



School Emergency Plan Policy

Centre Academy London

Next review date: September 2018

92 St John's Hill
Battersea
London
SW11 1SH

t: 02077382344

e: info@centreacademy.net

School Emergency Plan

Review date: September 2018

Signed by the Head of School:

Name: *MISS R MADDISON*

Date: *17/10/17*

Signature: 

Signed by the Principal

Name: *DR. D. J. ROLLO*

Date:

Signature: 

Name of School:	Centre Academy London
Head of School	Ms Rachel Maddison
Address:	92 St Johns Hill Battersea London SW11 1SH
Phone number:	0207 738 2344
Fax number:	
Website address:	
Local Education Authority and contact:	Wandsworth
Out of hours contact number:	07957 566765
Emergency numbers:	Police (emergency): 999 or 112 Police (non-emergency): 101 Fire and Rescue Service: 999 or 112 Ambulance: 999 or 112
Wandsworth LADO	020 8871 7208

Purpose of school emergency plan

Centre Academy is committed to ensuring that in the event of a major emergency, crisis or incident, the School will provide an effective and proportionate response to minimise the impact of the emergency and ensure the wellbeing of all pupils, teachers, staff and other adults in the care of the school.

The plan will be supported by existing emergency response arrangements with the Local Authority (Wandsworth), the emergency services and other agencies external to the school.

Definition of 'emergency' or 'crisis'

To be reviewed: September 2018

An unexpected event which affects the school or people connected to it, which causes disruption on a scale which is beyond the normal coping capability of the school. The effects may be felt on a minimal or greater scale and may affect the internal operation of the school, or be affect/be affected by operations external to the school. Its' effects may be short term or may have a longer term impact on pupils, teachers, parents of pupils and beyond.

The following provides some examples of emergency incidents:

- Fire or flood affecting buildings and contents
- Death, accident or assault of pupils or member of staff
- Major emergency incident within local community
- Missing person/abduction
- Transport network shutdown due to emergency or act of terrorism
- Damage to school building or parts thereof
- Incident involving staff and pupils on a school trip

Emergency/crisis levels at Centre Academy

It must be noted that the emergency/crisis status will operate at two levels:

Level Green

This level is activated where some or part of school personnel and pupils are potentially affected. Examples may include:

- Sudden and/or transport shutdown which requires early departure
- or alternative arrangements for some pupils and teachers
- Death/accident of the parent of a pupil
- Preliminary phase of investigation after which level may be raised to red

Level Red

This level is activated when most or all of the pupils and teachers will be affected by an event examples may include:

- Fire/destruction of part of the building
- Emergency press release by the local authority, home office or other external agency issuing a state of emergency measures
- Death of a pupil or teacher
- Actual or imminent terrorist attack

Aim of school emergency plan:

To provide effective appropriate response arrangements which will be known by all teachers and staff and which will

ensure the safety and well-being of all pupils, teachers, staff and visitors in the care of the school.

Objectives of the School Crisis and Emergency Plan (SCEP)

- To identify an effective framework of emergency responses, in which there is a clear structure and carefully designated roles
- To ensure that all communication is rapid, both within school and to external agencies and parents
- To ensure that maximum levels of safety and welfare are applied and exercised at all times to pupils, teachers, staff and visitors in the care of the school
- To ensure that all accurate reporting mechanisms are activated and that a clear log of events and decisions taken are recorded as they unfold
- To minimise the educational and administrative disruption of the school
- To minimise anxiety and adverse psychological effects of any traumatic event to any pupil, teacher, staff and adults in the care of the school
- To ensure that a state of normality is resumes at the earliest possible opportunity

Review of SCEP

The SCEP will be reviewed annually by the Headteacher and approved by the Governing Body. Areas for amendment will be identified and the plan will contain updates based on changed or different contexts and circumstances within the school. The Headteacher will also be responsible for any necessary updates during the course of the year between reviews.

The SCEP team

The SCEP team has the responsibility of activating and implementing the School Emergency Plan. Each member should record their own notes. The team should record all actions in a log book at the earliest opportunity. This is held by the office under the care of Trish Raw. All members of the team should make their notes available for collation at the earliest opportunity. These should be available for briefing/debriefing sessions, handovers and post-emergency reviews.

The SCEP team is responsible for:

Keeping a copy of this plan at home, as it may need to be activated at any time of the day or night

Being aware of and familiar with roles of the SCEP team

Retaining 24 hour contact details of the SCEP team

Being aware of students and personnel involved in any school trip at any time

Name	Position in School	Role during incident
Ms Rachel Maddison	Head of School	Leader of plan Designate roles and responsibilities within and outside of the SCEP team

		<p>To co-ordinate from school, home or externally to the school</p> <p>To inform the Principal/Proprietor of any emergency situation</p>
Mrs Leonie Fisher	SMT – Head of Curriculum	SMT to adopt Head of School role if Head of School unavailable.
Ms Ruth Alexander	SENCO	SMT to adopt Head of School role if Head of School unavailable.
Ms Trish Raw	School Secretary	<p>To inform LEA emergency planning team of incident</p> <p>To call, instruct or update emergency services</p> <p>To contact relevant outside agencies</p> <p>To inform parents and relatives</p> <p>To provide an up-to-date register and staff/student contact details</p> <p>To update website</p>
Mr Alaudin Chilaev	Site Maintenance	<p>To assist with building access and security</p> <p>To deliver and distribute notes and memos to all classrooms when instructed</p> <p>To be responsible for maintaining access to all areas of the buildings</p> <p>To inform neighbours of the school site of any situation as directed by the Headteacher.</p>