



## EMERGENCY POLICY

### 1. General statement of policy

Emergencies can and do happen and an organisation's ability to respond appropriately in emergencies depends on the forethought and planning that has already taken place. Further to the Civil Contingencies Act 2004, it is the responsibility of all public bodies to set in place emergency plans for the continuity of their service. The Local Authority recommends that all childcare settings should have suitable and effective emergency plans.

In the event of an emergency, All Stars would immediately inform Copplesstone Primary School's Executive Headteacher and Head of School and work with the school's Emergency Management Plan.

Whilst it is not possible to plan for every eventuality this document is designed to provide guidance to assist in developing a suitable plan to cover most situations.

### 2. Procedures

Incidents are grouped by the Local Authority into three levels.

#### 2.1 Emergency levels

Level 0 <i>Localised incidents</i>	Disruptive to routine but not an immediate threat to life or well-being.
Level 1 <i>Localised emergencies</i>	May include any unexpected event likely to disrupt the normal functioning of the setting.
Level 2 <i>Major community emergencies</i>	Major emergencies may affect whole communities and typically involve the County Emergency Planning Department.

#### 2.2 Types of emergencies

The following emergencies are considered in the All Stars' Emergency Management Plan:

- severe weather problems
- utilities (power, gas, water cut off)
- failed heating system
- Devon Early Years and Childcare Service September 2012
- flooding or other weather damage
- fallen trees
- minor earthquake tremor
- water leak
- vandalism
- local industrial action
- ICT failure (telephones, internet problems, theft of computer)
- notifiable infectious outbreak
- intrusion onto the premises by malicious people
- destruction or vandalism of part or whole of the premises
- the building becoming unsafe as a result of fire or flooding

- death of a child, member of staff, proprietor or committee member
- an epidemic
- serious incidents on visits
- the release of hazardous substances near or on the site.

Other events that take place outside the setting may also be deemed as an emergency at Level 1 and level 2.

- an incident in the community which is seen or experienced by children, staff or volunteers
- an incident affecting relatives of children and which is known about within the setting
- an incident involving allegations within the setting
- an incident affecting a nearby setting or school

2.3 During any emergency, it is essential to remember:

- maintain a personal log of all telephone calls and factual information received, actions taken and the time of those events
- establish a list of people who should be contacted and record when you have contacted those key people or parents
- identify any telephone lines not generally known to the public, mobile or direct lines, which could be used for outgoing calls in an emergency as it is likely that the main setting number will quickly become jammed with incoming calls
- in the event of a power failure technology may not work, but a telephone plugged directly into the first telephone point coming from the exchange should provide a useable line. The location of this telephone should be identified in the plan
- if the incident attracts media attention, you are likely to be inundated with requests for interviews and statements. It is especially important that if the names of those who may have been involved in the incident are known they are not released or confirmed to anyone, before those identities are formally agreed and parents are informed
- as usual, sign all visitors in and out and check the identity of all callers
- ensure brief but up to date prepared statements are available to staff answering phones and take care when answering telephone calls
- remember that some calls could be bogus
- discourage staff from speaking to the media.

2.4 Severe weather

Severe weather contingency plans should be prepared well before the bad weather season so that all staff and parents understand them. They should contain:

- general information, such as how to contact parents and staff
- maintaining stocks of salt or grit
- identifying which walkways or areas need to be kept clear to allow people to get round the premises safely
- estimating how many staff members need to get in for the setting to operate
- Ofsted should be notified of any closure
- consideration of members of staff who may live some distance away from the setting and transport difficulties may prevent them reaching the setting
- noting how the child: adult ratio will be maintained.

Plans should include arrangements for issues such as roles and responsibilities, communication and media management, as well as how information about potential closures and re-opening will be communicated to staff and parents.

Points to consider when making the decision to close during severe weather:

Closing a setting is never an easy option. In taking a decision to close, the safety of the children, staff and visitors is of paramount importance. However before making the decision to close, undertake a risk assessment and decide if there is a significant risk of severe injury, ill health or inability to comply with relevant legislation which would then lead to the decision to close part or all of the setting. The procedure for closure should be detailed in your Emergency Plan. As a guide, consider what other schools and settings are doing in the area.

It will be important to balance the likely accuracy of weather forecasts against the benefits of early decisions to help parents and staff plan ahead; in many cases, decisions will however need to be taken in the hours immediately before the start of the day. It may also be necessary for settings to close during the day; for example, if the weather is deteriorating and children may not be able to get home later.

Once the decision to close has been reached it will be necessary to communicate this message as promptly as possible to all relevant parties and local radio stations. There should be a variety of methods to get information to staff and parents about closures and re-opening. These could include:

- posting notices on the gates
- messages via the local media
- staff telephone cascade
- parent telephone cascade
- text messaging, social networking sites such as Twitter.

#### 2.5 Media interviews – points to note:

Do not allow the media onto the premises or give them access to the children. In most serious cases the police are likely to take the lead when dealing with the media and offer some protection against media intrusion. Ensure that children, staff, committee members and parents are given accurate, up to date information at regular intervals and encourage them not to speculate or to encourage rumours.

If you agree to a media interview:

- have another person with you; if possible; to monitor the interview.
- try to agree an interview format in advance. i.e. establish what the interviewer wants to ask
- be prepared to think on your feet, but try to decide beforehand what you want to say. Do not read it out.
- remember you could be quoted on anything you say to a journalist, even if it is not part of the formal interview
- be prepared to say you cannot comment
- don't over elaborate your answers
- refuse requests for photos or work of children and staff involved
- try to keep a grip on your emotions during interviews, especially if it is to be televised
- most journalists are responsible, but check where interview and camera teams go, when the interview is over.

### 3. Useful contacts

Children and Young People's Services Emergency Contact Information:  
during Office hours contact the Business Support Team 01392 383369  
[cypsbusinesssupportcountyhall-mailbox@devon.gov.uk](mailto:cypsbusinesssupportcountyhall-mailbox@devon.gov.uk)

Office Hours (24-hours) contact the DCC Emergency Planning Team 07699 734637  
*Messages will be cascaded to Senior CYPS Officers support team.*

All Stars After School Club EMERGENCY POLICY

Checklist of contacts:

Service	Name	Responsibility	Telephone No.
DCC Emergency Planning Team	Control Centre		07699 734637 – 24 hours cover
LA Support Team Coordinators	Business Resources Team	Strategic Support Officers	01392 383369
Devon Health & Safety Service	Margaret Bullock	County Health and Safety Manager	01392 382027 07659 146024- 24 hour emergency cover - pager
District Council Environmental Health	Contact local District Council	Environmental Protection	01392 265147
Health Authority Communicable diseases	Dr Mark Kealy	The Devon Health Protection Unit	01803 861833 or 01726 627881

#### 4. Sources of further information

Health and Safety guidance, including information on dealing with emergencies, is available from **Devon Health and Safety Services** on 01392 382027 or by email to [Healthandsafety@devon.gov.uk](mailto:Healthandsafety@devon.gov.uk)

Employee support and assistance is available from:  
Wellbeing@Work 01392 383277 [wellbeingreferral@devon.gov.uk](mailto:wellbeingreferral@devon.gov.uk)

The following links provide helpful advice and guidance on preparing for severe weather.  
[http://www.devon.gov.uk/winter\\_travel](http://www.devon.gov.uk/winter_travel)  
<http://www.devon.gov.uk/extremeeventsconference>

#### 5. Related All Stars policies and forms

Safeguarding Policy  
Health and Safety Policy  
Emergency Management Plan and Procedures, Copplestone Primary School

**Date:** *January 2015*

**Signed:**

**Reviewed:** *August 2015*

**Signed:**

## ALL STARS' EMERGENCY MANAGEMENT PLAN

<p>The aim of this emergency plan is to describe how we will respond to an emergency to save lives and minimise the risk of injury to members of the community in the event of a potential or actual life-threatening emergency.</p>	
<p><b>The objectives of the All Stars' emergency plan are to:</b></p> <ul style="list-style-type: none"> <li>• describe the setting layout in detail</li> <li>• identify key personnel and critical contact details</li> <li>• identify possible hazards and identify appropriate strategies for managing the response</li> <li>• identify possible triggers for the implementation of the plan</li> <li>• identify training needs</li> <li>• identify a planned audit and review process.</li> </ul>	
<p><b>Person responsible for updating this plan:</b></p>	<p>Sean Schofield, Children and Families Worker</p>
<p><b>Critical Contact information (Name and 24 / 7 contact details).</b></p>	<p>Sean Schofield Children and Families Worker Safeguarding Designated Officer 07527 101219 <a href="mailto:seansyw@yahoo.co.uk">seansyw@yahoo.co.uk</a></p> <p>Steve Mellor Executive Headteacher, Copplestone Primary School 01363 84265</p> <p>Angela Urquhart Head of School, Copplestone Primary School 07772 705737</p> <p>Revd John Wiltshire Minister, Copplestone Methodist Church 01363 877281 <a href="mailto:revjohnw@btinternet.com">revjohnw@btinternet.com</a></p> <p>Key holders: Sean Schofield – see above Angel Urquhart – see above</p>
<p><b>Plan Activation</b> <b>The plan will be activated under the following circumstances:</b></p>	<ul style="list-style-type: none"> <li>• On activation of the fire alarm</li> <li>• On being informed of a bomb threat</li> <li>• On being informed of an external threat</li> <li>• On being informed of an intruder within the setting</li> <li>• On being informed of a sudden illness in the setting</li> <li>• If on school site - on receipt of information that the head teacher considers their plan to be activated.</li> </ul>

<b>Number of staff employed</b>	<b>2</b>	<b>URN Number and number of registered children.</b>	<b>113068 84 (April 2015)</b>
<b>Are accurate names, addresses, and telephone numbers held for staff, committee, volunteers and children?</b>	<b>Yes</b>	<b>Contact details last updated:</b>	<b>January 2015</b>
<b>Who is responsible for updating the contact details?</b>	Sean Schofield		
<b>How will parents be kept informed of setting closures and re-openings?</b>	All Stars website, email, via school		
<b>The following addresses / contact details of important local institutions in the neighbourhood:</b>	<p>Police Station: Exeter Police Enquiry Office Heavitree Rd, Exeter EX1 2LR 101 / 999 crediton@devonandcornwall.pnn.police.uk</p> <p>Fire and Rescue Station: Charlotte St, Crediton EX17 3BJ 999</p> <p>Hospital: Barrack Rd, Exeter, Devon EX2 5DW 01392 411611</p> <p>GP Surgery: Chiddenbrook Surgery Threshers, Crediton, Devon EX17 3JJ 01363 772227</p> <p>Newcombes Surgery, Newcombes, Crediton, Devon EX17 2AR 01363 775066</p> <p>Bow Medical Practice, Iter Cross, Bow, Crediton, Devon EX17 6FB 01363 82749</p>		
<b>Who holds copies of the Emergency Plan?</b>	Sean Schofield All Stars website <a href="http://www.allstarsclub.co.uk">www.allstarsclub.co.uk</a>		
<b>Are contact details for outside agencies including the LA current and readily available?</b>	<p>Devon LA: Early Years and Childcare Adviser Neil Copland 01392 386558 or 07969684663 <a href="mailto:neil.copland@devon.gov.uk">neil.copland@devon.gov.uk</a></p> <p>Methodist Insurance plc 0845 6061 331 <a href="mailto:homeenquiries@micmail.com">homeenquiries@micmail.com</a></p>		
<b>State the location of the following, it may be useful to attach a site plan to this plan:</b>			
<b>Water cut off valve:</b>	The cut off valve is located in the staffroom		
<b>Gas mains valve:</b>	The gas mains value is in the staff carpark outside the staffroom window.		
<b>Electricity meter:</b>	Electricity meters are located in the caretaker's cupboard		
<b>First incoming telephone point:</b>	01363 84265 (Coplestone Primary School)		

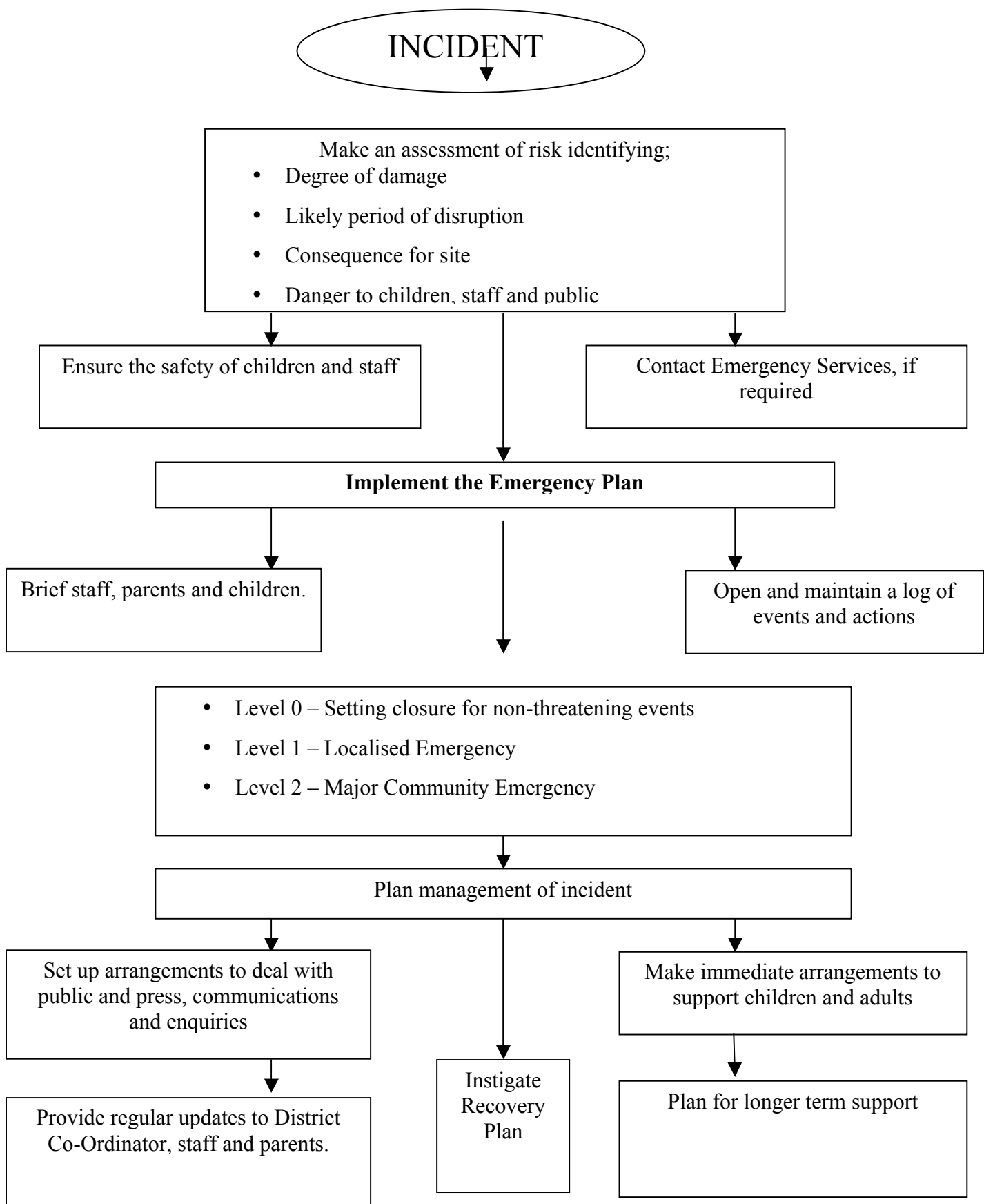
<b>What are the pre-planned arrangements for the following:</b> <i>Remember that Ofsted will need to be informed of any changes to the premises that affect the space available to children or the quality of the care available to them:</i>	
<b>Evacuation routes:</b>	Plan displayed in all rooms.
<b>Assembly points:</b>	Back playground, if not appropriate, walk to Recreation Field Car park
<b>Disabled evacuation routes:</b>	Awareness of steps, fire exit from hall has steps.
<b>Loss of premises:</b>	Short term arrangements, 1 or 5 days: Copplestone Methodist Church Long term arrangements, over 1 week: Copplestone Methodist Church
<b>Loss of water supply:</b>	Short term arrangements, 1 or 5 days: Copplestone Methodist Church Long term arrangements, over 1 week: Copplestone Methodist Church
<b>Loss of electric supply:</b>	Short term arrangements, 1 or 5 days: Copplestone Methodist Church Long term arrangements, over 1 week: Copplestone Methodist Church
<b>Loss of gas supply:</b>	Short term arrangements, 1 or 5 days: Copplestone Methodist Church Long term arrangements, over 1 week: Copplestone Methodist Church
<b>Loss of Communications:</b>	Personal mobile telephones of staff
<b>Deliberate act of violence:</b>	Evacuate to Copplestone Methodist Church, assuming it is safe to do so.
<b>Bomb threat or act of terrorism:</b>	Evacuate to Copplestone Methodist Church, assuming it is safe to do so.
<b>Death or serious injury at setting or on an outing:</b>	In all cases emergency services will be involved immediately. Inform Children and Families Worker and Executive Headteacher immediately. Executive Headteacher will contact DCC HR for support and advice. Children and Families Worker will inform staff, parents and pupils as appropriate, taking advice from external agencies including Devon CC. Contact Wellbeing at Work and ensure staff understand their entitlement.
<b>Large clusters of localised human to human viral infection – likely Epidemic</b>	Health Authority will be informed, Devon County Council will be informed. Deep clean if necessary/appropriate. If school is to be closed, arrangements for activities for the children will be made. Parents to be kept informed.

<b>What are the pre-planned arrangements for the following Severe Weather events:</b>	
<b>Flooding:</b>	Go to <a href="http://www.environment-agency.gov.uk/floodline">www.environment-agency.gov.uk/floodline</a> to view the flood map for your area and access information and advice on writing a flood plan.
<b>Heat wave:</b>	All Stars will remain open whenever possible. There may be occasions where school uniform is not appropriate attire in extreme temperatures. It may be appropriate to alter the timetable. Staff will ensure children are drinking enough water.
<b>Snow:</b>	<p>Salt in green bin located at staff car park entrance . This is on the road and there is public access.</p> <p>List the site pathways and areas requiring salting:            Path from the recreation car park, path to main front door , path from gate on road that children use to enter the school grounds. Path leading to the back entrance. Path leading to the Reception classroom and Pre-School.</p> <p>In the event of school closure, website, phonecalls and emails will be used out of school hours. During school hours staff will contact parents by phone and requested to collect their child.</p> <p>Awareness that there is the potential that staff may not be able to travel home if weather changes quickly.</p>
<b>Arrangements for the management of young people and staff involved in visits and off-site activities</b>	
<b>Off-site visits information</b>	N/A No visits undertaken
<b>What are the pre-planned arrangements for safeguarding children and adults at risk during an emergency?</b>	
<b>All children</b>	See Safeguarding Policy. Staff aware of children identified as vulnerable, individual plans would be made to support children and families. External agencies working with children and families will be informed and kept up to date with developments. Awareness of individual needs of children on SEN Code of Practice / other identified need.
<b>Make an assessment below of any other identified potential emergencies or specific hazards which pose a particular risk to your setting and plan how you will deal with incident arising from them:</b>	
<b>Emergency Hazard</b>	<b>Emergency Plan</b>

<b>Date Version Number:</b>	<b>January 2015</b>	<b>Date of next review:</b>	<b>January 2016</b>
	<b>Version 1</b>		



**ALL STARS' EMERGENCY PLAN AND INCIDENT MANAGEMENT FLOWCHART**



## ALL STARS' SEVERE WEATHER CLOSURE FLOW CHART

