



## Emergency Response Plan

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<b>Review Cycle</b>	Termly
<b>Last Reviewed</b>	July 2024
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# 1. Introduction and Purpose

- 1.1. Discovery Academy is committed to the safety and well-being of its staff and guests. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the central Trust premises. Individual academies will hold their own emergency plans.

## 2. Goals

- 2.1. The goals of Discovery Academy in responding to an emergency situation include:
  - The safety of all staff, and guests;
  - The physical and emotional well-being of staff and guests;
  - The timely stabilization of an emergency situation;
  - The protection of the school facilities, property, and the belongings of staff and guests.

## 3. Applicability and Scope

- 3.1. This plan applies to all employees of the school and any person occupying the school building.
- 3.2. The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to any and all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

## 4. Responsibility

- 4.1. This emergency plan is the responsibility of the Headteacher/Executive Headteacher. The Headteacher will review and update this plan on a termly basis. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to the Headteacher.

## 5. Order of Succession

Leadership authority during an emergency shall flow downward through the following list of people:

1	•Name of Executive Headteacher - Luci Windle
2.	•Name of Deputy Headteacher - Daniel Shirazi-Nejad
3	•Name of Assistant Headteacher - Kayleigh Meyrick
4	•Name of Safeguarding & Wellbeing Officer - Clare Hodgkinson
5	•Name of School Resource Manager - Amy Woodcock
6	•Name of Site Supervisor - James Barraclough
7	•Please complete this in line with your school hierarchy

## 6. First Aiders

6.1. The trained first aiders in the school are:

6.1.1. Joanne Higgins – Family Wellbeing Lead

6.1.2. Deborah Palmer – General Administrator

6.1.3. Emma Bennett – Teaching Assistant

## 7. Emergency Communications

7.1. During an emergency, Discovery Academy will use the following means and methods of communication:

- Email (work and personal);
- Landline Telephones;
- Mobile Phones (work and personal);

- Texting.

## 8. Communicating in an emergency

- 8.1. Line managers are responsible for communicating messages to their reportees/staff in an emergency. This includes any staff who are matrix managed or have split roles in any of the Trust academies.
- 8.2. In the absence of a line manager, this responsibility moves up to the next tier of management.

## 9. Media Inquiries

- 9.1. Inquiries from the media during or after an emergency will be addressed by the Headteacher and the Chief Executive Officer. The Department for Education may be consulted in releasing any information to the media. At any time, the media can simply be referred to the Department for Education.



# 11. Emergency Protocols

11.1. In the Event of a Fire, staff should press the Fire Alarm and Call 999

11.2. If a staff member sees smoke or flames, they should use CARE:

- **C**ontain the fire by closing all doors as they leave;
- **A**ctivate the nearest Fire Alarm;
- **R**eport the fire by dialling 999;
- **E**vacuate or extinguish (In most cases, it is best to Evacuate).

11.3. Staff should only use a Fire Extinguisher if:

- They have been trained;
- They have their back to an unobstructed exit;
- They have a fully charged and proper type unit for the fire they are fighting;
- The fire is contained, and they have already reported the fire by Fire Alarm or 999;
- Everyone else has left the area;
- There is little smoke or flames.

11.4. Staff should never fight a fire if:

- They lack a safe way to escape should their efforts fail;
- It has left its source of origin;
- They are unsure of the type of extinguisher they need or have;
- If they can't control the fire within 30 seconds, abandon their efforts, close the door(s) and evacuate immediately.

# 12. Building Evacuation

12.1. All staff should familiarise themselves with the evacuation routes posted in the building. If an evacuation order is issued for the building, or if it were necessary to evacuate due to an emergency, all staff must fully cooperate with Safety and Security/emergency personnel and:

- Take only keys, wallets and essential belongings;
- If possible wear weather appropriate clothing;
- If they are the last one to exit the office: close and lock doors;
- Leave the building immediately;
- Do not investigate the source of the emergency;
- Walk, don't run, to the nearest exit;
- Use stairs, not elevators;
- Assist people with special needs or who have a personal evacuation plan.

12.2. All staff should wait for instructions before returning to the building after an evacuation.

12.3. All staff have access to the online system remotely, and therefore all staff should prioritise home working or from another Nexus MAT school/site if the office is unusable for a significant period of time (more than 1 hour). Upon safely establishing a connection, all staff should report this to their line manager.

## 13. Medical Emergency

13.1. If someone is injured or becomes ill, staff should:

- Stay Calm;
- Dial 999 and explain the type of emergency, the location, condition, and number of victims;
- Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc;
- Do not hang up unless told to do so by the dispatcher;
- Do not move the victim unless there is danger of further injury if s/he is not moved;
- Render first-aid only if you have been trained or you are confident to follow the instructions of the 999 call handler;
- Do not leave the injured person except to summon help;
- Comfort the victim until emergency medical services arrive;
- Have someone stand outside the building to flag down the ambulance and/or Safety and Security when they reach the vicinity.

## 14. Bomb Threat

14.1. If we receive a bomb threat, staff should remain calm and obtain as much information as possible:

- Write down the number from where the call is coming;
- Write down the exact time of the call;
- Write down as accurately as possible the statements made;
- Listen to the voice to determine the sex, age, accents, lisps, tone, etc. (Note any distinguishing feature);
- Listen for background noises;
- Try to signal a for someone else to also listen on the telephone line, if possible;
- Do not hang up and stay on the line as long as possible; wait for the caller to hang up;

- Keep the bomb threat caller talking, and ask as many questions of the caller as you can: e.g. When will the bomb go off? How much time remains? Where is the bomb located? What does it look like? What kind of bomb is it? How do you know about this bomb? Why was it placed here? Who are you?
- What is your name?

14.2. Call 999 immediately

## 15. Utility Failure and Natural Disaster

15.1. These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. In the event of a utility failure staff should:

- Remain calm
- Immediately notify the Headteacher and Chief Executive Officer
- If the building must be evacuated, follow the instructions on Building Evacuation
- Unplug all electrical equipment (including computers);
- Use a flashlight if required: Do not light candles or use other kinds of flames for lighting

## 16. Adverse weather

16.1. Adverse weather, such as snow or flooding, may not impact safe access to the offices. However, in instances of extreme and adverse weather, the Headteacher will review the Met Office forecast and other emergency advisory services to stay abreast of weather and alert related conditions and will provide instructions should they be necessary.

16.2. Where the local environment becomes unsafe and/or travel becomes restricted, staff should discuss this with their line manager and agree whether it is appropriate to work from home or from another Nexus MAT school/site.

## 17. Business Continuity

17.1. Given school employees are all equipped with mobile working technology and mobile phones (where necessary), it is feasible that all staff will be in a position to continue to deliver services without having access to the school buildings.



- 17.2. All staff are expected to take laptops and mobile phones home as part of office security protocols.
- 17.3. The Headteacher will review options on a regular basis and guidance will be issued to staff every 24 hours until business-as-usual has been resumed.