

Compassion – Courage – Hope – Integrity – Justice Respect –
Responsibility - Wisdom



Herne Bay Junior School

Emergency Plan

Policy Agreed: Sept 2016

Review Date: Sept 2017

If you are dealing with an emergency right now, go straight to:

- Section 2 for school emergencies
- Section 4 for emergencies on learning activities or visits outside the classroom.

Plan administration	
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Section 1: Introduction

This plan relates to:

- An event which threatens the safety of children, staff or the school premises
- An incident which affects the community within which the school is based
- A crisis which might affect the public reputation of the school.

This plan provides a generic guide to actions that should be considered by the headteacher, his / her nominated deputy, and the School Emergency Management Team (SEMT) in case of an emergency in the school, local community or on a learning activity outside the classroom.

It also covers procedures for an incident occurring in school time, out of school hours and during weekends and school holidays.

Section 2: Emergencies in schools – activation

Information about an incident may come from a staff member, pupil, parent, member of the public, the emergency services or the local authority. Whoever receives the alert should ask for, and record, as much information as possible.

If you are dealing with a school emergency which has taken place on a learning activity or visit outside the classroom, please turn to page 7.

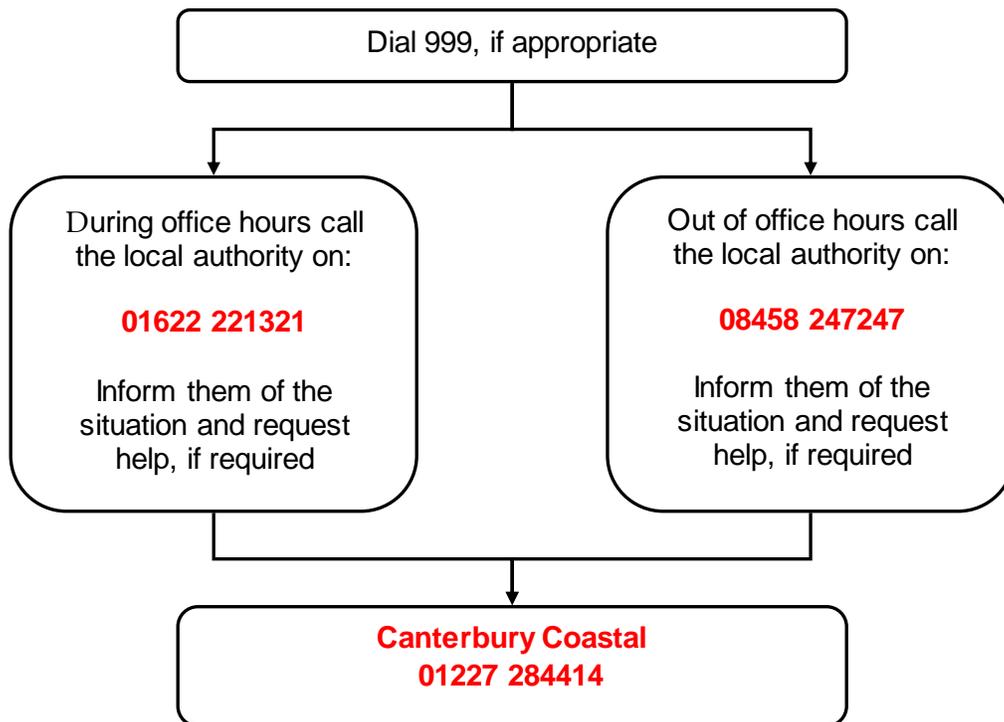
Name and contact details of the informant
Details of the incident (including actual words used by informant)
Who else has been informed?
Exact location of the incident
Casualties
Any action taken so far
Name of contact at the scene
Notes

If appropriate, call 999 for the police, fire or ambulance service, giving the information above. If in doubt, call 999.

Immediately inform **Frances Nation** or **Melody Kingman**. If neither is able to respond (they may be involved in the incident) the senior person present must follow the instructions from the checklist of initial action below.

Checklist of initial action by headteacher or nominee

1. Assess the situation.
2. Take immediate action to safeguard pupils and staff where necessary.
3. Call for support:



These numbers should only be used in an emergency. Do not give them to the press, parents or members of the public.

4. Log all communications and actions.
5. Assemble a School Emergency Management Team from pre-identified staff (see appendix 3) and relieve them of their normal duties.
6. Refer to the list of emergency contact numbers in appendix 3 for additional support, if required.
7. Where possible, avoid closing the school and try to maintain normal routines.
8. Having activated this emergency plan, go on to the next stage – implementation.

Section 3: Emergencies in schools – roles and responsibilities

Stage 1 – establishing the response

Action list for headteacher or nominee coordinating SEMT	Tick
Ensure that accurate, factual information is available for those arriving at the scene.	
Liaise with the police, fire and ambulance services, the local authority, and other organisations who may become involved. Act as the main contact to coordinate the response and provide your contact details.	
Inform the chair of governors.	
Inform all staff and parents of injured pupils. Decide how to inform other parents.	
Ensure all staff maintain a log of actions and decisions.	
Allocate tasks amongst the SEMT as appropriate.	
Arrange administrative / secretarial support for your team, if required.	

Action list for SEMT – welfare	Tick
Take actions to secure the immediate safety of pupils and staff – this may include evacuation or keeping pupils and staff inside the building (sheltering).	
Establish the whereabouts of all pupils, staff, and visitors using timetables, registers and the visitor’s book, and make a list of those unaccounted for.	
Consider any welfare needs for pupils with special needs.	

Action list for SEMT – communications	Tick
Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support for reception.	
Line to be used for incoming calls only:	
Line to be used for outgoing calls only:	
In the event of a major emergency, seek support from your local authority – they may be able to establish a helpline for enquiries from the public.	

Action list for SEMT – media management	Tick
If possible, avoid responding to media enquiries and direct them to local authority communications staff (see appendix 3).	
Ensure that any media access to the site, staff and pupils is controlled. In a major emergency, the police may deal with the press and prevent intrusion onto the site. Be aware of the potential problems caused by the spread of misinformation through pupil / staff use of mobile phones.	

Action list for SEMT – resources	Tick
Ensure access to the site for emergency services.	
Turn off water, gas and electricity supplies if necessary.	
Open / close parts of the school as required.	
Ensure the security of the school premises.	

Stage 2 – ongoing response

Action list for headteacher or nominee coordinating SEMT	Tick
Provide regular briefings for staff, and continue to liaise with the emergency services and local authority.	
Try to maintain normal routines as far as possible.	
Tell the staff involved to prepare a written log of their involvement, noting events and times. Inform the local authority's health and safety staff who will advise on reporting procedures and inform trade unions if necessary. In the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours. Staff may wish to submit draft reports to trade union legal officers.	
Allocate tasks amongst the SEMT as appropriate.	

Action list for SEMT – welfare	Tick
Establish a staff rota and ensure that staff take regular rest periods.	
Identify pupils and staff who are badly affected by the incident and may require extra support.	
Make arrangements for reuniting pupils with their parents.	
Take account of religious and cultural factors, and consider contact with leaders of local faith communities. In particular, some faiths may wish to hold funerals within 24 hours of death, so swift and sensitive enquiries must be made to ascertain whether it would be appropriate for representatives of the school, including pupils, to attend.	

Action list for SEMT – communications	Tick
Inform pupils, in groups as small as practicable, considering the best way to impart tragic news.	
Inform parents of children not directly involved in the incident, as decided by the headteacher or nominee. Use any existing arrangements, such as a telephone tree, for contacting parents quickly and efficiently.	
Receive visitors to the school, ensuring they sign in and out and are issued with identification badges.	

Action list for SEMT – media management	Tick
Liaise with local authority communications staff to prepare a press statement, to be agreed by the headteacher and strategic director of the Children’s Services department. Decide an ongoing strategy for dealing with the press.	
Be prepared to be interviewed by the press if necessary.	

Action list for SEMT – resources	Tick
Establish a safe and secure base for the SEMT.	
Arrange an appropriate place to receive parents and guardians of children involved.	

Section 4: Emergencies outside the classroom – activation

For emergencies on learning activities outside the classroom, the headteacher (or the pre-agreed nominee) should be immediately informed of any incident by the group leader.

Initial action by headteacher or nominee

1. Maintain a written record of your actions using this pro forma and a log book.
2. Offer reassurance and support. Be aware that all involved in the incident (those at the school and you) may be suffering from shock or may panic.
3. Find out what has happened. Obtain as clear a picture as you can. Who informed you of the incident?

Initial contact	
Name:	
Telephone number:	
Additional telephone numbers:	
Where are they now and where are they going?	
Notes:	

4. Discuss with the group leader what action needs to be taken and by who.
5. Record the details of the off-site activity / visit during which the incident occurred:

Details of off-site activity / visit	
Location and nature of visit:	
Name of person in charge of visit:	
Telephone number(s):	
Number of staff on the visit:	
Number of pupils on the visit:	
Number of other people present:	

6. Record the details of the incident:

Details of incident	
Date and time of incident:	
Location of incident:	
What has happened?	
People affected (including names, injuries, where they are / will be taken to):	
Emergency services involved and advice they have given:	
Names and locations of hospitals involved:	
Arrangements for pupils not directly involved in the incident:	
Name of person in charge of your group at the incident (include telephone numbers):	

7. Depending on the scale of the incident, consider assembling a School Emergency Management Team (SEMT) to assist with the response.

8. Having activated this emergency plan, go on to the next stage – implementation.

Section 5: Emergencies outside the classroom – roles and responsibilities

Action list for headteacher or nominee

Communication	Tick
Inform school staff as appropriate, depending on the time and scale of the incident.	
Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support if required.	
Line to be used for incoming calls only:	
Line to be used for outgoing calls only:	
Consult with the emergency services / local authority regarding informing parents of injured and non-injured pupils. Ensure parents of any injured pupils are immediately informed of what has happened and where their son / daughter is. Record what their plans are, e.g. to travel to their son / daughter, any assistance they need and any means of communications with them. In event of a major incident, the police may give advice regarding naming badly injured people or fatalities. You may also need to inform next-of-kin of any staff who have been involved.	
Inform parents of any other pupils on the visit but not directly involved in the incident. Decide which parents should be informed and by whom and contact them as appropriate. Wherever possible, parents should first hear of the incident from the school (or from the party leader), not from hearsay or from the media. Information given must be limited until the facts are clear and all involved parents / next-of-kin are informed.	
Inform the chair of governors. Stuart Bore	
During office hours, call your local authority emergency contact: 01622 221321 Outside office hours, call the local authority emergency helpline: 08458 247247	
Support from other organisations may be required (please see section 7). Contact details are available in appendix 3. Examples of support include: <ul style="list-style-type: none"> • Assistance at the school or site of the incident • Help with arranging transport between the incident, parents and the school • Help with media management, including press statements and interview briefing. 	
If the visit is abroad, and the incident results in substantial medical or other expense, risk and insurance staff at the local authority should be informed as soon as possible.	
Inform pupils and staff at school and their parents. Remember that information given must be limited until the facts are clear and all involved parents / next of kin are informed. In the event of a tragic incident, consider seeking support from the educational psychology service about the best way to inform pupils and to support them afterwards. Staff and pupils should be asked to avoid talking to the media.	

Media management	Tick
Introduce, if necessary, controls on school entrances and telephones.	
At least initially, the school is advised to avoid responding to media enquiries ; these could be directed to local authority communications staff.	
Liaise with local authority communications staff as early as possible, and work with them to prepare a press statement, to be agreed by the strategic director of the Children’s Services department and the headteacher before release.	

Resources	Tick
Arrange a quiet space to receive parents of the children involved as they arrive at the school and ensure someone is there to meet and greet them.	

Reporting of accidents	Tick
Tell the staff involved to prepare a written log noting events and times. Inform local authority health and safety staff who will advise on reporting procedures and inform trade unions if necessary. In the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours. Staff may wish to submit draft reports to trade union legal officers.	

Section 6: Activity / visit leader's action card

Immediate action in an emergency	Tick
Assess the situation and take immediate action to ensure the safety of pupils and staff.	
Establish if anyone is injured and how.	
Call the emergency services if necessary.	
Be aware that you and others may be suffering from shock.	

Next steps	Tick
During school hours contact the headteacher or nominee: Frances Nation – 01227 374608 07904 283572 Melody Kingman - 01227 374608 07828 309110	
Outside school hours contact the headteacher or nominee: Frances Nation – 07904 283572 Melody Kingman - 07828 309110	
Give clear details of what has happened and who is involved.	
Discuss with the headteacher or nominee who should inform parents and next-of-kin of pupils and staff.	
The headteacher or nominee should contact the local authority if necessary – if they are unavailable you may have to do this. During office hours, call your local authority emergency contact: Emergency Planning Team 01622 221321	
Outside office hours, call the local authority emergency helpline: 08458 247247	
Avoid speaking to the media – if necessary direct them to your local authority communications staff: 01622 694018/9	
Staff, pupils and parent helpers should be told to avoid talking to the media or spreading the story unnecessarily (particularly via use of mobile phones).	
Make notes of what has happened and your actions.	
Keep in contact with the headteacher or nominee.	

Section 7: Stand-down and recovery

As soon as possible after the emergency	Tick
Visit injured pupils / staff.	
Liaise with parents regarding plans for attendance at funerals.	
Liaise with parents regarding plans for attendance / representation at memorial services.	
Arrange debriefing meetings for staff and pupils.	
Arrange debriefing meetings for the headteacher and School Emergency Management Team (SEMT).	
Identify and support high-risk pupils and staff.	
Promote discussion of the emergency in class.	
Consider the need for individual or group support.	
Help affected pupils and staff to return to school.	
Seek advice on legal issues from local authority legal staff.	

In the longer term	Tick
Arrange an incident debrief for staff who were involved in the response.	
Initiate a review of the school emergency plan, evaluating the school's response and incorporating any lessons identified.	
Consult staff and decide whether and how to mark anniversaries.	
The impact of some incidents can continue for years, so thought may need to be given to ongoing identification and support measures for both pupils and staff who are affected.	
Remember that legal processes, enquiries and news stories may bring back distressing memories and cause upset within the school.	
Remember to make any new staff aware of which pupils were involved and how they were affected.	

Section 8: Support from other organisations

The following agencies may provide support and assistance:

Herne Bay Junior School

School Emergency Management Team (SEMT):

- Coordinate the school's response to an emergency
- Fulfil specific roles as outline in Section 3 and 5.

Teaching staff:

- Follow procedures for evacuation, shelter or lockdown (outlined in appendix 5) when necessary to secure the safety of pupils
- Provide pupils with information and reassurance
- Assist SEMT in carrying out tasks relating to emergency response as far as they are able .

School governors:

- Support the school during the incident and throughout the recovery process.

Kent County Council

Children's Services department:

- Coordination of assistance throughout the local authority
- School transport
- Administrative support
- Welfare services / emotional support
- Additional accommodation
- Health and safety advice .

Emergency planning staff:

- Operational / logistical support
- Emergency planning support
- Communications support
- Debriefing
- Activation of specific emergency plans if required.

Communications staff (press office):

- Press statements
- Advice and assistance with media management.

Legal staff:

- Legal advice.

Occupational health staff:

- Advice and support on health issues
- Counselling service for staff.

Police

- Overall control of the emergency response (depending on emergency)
- Media relations
- Contact with bereaved families
- Criminal investigation.

Fire and rescue service

- Fire fighting
- Life saving and rescue
- Chemical spillage clean-up.

Ambulance service

- Emergency medical response
- Transportation of casualties to hospitals
- Access to other health services.

Trade unions

- Information resource & support services for members
- Health & safety responsibilities (consultation, investigation and joint inspection)
- Will be informed by health & safety staff of incidents causing / threatening injury.

Appendix 1: Closing the school due to extreme weather

This section describes the associated arrangements related to closing the school due to extreme weather conditions, both before the start of the school day and during the school day.

Schools are expected to remain open in all but the most extreme circumstances. Closing at short notice may cause difficulties for families if they need to make arrangements for children to be cared for during the school day. Any children at the school should remain there until the headteacher is satisfied that appropriate alternative arrangements have been made.

Headteachers are best able to judge the severity of the journeys faced by both pupils and staff but should always consider safety in arriving at a decision. When to take the decision to close the school is important; it must balance the benefits of an early decision (avoiding unnecessary journeys and providing parents with enough time to arrange childcare) against the drawbacks (finding that the situation is not as bad as initially feared).

In the event of a decision being taken by the Headteacher/Deputy Headteacher to close because of deteriorating weather Herne Bay Junior School will contact:

- The media (e.g. local radio)
- The local authority
- Parents / guardians / pupils via Teachers2Parents text system.
- The Headteacher/Senior Management of Herne Bay Junior School will also contact the media, local authority and Parents / guardians / pupils via Teachers2Parents text system when the school is scheduled to re-open.

Attached to this appendix is the school closure staff communication pyramid for use in severe weather conditions/emergencies.

Appendix 2: School site information and risk assessment

This section includes:

- An up-to-date, detailed plan of the school, showing location of cut-off valves and switches for gas, water and electricity, and information on the drainage system is attached
- Persons authorised to isolate utility services within the school are the Site Manager - Frank Onions
- To reset the fire alarm system - **Press silence alarms and reset (Panel healthy).**
- Alternative access / egress points in case of road closure, and emergency access to the school buildings are:
 - Kings Road
- School telephone number - **01227 374608**, fax number – **01227 741055**,
- Specific difficulties and procedures relating to the school site are: - Herne Bay Junior School has two main access points both on Kings Road, Car Park for vehicle entrance, main school entrance by foot only, however there are no communication difficulties as there is one central office.

Specific information relating to any hazards on the school site, include:

- The location of chemical stores and any radioactive materials stored on site are - paint is held in the workshop store and any other hazardous chemicals are stored in the cleaning shed.
- Hazardous chemicals are stored in the **Cleaning Shed** located on the main playground.
- There are no hazards such as asbestos in the fabric of the buildings and there are no oil tanks or other fuel storage arrangements as far as we know.
- There is a locked pond located on the school field.

Appendix 3: Emergency contacts list

School staff identified for incident response

This should be updated in response to changes and reviewed annually.

✓	Frances Nation	Headteacher		07904 283572	
✓	Frank Onions	Site Manager	01227 373064	07950 246604	
✓	Mel Kingman	Deputy Headteacher	01227 861079	07828 309110	
✓	Karen Hall	SBM	01227 362920	07742 448400	

Other school contacts

External contacts

You may wish to add in other important numbers specific to your school that you may need during an emergency, such as contact details to access your place of safety or those of key suppliers.

Organisation	Contact number
Local authority – emergency contact	01622 221321
Local authority – outside office hours emergency contact	08458 247247
Local authority – emergency planning	01622 221321
Local authority – educational psychology / welfare service	Schools Psychology Service 01227 284458 Michelle McCaffrey 01227 284526
Local authority – human resources	
Local authority – occupational health	
KCC Property Services (Classcare Helpdesk) Lisa Alexander - Area Planning & Development Manager	08453000346 01622 694024
Local authority – school travel assistance	
Local authority – communications (press office)	Media Relations Officer 01622 694018/9
Local authority – risk & insurance	Darryl Mattingly, Insurance and Risk Manager Room 3.32 Sessions House, County Hall, Maidstone, Kent ME14 1XQ Tel: 01622 694632 E-mail: darryl.mattingly@kent.gov.uk
Local authority – health and safety	Health and Safety Advice Line: Tel: 01622 694476 Fax: 01622 221582 E-mail: healthandsafety-cfe@kent.gov.uk
Off-site insurance emergency number	
The Foreign Office (links with British Consulates)	020 7008 1500
Local radio	BBC Radio Kent 01892 670000 Heart 01227 772004
Met Office Weathercall (60p per minute from a UK landline)	09068 500 400
The Samaritans	08457 909090
Teacher Support Network (trained support and counsellors available 24hrs)	08000 562 561

Appendix 4: Communications

This section includes:

- Copies of the Critical Incident Policy & Bereavement Policies which set out the school protocol for dealing with emergencies.
- Telephone numbers are as follows:-

School telephone number - **01227 374608**

Fax number – **01227 741055**

With the Main Office chosen as the primary location for designated phone lines for incoming and outgoing calls

- A full staff contact list is attached to this appendix¹
- Location of first telephone point from the exchange is extension 220 Lorraine Dixon extension (in the event of power failure this may provide a useable line when a powered switchboard system may not work).

The school will communicate via the local media & **Teachers2parents*** with parents when:

- An emergency happens during the school day
- An emergency happens before or after the school is open, at weekends or in school holidays
- The school will communicate with companies affected by a school closure or emergency, both during the school day and outside school hours via a nominated spokesperson. This person will be nominated by the Headteacher or Deputy Headteacher.
- Instructions on how to set the school answer phone to answer only and set a pre-recorded message are attached to this appendix³.

* Parent2Teachers user guides and passwords are attached to this appendix²

Appendix 5: Evacuation and shelter plan

This section includes:

- An up-to-date, detailed plan of the school showing evacuation routes and assembly points is attached.
- The school field is identified as a safe assembly point in the event of a possible bomb threat .
- If there is a need for personal emergency evacuation plans (PEEPs) for individual pupils or staff these will be kept in the school office and copies will be attached to this appendix.
- The procedure for sheltering in case of a chemical spillage or attack is to stay indoors, close doors and windows, if evacuation is not a viable option at this stage.
- Procedure for lockdown of the school (stay indoors, lock doors, close and cover windows). In the case of an intruder on the school premises all classes will remain in position until advised it is safe to exit.
- Information on warning signals for fire alarms, bomb alerts, sheltering and lockdown
- Christ Church, William Street is identified as a 'place of safety' where pupils and staff can be taken in an emergency if unable to return to the school for some time. School staff will ensure that all pupils and people visiting the site are accounted for (e.g. procedures for use of registers, visitors books)
- Procedure for sending pupils home if the situation becomes prolonged will take account of the need to track who has left / been collected. This will be done via the class teacher who will log children taken.

Appendix 6: Business continuity inventory

Equipment inventory – SEE ASSET REGISTER

Description	Make	Model number	Serial number	Purchase price	Purchase date	Location

Data / IT systems

Data / IT system	Users requiring access	Backed up	Where is the back up held
Administration Network	10	Yes	Backed up daily using EIS Secure Data Remote Backup System.
Curriculum Network	50	Yes	Backed up daily using Amazon Remote Backup System.

Paper-based records

Document	Location	Duplicated	Where are duplicates held
School emergency plan	School office	Yes	Off-site with Headteacher, Deputy Headteacher, Site Manager and Infant School
Pupil Record Sheets	School Office	No	
Staff Records	Headteacher's Office	No	Headteacher, Deputy Headteacher, Infant School – have contact details

Appendix 7: Pandemic influenza plan

This section explains that:

- Local Authority/Government guidelines will be consulted when making decisions affecting the closure & re-opening of the school & based upon that guidance it is the responsibility of the Headteacher/Deputy Headteacher to implement the school closure. Guidance from both the national Government/Local Authority will be adhered to:- *If the Government decides that closing schools and childcare settings for child welfare reasons is advisable, we expect to issue advice to schools and childcare providers, and do not expect to use emergency powers under the Civil Contingency Act 2004) to oblige services to close. We believe that all concerned will share the desire to safeguard children's health, and will want to comply with advice based on children's welfare.*
- The Headteacher/Deputy Headteacher will inform the local authority of the school closure (or direct a member of staff on their behalf).
- The school will introduce the following systems to minimise the spread of infection if the school stays open during a pandemic e.g. hand-washing, disposal of tissues.
- The school may also implement a partial reopening or open with conditions attached.

Appendix 8: Training and exercising

Training record

Training title	Areas covered	Date	Attendees

Exercise record

Date	Brief details of exercise	Aspects of plan tested	Actions identified	Outcome of actions

Appendix 9: Bomb threats and suspicious packages

Bomb threat prompt card for reception staff

If you receive a telephone call from someone who claims to have information about a bomb, perform the following actions:

Actions	Tick
1. Stay calm.	
2. Let them finish the message without interruption. Try to record EXACTLY what they say, especially any codeword they might give.	
3. Make a note of: <ul style="list-style-type: none"> • The exact time of the call • The caller's sex and approximate age • Any accent the person has, or any distinguishing feature about their voice (e.g. speech impediment, state of drunkenness) • Any distinguishable background noise. 	
4. When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller: <ul style="list-style-type: none"> • Where is the bomb? • What time is it due to go off? • What kind of bomb is it? • What does it look like? • What will cause it to explode? • Why are you doing this? • What is your name? • What is your address? • What is your telephone number? 	
5. Dial 1471 – you may get the details of where the phone call was made from, especially in the case of a hoax caller.	
6. Report the call to the police and the headteacher / nominated deputy immediately. In the extremely unlikely event that there was a codeword with the message, and the location of the bomb was given as a location other than the school, follow the same procedure – report the call immediately to the police, and then notify the Headteacher.	

Guidance on suspicious packages

The likelihood of a school receiving a postal bomb or suspected biological / chemical package is very low. However, you should be aware of the immediate steps to be taken if you receive a suspicious package or come into contact with a biological or chemical substance.

Postal bombs or biological / chemical packages may display any of the following signs:

- Grease marks or oily stains on the envelope or wrapping
- An unusual odour including (but not restricted to) almonds, ammonia or marzipan
- Discolouration, crystals on surface or any powder or powder-like residue on the envelope or wrapping (suspect biological / chemical threat)
- Visible wiring or tin foil
- The envelope or package may feel very heavy for its size
- The weight distribution may be uneven
- Delivery by hand from an unknown source or posted from an unusual place
- If a package, it may have excessive wrapping
- There may be poor hand writing, spelling or typing
- It may be wrongly addressed, or come from an unexpected source
- No return address or postmark that does not match return address
- There may be too many stamps for the weight of the package.

If you suspect that a letter or a package may contain a bomb:

Instructions	Tick
Stay calm.	
Put the letter or package down gently and walk away from it.	
Do not put the letter or package into anything (including water) and do not put anything on top of it.	
Ask everyone to leave the area (including classes if necessary).	
Notify the police and the headteacher / nominated deputy immediately.	
Do not use mobile phones or sound the alarm using the break glass call points.	

If you suspect that a letter or a package may contain a biological or chemical threat:

Instructions	Tick
Stay calm.	
Do not touch the package further or move it to another location.	
Shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination.	
Notify the headteacher / nominated deputy immediately.	

The headteacher / nominated deputy should then:

Instructions	Tick
Notify the police immediately on 999.	
Ensure that any air conditioning system in the building has been turned off, and that all doors (including internal fire doors) and windows have been closed.	
Evacuate the building, keeping people away from the contaminated room as far as possible.	
Keep all persons exposed to the material separate from others and available for medical attention.	
Anyone experiencing symptoms of chemical exposure (e.g. streaming eyes, coughs and irritated skin) should seek medical attention immediately.	

If anyone believes they have been exposed to biological / chemical material, they should be encouraged to:

- Remain calm
- Avoid touching their eyes, nose or any other part of their body
- Wash their hands in ordinary soap where facilities are provided.

Appendix 10: Emergency arrangements for other services using the school site

All extended services using the school site e.g Bay Centre groups, after school clubs etc do so in accordance with the emergency arrangements contained within this plan.

Appendix 11: Log keeping

Basic principles

Notes should be contemporaneous or made as soon as reasonably practicable after the incident (that is, within 24 hours). They should be clear, intelligible and accurate.

What to use to record your log

- Hardback notebook
- Numbered pages
- Bound so that pages cannot easily be removed (i.e. not ring-bound or spiral-bound)
- Use permanent black ink.

How to write the log

- Note all relevant facts in chronological order
- Stick to the facts – do not include any assumptions (if you are noting down assumptions to show your reasoning for making a decision, make this clear)
- Note down non-verbal communication as well as what is said
- If you make a mistake, cross it out with a single line (so that what is underneath is still visible) and initial it
- Do not tear pages out
- Do not leave blank spaces – or if you do, rule them out with a line
- Do not overwrite – if you make a mistake, cross it out, initial it and start again
- Do not leave large blank spaces between words or between entries
- Do not write between lines
- Do not write in the margins (except for dates, times or initials)
- Do not use correction fluid
- Unused space after the end of a series of entries should be ruled through with a 'Z' then signed in full, dated and timed
- Record important statements, questions, comments and answers in direct speech
- Sign, date and time each series of entries at their close
- Make a note of the time the log began and ended
- Record where the log was made
- Check the log for mistakes immediately afterwards – if a mistake is found it should be crossed out in red ink, and an alphabet notation should cross refer to the corrected entry which should be made on the next available page, signed, dated and timed
- Use plain language and correct grammatical English
- Avoid approximations and abbreviations
- Do not miss out key words
- Do not use arrows or dashes.