



Emergency Planning & Critical Event Policy

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1. What is a School Emergency?

Emergencies in schools are those which occur unexpectedly and have a major impact on the life of an establishment.

Emergencies include:

- The death of a pupil or a member of Staff
- A serious accident in a school/centre or on an educational trip
- A serious illness or a communicable disease, e.g. meningitis
- A violent intrusion onto school/centre premises (including a terrorist incident)
- A serious and immediate physical threat to students and/or Staff
- Fire, flood or explosion
- A bomb threat
- Release of hazardous substances near or on the school/centre site
- Health hazard
- Hostage-taking or abduction
- Emergency school/centre closure
- Salvage

Each may involve:

- A long-term impact on individuals
- Psychological distress
- Financial issues
- Insurance concerns
- Media interest
- An impact on the school's ability to continue teaching (business continuity).

2. Role of the School

- To look after and protect students and Staff from harm
- To create, adopt, maintain and operate a school emergency plan
- To keep the plan up-to-date
- To ensure that the relevant people in the school are informed and are ready and capable of assuming their assigned roles in an emergency.
- To test the school emergency plan
- To manage the initial response to the incident
- To notify the Council where support is required in an incident
- To work with the Council and the emergency services to manage the emergency
- To support students, Staff and Parents throughout
- To bring about a swift return to normal life
- To provide follow up support and care for Staff and students affected by the incident.



EVACUATION SITES

Rosslyn Hill

The Armoury Gym

All Hallows Hall, Courthope Road

3. Emergency Action

3.1 Death of student or Staff member on site or in the school's care

- Contact ambulance service via 999 immediately, requesting that the police also attend.
- Make safe the hazard (where applicable), so others are not harmed.
- Do not move a body until the ambulance arrives.
- Evacuate all pupils and all but necessary Staff from area.
- Contact Camden Council / CSF emergency response team for assistance.
- Notification to Parents or next of kin should be planned with health workers and police. Parents will be notified in person as soon as is possible by the Headteacher.
- Contact the critical incident response team at Camden educational psychology service.
- Inform Health and Safety Executive immediately.
- Preserve any evidence of the cause of the incident.
- Inform Staff, Parents, and children.

3.2 Death of student or Staff member away from the school

- Contact Camden CSF emergency response team for assistance.
- Contact critical incident response team at Camden educational psychology service.
- Notify Staff, Parents and children as appropriate.
- If the death implies a health risk to others (e.g. infectious disease), obtain professional advice, brief Staff, Parents and children as appropriate and cooperate with health workers.
- If the death is related to school activities inform the Health and Safety Executive immediately.

3.3 Serious accident or illness at school or on an educational journey

- Call ambulance or other emergency services on 999
- Member of Staff to accompany child
- Class teacher or visit leader contact Parents
- Member of Staff notify the Headteacher
- Complete accident report form as soon as possible
- Follow Offsites Visits policy

3.4 Assaults on Staff or pupils/students by members of the public

- If the victim (s) requires medical attention, request a first aider to see to the injury and call an ambulance if required
- Take necessary measures to make pupil/student/member of Staff safe
- Try to identify assailant (do not detain by force)
- Press panic button
- Contact Headteacher
- Obtain the names of any witnesses and record their details. Any witnesses should prepare factual witness statements.
- Complete the accident report form as soon as possible (see Appendix 5)

4. Emergency and Lockdown Plans

Emergency and Lockdown Plans	
4.1 Staff responsibilities	
SLT	Make contact with emergency services.
Other Staff members	<ul style="list-style-type: none"> IT & Data Manager and/or Headteacher 's PA: communicate with Parents. Teachers and support Staff: stay with pupils. <p>Upper School</p> <ul style="list-style-type: none"> Swimming Teacher, Upper School Coordinator and Headteacher: ensure all access points are secured. <p>Lower School</p> <ul style="list-style-type: none"> Headteacher, Site Manager and General Assistant: ensure all access points are secured. Class 1 and 2 Staff ensure their doors are secured.
Emergency first aiders	<ul style="list-style-type: none"> Collect grab bags from medical cabinet (Lower School) and corridor cupboard (Upper School).
Teacher/TA Responsibility	<ul style="list-style-type: none"> Collect first aid bags and red medical bags for their class.
4.2 Signals	
Lockdown signal(s)	<ul style="list-style-type: none"> A prolonged blowing of a whistle will signify an incident whereby a lockdown is necessary. There will be at least one whistle with each class at all times and in each communal area. The whistle will be a chain reaction whereby when one Staff member hears the alarm, all Staff members will react immediately and blow their whistles as well. Homerun and Schoolbase are used to communicate between Upper and Lower Schools
All clear signal	<ul style="list-style-type: none"> A member of SMT will blow a short, sharp, repeated whistle sound and declare "ALL CLEAR" once the state of emergency has passed and it is safe for pupils and Staff members to leave their designated lockdown space. Homerun and Schoolbase are used to communicate between Upper and Lower Schools.

4.3 Fire	
	<p>Follow HHS fire evacuation plan (Upper & Lower Schools).</p> <p>See Appendix 1 for emergency exit routes.</p>
4.4 Lockdown	
Assembly points	<p>Upper School</p> <p>Outside:</p> <p>Enter the school at the nearest point. If on the upper playground, enter St. Stephen's Hall and congregate in the Staff room. If in the meadow, enter the Lower School Main Hall. If in the garden, enter the crypt door and congregate in the nearest occupied classroom.</p> <p>Inside:</p> <p>Stay in your classroom and move to an area away from the windows and door. If not in a classroom, quickly move to the nearest occupied classroom.</p> <p>Lower School</p> <p>6 Violet meet in 6 White</p> <p>6 Red meet in 6 Blue</p> <p>Pre-Reception classes meet in 6 Red & 6 Violet</p> <p>Classes 3 & 4 meet in Lower School Hall</p> <p>Classes 1 & 2 stay in classrooms</p> <p>All Staff should quickly move to the nearest occupied classroom.</p>
Entrance and exit points	<p>Upper School</p> <p>Swimming Teacher & General Assistant or Upper School Coordinator close blue fire doors in corridor.</p> <p>Staff ensure windows and doors are closed and blinds are pulled down where applicable.</p> <p>Lower School</p> <p>Headteacher, Site Manager and General Assistant ensure entrance/exit doors are locked.</p> <p>Staff in classrooms ensure windows are closed and blinds are pulled down.</p>
Bringing pupils inside	<p>Staff will be responsible for ensuring all their pupils have been moved to assembly points.</p> <p>Staff on breaks should use text and email to communicate if they are on breaks.</p>

Steps to increase protection from danger	<ul style="list-style-type: none"> • Lock doors • Position children away from sightlines from external doors and windows • Turn off lights and monitors • Ensure mobiles phones and electronic devices are on silent, or turned off • Close window blinds • Put up wooden window covers in Lower School Hall • Stay quiet until “ALL CLEAR” alarm has been heard or unless told to evacuate by the emergency services
Internal communication	<ul style="list-style-type: none"> • Staff to communicate via text and email • If a class is out of school a member of SMT will call the class teacher, warn them that the school is in lockdown and advise whether or not it is safe to return to school.
Communication with emergency services	<ul style="list-style-type: none"> • SLT or Upper School Coordinator will inform emergency services by dialling 999 or by pressing panic buttons.
Communication with Parents	<ul style="list-style-type: none"> • Use Email to communicate with Parents. • IT & Data Manager, Bursar, Head of Upper School and/or School Coordinator to send pre-prepared messages to Parents (See appendix 3). • Parents asked not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to HHS unless instructed to by HHS.
Additional notes	<ul style="list-style-type: none"> • If evacuation is necessary SLT or SMT will sound the fire alarm. • Children & Staff evacuate through fire doors unless otherwise specified.
4.5 Bomb threat or suspect package	
Telephone warning or threat	<ul style="list-style-type: none"> • Keep calm and attempt to write down what is being said by the caller. • Ask questions “When will it go off?”, “Where is it?”, “What does it look like”. The words used by the caller can often indicate how familiar he or she is with your premises, thereby giving some indication as to whether the threat is genuine or otherwise. • Where possible note any accent or background noise. • Once the caller has hung up notify the Police on 999 and the Headteacher and immediately.

Threat or warning by post	<ul style="list-style-type: none"> • Keep physical handling of the letter to a minimum • Notify the Headteacher immediately • Contact the police on 999 • Act on advice from police • If in doubt they may advise you to evacuate – sound the fire alarm if evacuating • If school is evacuated do not re-enter without agreement from emergency services • If evacuation is prolonged children and Staff should make their way to All Hallows Hall on Court Hope Road
Evacuation	<ul style="list-style-type: none"> • If evacuation is necessary, a member of SLT or SMT will sound the fire alarm. • Children and Staff follow fire evacuation plan (see Appendix 1).
Assembly points	<ul style="list-style-type: none"> • Head towards All Hallows Hall, Courthope Road unless told otherwise.
Internal communication	<ul style="list-style-type: none"> • Staff to communicate via text and email • Staff to use emergency walkie talkies if phone networks/WIFI have been disabled.
Communication with Parents	<ul style="list-style-type: none"> • IT & Data Manager, Head of Upper School and/or School Coordinator use email to communicate with Parents. • Give Parents details of incident and regarding collection or an alternative site if necessary.
4.6 Explosion	
Evacuation	<ul style="list-style-type: none"> • If evacuation is necessary, a member of SLT will sound the fire alarm. • Children and Staff follow fire evacuation plan unless otherwise specified (See Appendix 1). • Children and Staff will not re-enter the building until clearance has been given by emergency services.
Assembly points	<ul style="list-style-type: none"> • Head towards All Hallows Hall, Courthope Road unless told otherwise.


Communication with emergency services	<ul style="list-style-type: none"> A member of SLT or SMT to inform emergency services by dialling 999.
Internal communication	<ul style="list-style-type: none"> Staff to communicate via text and email. Staff to use emergency walkie talkies if phone networks/wifi have been disabled.
Communication with Parents	<ul style="list-style-type: none"> IT & Data Manager, Head of Upper School and/or School Coordinator will use email to communicate with Parents. Give Parents details of incident and regarding collection or an alternative site if necessary.
4.7 Hazardous Substances	
	<ul style="list-style-type: none"> Make safe (where possible) the hazard so others are not harmed. Only deal with hazard if it is safe to do so. Depending on the situation either follow lockdown or fire evacuation plan. A member of SLT or SMT will sound the alarm.
4.8 Missing or lost pupils/hostage-taking or abduction	
	<ul style="list-style-type: none"> SLT or SMT contact police on 999. Collect and return witnesses if applicable.
Communication with Parents	<ul style="list-style-type: none"> IT & Data Manager, Head of Upper School and/or School Coordinator will use email to communicate with Parents. A phone call will be made in the event of a single missing pupil.
Critical Event Checklist	See Appendix 4 for a critical event checklist. This checklist will be kept in the blue folder for each class. It contains a list of steps to be aware of for a safe emergency lockdown or critical event. Further, if filled out, it provides emergency services with a timestamped document for the critical event.

5. Links with Other Policies and Documents

This policy links to our policies on:

- Fire Evacuation Plan
- First Aid Policy

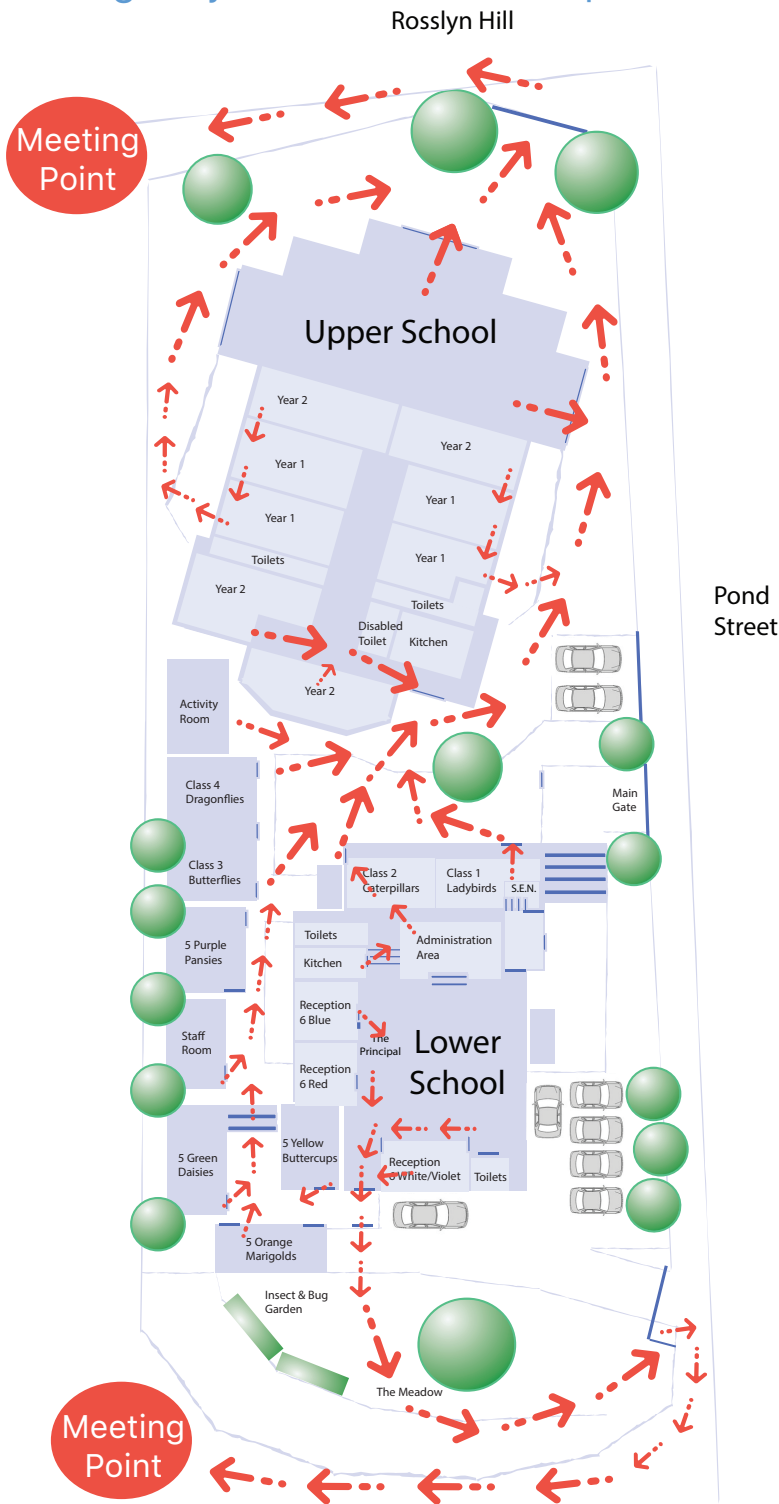


Dates Reviewed	January 2022 May 2022
Next Review	May 2023
Name	 Ross Montague Headteacher



Appendix 1: Emergency Exit Routes

Emergency Exit Routes - Hampstead Hill School





Appendix 2: Communication with Parents

In the event of a critical event or lockdown, Parents/Carers may receive an email by the IT Manager, Headteacher, or Upper School Coordinator.

Parents/Carers will be told via email:

The school is in an emergency lockdown situation.

During this period, the main phone lines may not be used, and entrances will be un-manned. External doors will be locked, and nobody will be allowed in or out of the school.

Parents/Carers will not be allowed to collect their children from school during a critical event as it may put them and their child at risk.

Pupils will not be released during a lock down. Parents must not call the school as this may tie up emergency lines.

If the end of the day is extended due to the emergency, Parents/Carers will be notified via email and will receive information about the time and place pupils can be picked up from the office Staff or emergency services.

A letter will be sent to Parents/Carers on the nearest possible day following a serious incident to inform them of the context of the lockdown and to encourage Parents/Carers to reinforce with their children the importance of following procedures in these very rare, but critical circumstances.

Hampstead Hill School



Appendix 3: Critical Event Checklist

Critical Event Checklist			
Step	Check	Time	Signed
Use signal to initiate lockdown			
Ensure you have medical and first aid equipment			
Ensure pupils are inside			
Secure entrance points			
Contact emergency services			
Take action to increase protection from danger -Lock doors -Move away from doors and windows -Turn off lights and monitors -Ensure phones and electronic devices are on silent -Close blinds if possible -Put up wooden window covers in Lower School			
Notify Parents if possible			
Make pupils and Staff aware of exit points if needed			
If safe, check for missing pupils or Staff			
Remain inside until "All clear" has been given or told to evacuate by emergency services			



Appendix 4: Accident Report Form

HHS Accident/Near Miss Report Form Private and Confidential

Injured/affected person Surname Forename(s) Sex: M <input type="checkbox"/> F <input type="checkbox"/> Child: <input type="checkbox"/> Adult <input type="checkbox"/>		Address of injured/affected person (or address of employer if contractor) Post code Tel no.	
Date of incident	Time of incident	Date reported	Time reported
To whom was the incident reported? Name: Position:		Occupation of injured/affected person	
If an injury has been sustained, please state precise nature of injury and part of body injured (where applicable state left or right). If reporting a near miss please confirm that no injury was sustained.			
Where did the incident occur?		Was first aid given? Yes/No If Yes provide details in the box below	
Accurately describe the circumstances of the incident and provide details of any vehicles, equipment or tools involved. Please attach a sketch or photographs if appropriate. If an injury is sustained, please provide details of the cause and indicate the first aid treatment rendered. If the injured person has been hospitalised, say where and when.			



Does the incident warrant a review of task-specific risk assessments? Yes/No	
Where no risk assessment exists does one need to be produced? Yes/No	
Action taken to prevent a recurrence of incident	
Name and address of witness	
<u>Employee Incidents Only</u>	
Is the injured person absent from work? Yes/No Date of ceasing work:	
Time of ceasing work:.....	
If No , is absence anticipated? Yes/No	
Normal working hours on day of incident: From: To:.....	Was the person doing something authorised or permitted for the purpose of his/her work? Yes/No
Date:	<div> <div>Name of Employee:</div> <div>Signature of employee:</div> </div>
	(If employee or contractor incident)
Date:	<div> <div>Name of Supervisor:</div> <div>Signature of supervisor:</div> </div>

Is this an Incident that should be reported under RIDDOR YES NO

To report **work related deaths, major injuries or over three-day injuries, work related diseases and dangerous occurrence** (near miss accidents) you should call the Incident Contact Centre (ICC) on 0845 300 99 23 (local rate). We will be sent a copy of the information recorded and we will be able to correct any errors or omissions.

Name of Injured Person:
Date and Time of Accident:

Comments on the circumstances of the accident and confirmation of the conditions at the time of the accident:

Assessor's view as to why the accident happened:
Cause:
Contributory Factors:

Action taken to prevent recurrence of accident:



Documentation Available:		Yes	No
<i>Please forward copies of the documentation to the Corporate Health and Safety Team.</i>			
Pre-accident risk assessment		<input type="checkbox"/>	<input type="checkbox"/>
Post-accident risk assessment		<input type="checkbox"/>	<input type="checkbox"/>
Written information or instruction given to member of Staff (including safe working procedures)		<input type="checkbox"/>	<input type="checkbox"/>
Formal training records covering the activity		<input type="checkbox"/>	<input type="checkbox"/>
<p>Detail below the documentation issued together with dates, if known. If there are no records, outline below the verbal instructions that were issued:</p> 			
First Aid Record		<input type="checkbox"/>	<input type="checkbox"/>
Photographs of accident scene or sketch of area		<input type="checkbox"/>	<input type="checkbox"/>
Statements of injured persons or witnesses		<input type="checkbox"/>	<input type="checkbox"/>
Meeting at which incident was discussed:			
Additional Information:			
Signed:.....		Date:.....	
<i>Investigating Officer</i>			

Position:

Date: