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March 2017

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**Daubeney Primary School  
Emergency Management Plan**

## Appendix B

### KEY CONTACT INFORMATION

Organisation	Name	Telephone No.
Executive Head	Janice Thomas	Mobile : Home:
Chair of Governors	Laurence Kavanagh	Mobile :
Head of School	Gregory Logan	Mobile : Home:
Emergency Core Decision Making Team	Anna Lucey – Deputy Head Jatin Shamji – Business Manager	Mobile : Mobile :
Site Manager Assistant Site Manager	David Coyston Juris Bogdanovs	Mobile : Mobile :
Emergency Management Team Interim Director of Education	Sian Davis <a href="mailto:sdavis@learningtrust.co.uk">sdavis@learningtrust.co.uk</a> or <a href="mailto:sdavis@primaryadvantage.hackney.sch.uk">sdavis@primaryadvantage.hackney.sch.uk</a>	020 88207351
HLT Head of Business Services	Frank O'Donoghue <a href="mailto:Frank.odonoghue@learningtrust.co.uk">Frank.odonoghue@learningtrust.co.uk</a>	020 88207555
HLT Education Psychologist	Andrew Lee <a href="mailto:Andrew.lee@learningtrust.co.uk">Andrew.lee@learningtrust.co.uk</a>	020 8820 7224
HLT Head of IT Services	Bertie Savan <a href="mailto:Bertie.savan@learningtrust.co.uk">Bertie.savan@learningtrust.co.uk</a>	020 8820 7777
HLT Media Relations	Tracey Caldwell <a href="mailto:Tracey.caldwell@learningtrust.co.uk">Tracey.caldwell@learningtrust.co.uk</a>	020 8820 7599
LBH Emergency Planning Team	Duty Officer	020 83562366 020 8356 2323
Partner School	Sebright School	020 7739 6531

## Premises Emergency Numbers

Company		Contact Number
	Dave Coyston Premises Manager	
	Juris Bogdanovs Assistant Site Manager	
UK Power Network	Electric Failure	0800 028 0247
Transco Gas	Gas Emergency	0800 111 999
Vertex	<b>Building Maintenance</b> Gas & Electrical emergency work	020 8508 8420
Clearview Communication Ltd	CCTV Security	01245 214100
Integrated Payment Solutions Ltd	Access Control	0845 4681168
Charterhouse Voice & Data Ltd	Telecoms System	020 7613 7400
Hackney Learning Trust	IT	020 8820 7777
Canon	Photocopiers	0844 892 0844
P J Naylor	Cleaning	07985 665311/020 7863 7858
Trident Pest Control	Pest Control	07791 736076
PHS Group	Hygiene Swabs & Dressings	029 2085 1000
Airedale Group	Kitchen Equipment	01274 626 666
HMA Ventilation Services Ltd	Kitchen Extraction	01388 722839

## 1. Introduction:

- 1.1 This plan provides information in order to assist the school in framing flexible and robust emergency response arrangements. The advice reflects the continuing high level of awareness of such matters nationally, as exemplified in the Government publication, *Preparing for emergencies: What you need to know*. One of the points that it makes is that all schools should have plans to cope with local emergencies as required by the Civil Contingencies Act 2004.
- 1.2 This plan provides a framework to deal with all types of local incidents that may disrupt the normal operation of the school.

## 2. Definitions and Roles.

- 2.1 **Major Emergency.** A situation where two or more “blue light” services are involved in response to a situation.
- 2.2 **Emergency Core Decision Making Team.** This is the team within the school that has been nominated to manage the response to an incident. The team consists of the Executive Head, Head of School, Deputy Head (Designated Safeguarding Lead) and Business Manager. In an emergency situation this team would be convened and coordinated by the Executive Head or the Head of School in their absence. This may simply involve liaison with the Council, arranging repairs or reacting to instructions given to the school during a major civil emergency. The Governing Body would be informed about incidents at the earliest opportunity.
- 2.3 **Local Authority Liaison Officer (LADO).** The LADO is a Hackney Council duty officer, responsible for the co-ordination of Hackney Council’s response to a major emergency situation. **As such any request for assistance from the LADO must be treated as urgent and immediate steps taken to provide the assistance requested.** Any action requested by them and the action taken in response must be recorded and the Executive Head/Emergency Core Decision Making Team informed.

## 3. Overview:

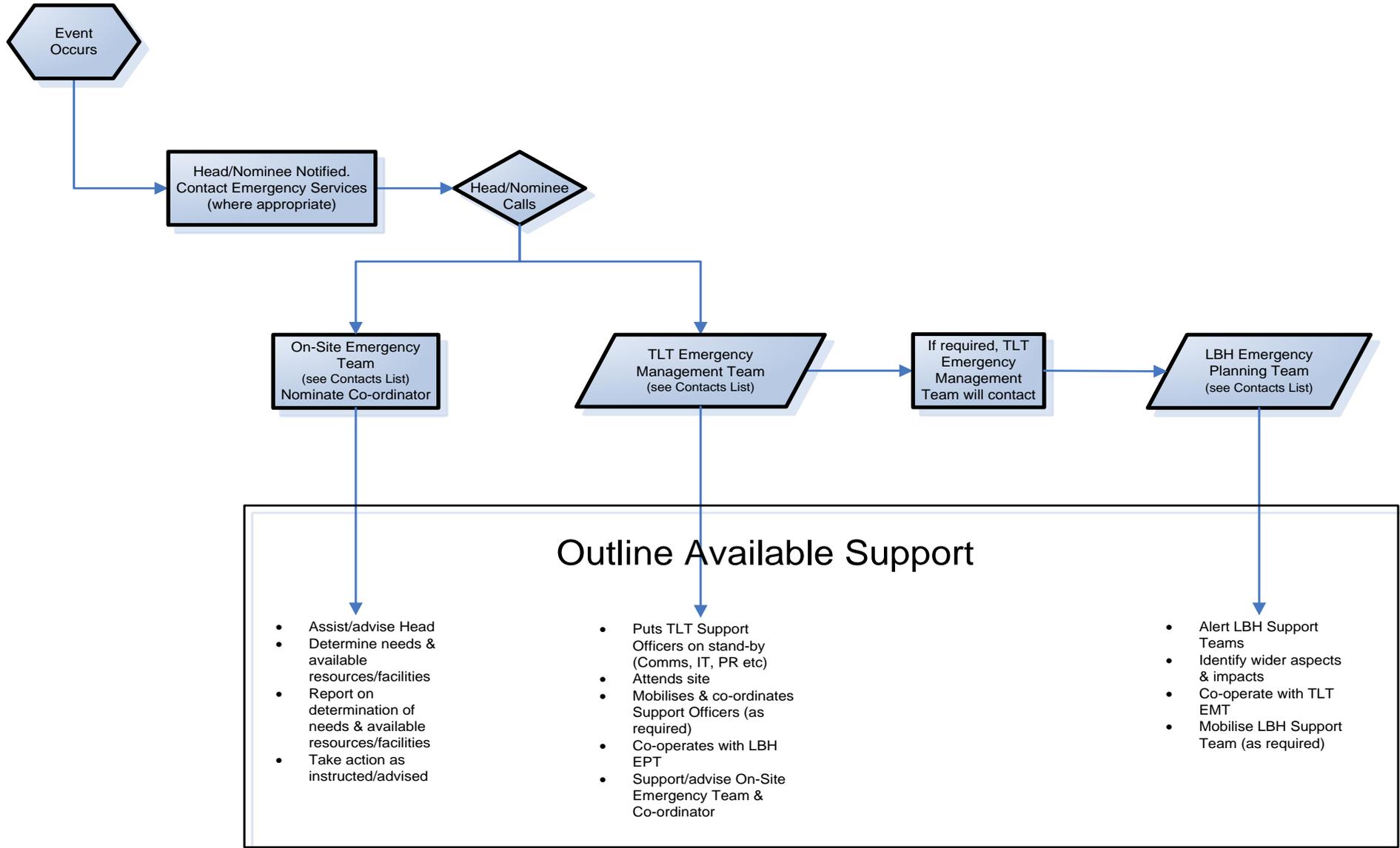
- 3.1 In any emergency or critical incident, the safety of staff, pupils and other stakeholders is the paramount responsibility of the school and this requires suitable contingency planning. There is a clear expectation that the school should plan for such occurrences and this document has been produced as a result.
- 3.2 It is important that the actions taken are proportionate to the emergency and in most cases the normal activities of the school would continue whilst the emergency is attended to. The school has elected a core nominated team that can make decisions and ensure that they are implemented. Members of this team are from the schools

Senior Leadership Team.

- 3.3 It is essential that the plans outlined on this document are followed to get the school fully functioning as soon as possible after the incident.

## Available Support

**In the event of a School related emergency the proposed arrangement is outlined here**



## 4. Risk Assessment:

- 4.1 Risk Assessment is the foundation for all emergency planning and involves identifying hazards and estimating the degree of risk involved by taking into consideration the precautions currently in place. Having identified the risks and taken all reasonable steps to minimise them, it is then necessary to identify what action would be required to manage an incident, should it still occur. The risk assessment exercise is required for all activities as part of general health and safety regulations.
- 4.2 The following events would be considered for risk assessment:
- Personal injury to staff or others on site.
  - Incidents that would affect the safe operation of the establishment.
  - Incidents on external visits and journeys
  - Assault/Daytime intruders in or around the school site
  - Serious property damage to school (e.g. fire, theft, vandalism)
  - Possible terrorist activity and major civil emergencies.
  - Incidents close to the school that may involve the school
  - Missing children/suspected abduction
- 4.3 The risk assessment will ensure that local or site-specific risks are included.
- 4.4 Each type of incident listed above has a framework plan in **Appendix A**. Also included in this appendix is guidance on dealing with bereavement, which may be part of any of the above categories and other critical incidents.
- 4.5 Details and examples of what should be done to prevent these risks from happening or to reduce their impact are provided in **Appendix A**. This includes measures such as careful planning of school journeys according to DfE standards and Hackney Learning Trust guidance, controlled access of visitors and effective supervision of pupils at the start and end of the school day.

## 5. Management of an Emergency

**Preparation:** Emergency planning is intended to help the school use the resources available, to respond in a planned and controlled way given the circumstances. Emergencies occur with little or no warning and by their very nature could develop unpredictably. In such circumstances, individuals will be placed under pressure and be required to make decisions confidently and efficiently in situations where there may be high levels of stress and confusion, and where normal communication systems may be difficult or interrupted.

- 5.1 **Key Contact Information:** Certain key contact information for emergency use is maintained as part of the planning process.
- 5.2 **Emergency Core Decision Making Team:** This is the team nominated to manage

the emergency and includes:

- Someone to make decisions and ensure appropriate action is taken.
- Someone recording what happened and why decisions were made

Additionally during a major emergency:

- Someone monitoring the email system on a PC, as a lot of information may be communicated through this way.
- Someone monitoring local media, either television or radio.

**Immediate Action:** As detailed above, the response to any event should be efficient and use current organisational practices and resources wherever possible. For some of the risks identified in section 4.2, the response may be the same or similar, such as prompt evacuation and movement of staff and pupils. However, it should be noted that a degree of flexibility would need to be applied to all action plans, and risks assessed individually as they may not always be applicable to the circumstances at the time. An example is moving staff from a hazardous area to a designated mustering point, only to find that the mustering point is just as hazardous. Actions should take account of such circumstances and develop a common sense solution.

**Notifications:** A range of bodies may need to be notified of the situation, including the Emergency Services and Hackney Learning Trust's Communications team. If in doubt, it would always be better to notify Hackney Learning Trust of an incident rather than not to do so.

**Major Incident:** It is possible that a school event could escalate into a serious civil emergency. In this scenario, there will be a controlled handover from the school to the emergency services. If the school's involvement in a major emergency is to provide temporary shelter to displaced people, there could be changes to the operation of the school or possible temporary closure.

5.3 **Specific Notes on Liaison with the Media:** All contact with the media should go through the Hackney Learning Trust Communications Team. They work with the media on a daily basis and are trained and experienced to ensure that the most appropriate and relevant information is provided. They can also handle time-consuming press enquiries, leaving schools to manage the situation locally. See Appendix C for full details.

5.4 **Information Management and Record Keeping:** Information is key to the management of any event. Information such as contact details of parents, guardians and next of kin may need to be gathered during an emergency, with key data backed up. It is important that all stakeholders keep an accurate log of actions taken during the course of an emergency. However well intended at the time, failure to effectively record any action taken could leave the school and

council in a vulnerable position. All key participants should complete a log of their actions during the incident. This is particularly important for major incidents that would involve an insurance claim or be at risk of potential litigation at a later date. It may also be difficult to remember the details of the event at a later date. Details should include:

- Date
- Time
- Event / information received
- Who was involved in the incident
- Expenditure incurred
- Outcomes

## 6. Incidents involving the police:

- 6.1 In an unexpected death incident, fatal incident or serious youth violence resulting in serious injury or death, a strategy meeting would need to be arranged with the appropriate agencies. In a fatal incident, this would include the Metropolitan Police, plus the local investigating team. The police will provide detailed advice and guidance commensurate with the nature of the incident.
- 6.2 The police will appoint a family liaison officer and all communication with the family should go through the officer. This includes passing on cards and messages of sympathy to the family and details of the funeral arrangements and the family's wishes to the school.
- 6.3 The school will be provided with contact details of relevant agencies for further advice and support.
- 6.4 During the early stages of an incident, initial reports may prove to be factually inaccurate. As a consequence, briefings to staff should be kept short and information shared only on a 'need to know' basis.
- 6.7 **Support and witnesses.** If an adult or child thinks they may be witness to an incident, they should be encouraged to inform the police. Arrangements will be made to obtain a formal statement. In the case of a pupil, this would be via a parent/carer or another appropriate adult. The police will advise on support for witnesses, including counselling.
- 6.8 **Holding school assemblies or giving public announcements.** Before holding these events the school must always consult the police and Hackney Learning Trust to avoid compromising any shared strategy that has been agreed. Informing pupils through year group assemblies may be a better option than announcements to large groups in assemblies which may lead to mass hysteria.
- 6.9 **Letters sent to parents.** The Hackney Learning Trust Communications Team will help

to draft any important letters.

## **7. Training and exercising:**

7.1 The two are closely related but have different meanings:

Training: activities that are carried out to ensure that key participants are competent and confident to carry out required tasks and actions when an emergency occurs.

Exercising: a practical demonstration of the emergency arrangements

7.2 A schedule of exercises will be planned, including physical activities (such as rehearsing evacuation plans) to determine how the school would respond to a specified event.

7.3 Feedback from these activities are used to improve the process, thus fostering continuous improvement.

## **8. Business Recovery**

8.1 Issues to consider for the recovery phase include:

- Backup of vital data, such as pupil records
- Access to student/staff personal details
- Access to administrative procedures and policies
- Access to financial records
- Access to plans of the school

8.2 There may be a need for counselling or long-term support for those affected by the event. There may also be a need to rebuild or replace assets such as buildings, equipment, data or infrastructure. In either case, a broad range of stakeholders will be involved and this must be reflected in the role each key participant plays.

## **9 Further advice and assistance:**

9.1 Further advice and assistance is available from the council's emergency planning team or the education health and safety team on 020 8356 2287.

### Types of incident for which a plan should be prepared

The following categories cover the most likely incidents that need to be addressed in the Risk Assessment.

<b>1. Personal Injury to Staff or Pupils</b>		
<b>Task</b>	<b>Actioned?</b>	<b>Comments</b>
Establish whether it is safe to approach the casualty and that there is no risk to others (e.g. electric shock).		
Assess the injury – preferably by a qualified first-aider.		
Report the incident to the Executive Head/Head of School and call for an ambulance if necessary.		
Continue observation of the casualty and administer first aid as required.		
Arrange for the ambulance to be met at entrance and directed to the casualty.		
If necessary, appoint an adult to accompany the casualty to hospital (with a copy of contact information held by school).		
If necessary, contact parents/relatives as per contact information and advise hospital of details.		
Inform the Chair of Governors, if necessary.		
Report the incident on Hackney Learning Trust's Accident / Incident Report Form and send a copy to the Head of Health and Safety (Education) at Hackney Council who will report any serious accident to the Health and Safety Executive. If a member of staff suffers an injury, complete the accident book (BI 510)		
Investigate the circumstances of the incident and undertake such actions as are determined by a revised risk analysis to prevent a recurrence of the incident.		

<b>2. Incidents on School Trips and Journeys</b>		
<p>Incidents on school trips can range from minor injuries and missing children to serious coach crashes or major incidents. The school has nominated a trained member of staff to act as Educational Visits Co-ordinator who is to ensure that visits are properly organised and planned. Despite the preventative measures in the risk assessment, If an incident were to occur the responsibility for actions between the person(s) on site and the designated staff at the school will vary according to the incident.</p>		
<b>Task</b>	<b>Actioned?</b>	<b>Comments</b>
Establish the nature and extent of the incident.		
If there is an injury it is to be assessed, preferably, by a qualified first aider.		
Call the emergency services as appropriate – 999 In the UK - this could include ambulance, police, fire service, coast guard, mountain rescue. Emergency numbers outside the UK should be part of the pre-planning and risk assessment.		
Ensure that all other members of the group are accounted for, safe from danger and are well looked after.		
Appoint an adult to accompany the casualty to hospital (taking emergency contact information to hospital).		
Nominate an adult to remain at the incident site to liaise with and assist the emergency services.		
Contact the Executive Head/Head of School to advise them of: <ul style="list-style-type: none"> <li>○ Details of the incident (including date, time, location)</li> <li>○ Details of injuries (who was injured and extent of injuries)</li> <li>○ Hospital details</li> <li>○ Current situation – other members of the party</li> <li>○ Emergency contact numbers of all involved.</li> </ul>		
Executive Head/Head of School should be responsible for: <ul style="list-style-type: none"> <li>○ Arranging the contact with parents or relatives, appraising them of the seriousness of the incident</li> <li>○ Provide support for staff at the incident scene</li> </ul>		

<p>Depending on the circumstances, arrange for the remainder of the group to return to the base/school</p> <ul style="list-style-type: none"><li>○ Contact the centre where the group are staying and advise them of the situation</li><li>○ Advise the school journey insurers – act on any recommendations as appropriate (there may be emergency assistance)</li><li>○ Inform the Chair of Governors</li><li>○ No comment to be made at the scene of the incident – prepare a press statement in conjunction with the Hackney Council communications Team</li><li>○ Obtain a Police report for future investigations</li><li>○ Provide details of support/counselling requirements</li></ul>		
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<b>3. Assault</b>		
<b>Task</b>	<b>Actioned?</b>	<b>Comments</b>
Reassure the assaulted person.		
Assess any injury – preferably by a qualified first aider.		
Gather details of any witnesses.		
Report the incident to the Executive Head/Head of School and call for an ambulance if required necessary.		
Decide, in consultation with the assaulted person, <u>whether to call the police.</u>		
Continue observing of the casualty and <u>administer first aid if required.</u>		
Arrange for the ambulance to be met at the entrance.		
If necessary, appoint an adult to accompany the casualty to hospital (with a copy of key contact information).		
If necessary, contact next of kin as per contact information held, and advise hospital of the details.		
Report the incident on Hackney Learning Trust's Accident / Incident Report Form and send to the Head of Health and Safety (Education) who will report any serious accident to the Health and Safety Executive.		
Investigate the circumstances of the incident and undertake such actions as are determined by a revised risk analysis to prevent a recurrence of the incident.		
If necessary, arrange support for the assaulted person.		

<b>4. Intruders</b>		
The school has visitor monitoring arrangements, including badges and signing in/out systems. The risk assessment process should be used to assess and manage the access arrangements.		
<b>Task</b>	<b>Actioned?</b>	<b>Comments</b>
For any unidentified visitor, politely ask their reasons for being on the grounds. If satisfied that they are on legitimate business, ensure that they are signed in and accompany them to their destination.		
If the person is unable to offer an acceptable reason for being at the location, politely but firmly ask them to leave and escort them from the premises.		
If they refuse to leave, do not attempt force or put staff or pupils at risk. Inform recognised contact point or school office that will call the police and inform a senior member of staff.		
Take a note of the description of the intruder and details of the conversation, including their refusal to leave. The police may require this information.		
Inform staff to ensure that all pupils are kept inside the building under close supervision until further notice.		

<b>5. Missing Children/Suspected Abduction</b>		
<b>Task</b>	<b>Actioned?</b>	<b>Comments</b>
Initiate a local school premises search, if not found then:-		
Inform school office or recognised contact point who will report the incident to a senior member of staff and dial 999 for the police, if necessary.		
Liaise with the police. This would include informing parents and providing details of the child and where he or she was last seen.		
Contact parents/carers.		
Contact all known friends of the missing child.		
Inform Hackney Learning Trust.		
Inform Chair of Governors.		

<b>6. Property Damage / Theft</b>		
<b>Task</b>	<b>Actioned?</b>	<b>Comments</b>
Establish what has been stolen or damaged.		
Call the Police – ensure that the crime number is recorded.		
Ensure the safety and security of the affected area.		
Avoid disturbing evidence until authorised by Police.		
Contact Hackney's Insurance Team.		
Arrange for building repairs, if necessary.		
Inform Chair of Governors, depending on extent and cost of incident.		

<b>7. Fire/Flood Damage</b>		
<b>Task</b>	<b>Actioned?</b>	<b>Comments</b>
Ensure safety of pupils and staff – follow the local evacuation procedures, including existing arrangements to dial 999 for the Fire Service.		
Executive Head/Head of School to liaise with Emergency Services.		
Ensure safety and security of premises.		
Liaise with Hackney's Insurance Team.		
Evaluate damage and determine necessary action with Hackney Learning Trust.		
Regarding use of available accommodation: Assess what to do with pupils. Is appropriate supervision possible? What facilities are available? Do pupils need to be sent home? Decide what to do with those who cannot be sent home.		
Inform the Chair of Governors.		
No comment to the media should be made at the time of the incident until all the facts are established. Prepare a press statement in conjunction with the Hackney Learning Trust communication team.		
Liaise with stakeholders regarding recovery planning.		

<b>8. Gas Leak</b>		
<b>Task</b>	<b>Actioned?</b>	<b>Comments</b>
Do not smoke or strike matches in the area.		
Do not turn electrical switches on or off.		
Put out naked flames.		
Turn off the gas supply at the control valve.		
Open doors and windows.		
Decide whether to evacuate the building. Keep at least 200 metres clear of the building. This assembly point should be included in the evacuation procedure.		
Call Transco gas emergency services on 0800 111999.		
Arrange for repairs as necessary.		
Inform the chair of governors.		
Advise Hackney Learning Trust.		

<b>9. Asbestos Contamination:</b>		
<b>Task</b>	<b>Actioned?</b>	<b>Comments</b>
On being made aware of asbestos contamination or exposure of damaged asbestos containing materials.		
Seal off the area and do not allow access to the area by unauthorised people.		
Contact the Head of Education Property for advice on suitable contractors to decontaminate and specialist advice on the action to take on the source of the contamination.		
Inform Hackney's Health and Safety Team, on 020 8356 2278 of the situation, they will inform the Health and Safety Executive if necessary, and provide advice.		
Inform the Chair of Governors.		
It may be necessary to make alternative arrangements to carry on normal activities until the asbestos contamination is removed, this may take several weeks.		

<b>10. Telephoned warning of bomb:</b>		
<b>Task</b>	<b>Actioned?</b>	<b>Comments</b>
<p>The person receiving the call should stay calm; try to keep the person talking to gain as much information as possible. Note any accent, background noise or speech peculiarities in order to help any investigation. They should be able to gather the following:</p> <ul style="list-style-type: none"> <li>○ Location and type of device.</li> <li>○ What it looks like.</li> <li>○ Is it timed?</li> <li>○ Any message or code word.</li> </ul>		
They should then inform the Executive Head/Head of School.		
The Executive Head/Head of School should then decide on what action to take. This will depend on the clarity of the message and the imminence of the threat. A search could be made of the area in question for a suspicious package but this should not be touched.		
Unless there is strong evidence that the call is a hoax e.g. from a pupil, the threat should be taken seriously by evacuating the building to a safe distance. The evacuation should not be started by sounding the fire alarm as this could set off the device; this will also allow the evacuation route to be detailed to staff and must be clear of the suspect device.		
Leave all doors and windows open to enable safer searching of the building.		
Inform the police immediately of the incident and then Hackney Learning Trust.		
Follow the directions of the police who will take control of the situation.		
Take any action necessary to ensure the safety of staff and pupils.		
Advise the chair of governors.		
Contact the Council's Communications Team; all media interest should be channelled through them. No comments to be made at the time of the incident until all the facts are established. Prepare a press statement in conjunction with the Communications Team.		

<b>11. Finding a suspect device on or close to the school site.</b>		
<b>Task</b>	<b>Actioned?</b>	<b>Comments</b>
Anyone finding a suspect package should inform the Executive Head/Head of School.		
The Executive Head/Head of School should inform the police and act on their advice.		
Should the building need to be evacuated, do not sound the fire alarm but evacuate to a safe distance via routes keeping clear of the suspect device.		
Inform the Hackney Learning Trust of the Incident.		
Follow the directions of the police who will take control of the situation.		
Advise the Chair of Governors.		
Contact the Council's Communications Team all media interest should be channelled through them. No comment to be made at the time of the incident until all the facts are established.		

<b>12. Chemical, Biological or Radiological Incident.</b>		
It may be possible that an unknown substance is mailed to the school, which could be either chemical, biological or radiological in origin. Anyone receiving unknown substances should remove themselves from the danger.		
<b>Task</b>	<b>Actioned?</b>	<b>Comments</b>
Inform the Executive Head/Head of School who should: <ul style="list-style-type: none"> <li>Alert the police and fire service.</li> <li>Evacuate the area of the building and ensure that nobody enters the area.</li> <li>Act on advice from either the police or the fire service.</li> </ul>		
Inform Hackney Learning Trust of the Incident		
Advise the chair of Governors.		
Contact the Council's Communications Team all media interest should be channelled through them. No comments to be made at the time of the incident until all the facts are established.		

### 13. Major Civil Emergency

This could be a major terrorist or other emergency incident involving a wider geographical area than within the school. In such circumstances, Hackney Council's Emergency Plan would normally be activated and the police or other emergency services would control the response.

Depending upon the severity of the situation, transport and communications could be disrupted and normal means of communication e.g. telephone (both landlines and mobile) unusable. Power and utility services could be interrupted.

The key responsibility of the school and other institutions in such circumstances is securing as far as possible the safety and wellbeing of pupils, clients and staff. Planning for such scenarios is clearly difficult, but the following points need to be considered in the planning process:

Task	Actioned?	Comments
Ensure that out-of-hours emergency contacts are up to date and are known to all key staff and the Hackney Learning Trust.		
Ensure that contact points are available for parents and guardians of pupils and for next of kin of staff.		
Follow the instructions of the police, the Local Authority Liaison Officer (LALO) and other emergency services at all times.		
Be prepared for the school to be requisitioned for use as an emergency rest centre. (This would usually be staffed by Hackney Council, but contact will be needed with someone who can open up and activate heating, access to kitchen etc.		
Monitor email communication from Hackney Learning Trust or Hackney Council.		
Follow the media by radio or television to keep up to date with national or local developments.		
Consider the need to provide ongoing support for affected staff/pupils.		

<b>14. Bereavement</b>		
<p>Pupils and staff should be told as soon as possible of a person's death (if relevant). This is to prevent them learning from another, possibly inappropriate source. Whenever possible, they should hear the news from someone close to them and in familiar surroundings. It is important to tell the truth as far as it is known. Children will not take everything in at this stage, they will go over the facts later, asking more questions and gradually assimilating the information. Do not worry about having to keep on giving the same answers. Although it is unlikely that any immediate emergency actions are required, the following provides guidance on the type of action that may be required:</p>		
<b>Task</b>	<b>Actioned?</b>	<b>Comments</b>
The Executive Head/Head of School decide on level of response.		
Inform Hackney Learning Trust and the Council's Communications Team.		
Decide on who will be told, how and by whom.		
Consider possible support and counselling needs.		
<p>If breaking news of a bereavement:</p> <ul style="list-style-type: none"> <li>○ Try to maintain feelings of security, of being cared for and loved.</li> <li>○ Maintain all necessary practical care.</li> <li>○ Be honest at the child's level of understanding.</li> <li>○ Continue to talk and communicate.</li> <li>○ Do not pretend to believe what you don't believe.</li> <li>○ Try to understand the child's feelings and reassure where possible.</li> <li>○ Don't be afraid to say, "I don't know".</li> <li>○ Don't be afraid to share your own feelings.</li> <li>○ Remember that there are others who can help.</li> <li>○ Don't be afraid to admit to colleagues and family that you can't cope at any particular time.</li> </ul>		

<b>15. Other Critical Incidents.</b>		
<p>There are other incidents, not included in the categories above, which will impact on pupils. These incidents can include:</p> <ul style="list-style-type: none"> <li>• Witnessing serious incidents, particularly where this affects more than one child or family.</li> <li>• Serious pupil upon pupil violence.</li> <li>• Organised or network abuse or paedophile activity affecting more than one child or family.</li> </ul> <p>When staff become aware of this type of incident they should inform the Executive Head/Head of School who should:</p>		
<b>Task</b>	<b>Actioned?</b>	<b>Comments</b>
Decide on the level and extent of the action that is needed to address the incident.		
Inform Hackney Learning Trust.		

Liaise with Hackney Learning Trust to decide on immediate action in terms of contacting the police or making a child protection referral under the safeguarding procedures		
Identify any immediate and ongoing support / counselling that may be needed.		

## **Dealing with the Media**

### **Introduction:**

In an emergency situation, it is important that information given to the media is accurate and concise. Those dealing with the immediate situation may not be totally aware of the whole situation and decisions taken by other people.

To provide accurate information in an emergency, it is essential that the school contacts the Hackney Learning Trust Communications Team immediately and keeps the team aware of any changes to the situation.

**All Media and third party enquires must be routed to the Hackney Learning Trust Communications Team. The school / centre should brief all staff likely to receive calls or requests from the media to refer them to the Hackney Learning Trust Communications Team. On no account are unauthorised people to speak to the media.**

**Contacts:** The Hackney Learning Trust Communications Team can be contacted on 020 8820 7474, 020 8820 7254 or 020 8820 7634.

### **The Hackney Learning Trust Communications Team will provide:**

- Regular updated holding statements for the press, members of the public, and parents.
- Status update statements for press, Chair of Governors and parents.
- Briefing and support for Heads and Chair of Governors, prior to press interviews and statements.
- Briefing and support for staff answering telephone enquiries and setting up answer-phone messages.
- Provision of hot line and call centre facilities, should they become necessary.
- Provision of Press only phone lines, should they become necessary.
- Liaison with all Emergency Services press offices.
- Liaison with the press offices of other partner agencies.
- Formal responsibility for emergency communications with the media and of monitoring media broadcasts.



# Site Map

## Key

(copy of site plan attached)

Main Entrance **ME**

Emergency Exits **EE**

Electricity Meter **EM**

Fuse Box **FB**

Gas Meter **GM**

Gas Emergency Cut-Off **GECO**

Water Meter **WM**

Water Emergency Cut-Off/Stop Cocks **WCO**

Boiler **B**

Boiler Emergency Cut-Off **BCO**

Fire Alarm Control Panel **FACP**

Fire Extinguishers **FE**

On-Site Assembly Points **OSAP**

Off-Site Assembly Points **OFSAP**

Emergency Vehicle Access **EVA**

IT Server Room **ITSR**

Data Back-ups (Finance Records, Pupil Records, Curriculum Records) **DBU**

Cleaning Materials **CM**

Waste Storage Areas **WSA**