

Disaster Plan

This policy has been written for...	All staff and students at West Heath School
Copies of this policy may be obtained from...	<ul style="list-style-type: none"> • The School web site - http://www.westheathschool.com • It is available as a hard copy on request from the school office • Hard copies for reference are filed in the staff room
This policy links with the following policies	This policy is referenced in a number of other policies: Health and Safety
Participants and consultees in the formulation of this policy were...	The Principal, Senior Leadership Team and Student Services Committee
Edition, Review frequency and dates	<p>This is Edition 1</p> <p>This policy will be reviewed every year</p> <p>It is due for review in November 2017</p>
Relevant statutory guidance, circulars, legislation & other sources of information are...	<p>Disaster</p> <p>Health and Safety at Work Act</p> <p>This plan has been written in conjunction with the school's SORP and Risk assessments. A full review of the Policy is taking place 2016/2017.</p>
The Lead Member of staff is	Vice Principal, Commissioning and Development
Definitions and key terms used in this policy...	Disaster – The total destruction of part of the fabric of the school or loss of data such that the usual life and work of the school is compromised.
The Rationale and Purpose of this policy	West Heath School is committed to providing a caring, friendly and safe environment for all students so that they can learn in a relaxed and secure atmosphere. The same commitment is held for staff and visitors to our school. This policy is designed to ensure in the event of a disaster the provision described above is maintained so far as possible and where it cannot be that arrangements are in hand to manage the situation calmly and effectively.
Appendices	
Copying	No school policy is ever written in isolation. Acknowledgement of sources of advice and significant influence in the development and recording of policies at the New School are noted on the front page. We request that any schools or organisations incorporating large sections of this policy without alteration should make similar appropriate acknowledgement.

Introduction

WHAT IS A DISASTER PLAN?

This disaster plan is formulated for use in the event of any type of incident which requires a large scale evacuation of the school buildings or boarding environment or in the event of an emergency which is defined as follows:

“An event or situation which threatens serious damage to human welfare”

Examples of such disasters, whilst not exclusive might include: fire; explosion; flooding ;bomb threat; building structural collapse; gas leak; emission of toxic or harmful fumes or vapours; terrorist acts, extreme weather, large scale staff absence.

The Aim of this policy..

To facilitate the school running in a safe and secure manner should there be an incident that compromises part of the building. In the event of mass destruction of property to facilitate the prompt management of student and staff relocation.

The Objectives of this policy..

- Protect the safety and welfare of students, school staff, and visitors.
- Provide for a safe and coordinated response to emergencies.
- Protect the school’s facilities and properties.
- Enable the school to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for the coordination between different parts of the school site to maximise use of viable buildings.
- Provide for coordination between the school and emergency services.
- Provide for the orderly provision of accurate information to all parties regarding the management of the situation and the function of the school during that time.

Procedures & Practices

COMMUNICATION

Internal

Rumours can spread quickly within a school community and can cause additional stress in a crisis situation. In order to prevent this it is a priority that all members of staff are informed quickly, simply and factually of the event and the response to it. Briefing notes and agreed statements will be formulated and distributed as quickly as possible. If internal communications are disrupted the two way radios will be used. In addition mobile phones for key staff will be used as will the text messaging service that contacts all staff.

External

Communications systems are put under enormous pressure in the immediate aftermath of an emergency but are vital in ensuring a well managed response. Should the main telephone system be disrupted school mobile phones will be used. Call divert will be set up for designated school mobile phones. An early decision must be made about providing information to parents and carers, other agencies, and transport providers to ensure students are collected from school in a timely manner.

Media management

All communications with the press will be managed by the Principal or a named representative.

Emergency actions

The school emergency management team (SEMT) (see persons with particular responsibilities) will meet immediately to determine the extent of the emergency and decide on the immediate course of action which may comprise:

Calling emergency services – should one or more of the emergency services be required they will be summoned by a member of the SEMT and similarly be met by someone from that team. Ideally it will be the estates manager who will be able to provide information regarding location of services into the school i.e. gas electricity etc.

Evacuation

If the emergency requires evacuation of the premises the fire alarm will be used and normal evacuation procedures will apply. If the evacuation is required for an extended period of time and shelter is required the sports hall will be used provided it is safe to do so.

Fire wardens will check all areas of the school are clear as long as it is safe to do so. All parties will be accounted for at the muster point. Missing persons will be sought provided it is safe to do so. Information regarding missing people will be relayed to emergency services upon their arrival.

First aid and Pastoral support

The SEMT will ensure that anyone requiring first aid is attended by a qualified first aider or the school nurse. In all instances the accident book will be completed as soon as possible after the emergency is over. All staff have a pastoral responsibility and in extreme cases the school counsellor will assist in a planned way.

Secondary Actions

The nature and location of the emergency will determine where the SEMT will meet to coordinate the response. Four locations have been identified because they are in separate buildings. The Principal's office in main school building, the post 16 staff office, the sports hall and finally in the event of total destruction of main school buildings Al Fayed House. Once all facts and responses to the emergency are known the following may be appropriate:

- Inform the Chair of trustees and agree onward communication to Local Authorities, the founding patron, all other interested parties. Any press statement should be agreed at this time together with who takes responsibility for communication.
- Briefing statement prepared for staff and parents \carers, local authorities.
- In event of students being sent home usual procedures to ensure it is safe for them to do so will be followed

- Local taxi companies may need to be used for some journeys where parents / carers cannot assist with collection of students. And LA are unable to respond
- The school grounds may need to be closed to all traffic bar emergency vehicles and those collecting students
- Emergency repair companies will be contacted by the estates manager or a designated member of the facilities team
- If parts of the building are rendered unsafe to use in the short or the medium term alternative measures to provide some continuity of provision will be established
- The Finance Manager will contact the School's insurers
- Notes recording decisions and actions will be taken at all SEMT meetings

Post Disaster Actions for Recovery and Business Continuity

The executive SLT will meet as soon as possible after the emergency to establish a disaster recovery team comprising:

- Facilities Manager
- Site Manager
- Chair of Trustees
- Chair of Health & Safety Committee
- Systems Manager
- Network Manager

The above will formulate a recovery plan that may involve:

- Conduct an internal investigation into the emergency to develop preventative measures
- Inform Local Authorities of current situation and also of the measures taken to resolve it
- Securing the premises to prevent entry into unsafe areas
- Preserve forensic evidence where possible
- Implement any actions required to prevent further damage, water ingress or deterioration of IT systems for example
- Check the building unaffected by the emergency remains safe and has adequate services including alarms
- Identifying and retrieving salvageable materials
- Determining the need for post traumatic stress counselling
- Arranging temporary accommodation on site to ensure continued delivery of curriculum
- Reviewing damage to files and records and reconstituting where necessary.
- Organising communication to all parties regarding progress of recovery
- Determine alternative provision if parts of the school preclude student attendance.
- Establishing if the kitchen can provide mid day meals and plan accordingly.

Persons with particular responsibilities

The Principal or in his absence a nominated deputy is responsible for the school's response to an emergency. The school has a school emergency management team (SEMT) which will convene as soon as possible after an emergency has occurred.

The SEMT will comprise : Principal; Executive SLT; Head of Finance; Estates Manager; Facilities manager; Network Manager; CIS Manager

Other Participants & Stakeholders

Parents and carers.
Students, visitors.

Monitoring & Evaluation

Student Council
SLT
Student Services Committee/ health and Safety committee
Trustees