



Emergency Planning Policy

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SECTION 1 – GENERAL POLICY STATEMENT

The Governors and Executive Principals of Springwell Alternative Academies Lincolnshire accept their responsibility under the H&S at Work Act 1974 and subordinate H&S legislation and acknowledge the importance of H&S management as a priority within the Academy.

This policy incorporates the Corporate H&S Emergency Planning of the Wellspring Academy Trust.

It is the policy of Springwell Alternative Academies Lincolnshire that its activities are carried out at all times in such a manner as to ensure, so far as is reasonably practicable, the H&S and welfare of all its employees, students and visitors.

In particular, the Executive Principals along with the Strategic Project Manager, Estates Manager and staff with designated responsibility for H&S will ensure so far as is reasonably practicable, that this Emergency Planning Policy is implemented and followed in the event of any incident.

The Governors and management of Springwell Alternative Academies Lincolnshire will give the highest possible commitment to ensuring the health, safety and welfare of our employees, pupils and visitors and treat health, safety and welfare as a priority issue.

The law states that every employee has a duty to look after their own H&S whilst at work and that of others who might be affected by their work. The Governors require employees to recognise and accept this responsibility and the duties imposed on them by this policy.

Employer/employee consultation as required by the Safety Representative and Safety Committee Regulations 1977 and the H&S (Consultation with Employees) Regulations 1996, will be encouraged.

Springwell Alternative Academies Lincolnshire will at all times cooperate and coordinate with external agencies to ensure the health, safety and welfare of all people who use the Academy site.

A copy of all H&S policies and other related policies will be available to all employees on the Academy's Microsoft Teams site.

SECTION 2 – STATEMENT OF ORGANISATION

This document supersedes all previous Academy emergency planning related documents.

This Policy is in place to ensure the resilience of Springwell Alternative Academies Lincolnshire in the aftermath of a major incident and will be used in conjunction with all other Plans, where appropriate, tailored to the premise/service. These plans will ensure that critical functions are maintained and other services are restored. All personnel have a responsibility to ensure that they are familiar with their responsibilities during an emergency. The Executive Principals (or, in their absence, the Head of School (HoS)) is required to ensure that all staff are adequately prepared to respond effectively in accordance with this Policy, and the associated response arrangements required to mitigate the effects of an emergency. Where possible, pupils will also be part of the planning process and be aware of the contents of this plan and how to react should an incident occur.

The effectiveness of these arrangements should be monitored and reviewed following training events or actual incidents.

Emergency Plans (To be cross referenced as required)

- EVOLVE Organising Visits and Journeys
- ICT Disaster Recovery Plans
- The Academy's Fire Evacuation Plans
- The Academy's Business Continuity Plan

SECTION 3 – DUTIES

The Governing Body

Will ensure the declared statement of emergency planning policy is effective in achieving the H&S of all employees, contractors, pupils and members of the general public working within or visiting the Academy premises.

The Governing Body will:

- Ensure that there is an effective and enforceable policy for the provision of emergency planning throughout the Academy, including an annually signed declaration of the Governing Body's commitment to the safety of the Academy premises for persons employed there or those who may be affected by the Academy's activities (H&S Policy)
- Provide adequate resources to implement the policy.
- Ensure organisational details are drawn up to implement the policy, including the identification of key persons and their specific responsibilities.
- Implement the emergency planning policy by setting objectives, standards and procedures.
- Maintain effective H&S communication system between the Governing Body and the Academy leadership team.
- Ensure that staff, pupils and visitors receive adequate information, instruction and training in H&S matters.
- Periodically assess policy effectiveness through a monitoring regime and ensure that any necessary changes are made to its implementation.
- Identify and evaluate emergency risk control measures to select appropriate means of minimising risk.
- To act upon advice and guidance from the Trust in formulating policies and practice for the Academy.
- Ensure appropriate Governor H&S training.

The Executive Principals

The Executive Principals through the Executive Principals is operationally responsible for delivery of all H&S matters outlined in this policy including:

- Emergency planning templates issued by the Trust.
- Emergency plans of any ICT or facilities management providers.
- Ensure that all levels of staff are adequately informed about emergency planning including access to documentation.

Heads of Schools (HoS)

- The HoS will undertake the role of Incident Officer in the absence of the Executive Principal and will undertake Executive Principal roles in such circumstances. Support for HoSs will be provided by the Strategic Project Manager and/or the Estates Manager.

All Members of Staff

Must comply with the requirements listed below:

- Take reasonable care of their health, safety and welfare and that of others, during an emergency situation.
- Be familiar with the Emergency Planning Policy and associated documents, including in respect of fire and incidents.
- Understand their responsibilities under the relevant responsibilities of emergency and resilience planning and ask for advice and guidance when in doubt.

SECTION 4 – EMERGENCY PLAN

Emergency Contacts are published only to those listed

Key Contacts
Executive Principal (North) – Lisa Ashcroft-Day
Executive Principal (South) – Phil Willott
Head of Regional Operations - Clare Stevens
Estates Manager - Paul Dunwell

Transport for Pupils		
Taxi and parent contact details are printed off daily at each centre's reception. In the event of an evacuation, receptionists are to take the evacuation folder with them and, if required, contact parents and taxi companies. This task may be passed to central administrative staff, taking the details from Arbor.		
Emergency Contacts and External Health Contacts	Main Number	Websites
Actual Emergencies	999	
Lincolnshire Police	101 (non emergency)	www.lincs.police.uk
Lincolnshire Fire and Rescue (All non-emergencies and enquiries)	01522 582222	www.lincolnshire.gov.uk/lincolnshire-fire-and-rescue/
East Midlands Ambulance Service (All non-emergencies and enquiries)	0115 884 5000	http://www.emas.nhs.uk/
United Lincolnshire Hospitals	01226 730 000	www.ulh.nhs.uk
Lincoln County Hospital	01522 512512	
Grantham and District Hospital	01476 565232	
County Hospital Louth	01507 600100	
Johnson Community Hospital, Spalding Road, Pinchbeck, PE11 3DT, open seven days: 8am – 6pm	01775 652000	
NHS Direct (24 Hour Help Line)	111	http://www.nhsdirect.nhs.uk/
Local Authority (LA)	01522 552222	https://www.lincolnshire.gov.uk/parents/schools/school-closures/
LincsFM Radio	01522 888888	
BBC Radio Lincolnshire	01522 511411	
Wellspring	Main: 01226 720742 Mark Wilson CEO: 07528 286203 Josh Greaves DCEO: 07783410191	www.wellspringacademytrust.co.uk

Inclement Weather

The Executive Principal will consider known information from LCC, local media and taxi companies that transport our pupils by 7.30am to assess the situation and decide whether the Academy is to open. A decision will be made to:

- Open the Academy – fully or partially
 - Close the Academy
 - Defer the decision pending developments
- The decision will be communicated to colleagues, pupils and parents via the Academy website, local radio stations and through Lincolnshire County Council's website. Taxi firms will be contacted directly.
 - The Executive Principal will confirm the decision by 8.15am.
 - The administration staff will also set up the school's inclement weather telephone message where possible so that pupils, parents or colleagues phoning the Academy, will be informed that it is closed.
 - Website communications will be unambiguous and such messages will be displayed at all times stating whether the Academy is open or closed. The communication will state when it was last updated.

Springwell Alternative Academy xxx will be **OPEN** (day and date) – (date & time of any updates)
Please log onto this website for regular updates.

- The message below will replace the one above, should the Academy be closed due to inclement weather.

Springwell Alternative Academy xxx will be **CLOSED** (*day and date*) due to poor weather conditions. The Academy will reopen as soon as it is safe to do so.

Please log onto this website regularly for confirmation of future opening times.

- The administration staff will send a message out via School Comms (via Arbor) to let parents and staff know of the Academy closure.
- Once conditions improve, the same procedure will be followed to alert all parties that the Academy is to reopen.
- The Executive Principal will contact local radio stations to inform them that the Academy/Academies will to be closed. The radio station will ask for the Executive Principal's name, Academy address and DFE number which is:
 - Spalding – 925/1112
 - Lincoln – 925/1117
 - Mablethorpe – 925/1118
 - Grantham – 925/1119
- Community use and events. If external events have been booked, the organiser will be contacted by telephone to advise of the closure.

Heat wave

There are no prescribed maximum temperatures for Academy premises, however, uncomfortably high temperatures can hinder effective teaching and learning and affect the health, safety and welfare of staff and pupils.

A heat wave will be declared by the Met Office when the temperature is expected to be or has been recorded as:

- During the day 31 degrees centigrade (over a period of 5 days)
- During the night 16 degrees centigrade

During periods of hot weather, the regional Executive Principal will decide on changes to the Academy day, e.g. water breaks, dress code, additional monitoring of water systems, ventilation, use of space.

Gales and Storms

During periods of gales or storms, the regional Executive Principal will decide on changes to the normal operations of the Academy and vigilance around the sites.

Utility Failure

Utility failure will result in:

- If the Premises Supervisor is on site they will seek to resolve at site level. At the same time, they will inform the HoS who will inform the Executive Principal as required.
- If the Premises Supervisor is not on site or is unable to resolve the incident at a site level then the matter is to be reported to the Estates Manager.

If the Academy is to be closed or partly closed due to a utility failure, the decision will be taken by the regional Executive Principal (or HoS in their absence) and the procedure for inclement weather on Page 6 is to be followed.

The following message is to be used in addition:

Springwell Alternative Academy xxx will be **OPEN / CLOSED/ PARTIALLY CLOSED (Detail)** (*day and date*) – (*date & time of any updates*)

Please log onto this website for regular updates.

- Assistance will be sought from central staff to contact taxi firms if required.
- Where pupils are unable to return home safely (e.g. parents at work or non-contactable) a safe supervised area away from any potential danger either on site or off site will be provided.
- Customers and clients who may be due to arrive on site will be informed of any part or full closures.
- The closure will be reported retrospectively to the Governing Body.

Alarm Failure/Detection Fault

If there is a system fault resulting in the loss of the fire detection system at the Academy, then the following will take place:

- The Premises Supervisor will investigate to establish if the fault is easily resolved at a site level and the HoS will advise the regional Executive Principal accordingly.
- Should the Premises Supervisor/HoS be unable to resolve the fault at a site level, or by using the services of a specialist sub-contractor, then the Emergency Plan/Business Continuity Plan will be implemented at the affected Academy site.

If the Academy is to be closed as a result of alarm failure or detection fault the decision will be taken by the Executive Principal.

Fire or Suspected Fire

If there is a fire or suspected fire on the Academy premises, then the following plan will be followed.

- The implementation of the Fire Emergency Evacuation Procedure will take place.
- The HoS, in liaison with the Fire and Rescue Service, will make a decision as to whether to re-enter the premises.
- If the incident dictates the Academy is deemed unsafe to re-enter, the Business Continuity plan will be implemented.

If an Academy is to be closed, the decision will be taken by the Executive Principal after consultation with the Fire and Rescue Service and the same procedure for a utilities failure will be implemented.

Hostage Taking

Should a hostage situation occur the most senior staff member at the site will dial 999, following which:

- The police and emergency services will provide specific advice to the Academy Executive Principal about how the incident is to be managed.
- If an evacuation is advised of areas which may not be affected by the incident, then the normal fire alarm must **not** be used under any circumstance.
- If a **silent** evacuation is authorised, the police and emergency services will provide specific advice on how a silent evacuation should be conducted.

If the Academy is to be closed, then the process as per the utility failure will be followed, so far as is appropriate.

The Executive Principal will decide whether to implement part of the Business Continuity Plan following police and emergency services advice.

Serious Injury or Death of Pupil(s) or Unexplained Illness on the Academy Site

General Actions:

- The emergency services will be alerted to attend.
- The Executive Principal will liaise with the emergency services and follow advice provided.
- The Executive Principal will notify the Wellspring Academy Trust (WAT) Head Office.

- If the incident or occurrence is specific to a breach or concern around H&S, the Executive Principal (or another member of the Senior Leadership Team in their absence) will alert the Chief Executive Officer (WAT) or, if un-contactable, the Chief Operating Officer (WAT) who will ensure a WAT representative attends the Academy site.
- If the incident involves an unexplained illness which could lead to a health threat or pandemic, seek advice from the emergency services or NHS Direct.

If closure is advised by either service, the utility failure emergency plan should be followed.

If appropriate, a decision will be taken on full or part implementation of the Business Continuity Plan.

Visits and Journeys

In an emergency during a visit or journey, follow the Visits and Journeys Emergency Action Plan. This plan provides a mechanism for the management of a major incident during a domestic/international visit referred to as category B and C visits and journeys.

In such an emergency:

- The Visit Leader responsible for the visit and journey, (or, Deputy Leader in their absence) contact the Emergency Academy contact from the EVOLVE submission.
- The Emergency Academy Contact from the EVOLVE submission will inform the Executive Principal of the incident. They will in turn notify the WATs Chief Executive Officer and Chief Operating Officer, who will notify the LA.

Then collectively the LA, WAT, the Academy Executive Principal (or, Executive Vice Principal in their absence) and the Visit Leader (or, Deputy Leader in their absence) will liaise and work closely together to manage the incident under LA guidance.

Suspect Package/Bomb Threat

If an Academy receives a communication suggesting/warning of a bomb threat then:

- The Emergency Services will be alerted to attend the Academy site.
- The Executive Principal will liaise with the Emergency Services and follow the advice provided after the appropriate dynamic risk assessment has taken place.
- The Executive Principal will notify the Chief Executive Officer (CEO) and the Chief Operating Officer (COO) of the Trust.
- Where appropriate, representatives from the WAT Support Centre (if deemed safe to do so) will attend site to support with any implementation of the Academy's Business Continuity Plans.
- Dependant on the communication method used, the WAT1 Form will be completed where possible (see Annex).
- If evacuation is advised the Fire Evacuation procedure will be implemented if it is appropriate and safe to do so.
- Alternatively, if a quiet evacuation is advised, the Police and Emergency Services will provide specific advice on how the silent evacuation should be conducted.
- Evacuation should not be delayed. Police will normally advise on the distance from the building to evacuate to depending on their assessment of the credibility of the threat and any information given about the device or package.

Evacuation Assembly Points

The location of the evacuation assembly point in the event of a suspect package or improvised explosive device (bomb) is affected by a number of factors including the number and type of buildings between the device's location and the assembly point and the type of device.

The nature of our pupils means they may be at greater risk by choosing a pre-determined assembly point 400m from the building, which is the default distance for a car bomb, than waiting for guidance from the police. The police will consider numerous factors, including whether there have been any hoax calls at other schools in the area, the description of the device gleaned from a phone or email warning and any intelligence they have that is not in the public domain.

At all Springwell Lincolnshire sites, the immediate action would be to assemble pupils at the fire assembly point and await guidance from the police. If guidance from police is not given quickly, the Executive Principal (or member of the SLT/HoS in their absence) should carry out a dynamic risk assessment, which will consider the risk of pupils absconding and traffic conditions, and relocate assembled staff and pupils accordingly. A distance of 200m should be sought for a reasonably large parcel bomb, 400m if the warning suggests it is a vehicle bomb.

Possible Evacuation Assembly Points:

Spalding: Spalding Parish Church of England Day School. Turn right onto Matmore Gate and walk to the end, turning left at the Tesco Express onto Stonegate. The school entrance is approximately 180m from Tesco.

Lincoln: Christ's Hospital School, Wragby Road. Turn left onto Macaulay Drive, left onto Lamb Gardens, right onto Addison Drive, left onto Ruskin Avenue and right onto Wragby Road.

Grantham: Little Gonerby C of E Infant School, Sandon Road. Turn left onto New Beacon Road, right onto Hill Avenue and left onto Sandon Road.

Mablethorpe: on the slipway off Seaholme Road by the Coral Café and Seaside Shop (400m)

Guidance

In the event of a **Telephone** communication:

- Obtain maximum information from the Academy staff member who took the telephone call.
- Contact Emergency Services (if not already done so and follow their advice).

The following may then take place after Emergency Services have advised to do so:

- All staff members to check individual work areas for anything suspicious (if safe to do so).
- Arrange for a sweep of all public and common areas to be checked (if safe to do so).
- Consider evacuation of premises (if safe to do so).

In the event of a **suspicious** package:

- Verify and quantify the suspicion.
- Do not use mobile phones in the vicinity.
- Notify Emergency Services and follow their advice.
- Do not touch or move the package.

The following may then take place after the Emergency Services have advised to do so:

- Evacuate the immediate area.
- Leave a distinctive marker near the suspect package without touching it.
- Where possible secure the area or room.
- Where possible provide a building plan for the Emergency Services.
- If advised, complete the full evacuation of the premises.

While the bomb threat or suspect package remains, no mobile telephones, radios or ICT equipment should be used on the premises.

* TELL THE CALLER WHICH DEPARTMENT OF YOUR ACADEMY YOU ARE ANSWERING FROM

* **RECORD THE EXACT WORDING OF THE THREAT**

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* **ASK THESE QUESTIONS (if possible):**

1. Where is the device right now?
2. When is it going to detonate?
3. What does it look like?
4. What kind of device is it?
5. What will cause it to detonate?
6. Did you place the device?
7. Why?
8. What is your name, address, telephone number? (Probably will not disclose this information, but worth asking)
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* **RECORD TIME CALL ANSWERED AND COMPLETE**

* **INFORM THE EXECUTIVE PRINCIPAL/HoS IMMEDIATELY**

* **CONTACT THE POLICE VIA EXECUTIVE PRINCIPAL, IF POSSIBLE, (time informed _____)**

ON COMPLETION OF THE ABOVE ACTION, RECORD THE FOLLOWING:

Time and date of call

Length of call

Extension number at which call received

ABOUT THE CALLER (complete if possible)

Sex of caller: Male Female Nationality Age

THREAT LANGUAGE

Well-spoken Irrational Taped Foul/Incoherent

Was the caller reading the message: YES NO?

CALLER'S VOICE

Calm <input type="checkbox"/>	Crying <input type="checkbox"/>	Clearing out <input type="checkbox"/>
Angry <input type="checkbox"/>	Nasal <input type="checkbox"/>	Slurred <input type="checkbox"/>
Excited <input type="checkbox"/>	Stutter <input type="checkbox"/>	Disguised <input type="checkbox"/>
Slow <input type="checkbox"/>	Lisp <input type="checkbox"/>	Accent <input type="checkbox"/>
Rapid <input type="checkbox"/>	Deep <input type="checkbox"/>	Familiar <input type="checkbox"/>
Laughter <input type="checkbox"/>	Hoarse <input type="checkbox"/>	

If the voice sounded familiar, who did it sound like?

What accent?

BACKGROUND SOUNDS

Street noises <input type="checkbox"/>	House noises <input type="checkbox"/>	
Animal noises <input type="checkbox"/>	Crockery <input type="checkbox"/>	Motor <input type="checkbox"/>
Clear <input type="checkbox"/>	Voices <input type="checkbox"/>	Static <input type="checkbox"/>
PA system <input type="checkbox"/>	Booth <input type="checkbox"/>	Music <input type="checkbox"/>
Factory machinery <input type="checkbox"/>	Office machinery <input type="checkbox"/>	Other (specify below)

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REMARKS

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Print Name Signature Date

When completed, this form is to be handed to the Executive Principal who in turn is to hand it to the Police on their arrival.