



HARMONIZE ACADEMY CRISIS AND DISASTER MANAGEMENT POLICY

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Trust, Respect, Compassion, Forgiveness

Harmonize Academy

Crisis and Disaster Management Policy

1. Introduction

The first objective of this disaster plan is to reduce the danger to the Academy by having routines and procedures that aim to prevent disasters from happening in the first place.

The second objective is to assist staff, students and parents in coping with disasters if and when such incidents do occur.

2 Preventative and Precautionary Measures

Fire and emergency procedures. The Academy will ensure that all staff and students are familiar with the Academy's fire and emergency routine. Details of the routine are detailed in the Staff Handbook and Health and Safety Policy. All evacuation routes are identified in the Academy building and everyone is made fully aware of the fire evacuation procedures and where the marshalling areas are located. The Academy carries out regular termly fire drills.

Academy security. Staff are instructed to ensure that all visitors have signed in at Reception and have visitor badges. Any persons not wearing visitors' badges can be challenged and escorted to Reception. Reception is instructed to issue badges to visitors once contact has been made with the appropriate member of staff. All visitors are instructed to sign out when vacating the premises.

Out of Academy visits. Trip organisers are to follow the procedures as outlined in the Staff Handbook. Briefly all trip organisers (apart from Academy sport fixtures) have the names/addresses and contact numbers of all the people involved. A contact network is normally set up for every trip. If possible, the Academy's mobile phone should accompany each trip. More detailed information is given in this plan in the section dealing with Extra Curricular Clubs and Academy Trips (Section 3).

Signing in/out procedures. If staff need to leave the Academy in the middle of a session they must sign out on the register. Students must be signed out on the daily register if leaving before the end of the school day. Furthermore, students must have an Absence slip signed by the Vice Principal or Assistant Principal before leaving the school.

Health problems. Staff are informed of students with health problems and the way in which their problems are to be dealt with. For example, certain staff are trained to give injections for anaphylaxis. The Academy supports staff, both teaching and non-teaching, to become qualified in First Aid.

The Health and Safety policy is updated each year and there is a system of Health and Safety forms within the Academy allowing the staff to record Health and Safety matters that can be promptly dealt with. The Health and Safety Policy is given to all staff, both teaching and non-teaching, and all personnel are asked to adhere to the policy.

The Drug Policy gives detailed advice on how to deal with any incidents where illegal substances or substances purporting to be illegal substances are involved.

Potentially violent situations. Staff are instructed on how to react to potentially violent situations and how to acquire the support of more senior staff. This includes never going alone to deal with violent, abusive or aggressive persons, whether inside or outside the Academy site. The Academy will always contact the police in such situations. A log book is kept of all such situations in Reception.

3. Extra-curricular clubs/sports fixtures

Staff, including the main office staff, are informed of all extra-curricular activities that regularly take place via the staff notice board and in the weekly staff bulletin

All students are instructed to inform parents if they are involved in any extracurricular activities including representing the Academy sports teams. Parents are informed of the probable time when students should be returning to the Academy and are asked to inform their children of the travel arrangements for returning home.

Standards of behaviour. Staff and students are briefed on standards of behaviour for all Academy organised activities, trips or excursions. This includes amongst other things:

- the necessity for good manners and courtesy
- the dress code for the trip or activity
- proper conduct on coaches etc.
- good behaviour in hotel rooms, dormitories etc.
- students' responsibility for their own property

Equipment. Students should be told precisely what equipment/food they need to bring. A long journey has its own needs and the provision of sun protection, headgear and sensible clothing, as well as sufficient drinks, will be essential for many trips taking place in the open during summer.

Staff responsibilities

- ensure all parental/guardian consent forms are collected prior to the trip.
- the trip leader retains ultimate responsibility, but staff may take responsibility for different aspects/areas e.g. first aid, keeping/administering money.
- all staff need to be aware of disabilities and other medical problems students may have.
- follow the general rule that individual students are never allowed to go off on their own. Students must be in groups and instructed of any possible dangers e.g. cliffs, traffic, for any 'free time'. They must be told where and how a member of staff can be contacted at all times in the event of an emergency. They must be given a definite time of return for 'reporting in'.
- staff should take one of the Academy's mobile telephones whenever this is possible. In addition, they should have with them emergency contact numbers if the trip runs after the Academy has closed.

Emergency contact: There will always be a member of the SLT on call for trips running outside Academy hours (including those over 24 hours). Trip organisers should ensure that they have the home/contact telephone number of the contact person. The SLT should be provided with a list of names, addresses and telephone numbers of all staff and students on the trip. As a matter of course the information should be held also by each adult leader on any trip that includes an overnight stay (where applicable the organiser should also carry students' consent and indemnity forms which contain all necessary emergency information).

High risk activities and general health and safety:

- where there are high risk activities involved (swimming, canoeing, potholing, skiing, fell walking etc.) it is desirable that one adult member of the party should be suitably qualified in first aid.
- it is the responsibility of the party leader to ascertain the availability of local first aid and rescue facilities. A first aid kit should be taken on all trips.

- seat belts must be used when they are present in mini-buses, coaches etc.
- drivers must ensure that their total working day (i.e. teaching, supervising and driving) should not exceed 10 hours.
- drivers must take a 20 minute break every 2 hours.
- all party members must be familiarised with the fire and emergency procedures when staying in residential accommodation.

Photosheets: it may be advantageous on more lengthy trips for the party leader to have the student photo sheet of all students alongside their home/emergency telephone numbers. Photosheets can be compiled from Academy records or from passport photos brought in by students.

4. Academy Excursions and Trips

The general procedure for organising an Academy excursion/trip is:

Approval

- all Academy excursions and trips must be approved by the Principal.
- preliminary approval for the trip and for the text of the letter to parents should be sought before letters are sent home.
- all letters sent home should be countersigned by the Vice-Principal / Assistant Principal.
- requests for trips/excursions should be made well in advance – all residential trips need governors' consent.
- details of the visit i.e. date, purpose, times, numbers of students and staff, transport, medical details etc. Should be given to the Principal well in advance.
- ensure the financial arrangements are confirmed with the finance office.

Communication

- staff: inform other staff via the staff notice board of all students and staff who will be going on the trip.
- ensure staff cover sheets are filled in.
- ensure the Travel Declaration form is filled in and returned to the finance office.
- give detailed information to parents including: trip's purpose, destination, location, dates, times, the programme, the code of conduct expected of students, names of staff and helpers, special clothing/equipment required, details of insurance and emergency telephone numbers.
- parents should give their consent in writing and, where applicable, should sign an indemnity form where the trip involves an overnight stay.

5. In the Event of a Disaster on Site or on an Excursion/Trip

- Establish the nature and extent of the emergency.
- Make sure all other members of the party are accounted for and are safe.
- If there are injuries, establish their extent and administer appropriate first aid if you have been trained and feel capable. Have regard to your own safety.
- Advise other party staff of the incident and of the actions taken. Decide, if appropriate, particular responsibilities to be undertaken by each adult member of the group.
- If possible, ensure that an adult accompanies any casualties to hospital.
- Ensure that remaining students are adequately supervised and arrange for an early return to base.
- Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all children are accounted for.
- Contact the Principal, the Vice Principal or Assistant Principal who will be on call. Control access to telephones until the senior member of staff has contacted parents/others directly involved. Give full details of the incident including:

- nature, date, location and time of incident.
 - details of injuries etc.
 - names and if possible home telephone numbers of those involved.
 - action taken so far.
 - telephone numbers for future communication.
- Do not discuss matters with the media.
 - Contact the Principal and establish who will take charge of the situation and what immediate action will be taken. The Principal will advise the Chair of Governors (and the LEA if appropriate).
 - The party leader should, at the first opportunity, make notes on the incident, as should other people involved. A record should be kept of the names and addresses of any witnesses or people involved.
 - Do not discuss legal liability.
 - Ensure accident forms are completed as soon as possible.
 - Inform parents of any delays that will be necessitated, or ask a member of the SLT to do this.

6. Dealing with a Disaster at the Academy

Each emergency situation will need to have planning individually tailored. The following is given as the most probable strategy that will be adhered to:

- In the event of an emergency the Principal will make it clear who is in overall charge. This will normally be the Principal, but he may delegate this responsibility to one of the SLT.
- In the absence of the Principal the SLT will take charge.
- The Principal/SLT will firstly ensure that the relevant emergency services have been contacted.
- The Principal/SLT will free themselves from as many routine responsibilities as possible and remain, for most of the time, on hand in the main Academy office or Principal's office in order to ensure effective control and communication.
- The Academy will be run as normally as possible.
- Insurers will be informed giving the following details:
 - exact location
 - time of incident
 - brief details of circumstances
 - extent of damage or loss
 - current situation
 - co-ordinator of incident

7 Life Threatening Situations

- Where there is a life threatening situation staff will use the fire alarm in order to evacuate the Academy.
- The primary aim is to preserve life, balanced with the recognition that staff and students involved in the incident will need immediate support. At the conclusion of the incident the fire alarm will be used to evacuate the Academy.
- Staff should feel free to contact the police directly in an emergency and are encouraged to act quickly and offer support where doing so will not put them or students at risk. Situations are often tackled effectively at an early stage before the situation escalates.
- The Principal/SLT will ensure that a member of staff meets emergency services at Reception (or elsewhere if deemed appropriate).

- Bomb threat: this may occur by a telephone call advising the Academy of a bomb planted on site or by the location of an unidentified package –
 - if a telephone call is received inform the Principal or a Vice Principal – telephone 999.
 - if a suspicious package is noticed, clear the immediate area, inform the Principal or a Vice Principal – telephone 999.
 - if a bomb explodes, telephone 999 and refer to Dealing with a Disaster at the Academy (Article 6).
- When a disaster results in casualties on the Academy site, one member of staff will take the names of those injured and the hospital to which they were taken. One of the SMT will inform parents and/or next of kin as soon as possible.
- If deaths have occurred parents/carers/guardians will be told in person as soon as possible:
 - at home/work by a member of the SLT where this is deemed appropriate. Staff on such duties will be accompanied by a member of the police and, if possible, by a member of the clergy.
 - at home or work by the police.
 - where parents arrive at the Academy they will be told by a member of the SMT, hopefully in conjunction with the police and the clergy.
- Where parents arrive at the Academy after a disaster which has occurred during the day, then a decision will be made as to whether students not directly involved in the incident should accompany parents home.
- Students affected in some way by the incident will generally be allowed home if accompanied by a parent/guardian.
- All students allowed home must be signed out.
- A room will be set aside for briefing and counselling of parents.
- If students or staff are injured then accident forms will be filled in as soon as possible.

8. Evacuation

- If the Academy building needs to be evacuated then, weather permitting, the Academy marshalling areas will be utilised i.e. yard etc. In the event of loss of any accommodation due to any circumstance, the following action should be taken:
 - evacuate the particular premises or block(s) and inform Principal.
 - move to the marshalling areas.
 - take a register.
 - a decision will be made to move students to appropriate shelter, usually Sports Hall in the first instance.
 - alternative classroom accommodation will be sought.
- Sending students home: Where this is necessary, and if transport can be organised, then students will be allowed to go home in a supervised fashion. If possible, all students will have an explanatory letter to take with them. If transport cannot be organised. And if the Academy has no emergency arrangements given by the parents, then students will be kept on site until the end of the Academy day and afterwards if need be. All staff will be informed beforehand via a verbal or written message to brief them on the decision made whether to send students home or not.
- Briefing staff and students. If an incident occurs during a Academy holiday every effort will be made to contact all staff (both teaching and non-teaching) before their return. For all other incidents a decision will be made as to which students are to be briefed on the incident and by which member of staff (generally a member of the SLT).
- First briefing – if possible this will be given on the day of the incident to quash any rumours/untruths.
- Traumatic briefings – where briefings of students takes place concerning traumatic incidents, staff will be provided with briefing notes. These will normally contain the following elements:

- factual account of the problem or incident.
 - details of any arrangements necessary as a result of the incident.
 - details of help that is available.
 - information on coping with the media – students will be advised not to talk to the media unless arrangements have been made for them to do so by the Principal.
- Subsequent briefings – these will probably be arranged at the beginning of each day with a staff briefing where staff will be told what (if anything) is to be communicated to students. Consideration will be given providing staff, especially Form Tutors, with written briefing notes and sources of available help e.g. counselling, student support services, clergy.
 - The Principal will ensure that parents and governors are kept informed by letter where applicable. Information will be given to parents of sources of help that are available for their children.
 - Consideration will be given to which staff will visit the homes of students seriously affected by the incident. Normally, this will be a member of the SMT or staff known to the student.
 - After the incident consideration will be given to setting up meetings of students/parents seriously affected by traumatic incidents. The Principal will decide who is to lead such a group. If necessary the group may need to be assisted by the clergy and educational psychologists from the student support service.
 - Decisions will be made on whether the incident is to be discussed in the Academy in a controlled manner. If it is, it will probably involve a form session following a main briefing. These form sessions will have very clear aims and objectives and advice will be sought from the clergy, educational psychologists etc. On setting up such discussions.
 - The Principal, or the person delegated by him, will be the only person who speaks formally to the media. One of the SLT will have the responsibility for other aspects of media liaison.
 - Consideration will be given to briefing the media on a regular (perhaps daily) basis. It is acknowledged that through the media the Academy will be able to contact parents and members of the local community.
 - General guidelines for handling the media for staff/students:
 - Try not to:
 - ignore them
 - underestimate speed of reaction
 - underestimate interest and impact on the Academy's reputation
 - speculate
 - say 'no comment', instead refer them to Principal
 - Try to:
 - be aware of how a story may develop
 - refer them to the Principal or the person delegated by him
 - consider the implications of what you say
 - if you do issue statements do say who, what, when and how critical
 - The police will be provided with an incident room if deemed necessary.
 - Where deaths have occurred consideration will be given to closing the Academy on the day of the funerals. As with all funerals, at least one member of the senior staff will be present to represent the Academy. Decisions will be made as to whether/which staff and students will also attend funerals.

9. Closure of Academy Due to Emergencies before the Academy Day Begins

- The Principal in consultation with the SLT will ascertain whether the Academy is to be closed.
- Bus companies will be informed.
- Local radio stations will be informed and provided with:
 - the Academy DfES number
 - name of the Academy
 - details of reason for closure (if necessary)
 - information about the likely length of closure
- Inform Chair of Governors. Staff will be individually contacted to inform them of the closure.
- A member of the SMT or the Site Manager will be onsite to inform students and staff who have not heard about the closure.
- Reception staff will be on site to answer telephone queries from parents. However, parents are requested most strongly not to telephone Academy unless there is an emergency.

10. Health and Safety Issues

- In the event of damage – electrical, gas and water systems will be isolated.
- All electrical systems will be tested by a qualified electrician before using them again.
- All electrical equipment will be tested where it has suffered damage.
- Blocked drains – the Site Manager will be contacted immediately. If appropriate, plumbers and the Environmental Health officer will be contacted.
- Burst water mains – the Site Manager will be contacted immediately. The stop cocks will be turned off and the area is likely to be cleared.
- Gas leaks – the Site Manager will be contacted immediately. Gas supplies will be isolated. Open windows and evacuate the area.
- Medical problems:
 - food poisoning
 - contact Principal, Catering Manager and the Deputy Principal
 - inform Environmental Health Officer
 - inform parents and students as appropriate
 - re-assess hygiene and food sources
 - outbreak of illness, e.g. meningitis
 - contact Principal and take appropriate medical action (telephone ambulance if necessary)
 - isolate students
 - inform parents and students as appropriate
 - prepare a possible press statement
- Missing students:
 - report incident to Principal, Vice Principal
 - question friends
 - inform parents – if no news then :
 - *enquire in local shops
 - *member of SLT or staff to search local area either
 - by car or on foot
 - *if all avenues fail contact police

- Power cuts:
 - Site Manager will be contacted immediately
 - if long term, arrangements will be made for use of generators
 - Catering Supervisor will be contacted for the effect on catering
 - Academy mobile telephones will be utilised if telephone lines are adversely affected
 - Principal will decide whether normal Academying can continue in classrooms without power

- Managing anaphylaxis.

Anaphylaxis is a severe allergic reaction to food, particularly nuts, fish and dairy products, and other things such as wasp or bee stings. Medication is normally antihistamine adrenaline injection or adrenaline inhaler. Children are normally prescribed an EpiPen for injecting adrenaline which is kept in the Principal's Office. Only trained personnel should administer the adrenaline injection should circumstances require it. Students who may possibly suffer from anaphylaxis must take their EpiPens with them if they are involved in any out of Academy activities.

11. Review of Policy: This policy will be reviewed by the Governors every two years.

APPENDIX 1

LOCKDOWN PROCEDURE

On rare occasions it may be necessary to restrict access to the school. Please refer to the following two procedures that have been put in place to cover such occurrences.

Lockdown with notice procedures

The following procedures should be followed when the threat is **outside** the school building:

1. An announcement will be made in the up and downstairs corridors by the SLT or duty staff saying "lockdown with notice". This announcement will be repeated several times. If it is not possible to make the announcement the message will need to be circulated by sending a message on SIMs or by word of mouth to teachers in each classroom.
2. Contact must be made immediately with Emergency Services and advice sought.
3. Classes that are outside the building must return immediately to the building ie. PE classes in the Playground must return to the Dining Hall. If it is not safe to return to the building, students can be taken to an alternative lockdown location, which can be indoors or outdoors such as the *Medical Centre on Bigham Road* or *McDonalds on Prescot Road*.
4. All external doors must be locked (depending on circumstances).
5. Clear corridors, toilets and other rooms that cannot be secured.
6. Those inside the school should remain in their classrooms but should move away from windows.
7. Secure and cover classroom windows.
8. As all situations are different, once all staff, students and visitors are safely inside. senior staff will conduct an ongoing and dynamic risk assessment based on advice from Emergency Services.
9. Once further information is known about the incident, this can be circulated to staff by email or other forms of communication in point 1
10. Depending on the incident, a 'lockdown with notice' scenario could be deemed to be a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality). In some circumstances, it may be possible for lessons to continue as normal. Free movement may be permitted within the building dependent on circumstances.
11. In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action.
12. Once in lockdown mode, teachers should keep a list of all students present in class and keep a note of missing and extra students in the room.
13. Teachers should take this list with them if directed to leave the classroom.
14. Teachers should ensure that students keep calm and stay quiet.
15. Classroom doors should not be opened by the classroom teachers inside whilst a threat remains. Only SLT can advise if there is a change to the threat posed. Once the threat has subsided, there will be an announcement saying "all clear" several times. Only at this point may classroom doors be opened.
16. As soon as possible after the "**all clear**", teachers and students should return to their classrooms and take the register. They must then inform the Attendance Officer in the Admin Office of any students not accounted for.

Lockdown procedures

The following procedures should be followed when the threat or intruder is *inside* the school building:

1. The sighting will be communicated by the quickest means ie verbally by students to staff and staff to Reception, or by SIMs or mobile phone. An announcement will be made by SLT or duty staff in each corridor – saying “lockdown”; this announcement will be repeated several times. If it is not possible to make the announcement, the message will be circulated by SIMs or mobile phones or word of mouth to teachers in each classroom.
2. Contact must be made immediately with the Emergency Services and advice sought. The receptionist should ring 999 unless unable to do so, in which case the person making the announcement will do so. The Principal should be informed immediately.
3. No-one will be allowed to enter the school site.
4. Classes that are outside the building **SHOULD NOT** enter the building ie. PE classes and/or students in the Playground should be moved to another safe area outside the building ie. the *Medical Centre on Bigham Road* or *McDonalds on Prescot Road*. It may be necessary to ask students to disperse or hide within the school grounds at the furthest point away from the building. If students are off-site for an activity then the member of staff should be informed immediately of the lockdown and to remain away from the school site until advised that the threat has diminished.
5. Immediately direct all students, staff and visitors into the nearest secured space or classroom.
6. **DO NOT** lock exterior doors.
7. **LOCK** classroom doors from the inside or those in the Hall, Dining Room, or other Admin/Catering/Ancillary rooms if staff are in there.
8. Staff should take action to increase protection from attack:
 - Move people away from windows and doors
 - Turn off lights
 - Blinds drawn
 - Keep everyone out of sight (*under desks or along a wall/corner that cannot be seen from the door*)
 - Block access points (eg move furniture to obstruct doorways)
 - Keep everyone quiet and calm
9. Clear Break Out Areas, Corridors, Toilets, and other rooms that cannot be secured.
10. Teachers should keep a list of all students present in class and keep a note of missing/injured and extra students in the room.
11. Teachers should take this list with them if directed to leave the classroom.
12. **DO NOT** respond to anyone at the door until “all clear” is announced. Classroom doors should not be opened by the classroom teachers inside whilst a threat remains. Only SLT can advise if there is a change to the threat posed. Only at this point may classroom doors be opened.
13. If the fire alarm sounds during the lockdown nobody should evacuate as this may be set off deliberately by an intruder. In the event of a fire being discovered, the Emergency Services should be informed.
14. When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
15. When the threat is over/the intruder has left the building, a senior member of staff will make an announcement “**all clear**” several times.
16. As soon as possible after the “**all clear**”, teachers and students should return to their classrooms and take the register. They must then inform the Attendance Officer in the Admin Office of any students not accounted for.