casualties and nature of injuries (if applicable).

If necessary, evacuate the building, according to procedures set out in the Fire/Bomb Threats Procedures Document.

Maintain a calm atmosphere.

Respond to instructions given by members of the Crisis Management Team (CMT).

Do not speak directly to the media but refer all enquiries to the person responsible for contact with the media – this will be a member of the CMT.

# **EMERGENCY PROCEDURES**

## **CRISIS MANAGEMENT TEAM (CMT)**

<b>Base:</b>	<b>Main Office</b>
<b>Reserve Base:</b>	<b>Staff Work Room/Reprographics</b>
<b>Off-site reserve:</b>	<b>KMC to advise if required</b>
<b>Members:</b>	<b>Headteacher Senior Leaders Business Manager Caretaker Admin Officers</b>

The Headteacher has no specific role to allow him to take on a more flexible role, overseeing the emergency response generally and responding to events as he deems necessary.

Several people are allocated to each of the eight jobs.

The person in charge of the Crisis Management Team will delegate responsibility for the seven tasks from the allocation list.

The person in charge will give each of the seven people a list of tasks to undertake.

All members of the team will have a complete file of information.

Laminated task sheets will be displayed in appropriate places.

It is planned that all members of the team will have initial instructions about their role(s); training; and regular “reminder sessions”.

# **EMERGENCY PROCEDURES**

## **PERSON IN CHARGE OF THE CRISIS MANAGEMENT TEAM:**

### **RESPONSIBILITIES:**

To ensure the caretakers are advised of the event if a school based issue

To co-ordinate and direct the activities of the Crisis Management Team

To draw up an emergency plan/immediate course of action for the specific incident

To delegate responsibilities and give task sheets to the chosen staff

To provide a flexible response, based on the Emergency Procedures Document

To keep a comprehensive incident log - pro formas kept in the Emergency Procedures file

To consult with the Police and the person responsible for liaison with the media about the release of information to students, staff, parents, general enquiries and the media



# EMERGENCY PROCEDURES

## PERSON RESPONSIBLE FOR LIAISON WITH THE MEDIA

### RESPONSIBILITIES:

Early establishment of central media point (probably the FM office)

To liaise and co-operate with the media and to answer their general\* queries, as appropriate, about the arrangements being made for dissemination to the media;

\*Note: It is anticipated that the head teacher will **NOT** be responsible for fulfilling the tasks set out on this page. Only the head teacher, or designated deputy in his/her absence, will give press statements and/or answer questions relating to the incident

To assist with the arrangements for press briefings (in consultation with the Council's Press Office who will take the lead role);

To assist the Council's Press Office with the preparation of press statements (the Council's Press Office who will take the lead role);

To liaise with the emergency services and the Council's Press Office over the setting up of a Media Centre;

To provide basic information about the school - refer to separate sheets in file;

In association with the Council's Press Office, to liaise between the press and those affected about press interviews - seeking permission from parents/guardians of any pupils involved in interviews;

Ensuring that pupils involved in interviews have any necessary support;

In association with the Council's Press Office, asking the interviewer the questions to be asked in advance of the interview and undertaking any necessary research work;

To respond to directions from the person in charge of the Crisis Team or other personnel in control, e.g. Police, Duty Emergency Manager.

# EMERGENCY PROCEDURES

## PERSON TO CONTACT EMERGENCY SERVICES

### RESPONSIBILITIES:

Contact as appropriate:

Police	999
Fire	999
Ambulance	999
Local Fire Station	01484 682482

Local Police Station	01484 436855
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Police non emergency 101

Be prepared to give the following information:

- (1) Emergency service(s) required;
- (2) Exact location of the incident;
- (3) Number of casualties;
- (4) Nature of injuries;
- (5) Location of telephone number where call is being made from;
- (6) Hazards which may be encountered by the emergency services at the site;
- (7) Your address and telephone number;  
Southgate School, Southfield Road, Almondbury, HD5 8TG  
Tel: 01484504544

To respond to directions from the person in charge of the Crisis Team or other personnel in control, i.e. Police, Duty Emergency Manager.

# EMERGENCY PROCEDURES

## PERSON TO CONTACT COUNCIL AND MEMBERS OF THE CRISIS MANAGEMENT TEAM:

### RESPONSIBILITIES:

- \* **Council Emergency Telephone Operator:  
(telephone number given in Appendix J)**

Give the following information:

1. Your name.
2. Your telephone number.
3. The School's name: **Southgate School**

Address: **Southfield Road  
Almondbury  
HUDDERSFIELD  
HD5 8TG**

Telephone: **01484 504544**  
Mobile: **07857 696651**

4. Details of the incident.
5. Nature of assistance required - dealing with the media; transport; catering; communications; administrative support.
6. Ask the operator to advise one of the Duty Emergency Managers under the Council's Major Emergency Scheme.

### OR

7. During Office hours, contact the Council's Emergency Planning Section direct (telephone number given in Appendix J)

# EMERGENCY PROCEDURES

To contact as requested by the person in charge:

<b>Designation</b>	<b>Name</b>	<b>Contact Tel. No.</b>
Head Teacher	Paul Evans	<b>Contact telephone numbers can be found in Appendix J</b>
Deputy Head	Ruth Perfitt	
Assistant Headteachers	Sue Coates Sarah Hoffmann	
Business Support Manager	Josephine Hallas	

To contact the Education and Cultural Services when directed by the Headteacher.

To respond to directions from the person in charge of the Crisis Management Team or other personnel in control, e.g. Police, Duty Emergency Manager.

# **EMERGENCY PROCEDURES**

## **PERSON TO OPEN APPROPRIATE BUILDINGS:**

### **RESPONSIBILITIES:**

Open the appropriate parts of the school.

### **OR**

If required, open the alternative emergency centre.

Considerations regarding alternative premises - in liaison with Police or Duty Emergency Manager

The person responsible for the tasks on this page should be fully conversant with the building facilities and services

To respond to directions from the person in charge of the Crisis Team or other personnel in control, i.e. Police, Duty Emergency Manager.

# **EMERGENCY PROCEDURES**

## **PERSON RESPONSIBLE FOR CHECKING CHANNELS OF COMMUNICATION:**

### **RESPONSIBILITIES:**

Check that all available communications and office equipment are working (telephones, fax, email facilities and copiers) in the designated emergency room.

Be ready to give the information to Duty Emergency Manager.

To respond to directions from the person in charge of the Crisis Team or other personnel in control, i.e. Police, Duty Emergency Manager.

# EMERGENCY PROCEDURES

## PERSON TO CONTACT APPROPRIATE OTHERS:

### RESPONSIBILITIES:

#### To contact:

Kirklees  
Chair of Governors  
Vice Chair of Governors

**NOTE:** In a major emergency, the Duty Emergency Manager may already have contacted Local Councillors, Education and Cultural Services and MPs. Check before contacting them.

To respond to directions from the person in charge of the Crisis Team or other personnel in control, i.e. Police, Duty Emergency Manager.

# EMERGENCY PROCEDURES

## PERSON RESPONSIBLE FOR IMMEDIATE ACTIONS TO SAFEGUARD STUDENTS AND STAFF

### RESPONSIBILITIES:

To evacuate the building in accordance with the Fire/Bomb Procedures Document.

To liaise with the Crisis Management Team Leader and Emergency Fire Services, once the names of those present have been checked against attendance list.

The responsibility for rescue rests with the Fire Service.

To ensure that persons evacuated are afforded shelter as appropriate. (To be advised by LA) Following discussion with School Transport team **some** options to consider are:

- Where evacuation from the school site is required, prior agreement in place with Almondbury Community School School to accommodate our staff and pupils. School transport have emergency procedures in place to allow this to happen.
- Use school mini buses if appropriate

To liaise with Intervention Team and ETAs to ensure that immediate reassurance and support is given for anyone who is distressed.

To respond to directions from the person in charge of the Crisis Team or other personnel in control, i.e. Police, Duty Emergency Manager.



# EMERGENCY PROCEDURES

## Appendix A

### WEEKENDS AND HOLIDAYS

It is a condition of any booking of the School's facilities in the evenings, at weekends and during holidays that the person making the booking understands and takes responsibility for implementing the Emergency Procedures.

Full details are available in the Emergency Procedures file - a copy is always kept in main school office

The person making the booking or in charge of the activity will take charge of the procedures until a member of the Crisis Management Team arrives.

The person making the booking will delegate the tasks outlined below - by giving the person the task details from the Emergency Procedures file.

1. Someone to contact emergency services.
2. Person to contact the Council and members of the Crisis Management Team.
3. Someone to open appropriate buildings.
4. Someone to be responsible for the immediate safeguarding of students and staff.

The following tasks will be undertaken by previously identified School staff:-

5. Person responsible for liaison with the media
6. Person to check communication channels.
7. Someone to contact appropriate others.

Exact details are in the File.

Please sign and return the slip below to (name)

✂ Please cut along dotted line

### **Emergency Procedures**

I confirm that I understand the Emergency Procedures, as detailed in the File, and that I will be responsible for initially implementing the procedures.

Name: .....

Signed: .....

Organisation: .....

Date: .....

# EMERGENCY PROCEDURES

## Appendix B

### IDENTIFIED STAFF FOR VARIOUS DUTIES

<b>RESPONSIBILITY</b>	<b>OPTION 1</b>	<b>OPTION 2</b>	<b>OPTION 3</b>
<b>In charge of the Crisis Management Team</b>	<b>P Evans</b>	<b>S Coates</b>	<b>R Perfitt</b>
<b>Liaison with the Media</b>	<b>R Perfitt</b>	<b>S Coates</b>	<b>S Hoffmann</b>
<b>Contact Emergency Services</b>	<b>M Richardson/ Admin</b>	<b>H Masterson</b>	<b>M Doyle</b>
<b>Contact with the Council and members of the Team</b>	<b>J Hallas</b>	<b>R Perfitt</b>	<b>P Evans</b>
<b>Opening appropriate buildings</b>	<b>S Crank/ K Crosse (SPIE caretaker) Nick Greenwood (SPIE Facilities Manager)</b>	<b>J Hallas</b>	<b>P Evans</b>
<b>Checking channels of communication</b>	<b>J Hallas</b>	<b>H Masterson</b>	<b>M Richardson</b>
<b>Contact appropriate others</b>	<b>S Coates</b>	<b>S Hoffmann</b>	<b>H Masterson</b>
<b>Immediate safeguarding of Students and staff</b>	<b>S Hoffmann</b>	<b>S Coates</b>	<b>M Doyle</b>

Distribution to be considered in the event of an incident to ensure appropriate.

# EMERGENCY PROCEDURES

## Appendix C

### BASIC INFORMATION ABOUT THE SCHOOL

#### Southgate School

Southfield Road  
Almondbury  
HUDDERSFIELD  
HD5 8TG

Tel 01484 504544

Mob 07530 526088

Email [office@southgateschool.co.uk](mailto:office@southgateschool.co.uk)  
[paul.evans@southgateschool.co.uk](mailto:paul.evans@southgateschool.co.uk)

#### Map of surrounding area:

Included in file

#### Photographs:

Included in file (photos of buildings etc)

#### Safety record:

Southgate School has an excellent safety record, having had no serious accidents / incidents

#### Details of Senior Staff:

Headteacher: Paul Evans

# EMERGENCY PROCEDURES

## Appendix D

### OUR SECURITY STRATEGY

Our School is open from 7.30 a.m. to 5.30 p.m. every weekday

The following measures are intended to provide for security:

**Fire alarm system – Maintained by SPIE**

**Intruder alarm system - Maintained by SPIE**

**Security lighting - Maintained by SPIE**

Visitor signing in/out procedures – All visitors to the school sign in at Reception.

Access through the controlled doors to the school is operated by staff in the Reception area

Visitor badges – these are given to visitors as they sign in. Unauthorised personnel will not have a badge and will be challenged by staff

# EMERGENCY PROCEDURES

## Appendix E

### INCIDENT LOG

Incident:

Location of incident:

Date:  Time:

The following section to be maintained as the incident progresses:

Date	Time	Event/Action Taken	Reason(s)

Name

Designation

# EMERGENCY PROCEDURES

## Appendix F

### SCHOOL TRIP ATTENDANCE FORM

Name and address of School	<input type="text"/>		
School telephone number	<input type="text"/>		
School trip to	<input type="text"/>		
Departure time and date	<input type="text"/>		
Anticipated return time and date	<input type="text"/>		
Home contact teacher	Name <input type="text"/>	Tel. No.	<input type="text"/>
Supervising teacher mobile phone number		Tel. No.	<input type="text"/>

The following staff, parents and pupils are on the above trip

Name	Address	Home Tel. No.
1 SUPERVISING TEACHER		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

One copy of this form will be retained by the Home Contact Teacher and one copy by the Supervising Teacher.

## EMERGENCY PROCEDURES

There is always the possibility of an incident whilst pupils are away from school and incidents involving mini-bus crashes have highlighted the need for arrangements to be in place in the event of such an incident.

Before all trips, regardless of duration, a list will be compiled of names, addresses and home telephone numbers of all staff and pupils making up the party. One copy will be retained by the senior member of staff going on the trip (the supervising teacher) and another copy given to a member of staff not going on the trip (the home contact teacher).

The name and telephone number of the home contact teacher will be clearly marked on the list being taken by the supervising teacher.

The home contact teacher should be prepared to be continuously available for the whole duration of the trip, although a rota system could be used for extended trips.

Where possible, the supervising teacher will have with him/her a mobile telephone, the number for which is known to the home contact teacher.

Although this is an extremely onerous task, the School feels that it is worthwhile to allay anxieties, particularly of parents, should an incident occur or the trip is significantly delayed on its return.

**Note: Careful consideration should be given to the guidance issued by the DfE relating to school visits and any guidance issued by the Authority during any updates to this policy**

# EMERGENCY PROCEDURES

## Appendix G

### Equipment/facilities required in the controlling centre

Item	Where located	Notes
Telephone(s)	Already in controlling centre	dial 9 to get an outside line, followed by the number you are ringing
Mobile phones	School mobiles to be distributed by head of crisis management team – in main office	
Fax	Main school office	
Photocopier	Downstairs Mobility Store/Repro Room Upstairs Resources Room	
Whiteboards or flip chart	Resources Room	
Computer with internet/email	Main office	<a href="mailto:office@southgate-school.co.uk">office@southgate-school.co.uk</a> <a href="mailto:paul.evans@southgateschool.co.uk">paul.evans@southgateschool.co.uk</a>
Stationery, supply of incident logs, emergency plans, contact lists, maps and plans etc	Main School Office	
Other requirements	(location)	



# EMERGENCY PROCEDURES

## Appendix H

### Hazards identified and specific actions required

Hazard/incident	Specific actions
Accidents at school	*
Accidents away from school	*
Accidents on school trip	*
Fire	*
Damage to school	*
Hostage taking/abduction	*
Loss of key staff	*
Death of staff/pupil	*
Suicide	*
Violence	*
Loss of water supply	*
Loss of gas supply	*
Loss of electricity supply	*
Loss of telephones	*
Hazardous areas (laboratories)	*
Nearby hazardous premises	*
Health incidents	*
Incident at neighbouring school	*
Weather related incidents	*

**\* Careful consideration should be given to any specific hazard identified and actions which might need to be taken as a result. Questions to ask in compiling the plan include – is this a credible risk, who do we tell, who would we ask for help, are there any immediate and specific actions we need to take, are there any actions to mitigate the effects etc. Additionally, what would be the knock-on effects of any actions the School might take e.g. effects of closing the school.**

Schools make the decision to close on a daily basis (in the morning) and not in advance.

- If the school decides to close due to bad weather conditions, please enter the information on the following website:  
[www.kirklees.gov.uk/closeyourschool](http://www.kirklees.gov.uk/closeyourschool)
- Advise School Transport on 01484 221000 (School Transport Department)

This information is placed on the council's website and our Facebook page. A text is sent out to our key partners including parent/ carers, school transport, SPIE, catering, IT and agencies.

## EMERGENCY PROCEDURES

- Contacts list (updated regularly with a comprehensive review at least annually).

<b>Council Duty Emergency Manager</b>	<b>ON CALL OFFICER IN EMERGENCY</b>	<b>Mobile No. 0777 333 4 999</b>
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**Appendix J**

Name	Designation	Office No.	Home No.	Mobile No.	Fax. No
<b>Southgate School</b>	<b>School number(s)</b>	01484 504544			
<b>Paul Evans</b>	<b>Headteacher</b>	01484 504544	07984667186	07857696651	
<b>Sue Coates</b>	<b>Assistant Head</b>	01484 504544		07590637406	
<b>Ruth Perfitt</b>	<b>Deputy Head</b>	01484 504544		07590637408	
<b>Sarah Hoffmann</b>	<b>Assistant Head</b>	01484 504544		07590637355	
<b>Josephine Hallas</b>	<b>Business Support Manager</b>	01484 504544	01484 682865	07590637400	
Name	Designation	Office No.	Home No.	Mobile No.	Fax. No
<b>Steve Crank</b>	<b>Caretaker</b>	01484 504544		07787668770	
<b>Nick Greenwood</b>	<b>SPIE Facilities Manager</b>			07725641124	
<b>Richard Baines</b>	<b>Chair of Governors</b>			07801730551	
<b>Matthew Holland</b>	<b>Vice Chair of Governors</b>			07756537085	

## EMERGENCY PROCEDURES

<b>KIRKLEES NUMBERS</b>					
Michael Yarwood	<b>Publications &amp; Media Team</b>	01484 221000		07973 254457	
Jo-Anne Sanders	<b>Service Director Learning and Early Support</b>	01484 221000			
Judith Anderson	<b>School Transport</b>	01484 221000			
Nick Greenwood	<b>SPIE Premises Manager</b>			07725641124	
Kathryn Marshall	<b>Contracts Manager</b>	01484 221000			
Michelle Hodges	<b>Safeguarding Officer</b>	01484 221000			
	<b>Links to Social Services</b>	01484 221000		01924 326509 833 6509	
<b>Name</b>	<b>Designation</b>	<b>Office No.</b>	<b>Home No.</b>	<b>Mobile No.</b>	<b>Fax. No</b>
	<b>Educational visits</b>	860 5237		07969 918252	
	<b>Health &amp; Safety</b>	01484 221000			
	<b>Legal Officer</b>	01484 416266 860 4266			
<b>Emergency Planning Office</b>	<b>24 hour cover for emergencies</b>	<b>01484 221000</b>		<b>0777 333 4 999</b>	
	<b>Police (Local)</b>	01484 436855			
	<b>Non emergency</b>	101			
	<b>Fire</b>	01484 682482			

## EMERGENCY PROCEDURES

	<b>(Local)</b>				
	<b>Ambulance (Local)</b>	xxx			

Corporate Health and Safety Team (office hours)	01484 226457
Emergency Planning Standby	0777 333 4999
Risk and Insurance Team (office hours)	01484 221000 ex 73982. Mobile 07968 745790
Communications and Marketing (office hours)	01484 221000 ex 70528. Mobile 07528 252285
Health and Safety Executive	0345 300 9923 (during office hours, outside these hours ring the HSE duty officer on 0151 922 9235).
Additional contacts are available from the Emergency Planning Team	