



**Wellgate Primary School**

# **Emergency Plan**

<b>George Street</b>
<b>Mapplewell</b>
<b>Barnsley</b>
<b>S756HR</b>
<b>01226 383739</b>

**Version 1.5 - 25/09/2024**

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## Amendment Record

This is a record of the periodical amendments made to the document.

Version / Date	Details of Changes	Issued by
1.0 /	This document fully replaces the 'BMBC Emergency Planning for Barnsley Schools', Document	Rob McCarthy
1.1	Emergency School Closure – Guidance for Head Teachers March 2018	Mick Birro HSERS
1.2 March 2019	Links updated (move to SharePoint)	Mick Birro
1.3 Oct 2021	Appendix B Action Card 18 Demonstration added and emergency school closure flow chart updated	Mick Birro/Simon Dobby
1.4 May 2022	Refresh of Lockdown and Lockout Procedures	R McDonagh S Dobby
1.5 January 2023	Refresh of emergency school closure guidance	S Dobby

## Review and Exercise Record

This plan will be reviewed on an annual basis and after all exercises or following an actual incident.

Training of appropriate staff for specific roles will take place on a regular basis and every opportunity will be taken to exercise procedures detailed within this plan

**Date of Next Review**

**SEPTEMBER 2025**

## Distribution Note

This document supersedes all previous versions; all copies of which MUST be either shredded or disposed of in confidential waste due to the contact details contained within it.

## Disclaimer

This template has been produced by Barnsley Metropolitan Borough Council (BMBC) to provide general information and advice about developing an emergency plan for educational establishments within the Barnsley borough. If required you should seek professional advice to help develop your own tailor made plan based upon the issues detailed in this template. BMBC will accept no liability arising from the use of this document.

For further advice e-mail: - [BMBCResilience@Barnsley.Gov.UK](mailto:BMBCResilience@Barnsley.Gov.UK)

## Document Distribution List

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**Contents**

Statement of Intent .....	6
1.0 Planning for disruption .....	7
2.0 Aims .....	7
3.0 Objectives.....	7
4.0 Roles and Responsibilities.....	7
5.0 Building Closure Notification .....	7
6.0 Potential Incidents .....	8
7.0 Evacuation Procedures - (None Fire Related).....	9
9.0 Essential Contact Details .....	10
10.0 Links to Premise Business Continuity Plan .....	10
11.0 Communications and Media .....	10
11.1 Communication with Parents, Relatives and Friends .....	10
11.2 Communication with Pupils.....	11
11.3 Communicating with Staff .....	11
11.4 Non English Speakers .....	11
11.5 Media.....	12
11.6 Appointment of a Dedicated Media Spokesperson.....	12
11.7 Communications Action Plan .....	12
12.0 Financial Issues.....	13
13.0 Debrief and Lessons Learned.....	13
14.0 Staff Training and Awareness.....	14
15.0 Emergency Box .....	14
16.0 Evacuation to another Premise.....	14
17.0 Recovery from the Incident.....	14
18.0 Lockdown and Lockout Procedures .....	14
APPENDIX A Incident Log Sheet .....	16
APPENDIX B - Action Sheets.....	17
APPENDIX C Evacuation Procedure.....	47
APPENDIX D Action Sheet Template.....	48
APPENDIX E - Lockdown Procedure.....	50
APPENDIX F - Lockout Procedure .....	52
APPENDIX G - Building Specific Information.....	54
APPENDIX H - Contact Details (1 OF 4) .....	56
APPENDIX I – Emergency Box .....	60

APPENDIX J EMERGENCY SCHOOL CLOSURES - Guidance For Head Teachers .....62

Appendices	
A	Incident Log Sheet
B	Action Sheets 1 Drainage / Sewage Issues 2 Electricity Failure 3 Fire Alarm Failure 4 Flooding 5 Gas Leak / Supply Interruption 6 Health Issues / Illness 7 Heating Failure 8 Hostage Situation 9 Intruder on the Premises 10 IT Failure (Loss of Information) 11 Loss of Food Provision 12 Loss of Paper Records 13 Roof Leaks / Water Ingress 14 Snow (Sub-Zero Temperatures and Ice) 15 Structural Damage 16 Telephone Issues 17 Water Supply Interruption 18 Demonstration Add More Action Sheets As Required - Blank Action Sheet Template Available In Appendix D
C	Evacuation Procedure Template ( <a href="#">Needs your input</a> )
D	Blank Action Sheet Template
E	Lockdown Procedure ( <a href="#">Needs your input</a> )
F	Lockout Procedure ( <a href="#">Needs your input</a> )
G	Building Specific Information (Including Layout Drawings) ( <a href="#">Needs your input</a> )
H	Contact Details ( <a href="#">Needs your input</a> )
I	Emergency Box Inventory & Checklist ( <a href="#">Suggested Items</a> ) ( <a href="#">Needs your input</a> )
J	Emergency School Closures – Guidance for Head Teachers

**Statement of Intent**

This document supersedes all previous school emergency planning related documents.

This plan is in place to ensure the resilience of **WELLGATE PRIMARY SCHOOL** in the aftermath of a major incident and will be used in conjunction with the Business Continuity Plan tailored to the premise / service. These plans will ensure that critical functions are maintained and other services are restored as soon as practicable. All personnel have a responsibility to ensure that they are fully familiar with their individual role and responsibilities during an emergency. The Head Teacher / Executive Headteacher / Principal is required to ensure that their staff are adequately prepared to respond effectively in accordance with this plan, and the associated response arrangements required to mitigate the effects of an emergency. Where possible, students will also be part of the planning process and be aware of the contents of this plan and how to react should an incident occur.

The effectiveness of these arrangements should be monitored and reviewed following training events or actual incidents, but not exceeding intervals of 12 months.

**This plan is approved for use by: -**

.....  
**Head Teacher / Executive Headteacher / Principal**

.....  
**Date**

.....  
**Chair of Governors**

.....  
**Date**

(When this document is updated the statement of intent should be re-visited and approved again by the above signatories)

## 1.0 Planning for disruption

When planning for disruption everything you think can go wrong should be put into this document. This document should contain as much information as possible about your educational establishment so that if something happens to any of the management team, your staff can refer to it as the main procedure to follow.

Your staff should be fully familiar with its contents and be trained to implement any of the actions and control measures contained within it. It is advised that this plan and its content and actions become a standing agenda item at management and staff meetings so that it remains current at all times.

## 2.0 Aims

- Mitigate the effects of an emergency on the premise, staff, pupils and parents
- Ensure that day to day operations are resumed as soon as possible.

## 3.0 Objectives

- Enable a swift response to an incident
- Prevent and minimise injury and in the worst case prevent death
- Alert the Emergency Services, partner agencies and parents when necessary
- Take control of a situation as much as possible until specialist help arrives
- Minimise the disruption to the normal day-to-day schedule
- Provide support to staff, pupils and parents following an incident
- Ensure effective communication with the media and wider public

The plan should be: -

- Simple to understand and reflect the particular characteristics of the premise
- Shared with all relevant staff (including specific training and practicing)
- Reviewed and amended accordingly following an incident or training / exercise
- Prescriptive and set out exactly what needs to be done in response to a particular event

## 4.0 Roles and Responsibilities

All educational establishments will already have experienced particular incidents that occur such as heavy snowfall and loss of electricity / heating etc. and should have tried and tested arrangements in place to deal with this.

The main roles are to: -

- Look after and protect children and staff from harm
- Create, adopt, maintain and operate emergency procedures
- Ensure that the relevant people in the premise are informed and are ready and capable of assuming their assigned roles in an emergency
- Test the plan through table-top or even 'live' exercises where possible
- Manage the initial response to the incident
- Work with the emergency services, partner agencies and utilities to manage the emergency
- Support pupils, staff & parents throughout the period of disruption
- Bring about a swift return to normality (if possible).
- 

## 5.0 Building Closure Notification

There are occasions when Head Teachers need to consider closing a school due to take account of exceptional circumstances or where the closing of the school is outside the control of the school.

(APPENDIX J Emergency School Closures- Guidance for Head Teachers)

Sudden or planned closures can be reported via an e-form on the Barnsley.gov.uk website. This can only be completed by an authorised member of staff who has a relevant premise specific verification code. The webpage can be found below: -

<https://wwwapplications.barnsley.gov.uk/SchoolClosures/ReportSchoolClosure/ReportClosure>

Arrangements are also in place with **SCHOOL FACEBOOK PAGE/WEBSITE** to populate their webpage through similar methods.

All educational establishments within Barnsley are familiar with these systems and how to access them.

## **6.0 Potential Incidents**

The following incidents have been identified as being the most significant risks that may disrupt day-to-day operations. That is not to say that there are others not included here that can be included by you. There is an individual Action Sheet in Appendix B for each of the incidents below.

### **Adverse Weather** – (Action Sheets 1, 3, 4, 13, 14, 15)

An incident can happen at any time of year but the worst disruption is usually caused in the winter months. Examples are: -

- Snow, Ice and Sub-zero temperatures - (Action Sheet 14)
- High Winds - (Action Sheet 15 - Structural Collapse)
- Torrential Rain - (Action Sheets 1, 4, 13)
- Heatwave - (See Public Health England Heatwave Plan)
- 

### **Fire Alarm Failure** - (Action Sheet 3)

This could be partial or full failure leading to the building not being able to be deemed safe for habitation. (This should also be dealt with in your stand alone fire procedures).

### **Fire or Suspected Fire** - (Included in separate fire procedures).

Procedures are already in place and the premise should have trained marshals and wardens and evacuation system. (Not covered in this plan).

### **Health Issues / Illness** - (Action Sheet 6).

Instances such as Seasonal Flu, Norovirus outbreaks and more recently the Swine Flu Pandemic have proven that these are real threats to the overall day to day operations.

### **Hostage Situation** - (Action Sheet 8)

Although a very rare occurrence, there is a risk to educational establishments from this due to their open nature of the premise. Building security procedures and staff / student awareness are the main preventative measures.

### **Industrial Action** - (Should be dealt with in Business Continuity Plan)

Shortage of staff for short or longer term periods can have serious implications for the running and operation of the premise and the continued learning experience for students.



**Intruder on the Premises - (Action Sheet 9)**

The risk of this occurring can be reduced greatly by robust security procedures and staff vigilance. But it is good practice to have to do some pre-planning just in case it does occur.

**Loss of Paper Records - (Action Sheet 12)**

Although not considered to be a serious incident this could cause severe disruption to the establishment and could be caused by fire, water ingress or theft. It can also bring into question Data Protection issues if personal details are lost.

**Serious Injury / Unexplained Illness or Death to Pupil - (Suggest Separate Plan)**

These are extreme issues with in an educational establishment and require much thought to be given to how to deal with them if they arose. It may be prudent to have the above as separate procedures if you do not have them in place already.

**Structural Damage - (Action Sheet 15)**

High winds and adverse weather can cause damage to even the newest types of buildings; pre-planning should take place so that procedures are in place to isolate the affected part of the premise and how and when repairs will take place.

**Bomb Threat and Suspect Packages - (Separate Plan for Educational Premises)**

Many issues are covered within this area including evacuation, searching, suspicious mail identification and malicious telephone threats. A separate plan has been produced and has been supplied with this document which can also be tailored to suit the individual premise.

**Utility Failure**

This could mean the loss of any one or more of the utilities listed below. The following issues have their own individual Action Sheets in Appendix B.

- Electricity failure - (Action Sheet 2)
- Gas leak / supply interruption - (Action Sheet 5)
- Heating failure - (Action Sheet 7)
- Telephone issues - (Action Sheet 16)
- IT failure (Loss of information) - (Action Sheet 10)
- 

**Visits and Journeys - (Suggest Separate Plan)**

This is dealt with in a specific document written by the BMBC Children's, Young People & Families Outdoor Education Advisor. All required information is provided on the EVOLVE Website, including registering visits with your own username and password. **NOTE:** If you do not buy back the BMBC service you should have your own arrangements in place to cover this very important issue.

**Water related issues - (Action Sheets 1, 4, 13, 17)**

There are many ways in which water can affect the running of a building. All of the issues below have the potential to cause major damage to the building and severely affect day-to-day operations.

- Loss of mains water supply - (Action Sheet 17)
- Burst / frozen pipe work (Lack of fresh water) - (Action Sheet 17)
- Sewerage issue (Toilets, drains, manholes) - (Action Sheet 1)
- Roof leaks / Water ingress - (Action Sheet 13)
- River Flooding (Water ingress and access problems) - (Action Sheet 4)
- Surface Water Flooding (Overflowing, burst water main) - (Action Sheet 4)

**7.0 Evacuation Procedures - (None Fire Related)**

Your premise will already have well practiced procedures for when there is an evacuation due to a fire. But if it is another type of incident such as a suspect package the assembly points for everyone need to be

further away from the building and in some cases out of eyesight. When considering all of the incidents and their associated Action Sheets included within this plan (Appendix B) look at where the best place to evacuate to would be. There is a specific Action Sheet for non fire related evacuation that can be populated to suit the premise needs.

**INITIALLY THE ASSEMBLY POINT FOR ROLL CALL, THEN CHILDREN /STAFF ESCORTED TO MAPPLEWELL PRIMARY SCHOOL**

## 8.0 Recording of Issues / Decisions

When an incident does happen, as far as possible everyone involved should record what they have done and any decisions made on the Incident Log Sheets provided in Appendix A. This should be used as the standard form for all responders to use within the premise. The more information that is recorded at the time will make it much easier to compile reports / enquiries which will no doubt be required following a major incident.

## 9.0 Essential Contact Details

Appendix H details various lists of contacts that may be required during an incident. It is essential that these are kept up to date. These lists should detail all premise staff that would be involved in the response including their in and out of hours contact details. The lists also include contacts for the emergency services, external partners / providers and essential suppliers.

This section of the plan will need regular update and review.

## 10.0 Links to Premise Business Continuity Plan

All Barnsley schools were previously issued with Business Continuity Plan templates before they became Academies or Learning Centres and should have completed all the relevant details for their premise and service provisions.

**NOTE:** If you do not buy back BMBC services, it is still good practice to have a business continuity plan in place.

The latest Business Continuity Plan Template can be found on the [BMBC Health & Safety Schools Intranet Site](#) if you have access to it.

If not e-mail [BMBCResilience@Barnsley.Gov.UK](mailto:BMBCResilience@Barnsley.Gov.UK)

## 11.0 Communications and Media

A key part of any emergency response is to ensure as far as possible all parties involved are kept up to date with what is happening. In the early stages it is crucial that staff are warned of an impending incident as soon as possible. After this, when all staff, students and visitors involved are in a place of safety, parents can be notified and then the undoubted media enquiries answered.

### 11.1 Communication with Parents, Relatives and Friends

In an emergency situation you will need to ensure that effective communication takes place with parents in order to allay fears and minimise panic or disruption. Parents' needs for communication should be managed so as to ensure they do not distract emergency services and staff from doing their jobs or responding to the incident.

Some points to bear in mind when communicating with parents:

- Understand and appreciate the feelings parents for the safety and wellbeing of their children in an emergency situation
- Remain person focused rather than purely process focused
- Be sensitive, honest and caring
- Communication with parents/guardians will be drafted and delivered in an informative and reassuring manner
- Ensure not to down-play serious issues – give them the facts
- Treat parents of the injured as individuals, not members of a group

- Parents will hear important facts before they are released through the media
- Media and social media can move very fast, so procedures should be in place that will enable quick reaction and reporting of events as they unfold
- Consideration must be given as to how to communicate with parents, but also consider how parents will communicate with you
- Telephone lines staffed by employees are preferable to recorded messages on answerphones or voicemail, as this will just make anxious parents go elsewhere for information
- Additional staff may be required to staff telephones
- Separate telephone lines may be required to handle incoming calls so as to free up other lines to make outgoing calls to manage the emergency
- Mobile phones may be used but arrangements will need to be made for recharging batteries

A group texting or e-mail system can be very effective at informing all parents at very short notice of incidents or premise closures.

Wherever possible, letters should be sent to parents, possibly to be sent home with pupils at the outset of the incident, as this might reduce the number of subsequent incoming enquiries.

The letter should include: -

- Explanation of what has happened (If possible)
- Reassurance that the emergency planning procedures in place to deal with incident
- Indicating how long the disruption could last
- Explaining where / how they can obtain further information (Eg. Premise Website, helpline)
- Pre-drafted letters that could be immediately available to be used in the event of having to evacuate or close the premise

It may be prudent to provide a means for parents to contact the premise outside normal hours by including an emergency number reference on their answerphone message. This could also be posted on the Premise Website.

## 11.2 Communication with Pupils

Pupils should be kept up to date with the emergency as it unfolds (as far as reasonably possible) and should be done so in an appropriate manner so as not to cause distress or upset. Face to face verbal communication should be used by staff who are known and trusted by the children.

## 11.3 Communicating with Staff

Staff must be kept up to date with the emergency as it unfolds to ensure that they can carry out their emergency roles and responsibilities.

Methods of communication can be: -

### Group texting / e-mail system

Many premises utilise this type of system to inform parents of issues including unexpected closures. Teacher groups can also be formed on these systems and messages sent very quickly to their mobile phones either in or out of operational hours.

### SCHOOL COMMS APPLICATION

## 11.4 Non English Speakers

Where an emergency situation requires support from an interpreter, staff can contact the National Interpreting Service whose contact details are included in Appendix H; or you may already have pre-existing arrangements with another organisation.

## 11.5 Media

During the emergency and in its aftermath aim to create and maintain a positive relationship with the media, because in many situations the media can help by giving out important information messages. It may be prudent to prepare general prospectus-type information in advance of any emergency. Having this information ready to give to the media as it may relieve pressure on staff when they are in an emergency situation.

A pro-active approach should be taken, scheduling press conferences etc. that may reduce the ad-hoc demands from the press and media for information.

Photographs should not be released to the press without first obtaining written permission of parents, pupils and adults who may appear in the photos.

Some elements of the press and media may be unscrupulous and unethical in their methods, including trespassing and posing as parents or others to obtain information. Identities will be verified before any authorised information is given out.

## Staff and the Media

Staff should not make statements or give information to the press or media unless authorised to do so by the Headteacher / Principal. This is because they may not be in possession of all of the current facts or may have information that has changed. This could lead to unnecessary concern or even panic amongst staff, parents and the public.

Individual staff with or outside the premises may be approached by the press or media and put under direct pressure to answer questions. However all staff will be made aware not to answer questions and not let themselves be tricked or pressurised into giving out information that may not be relevant.

## 11.6 Appointment of a Dedicated Media Spokesperson

A dedicated media spokesperson should be pre-designated in this plan to speed up the response when an incident happens. This will be **HEADTEACHER/DEPUTY HEADTEACHER/CHAIR OF GOVERNORS**

The Spokesperson's role will include: -

- Giving information and reassurance.
- Approving press releases and statements
- Giving short media briefings/interviews
- Dealing with internal communication issues

Other staff will not deal with communications / media as they may not be in possession of all of the current facts or may have information that has changed. This could lead to unnecessary concern or anxiety amongst staff, parents and the public.

The Spokesperson should be familiar with how to communicate with the media, and Action Plan of helpful hints can be found below.

## 11.7 Communications Action Plan

- Select an appropriate location to speak to the media with adequate lighting, quiet with a suitable background.
- Ensure that furniture is appropriate, e.g. tables and chairs, lectern etc. If the media are standing then stand, if they are sitting then sit but try to keep any cameras etc from looking down on you.
- If information is lacking, explain that more details will be made available as soon as possible.
- Prepare your one or two key messages – your 'must points'.
- Try to have a smart appearance
- Set a calm tone from the beginning.
- Speak calmly and slowly
- Keep eye contact.

- Always start with expression of condolences or concerns for victims and their families (but not an apology)
- Do not be afraid to show emotion but try not to break down
- Do not speculate about the cause of the incident
- Do not place blame for the incident.
- “The incident is under investigation by the Police /Fire Service / Health & Safety Executive”.
- “That question will have to be referred to the Police / Fire Service / Health & Safety Executive”.
- The spokesperson will not confirm numbers of injured/dead – this will be a matter for the emergency services.
- State that appropriate follow-up services are being provided for students, staff and parents by internal and external resources (if true).
- Show that you are in control of the situation and doing everything you possibly can to minimise the consequences (if true).
- Counter or deny dangerous rumours if you know they are untrue.

Use the three P’s if appropriate: Pity, Praise and Promise. Examples of this could be:

“...this has been a terrible incident which has had a profound affect on everyone at **WELLGATE PRIMARY SCHOOL**...our thoughts are with ....”

“...there has been a tremendous response from staff at **WELLGATE PRIMARY SCHOOL** who are working with ... to ..., and I would like to thank the emergency services...”

“...**WELLGATE PRIMARY SCHOOL** will be co-operating fully with ... to find out what happened and to ensure that this will not happen again...”

Remember, be sure of your facts before releasing any details – once a ‘fact’ is in the public domain, there is no going back.

A record of what the spokesperson says publicly must be taken, so that this is available in the event of a subsequent inquiry. (Incident Log Sheets can be found in Appendix A)

## 12.0 Financial Issues

If your management and staff cannot gain access to the premise you may require funds in the immediate aftermath of the incident, this could be remedied by call off arrangements with key suppliers or certain staff being issued with Purchasing cards with set spending limits.

There may be additional costs involved with the recovery. This could include new equipment, special payments etc. The authorising of any additional expenditure in relation to the incident will need to be controlled. All expenditure should be monitored and recorded as evidence may be needed for insurance purposes.

**SCHOOL HAS ACCOUNTS WITH SUPPLIERS FOR MOST ITEMS SO HAS A ‘GRACE PERIOD’ FOR RE-PAYMENT. PURCHASING CARD IS AVAILABLE IN SCHOOL HOWEVER IF NOT ACCESSIBLE ECM TRUST WOULD ASSIST**

## 13.0 Debrief and Lessons Learned

After an emergency, it is very important that thorough debriefs are carried out to capture lessons learned, issues identified, recommendations to be implemented, and planning assumptions to be reviewed. Debriefs should be undertaken in a way which promotes honesty and looks towards improving emergency response and business continuity planning, rather than them be exercises in trying to apportion blame.

They should take place immediately where possible (Hot Debrief) after the interruption has finished and then when day-to-day operations are back up and running and staff have had time to think about what happened and are able to be subjective (Cold Debrief) .

#### 14.0 Staff Training and Awareness

Suitable and sufficient training is essential in order to achieve a successful and efficient response in the event of a major incident. All staff within the plan will require training.

It is essential to provide information, instruction and training, be it formal or informal, written or verbal to all relevant personnel who carry out roles during the major incident response and the subsequent recovery phase.

Training need not be undertaken in specific sessions; it can be broken down into 'bite size' pieces and incorporated into staff briefings or be a recurring agenda items in staff / team meetings.

**DISCUSSION OF THIS DOCUMENT TO BE HELD IN SENIOR LEADERSHIP MEETINGS**

#### 15.0 Emergency Box

If you have to evacuate the premise, it will make things a lot easier if you have prepared an Emergency Box in advance containing items that you can use to co-ordinate the response when outside (You may not be able to get back in). This should be positioned in the premise so that it can be picked up on the way out of the building in.

Ensure that the box is kept in a safe and secure place and its contents checked and reviewed on a regular basis (Use the check list sheet in Appendix I). It is up to you what contents you have in the box. (A suggested inventory of items can also be found Appendix I)

**EMERGENCY PACK IS SITUATED IN THE OFFICE STORE ROOM**

#### 16.0 Evacuation to another Premise

Consider pre-planned arrangements with surrounding educational premises, community centres, Church halls, etc. for short term shelter during evacuation to provide a place of safety. If plans are put in place consideration must be given of the route to these buildings by large numbers of students. Risk assessment should be carried out for each route / premise taking into account road safety issues and capacities of the alternate buildings sought to comply with their specific fire risk assessment requirements.

**EVACUATION TO MAPPLEWELL PRIMARY SCHOOL , CONTACT NUMBER 01226 381273**

#### 17.0 Recovery from the Incident

Recovery is the long term process of rebuilding, restoring and rehabilitating all those affected by the interruption. Depending upon the seriousness of the situation this could take weeks, months or even years. The recovery phase may well consist of peaks of activity, such as around the time of an anniversary of the incident, as well as routine ongoing work to address the physical and psychological effects of the emergency.

#### 18.0 Lockdown and Lockout Procedures

These are two suggested methods that could be utilised to safeguard staff and pupils in certain incidents.  
Lockdown - (Appendix E)

When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Head Teacher / Principal or Deputy on-site will take charge and ensure that the lockdown procedure is activated and all staff are notified.

Lockout - (Appendix F)

When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the designated lead person on-site will take charge and ensure that the building is searched and evacuated and then locked to ensure no one enters until the Emergency Services or other responders arrive.

(Read Appendices E and F and decide whether you feel these procedures should be included)



**Appendices**

A	Incident Log Sheet
B	Action Sheets (See next page for list)
C	Evacuation Procedure Template (Needs your input)
D	Blank Action Sheet Template
E	Lockdown Procedure (Needs your input)
F	Lockout Procedure (Needs your input)
G	Building Specific Information (Including Layout Drawings) (Needs your input)
H	Contact Details (Needs your input)
I	Emergency Box Inventory & Checklist (Suggested Items) (Needs your input)

APPENDIX A Incident Log Sheet

# INCIDENT LOG SHEET

Name	Position
------	----------

Date (Start Time)
-------------------

Incident Type
---------------

TIME	ACTION
------	--------

--	--

Signature: -



**APPENDIX B - Action Sheets**

**1**

**DRAINAGE / SEWAGE ISSUES**

**EMERGENCY CONTACTS**

NPS BARNSELEY	Office Number 07526 922513	Out of Hours	Mobile Number
Drain Clearing Company 1 NPS BARNSELEY	Office Number 07526 922513	Out of Hours	Mobile Number
Drain Clearing Company 2	Office Number N/A	Out of Hours	Mobile Number
Yorkshire Water (Main Sewer Issue)	Office Number 0333 1300927	Out of Hours	Mobile Number
Event toilet facility supplier	Office Number N/A	Out of Hours	Mobile Number

**ACTIONS**

**NOTES**

If drains are blocked call specialist drain clearing company	
Is the issue causing toilet facilities to be put out of use. Assess extent and timescale of the disruption and how it will affect the operations of the premise	
If a larger issues adjoining the premise such as burst water main or sewer contact Yorkshire Water	
If longer term, can external event type toilet facilities be brought in (Difficult with large premise)	
Refer to Appendix J – Emergency School Closures, Guidance for Head Teachers to aid decision making	
Consult business continuity plan if long term failure	
(Add more building specific information as necessary)	

# 2

# ELECTRICITY FAILURE

## EMERGENCY CONTACTS

Your Electricity Supplier / Provider <b>SSE ENERGY</b>	Office Number <b>0345 7252526</b>	Out of Hours <b>0800111999</b>	Mobile Number
Facilities Management Provider / Partner <b>NPS BARNSELEY</b>	Office Number <b>07526 922513</b>	Out of Hours	Mobile Number
Local Electrician 1 <b>SAFETEST</b>	Office Number <b>01226 246333</b>	Out of Hours	Mobile Number
Local Electrician 2	Office Number	Out of Hours	Mobile Number
Emergency Generator Supplier (Pre-arranged / Planned)	Office Number	Out of Hours	Mobile Number
<b>Northern PowerGrid (Wider Area Supplier)</b>	<b>0330 123 0675 or 0800 375 675 (24 Hour Numbers)</b> Or visit <a href="http://www.northernpowergrid.com/">http://www.northernpowergrid.com/</a>		

## ACTIONS

## NOTES

In the event of a power failure, first check the trip switches in the main switch room fuse they have just turned off due to a power surge or faulty piece of equipment

If the above does not rectify the fault, contact your electricity supplier / maintenance company and report the failure

If only part of the building / complex is without electricity consider moving students to the working area (Space permitting)

For a wide area power outage information regarding the incident call Northern Powergrid (See number and webpage above)

Refer to Appendix J – Emergency School Closures, Guidance for Head Teachers to aid decision making

Consult business continuity plan if longer term failure

(Add more building specific information as necessary)



# 3

# FIRE ALARM FAILURE

## EMERGENCY CONTACTS

Facilities Management Provider / Partner <b>NPS BARNSLEY</b>	Office Number <b>07526 922513</b>	Out of Hours	Mobile Number
Fire Alarm Supplier / Maintenance <b>INFINITE FIRE AND SECURITY</b>	Office Number <b>01226 337898</b>	Out of Hours	Mobile Number
Health & Safety Provider <b>BMBC HSERU</b>	Office Number <b>01226 772274</b>	Out of Hours	Mobile Number
Insert other useful contact <b>NPS BARNSLEY</b>	Office Number <b>07526 922513</b>	Out of Hours	Mobile Number

## ACTIONS

## NOTES

Call fire alarm contractor and ask for a timescale of coming to do repairs

Do you have alternative methods of raising the alarm (This must be a pre-planned procedure not something made up on the spur of the moment)

Air horns can be used (May not be possible in larger buildings). But if this system is used all staff must be aware of their roles in operating the horns and how to spread the word regarding evacuation

Consult with your Health and Safety Advice supplier to discuss whether the premise can operate without it's fire alarm system

The final decision to close the premise lies solely with the Headteacher / Principal or in their absence their deputy

Refer to Appendix J – Emergency School Closures, Guidance for Head Teachers to aid decision making

Consult business continuity plan if long term failure

(Add more building specific information as necessary)



# 4

# FLOODING

## EMERGENCY CONTACTS

Facilities Management Provider / Partner NPS BARNESLEY	07526 922513		
River Flooding Environment Agency	08708 506 506	Floodline (24 hours) 0845 988 1188	-
Surface Water Flood Environment Agency	08708 506 506	Floodline (24 hours) 0845 988 1188	-
Surface Water Flood Barnsley MB Council	01226 770770	01226 773555	-
Drain Clearing Company NPS BARNESLEY	07526 922513		
Met Office Website Barnsley Forecast	<a href="http://www.metoffice.gov.uk/public/weather/forecast/gcwbwkg7?tab=fiveDay">http://www.metoffice.gov.uk/public/weather/forecast/gcwbwkg7?tab=fiveDay</a>		

## ACTIONS

## NOTES

Monitor local weather on a regular basis on Met Office Website and sign up to their warning apps	
If the premise is on a known flood plain contact the Environment Agency for more information, pre-planning is key	
If the area suffers from surface water flooding from road, drains etc. consult the Environment Agency for advice and the Local Authority Highways Drainage Team	
Refer to Appendix J – Emergency School Closures, Guidance for Head Teachers to aid decision making	
Consult business continuity plan if long term issue	
(Add more building specific information as necessary)	



# 5

# GAS LEAK/SUPPLY INTERRUPTION

## EMERGENCY CONTACTS

<b>Gas Emergencies (If you smell gas)</b>	British Gas Emergency Line <b>0800 111 999</b> (This is a 24 hour emergency line)		
Your Gas Supplier / Provider <b>SSE ENERGY</b>	Insert Main Number <b>0345 7252526</b>	Emergency Number <b>0800 011999</b>	
Facilities Management Provider / Partner <b>NPS BARNESLEY</b>	Office Number <b>07526 922513</b>	Out of Hours	Mobile Number
Regular Gas Engineer <b>AMBI HEAT LTD</b>	<b>07738 082398</b>	Out of Hours	<b>07738 082398</b>
Back up Gas Engineer <b>NPS BARNESLEY</b>	Office Number <b>07526 922513</b>	Out of Hours	Mobile Number

## ACTIONS

## NOTES

If you smell gas, think you have a gas leak, or are worried that fumes containing carbon monoxide are escaping from a gas appliance, please call the free Gas Emergency Services emergency line immediately on **0800 111 999**.

- Open all doors and windows to ventilate the building
- Do not turn on/off any electrical switches
- Extinguish all naked flames, do not smoke, strike matches or do anything which could cause ignition
- If there are any electrical security entry phones/locks, please open door manually

In the event of a gas supply failure, check the plant room for any obvious signs of a problem

Ask the gas supplier if they are able to give an estimated length of time the power will be off for

The decision should be made as to whether the premise can continue to operate safely, or if relocation to an alternative site will be required to maintain the service (Larger premise may not be possible)

Refer to Appendix J – Emergency School Closures, Guidance for Head Teachers to aid decision making

(Add more building specific information as necessary)





# 6

# HEALTH ISSUES / ILLNESS

## EMERGENCY CONTACTS

Public Health England (PHE)	0114 3211177	-	
NHS England (South Yorkshire)	01709 820000	<a href="mailto:England-syb.epr@nhs.net">England-syb.epr@nhs.net</a>	
BMBC Public Health	01226 787416	<a href="mailto:publichealth@barnsley.gov.uk">publichealth@barnsley.gov.uk</a>	
Your Occupational Health Provider	Office Number	Out of Hours	Mobile Number
Your health and Safety Advice Provider BMBC HSERU	Office Number 01226 772274	Out of Hours	Mobile Number
Facilities Management Provider / Partner NPS BARNSELEY	Office Number 07526 922513	Out of Hours	Mobile Number
Deep Cleaning Provider IN HOUSE	Office Number	Out of Hours	Mobile Number

## ACTIONS

## NOTES

For any out of the ordinary illness or widespread infection / absence issues call Public Health England (PHE) for advice. In more severe cases they may visit

With the loss of large numbers of staff involved this may lead to the decision to close the premise

With any outbreak within an Educational premise communication with all involved is key

PHE may also advise that a deep clean of all or some of the affected areas may be required undertaken by specialist contractor

Refer to Appendix J – Emergency School Closures, Guidance for Head Teachers to aid decision making

Consult business continuity plan

(Add more building specific information as necessary)



# 7

# HEATING FAILURE

## EMERGENCY CONTACTS

<b>Gas Emergencies (If you smell gas)</b>	British Gas Emergency Line <b>0800 111 999</b> (This is a 24 hour emergency line)		
Heating Engineer <b>AMBI HEAT LTD</b>	Office Number <b>07738 082398</b>	Out of Hours	Mobile Number <b>07738 082398</b>
Facilities Management Provider / Partner <b>NPS BARNSELY</b>	Office Number <b>07526 922513</b>	Out of Hours	Mobile Number
Back up local heating Engineer <b>NPS BARNSELY</b>	Office Number <b>07526 922513</b>	Out of Hours	Mobile Number
Any other useful contact <b>SAYES LTD</b>	Office Number <b>0113 2012190</b>	Out of Hours	Mobile Number

## ACTIONS

## NOTES

Ensure heating system start up procedures are followed to try and re-start

If system will not re-start contact the relevant maintenance organisation

It maybe gas or electrical supply issue so consult the relevant action sheets

Consider impact upon service delivery without heating (Seasonal issue)

If smaller premise consider alternative heating. A risk assessment must be carried out before making this decision

Refer to Appendix J – Emergency School Closures, Guidance for Head Teachers to aid decision making

Consult business continuity plan if long term failure

(Add more building specific information as necessary)



# 8

# HOSTAGE SITUATION

## EMERGENCY CONTACTS

**SY Police**

**999**

Office Number

Out of Hours

Mobile Number

Office Number

Out of Hours

Mobile Number

## ACTIONS

## NOTES

Assess situation before acting, call SY Police give them as much detail regarding the incident as you can

Full evacuation may be required

Consider Lockdown or Lockout Procedures  
(See Appendices E and F)

Police will cordon off the area or whole premise

Ensure parents are contacted to pick up students. If they are not available have a pre-planned premise close by that they are able to shelter at until they are able to go home

Consult with Police the best pick up area for parents as the roads around the premise may be closed

The Media will demand information, the Police and Council Media can assist with this

The Police will deal with relatives of people taken hostage through their Family Liaison Officer Service

Consult business continuity plan if long term failure

(Add more building specific information as necessary)

# 9

# INTRUDER ON THE PREMISES

## EMERGENCY CONTACTS

**SY Police**

**999**

Office Number

Out of Hours

Mobile Number

Office Number

Out of Hours

Mobile Number

## ACTIONS

## NOTES

If you have on site security get them to talk to the intruder

Any doubt about the intruders motives call 999 and ask for the Police.  
Give as much information as you can

Escort the Police when they arrive to the area where the intruder is

Evacuate if deemed necessary baring in mind that the evacuation  
must avoid the area where the intruder is

It may be safer for some groups to stay where they are

Consider Lockdown or Lockout Procedures  
(See Appendices E and F)

Consult business continuity plan if long term failure

(Add more building specific information as necessary)

# 10

## IT FAILURE (Loss of information)

### EMERGENCY CONTACTS

IT Supplier / Provider <b>ECM TRUST</b>	Office Number <b>07926 217310</b> <b>07949 949773</b>	Out of Hours	Mobile Number
Facilities Management Provider / Partner <b>NPS BARNSELY</b>	Office Number <b>07526 922513</b>	Out of Hours	Mobile Number
Broadband Supplier / Provider <b>SCHOOLS BROADBAND</b>	Office Number <b>01133 222333</b>	Out of Hours	Mobile Number
Any other useful contact <b>VIRGIN</b>	Office Number <b>0345 4541111</b>	Out of Hours	Mobile Number

### ACTIONS

### NOTES

Check IT Servers for localised power failure. Reset electricity supply if possible

Call provider and if it is a problem at their end or if not can they send an engineer as soon as possible

Re-schedule classes that rely on IT if necessary

Essential day to day records should revert to a paper based system until incident is over and then either scanned or inputted

Would you know what data had been lost (Inventory) or is information kept off site on recovery servers

Consult business continuity plan if long term failure

(Add more building specific information as necessary)





# 11

# LOSS OF FOOD PROVISION

## EMERGENCY CONTACTS

Cooking equipment Supplier / Repairs <b>BCS LTD</b>	Office Number <b>01226 280222</b>	Out of Hours	Mobile Number
Facilities Management Provider / Partner <b>NPS BARNSELY</b>	Office Number <b>07526 922513</b>	Out of Hours	Mobile Number
Regular Gas Engineer <b>AMBI HEAT LTD</b>	Office Number <b>07738 082398</b>	Out of Hours	Mobile Number
Local Electrician <b>SAFETEST</b>	Office Number <b>01226 246333</b>	Out of Hours	Mobile Number
Main Food Supplier <b>HOPWELLS</b>	Office Number <b>0115 9291101</b>	Out of Hours	Mobile Number
<b>Gas Emergencies (If you smell gas)</b>	British Gas Emergency Line <b>0800 111 999</b> (This is a 24 hour emergency line)		

## ACTIONS

## NOTES

Check electricity and gas supply to other equipment in the premise

If supplies are off call in relevant contractor

Assess contingencies for supplying food if main kitchens out of order

If food supplier is unable to deliver do you have a back up supplier

Refer to Appendix J – Emergency School Closures, Guidance for Head Teachers to aid decision making

Consult business continuity plan if long term issue

(Add more building specific information as necessary)



# 12

# LOSS OF PAPER RECORDS

## EMERGENCY CONTACTS

Facilities Management Provider / Partner <b>NPS BARNESLEY</b>	Office Number <b>07526 922513</b>	Out of Hours	Mobile Number
Any other useful contact	Office Number	Out of Hours	Mobile Number

## ACTIONS

## NOTES

This could be because of a fire or water ingress	
Are all paper copies of documents scanned and stored on IT back up servers	
Are essential documents kept in fire resistant cabinets (Not saying they have to be but this could be a consideration)	
Consider this issue being included within your business continuity plan if there is a possibility of large amounts of paper based data being lost / destroyed	
Consult business continuity plan if long term failure	
(Add more building specific information as necessary)	

# 13

# ROOF LEAKS / WATER INGRESS

## EMERGENCY CONTACTS

Facilities Management Provider / Partner <b>NPS BARNESLEY</b>	Office Number <b>07526 922513</b>	Out of Hours	Mobile Number
Roofing Company 1 <b>BOYLAN ROOFING</b>	Office Number <b>07985 713755</b>	Out of Hours	Mobile Number
Roofing Company 2	Office Number	Out of Hours	Mobile Number
Electrician <b>NPS BARNESLEY</b>	Office Number <b>07526 922513</b>	Out of Hours	Mobile Number
Cleaning Contract <b>IN HOUSE</b>	Office Number	Out of Hours	Mobile Number

## ACTIONS

## NOTES

Assess where water is getting into the building, move students accordingly

Does it affect any electrical equipment, if so isolate this from the mains supply. Call qualified electrician if required

Contact roofing contractor for repairs

Refer to Appendix J – Emergency School Closures, Guidance for Head Teachers to aid decision making

Consult business continuity plan if long term failure

(Add more building specific information as necessary)

# 14

# SNOW (Sub-zero temperatures & Ice)

## EMERGENCY CONTACTS

Facilities Management Provider / Partner <b>NPS BARNSELY</b>	Office Number <b>07526 922513</b>	Out of Hours	Mobile Number
Local Salt / Grit Supplier <b>HUWS GRAY LTD</b>	Office Number <b>01226 730400</b>	Out of Hours	Mobile Number
Local Heavy Plant Hire Company <b>HSS HIRE</b>	Office Number <b>01226 737090</b>	Out of Hours	Mobile Number
Barnsley MB Council Highways (Chargeable)	<b>01226 770770</b>	<b>01226 773555</b>	-

## ACTIONS

## NOTES

Monitor Weather at regular intervals using the link below  
[MET OFFICE BARNSELY 5 DAY FORECAST](#)

Pre-planning before it gets to the winter months is essential. If necessary have a specific 'Adverse Weather Plan'

Do you keep stocks of Grit / Salt at the premise and do you have staff / contractor to apply it when needed

Refer to Appendix J – Emergency School Closures, Guidance for Head Teachers to aid decision making

Consult business continuity plan

(Add more building specific information as necessary)



# 15

# STRUCTURAL DAMAGE

## EMERGENCY CONTACTS

Facilities Management Provider / Partner <b>NPS BARNESLEY</b>	Office Number <b>07526 922513</b>	Out of Hours	Mobile Number
BMBC Dangerous Structures <b>BMBC BUILDING CONTROL</b>	Office Number <b>01226 772768</b>	Out of Hours	Mobile Number
Demolition Company	Office Number	Out of Hours	Mobile Number
Security Company	Office Number	Out of Hours	Mobile Number

## ACTIONS

## NOTES

**If people trapped call 999**

Evacuate affected area or all premise as necessary, move everyone as far away as possible

Call BMBC Dangerous Structures Team to come and inspect

You may need a specialist contractor to make the area safe

If the premise is made vulnerable / unsecured employ security company

Keep all stakeholders informed of progress

May have media interest so consult with the communication sections of this plan

Refer to Appendix J – Emergency School Closures, Guidance for Head Teachers to aid decision making

Consult business continuity plan if long term failure



(Add more building specific information as necessary)	
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# 16

# TELEPHONE ISSUES

## EMERGENCY CONTACTS

Telephone Supplier / Provider <b>CAVENDISH</b>	Office Number <b>01273 615640</b>	Out of Hours	Mobile Number
Facilities Management Provider / Partner <b>NPS BARNSELY</b>	Office Number <b>07526 922513</b>	Out of Hours	Mobile Number
Back up local telephone engineer	Office Number	Out of Hours	Mobile Number

## ACTIONS

## NOTES

Check power supply and line connections to main building telephone exchange

If power failure see Electricity Failure Action Sheet

Check if the failure affects the whole of the building or just certain parts

Call telephone line / service provider to see if is a wide area failure or just specific to your premise

Ask the provider if it is something that can be fixed at their end or if not to send an engineer as soon as possible

Can the main office phone line be temporarily transferred to a mobile phone to ensure continuity of service

Consult business continuity plan if long term failure

(Add more building specific information as necessary)



# 17

# WATER SUPPLY INTERRUPTION

EMERGENCY CONTACTS			
Facilities Management Provider / Partner <b>NPS BARNESLEY</b>	Office Number <b>07526 922513</b>	Out of Hours	Mobile Number
<b>Yorkshire Water (Main Supply)</b>	<b>Customer Helpline 03451 242424</b>		
Plumber 1 (Building pipe issue) <b>NPS BARNESLEY</b>	Office Number <b>07526 922513</b>	Out of Hours	Mobile Number
Plumber 2 (Building pipe issue) <b>AMBI HEAT LTD</b>	Office Number <b>07738 082398</b>	Out of Hours	Mobile Number
Event toilet facility supplier	Office Number	Out of Hours	Mobile Number
ACTIONS		NOTES	
Check for leaks throughout the building. Determine whether it is all or part of the premise affected			
Call Yorkshire Water to ascertain if the mains supply has been cut off for a reason and if so how long it will be off			
Main issue will be <ul style="list-style-type: none"> <li>▪ toilets not flushing</li> <li>▪ No hand washing facilities</li> <li>▪ Food preparation and hygiene</li> <li>▪ No supply of drinking water</li> </ul>			
Discussion must take place as to how long the building can remain open without a water supply			
Hygiene and health must be the main considerations for anyone in the premise			
If longer term, can external event type toilet facilities be brought in (Difficult with large premise) and bottled drinking water supplies			
Can external catering be provided?			
Refer to Appendix J – Emergency School Closures, Guidance for Head Teachers to aid decision making			
Consult business continuity plan if long term failure			

(Add more building specific information as necessary)	
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18	DEMONSTRATION
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EMERGENCY CONTACTS			
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Education	07795 305824		
Emergency Resilience	01226 772274		
SYP Inspector Spratt	07825 297938		

ACTIONS	NOTES
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Ensure that the school displays the Trespasser Notice in prominent positions	<a href="#">Link to Trespass notice</a>
Gather information/intelligence of any developing situation Inform your Neighbourhood Engagement Officer from South Yorkshire Police	Every effort should be made to keep demonstrators outside with reception staff being aware of other visitors and checking who visitors are before allowing entry
Identify lead demonstrator and calmly engage  Explain legal right of peaceful protest and ask to demonstrate off school grounds.  Explain reason allowed to be on school premises i.e. for appointments, to attend school event, to drop off and pick up children – anything else could be considered trespass.	School to consider suitable sites to direct demonstration to off the school grounds Based on previous experience saying that you will call the police may raise tensions Schools may be given (or have posted) documentation by the demonstrators. Where the document asserts legal liabilities these should as necessary be discussed with the school's legal advisers where the school is concerned. Where the documents contain threats they must be reported to the police and as necessary security arrangements reviewed.
Example letter for Vaccination Demonstrations outlining school position to lead demonstrator, suggested text below:  <i>The coronavirus pandemic has made unprecedented impacts upon health and society. We are aware that people have different perspectives upon how best to respond to this scenario which continues to develop and challenge thinking, and whilst we recognise your desire to voice your opinions, we ask that you please express</i>	

<p><i>your thoughts and opinions off school premises, legitimately on public land. You may also wish to write to your MP or otherwise exercise your democratic rights.</i></p> <p><i>I ask that you please recognise and respect my position for providing the best education my school can, and my desire to do so within government guidelines and obligations. You will, I am sure, also share my concerns that the privacy and dignity of my pupils and staff are not jeopardised through filming or other similar intrusion. It is clear that one area of life which has been particularly adversely affected is education. Our children have undoubtedly all been affected in various ways by the virus, including: to their own health; family member's health and their education. Through following government requirements, we have been unable to educate our pupils during 2020/21 as we would like to do, and we are intent upon delivering the very best education for our pupils, striving to reduce the impact of the effects of last year. This year, as never before, the education of our children is paramount and their development should not be impeded any further. I thank you in advance for your co-operation in this matter.</i></p>	
<p>If demonstrators are filming, remain calm (consider counter filming) explain the disruption that the demonstration is having on children's education and any safeguarding issues etc.</p>	<p>Schools should anticipate that this will happen</p>
<p>Report actions to Education and Partnerships and Emergency Resilience for information and awareness</p>	<p>To enable a track of demonstrations across the Borough and offer advice where required</p>
<p>If you are uncomfortable or are receiving abuse/threats etc call Education and Partnerships or Emergency Resilience who can escalate with South Yorkshire Police for further advice, support and possible response</p>	
<p>Where an immediate threat is perceived call 999</p>	
<p>(Add more building specific information as necessary)</p>	

# EVACUATION PROCEDURE

(NONE FIRE RELATED)

ACTIONS	NOTES
Do not use the Fire Alarm as the designated Fire Assembly points may not be the safest place to be	
Suspect package procedure should be in place with its own pre-designated evacuation points	

**ADD ACTION STEPS ABOVE TO DETAIL HOW YOU WOULD UNDERTAKE THIS PROCEDURE**

# ACTION SHEET TEMPLATE

## EMERGENCY CONTACTS


## ACTIONS

## NOTES

ACTIONS	NOTES
Consult business continuity plan if long term failure	
(Add more building specific information as necessary)	





## APPENDIX E - Lockdown Procedure

**NOTE: These are suggested actions and they must be tailored to your own premise to be effective**

Lockdown and Lockout are two suggested methods that could be utilised to safeguard staff and children.

### Lockdown

**Dynamic lockdown** is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal.

**The aim of lockdown** is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of).

The purpose of lockdown or 'invacuation' is to prevent an intruder from causing harm to children and staff.

Entrances to the school/centre must be secured in an effort to prevent the intruder from entering the premises and staff and children must find a suitable place to protect themselves.

It is recognised that due to their nature some sites may not be able to physically achieve lockdown.

### Circumstances that may require the implementation of lockdown

Invacuation or lockdown could be triggered if there is an urgent imminent threat, or as a precaution because of a threat in the vicinity. Lockdown or invacuation procedures should be considered if, for example there is

- Local air pollution due to a nearby fire or chemical release.
- A dangerous animal (such as a dog) in the grounds.
- An incident or civil disturbance in the area that might affect the school.
- An aggrieved, disturbed or intoxicated person trying to gain access to the school (this could be a
- building user or a stranger).
- An intruder on the site.
- An internal threat from a person onsite.

A lockdown may be deemed the most appropriate course of action if an emergency situation occurs outside the school/centres grounds and which renders an evacuation unsafe.

Staff and children would be expected to stay in a safe area inside until advised otherwise by the emergency services.

### Lockdown arrangements will depend heavily on the size and layout of your school/centre.

You may wish to identify those rooms most suitable for lockdown (and entrances which need to be locked) on a map. It is important to ensure these rooms have an exit route in case the intruder does gain access to the premises.

**The signal for a lockdown** should be clearly distinguishable to that of an evacuation.

Any confusion may result in children and staff congregating at an assembly point, thus potentially making them more vulnerable to an intruder.

**If children and staff are outside** when the signal for a lockdown is sounded, staff could consider taking children and staff to the nearest possible building that can be secured. Children and staff could also be asked to hide or disperse if this will aid their safety.

During a lockdown staff may find it difficult to obtain a clear overview of the situation. Consider how communication could be maintained between employees, whether by two-way radio, mobile phone or less conventional means such as using classroom computers to send messages via instant messaging or email.

Any procedures you establish must be realistic; in an incident staff and children might not have much time to seek an appropriate place to hide and there is likely to be widespread confusion or panic.

The following template can be used to support schools/centre procedures. When communicating this procedure to staff, this should be done in a sensitive manner, stressing that It is very unlikely that your school will ever need to implement a real lockdown but it is important to have arrangements in place to deal with such a situation. If 'drills' are undertaken these must be conducted in controlled and proportionate manner which does not cause undue concern or panic.

## LOCKDOWN PROCEDURE WELLGATE PRIMARY SCHOOL

When an external and immediate danger is identified and it is determined that the children should be secured inside the building for their own safety the Head Teacher or Lead Manager on-site will take charge and ensure that the lockdown procedure is activated and all staff are notified.

### LOCKDOWN

Signals	
Signal for lockdown	5 SHORT BLASTS ON THE FIRE ALARM SYSTEM
Signal for all-clear	3 SHORT BLASTS ON THE FIRE ALARM SYSTEM
Lockdown	
Rooms most suitable for lockdown	ALL
Entrance points (e.g. doors, windows) which should be secured	MAIN ENTRANCE DOOR TO BE LOCKED WINDOWS CLOSED BLINDS CLOSED
Communication arrangements	<ul style="list-style-type: none"> <li>▪ Classroom telephones (CALL NURSERY)</li> <li>▪ Mobile phones</li> <li>▪ Email</li> </ul>
Notes	

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school/centre should seek to evacuate the rest of the site.

Initial response - lockdown
Announce the lock-down and provide instructions to staff e.g. close internal doors and windows, sit below window level or move into corridors..
<b>Dial 999.</b> Dial once for each emergency service that you require and inform emergency services of the nature of the incident
Lock and secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.

If available, allocate staff to be posted at locked doors to allow children, staff and visitors to enter if locked out.
Ensure all children and staff are inside the school/centre building. Alternatively, ask children and staff to hide or disperse if this will improve their safety.
Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> <li>▪ Block access points (e.g. move furniture to obstruct doorways)</li> <li>▪ Sit on the floor, under tables or against a wall</li> <li>▪ Keep out of sight</li> <li>▪ Draw curtains and blinds</li> <li>▪ Turn off lights</li> <li>▪ Stay away from windows and doors.</li> <li>▪ Put mobile phones on silent and turn off the vibrate function.</li> </ul>
Ensure that children, staff and visitors are aware of an exit point in case the intruder does manage to gain access.
If possible, check for missing , injured children, staff and visitors.
Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.

### Management

- Divert parents and returning groups from the premise if required.
- Ensure a telephone line is kept free.
- Keep public address system free for essential messages.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- If safe to do so, have a staff member wait at the main entrance to the building to guide emergency services personnel.
- Ascertain as soon as possible if all children, staff and visitors are accounted for.
- Maintain a record of actions and decisions undertaken and times.
- Confirm with emergency service personnel when it is safe to return to normal operations,
- Contact and update parents as needed.

### Actions After Lock-Down Procedure

- Emergency Services will advise when the lock-down can be lifted.
- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information children, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any children, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters and give these to children to take home.
- Follow up with any children, staff or visitors who need extra support.
- Undertake a debrief to review the lock-down response and procedures.

## APPENDIX F - Lockout Procedure

**NOTE: These are suggested actions and they must be tailored to your own premise to be effective**

Lockdown and Lockout are two suggested methods that could be utilised to safeguard staff and children.

**Aim of Lockout is** to exclude children and staff from entering buildings for their safety.

**Lockout can be used when** there is an internal immediate danger.

**Lockout arrangements will depend heavily on the size and layout of your school/centre.**

## LOCKOUT

Initial response – lockout
The designated lead person on-site will take charge and ensure that the building is searched and evacuated and then locked to ensure no one enters until the Emergency Services or other responders arrive.
<b>Dial 999.</b> Dial once for each emergency service that you require and inform emergency services of the nature of the incident.
During a lockout staff may find it difficult to obtain a clear overview of the situation. Consider how communication could be maintained between employees.
Announce the lock-out with instructions about what is required. Instructions may include nominating staff to: <ul style="list-style-type: none"><li>▪ Lock doors to prevent entry</li><li>▪ Check the premises for anyone left inside</li><li>▪ Obtain Emergency Box</li><li>▪ Go to the designated Assembly Points for a non-fire evacuation</li><li>▪ Check that children, staff and visitors are all accounted for</li><li>▪ Maintain a record of actions and decisions undertaken and times.</li></ul>
If possible, check for missing , injured children, staff and visitors.
Wait for the all-clear to be given by the emergency services.

### Actions after Lock-Out Procedure

- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information children, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any children, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters and give these to children to take home.
- Ensure any children, staff or visitors with medical or other needs are supported.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lock-out and procedural changes that may be required.

## APPENDIX G - Building Specific Information

The list below consists of suggested items that could be put onto the site specific floor plan provided for your building for use by your staff or another organisation i.e. Emergency Services during an emergency, contractors visiting site.

Area or Item	Location Known	Inserted on Site Plan
Main Entrance	YES	YES
Other Entrances	YES	YES
Emergency Exits	YES	YES
Electricity Meter	YES	YES
Electricity Cut off	YES	YES
Gas Meter	YES	YES
Gas Emergency Cut-Off	YES	YES
Water Meter	YES	YES
Water Emergency Cut-Off / Stop Cocks	AT WATER METER	YES
Boiler (Gas or oil fired)	YES	YES
Boiler Emergency Cut-Off	YES	YES
Fire Hydrants	YES	NO
Fire Alarm Control Panel	YES	YES
Fire Extinguishers	YES	YES
Sprinkler Cut-Off Valve (If applicable)	N/A	N/A
Smoke Vents (If applicable)	N/A	N/A
On-Site Assembly Points (For fire evacuation)	YES	YES
Off-Site Assembly Points (For all non fire related evacuation)	YES	YES
Emergency Vehicle Access	YES	NO
Wet or Dry Riser Inlets (If applicable)	N/A	N/A
IT Servers	YES	YES
Telephone Main Exchange Box	VOIP	VOIP
Priority Areas for Rescue/Salvage <ul style="list-style-type: none"> <li>▪ Disabled Refuge</li> <li>▪ Data Back-ups (Finance, Staff, Student, Records)</li> </ul>	YES MAIN OFFICE FOR RECORDS	NO
Risk Materials/Substances (Inc. COSHH) <ul style="list-style-type: none"> <li>▪ Asbestos Register</li> <li>▪ Cleaning Materials</li> <li>▪ Fuel Oil or Other Highly Flammable Sources</li> <li>▪ Waste Storage Areas</li> </ul>	YES	PARTIALLY

**ATTACH FLOOR PLANS OF THE BUILDING HERE AND PUT ON AS MUCH INFORMATION AS YOU REQUIRE FROM THE SUGGESTION LIST ON THE PREVIOUS PAGE**

APPENDIX H - Contact Details (1 OF 4)

Emergency Services / Health Contacts (External)

Contact	Main Number	Websites
<b>Actual Emergencies</b>	<b>999</b>	--
South Yorkshire Police (SYP)	<b>101</b> (All non-emergencies and enquiries)	<a href="http://www.southyorks.police.uk/">http://www.southyorks.police.uk/</a>
South Yorkshire Fire & Rescue (SYFR)	<b>0114 272 7202</b> (All non-emergencies and enquiries)	<a href="http://www.syfire.gov.uk/">http://www.syfire.gov.uk/</a>
Yorkshire Ambulance Service (YAS)	<b>0845 124 1241</b> (All non-emergencies and enquiries)	<a href="http://www.yas.nhs.uk/">http://www.yas.nhs.uk/</a>
Barnsley Hospital NHS Foundation Trust	<b>01226 730000</b>	<a href="http://www.barnsleyhospital.nhs.uk/contact/">http://www.barnsleyhospital.nhs.uk/contact/</a>
Public Health England (Illness/Viruses/Diseases)	<b>0114 3211177</b>	<a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a>
NHS England North	<b>01709 302000</b>	<a href="http://www.england.nhs.uk/">http://www.england.nhs.uk/</a>
Barnsley MB Council (General Enquiries 24 Hours)	<b>01226 770770</b>	<a href="https://www.barnsley.gov.uk/">https://www.barnsley.gov.uk/</a>
Barnsley MB Council Highways Hotline (24 Hours)	<b>01226 773555</b>	<a href="https://www.barnsley.gov.uk/services/transport-and-streets/roads-highways-and-pavements">https://www.barnsley.gov.uk/services/transport-and-streets/roads-highways-and-pavements</a>



## APPENDIX H – CONTACT DETAILS (2 OF 4)

### Response Staff

Anyone who would be involved in the immediate Response

Contact	Home No	Mobile	E-mail
MRS LAUREN JOHNSTONE		07828 412026	L.Johnstone@ecmtrust.co.uk
<b>MRS KATIE RICHARDSON</b>		07879 605350	k.richardson@ecmtrust.co.uk
<b>MR SIMON SLATER</b>		07926 811408	s.slater@ecmtrust.co.uk
<b>MRS SIAN BELT</b>		07706 481813	S.Belt@ecmtrust.co.uk
<b>MRS JULIE WOODCOCK</b>		07904 122673	J.Woodcock@ecmtrust.co.uk
<b>MR CHRIS HAWLEY</b>		07766 228829	C.Hawley@ecmtrust.co.uk
<b>MISS PARISA NOWSHIRVANI</b>		07950 991211	P.Nowshirvani@ecmtrust.co.uk

## APPENDIX H – CONTACT DETAILS (3 OF 4)

### Utilities / Service Providers

Contact	Daytime Phone	Fax	Mobile	Out of Hours
<b>Facilities Management Provider / Partner</b>	07526 922513		07526 922513	
<b>Northern PowerGrid (Wider area electricity supplier) Call if a power cut</b>	<b>0330 123 0675 or 0800 375 675</b> (24 Hour Numbers) <a href="http://www.northernpowergrid.com/">http://www.northernpowergrid.com/</a>			
<b>Gas Emergencies (If you smell gas)</b>	British Gas Emergency Line <b>0800 111 999</b> (This is a 24 hour emergency line)			
<b>Yorkshire Water</b>	24 Hour Customer Helpline <b>03451 242424</b>			
<b>Your Electricity Supply Company</b>	0345 7252526			
<b>Electrician (Contractor)</b>	07526 922513			
<b>Your Gas Supply Company</b>	0345 7252526			0800 011999
<b>Gas Engineer (Contractor)</b>	07738 082398			07738 082398
<b>Telephone Land Line Supplier</b>	01273 615640			
<b>IT Provider</b>	07906 217310 07949 949773			
<b>IT Repairs</b>	AS ABOVE			
<b>Broadband Provider</b>	01133 222333 0345 4541111			
<b>Mobile Phone Provider</b>	N/A			
<b>Text / Email Messaging Service Provider</b>	SCHOOL COMMS			

## APPENDIX H – CONTACT DETAILS (4 OF 4)

### Other Useful Contacts

Contact	Daytime Phone	Fax	Mobile	Out of Hours
Your insurance Provider				
Building Repairs / Maintenance	07526 922513			
Transport (Bus and Coach Companies)	01226 299900			
Taxis	01226 288888			
Local Hotel Contacts (If staff cannot get home)	01226 299571			
Food Suppliers	01924 834834			
Kitchen Equipment Maintenance and Supplies	01226 280222			
IT Equipment Supplier	07949 949773 07906 217310			
Winter Salt / Grit Supplier	01226 730400			
Your Current Language Translation Provider	N/A			
National Translation Service	020 3206 1400 (Charges Apply) <a href="http://www.nrpsi.co.uk/">http://www.nrpsi.co.uk/</a>			

## APPENDIX I – Emergency Box

### Contents Inventory

Item	✓
Emergency Plan	YES
Business Continuity Plan	YES
Essential data / records (Hard Copy or memory stick)	NO
Contact lists – staff, suppliers, utilities, insurance company	YES
Essential keys / door access code information	NO
Asbestos Register (For that specific premise)	YES
Cash, credit card (Some form of immediate payment)	NO
Mobile phone and charger	STAFF HELD
Torches with batteries or Wind up torches (never need batteries)	YES
Note pads and pens	YES
Building / site plans / Area map	YES
Hi-visibility tabards / jackets (for identification of staff)	YES
Waterproof document wallet	YES
Wind-up radio or radio with spare batteries	NO
First Aid Kit	NO
Low cost walkie-talkie type radios	NO

**Note: - It is up to each individual premise as to what type of container you keep this in and your choice of an appropriate storage location where it is easily accessible by all staff who may need it.**

## Emergency Box Contents Checklist

Date Checked	Checked by	Any Changes Made	Date of next check
1/10/2024	S.SLATER	NO	

**NOTE: -All items should be checked at regular intervals and details recorded on this sheet.**

## APPENDIX J EMERGENCY SCHOOL CLOSURES - Guidance For Head Teachers

There are occasions when Head Teachers need to consider closing a school due to take account of exceptional circumstances or where the closing of the school is outside the control of the school for example due to:

- Reduced staff
- Utilities failure (gas, water, electricity or communications)
- Exceptionally heavy snow fall/adverse weather – UK weather warnings are issued by the Met Office; official sources of information should be used for decision making
- Flooding – Flood information/warnings in England is/are issued by the Environment Agency, official sources of information should be used for decision making
- Water ingress

The impact of closing a school is wide, not only on the parents/carers of the pupils but also on the organisations employing them. Whilst the decision to close a school is never taken lightly and the overriding concern is the health and safety and safeguarding of pupils, the guidance below is aimed at providing alternative/mitigating actions that could be considered as part of the decision making process. This guidance supports the information in the Schools Emergency Plan Template. Where concurrent issues affect the school the guidance for both should be considered however, where one element could be safely managed but the other could not, the Head Teachers should consider erring on the side of caution. For example, if the school is affected by both reduced staff and water ingress and either of these leads to the conclusion that a school closure should be considered then this should take precedence.

**Where the decision is made to close the school please ensure you report this through using the link detailed below:**

<https://www.barnsley.gov.uk/services/children-families-and-education/schools-and-learning/schools-currently-closed/>

All pin codes have previously been shared but if you need a reminder then please contact: [Admin-SchoolsAlliance@barnsley.gov.uk](mailto:Admin-SchoolsAlliance@barnsley.gov.uk)

If the school and/or pupils use the Council's Home to School Transport Service and/or similar providers please ensure they are updated as to any changes that may affect them (and similarly service providers such as catering).

## START





1. Do you have sufficient staff to open the school as normal?

Does this include consideration of:

- Sufficient staff with suitable training and experience to take responsibility for the school?
- Sufficient suitably qualified staff to be responsible for children/pupils?
- Sufficient staff to child/pupil ratios (including for lunchtime supervision)?
- Sufficient first aid cover (including as necessary paediatric first aiders)?
- Sufficient staff to implement emergency procedures such as fire evacuations?
- Sufficient staff to meet the needs of SEND pupils/children?
- Suitable safeguarding staff?
- Consideration of breakfast and after-school clubs?
- Staffing for school trips?
- Any staff who undertake duties as a school crossing patrol?



Open as normal (monitor the situation and review as necessary)

Yes



Can alternative arrangements be put in? Consider:

- Where several schools are affected can resources be pooled?
- Can the school be partially opened (e.g. for key year groups or vulnerable children or the children of critical workers or prioritising examinations)?
- Can the school be opened later in the day?
- Can alternative activities be undertaken with suitable staff (such as sports coaching)?
- Can the pupils be chaperoned either in classrooms or in mixed groups in the school hall (ensuring that the area used has a suitable 'fire' capacity for the number of people in the area)?
- Can additional staff resources be identified in a suitable timescale (such as 'borrowing' first aid cover from another setting or the use of supply/cover staff)?
- Can volunteers be used (ensuring they are DBS checked or under the supervision of DBS checked staff)?
- Can additional/alternative staff be trained in emergency arrangements in a suitable timescale?
- Can breakfast or after-school clubs be suspended?
- Can school trips be postponed or cancelled?

No



Implement alternative arrangements and inform parents as soon as possible (monitor the situation and review as necessary)

Yes



- Consider school closure
- Can remote learning be implemented?
- Inform parents as soon as possible
- Inform services such as Home to School Transport, catering providers etc.

No

**CONTINUED**





2. Are the premises externally and internally accessible and safe to open?



Yes

Open as normal (monitor the situation and review as necessary)



No

Can arrangements be made to provide safe access? Consider:

- Can the school be partially opened – is some if not all of the premises accessible?
- Is the lack of access temporary, can the school be opened later in the day?
- Gritting/winter maintenance arrangements that can be called on as necessary



Yes

Implement alternative arrangements and inform parents as soon as possible (monitor the situation and review as necessary)



No

- Consider school closure
- Can remote learning be implemented?
- Inform parents as soon as possible
- Inform services such as Home to School Transport, catering providers etc.

**CONTINUED**







3. Where the internal fabric of the building has been affected/damaged are any asbestos containing materials ***unaffected*** (consult the school asbestos register)?



Yes

Open as normal (monitor the situation and review as necessary)



No

**Immediate actions:**

- Take action to prevent access to any affected areas
- Implement the asbestos emergency action plan contained in the school asbestos register
- Seek advice from the school's asbestos adviser on actions that need to be implemented.

Secondary action in conjunction with the school's asbestos adviser:

- Consider if alternative arrangements can be made and/or which parts of the school are safe to access. Implement arrangements to make affected areas safe and remove any damaged asbestos containing material and debris
- Consider whether reassurance air testing is required



Yes

Implement alternative arrangements and inform parents as soon as possible (monitor the situation and review as necessary)



No

- Consider school closure
- Can remote learning be implemented?
- Inform parents as soon as possible
- Inform services such as Home to School Transport, catering providers etc.

**CONTINUED**





4. Where the internal fabric of the building has been affected/damaged by water ingress are electrical systems/ appliances unaffected and safe to use?



Yes

Open as normal (monitor the situation and review as necessary)



No

<p><b>Immediate actions:</b></p> <ul style="list-style-type: none"> <li>• Take action to prevent use of/isolate any affected systems/ appliances</li> <li>• Seek advice from the school's electrical engineers on actions that be implemented.</li> </ul>	<p>Secondary action in conjunction with the school's electrical engineers:</p> <ul style="list-style-type: none"> <li>• Consider if alternative arrangements can be made and/or which electrical systems/appliances are safe to use.</li> <li>• Consider whether reassurance testing of the electrical systems and/or appliances affected is required</li> </ul>
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Yes

Implement alternative arrangements and inform parents as soon as possible (monitor the situation and review as necessary)



No

- Consider school closure
- Can remote learning be implemented?
- Inform parents as soon as possible
- Inform services such as Home to School Transport, catering providers etc.

**CONTINUED**





5. Are all support services available accessible such as cleaning/catering (note that any contractors providing these services should have robust business continuity plans)?



Yes

Open as normal (monitor the situation and review as necessary)



No

Can arrangements be made to provide these services? Consider:

- Can the food be brought in from another school/ alternative provider?
- Can pupils be asked to bring packed lunches?
- Can an alternative cleaning provider be employed?



Yes

Implement alternative arrangements and inform parents as soon as possible (monitor the situation and review as necessary)



No

- Consider school closure
- Can remote learning be implemented?
- Inform parents as soon as possible
- Inform services such as Home to School Transport, catering providers etc.

**CONTINUED**





6. Are all utilities and services available to the premises (gas, water, electricity, communications)?



Yes

Open as normal (monitor the situation and review as necessary)



No

Can temporary arrangements be made? Consider:

- Is the problem affecting the whole school, e.g. can utilities in part of the premises be used?
- Can temporary heating be provided (considering an associated safety issues)?
- Can alternative catering arrangements be made where kitchens are affected?
- Can temporary communication methods be utilised (e.g. mobile phone)?



Yes

Implement alternative arrangements and inform parents as soon as possible (monitor the situation and review as necessary)



No

- Consider school closure
- Can remote learning be implemented?
- Inform parents as soon as possible
- Inform services such as Home to School Transport, catering providers etc.

**CONTINUED**





7. Are all fire detection and warning systems and emergency lighting available and operational in the premises?



Yes

Open as normal (monitor the situation and review as necessary)



No

Can arrangements be made to provide access? Consider:

- The timescale for rectification, can the pupils be chaperoned either in classrooms or in mixed groups in the school hall?
- A temporary fire arrangement (in conjunction with your competent fire safety advisors) such as patrolling fire wardens with a temporary warning system?
- Closing the school earlier to minimise the need for emergency lighting?



Yes

Implement alternative arrangements and inform parents as soon as possible (monitor the situation and review as necessary)



No

- Consider school closure
- Can remote learning be implemented?
- Inform parents as soon as possible
- Inform services such as Home to School Transport, catering providers etc.





8. Are security arrangements unaffected such as perimeter fences, gates locked during school time, external doors able to be secured etc.?



Yes

Open as normal (monitor the situation and review as necessary)



No

Can arrangements be made to provide safe access? Consider:

- Can alternative security arrangements be implemented such as door wardens or alternative emergency egress routes?
- Can the school be partially opened – is some if not all of the premises accessible?
- Is the impact on the security arrangements temporary, can the school be opened later in the day?



Yes

Implement alternative arrangements and inform parents as soon as possible (monitor the situation and review as necessary)



No

- Consider school closure
- Can remote learning be implemented?
- Inform parents as soon as possible
- Inform services such as Home to School Transport, catering providers etc.

**END**

## Back Cover

Appendices and Action Sheets	
A	Incident Log Sheet
B	<b>Action Sheets</b>
	1 Drainage / Sewage Issues
	2 Electricity Failure
	3 Fire Alarm Failure
	4 Flooding
	5 Gas Leak / Supply Interruption
	6 Health Issues / Illness
	7 Heating Failure
	8 Hostage Situation
	9 Intruder on the Premises
	10 IT Failure (Loss of Information)
	11 Loss of Food Provision
	12 Loss of Paper Records
	13 Roof Leaks / Water Ingress
	14 Snow (Sub-Zero Temperatures and Ice)
	15 Structural Damage
	16 Telephone Issues
	17 Water Supply Interruption
	18 Demonstration
	Add More Action Sheets As Required - Blank Action Sheet Template Available In Appendix D
C	Evacuation Procedure Template
D	Blank Action Sheet Template
E	Lockdown Procedure
F	Lockout Procedure
G	Building Specific Information (Including Layout Drawings)
H	Contact Details
I	Emergency Box Inventory & Checklist
J	Emergency School Closures – Guidance for Head Teachers

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