

North Walls Community School

Emergency and Continuity Plan



Written and ratified by: North Walls Community School	October 2023
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Introduction

Emergencies can and do happen and North Walls’ ability to respond appropriately in emergencies depends on the forethought and planning that has already taken place. Further to the Civil Contingencies Act 2004 it is the responsibility of all public bodies to set in place emergency plans for the continuity of their service.

The aim of this school emergency plan is to describe how the school will respond to an emergency to save lives, minimise the risk of injury to the school community in the event of a potential or actual life-threatening emergency and mitigate the effects of the event to the school community.

The objectives of the emergency and continuity plan (ECP) are:

- To identify key responders and their role
- To identify the immediate actions of the responders and school community
- To describe the locality in general, especially with regards to key locations
- To describe the school geography in detail, especially with regards to key locations
- To identify possible hazards and identify appropriate strategies for managing the response
- To identify potential triggers for plan activation
- To identify how we will communicate with the extended school community

- To identify key locations relevant to the implementation of the plan
- To identify a training and exercise schedule
- To identify critical contact information
- To identify a plan audit and review process

Scope

This document applies to all staff employed within North Walls Community School and Nursery, including teachers and school support staff. It also applies to users of the North Walls Centre and the North Walls Heathy Living Centre, both in and out of school hours.

In the event of a significant incident at either:

- 1) North Walls Community School
- 2) North Walls Centre
- 3) Healthy Living Centre

it is essential that all users are notified of the situation and the necessary actions required.

If a situation occurs out of school hours, protocol stated within this document should still be followed. The Head Teacher must be contacted as soon as possible.

While it is not possible to plan for every eventuality that might arise, incidents are grouped into three levels:

- Level 1 - Localised Incidents
- Level 2 - Localised Emergencies
- Level 3 - Major Emergencies

Levels 2 and 3 are distinguished by how widespread their possible effect may be and the action that needs to be taken, not necessarily their potential severity.

OIC response and co-ordination is likely to take effect on levels 2 and 3 only.

The Principles of an Emergency Response

There are typical tasks and actions that a school may need to undertake to manage a localised incident or emergency (Level 1 and Level 2), as well as supporting activity elsewhere during a major community emergency (Level 3).

The Head Teacher, or pre-agreed nominee, is responsible overall for the school's response to an emergency, however they will receive support from the Administrative Assistant and janitor - Designated Response Team (**DRT**) Relevant staff should have access to location and important contact information (Appendix 1).

The Head Teacher will coordinate the necessary actions at local level to minimise further risk, however because of an emergency, OIC and external services can be called upon at any time to provide help, advice and support to enable schools to carry out their day-to-day functions in extraordinary circumstances.

Level 1 – Localised Incident – Disruptive to routine but not an immediate threat to life or well-being.

An incident that can be dealt with locally and may, at most, require a limited closure of the school and includes limited disruption without involving risk to the well-being of individuals. Some support from OIC or other agencies may be necessary, and some incidents may require formal notification to OIC.

Examples:

In school

- Adverse weather problems
- Failed heating system
- Services – power or water cut off
- Flooding/water leak or weather damage
- Vandalism
- Local industrial action resulting in significant staff absences
- Notifiable infectious outbreak
- Travel restrictions preventing school trip returning from mainland Orkney
- Minor earthquake or tremor
- ICT failure or disruption including:
 - Internet connectivity outage
 - Email system not working
 - Theft of server or major parts of ICT structure
 - Malicious (virus, denial of service, hacking etc) attack on ICT system
 - Telephone services not working

Other events may also be deemed to be emergencies in schools because of the impact they have on teachers, pupils or other staff, sometimes for protracted periods of time. These may require OIC support and counselling services.

- An incident in the community which is seen or experienced by pupils or staff
- An incident affecting relatives of pupils, and which is known about within the school
- An incident involving allegations within the school
- An incident affecting a nearby or comparable school.

Level 2 - Localised Emergency – may include any unexpected event which is likely to disrupt the normal functioning of the school.

These are more likely to be critical incidents involving a real threat of, or actual injury or death, where urgent and significant Emergency Services and OIC support is needed:

Examples:

In School

- A serious or life-threatening accident/injury
- A fire – accidental or deliberate
- Release of toxic chemicals/hazardous substances
- The destruction or serious vandalising of part of the school
- Structural failure in building
- A deliberate act of violence, such as the use of a knife, firearm or other weapon/implement
- A pupil or teacher being taken hostage
- Bomb threat – follow Bomb Threat guidance (Appendix 4)
- An intruder on site

Outside School:

- The death of a pupil or member of staff through natural causes or accidents
- Serious accidents or incidents resulting in injuries or death on school journeys or visits
- Civil disturbances or terrorism act/threat
- Large clusters of localised human to human viral infection which will trigger concerns of a likely epidemic

Level 3 – Major Emergency – Major emergencies may affect whole communities and typically involve OIC support.

A serious incident in the local community could have a significant impact on the school. School closure and Emergency Services support may be necessary dependent on the nature and proximity of the emergency. OIC will be involved in such incidents during and afterwards.

Examples:

- Serious road accident
- Weather damage to road/ferry infrastructure
- Aircraft crash
- Terrorist alert/action
- Lifeboat disaster
- A Flu epidemic or viral infection leading to national alert
- Any other more widespread disaster in the community

Emergency Event Log

During all incidents at Level 2 and 3 it is important that a log of events is maintained. This should be done using the Emergency Event Log (located in Grab Bag). The Head Teacher will designate a member of staff to maintain this log during an incident, according to the context of the event. The Emergency Event Log (Appendix 2) records events, decisions, discussions, telephone calls and other matters deemed significant.

Roles and Responsibilities

It is important that all staff involved in the school's response to an emergency are made fully aware of the procedures detailed in the School Emergency Plan, and annual awareness training will be provided to ensure that staff know their role, are confident to carry out tasks assigned to them and have access to available resources and facilities.

The school response to any incident or emergency can be divided into three distinct stages and the roles and responsibilities at each stage will vary: (Appendix 3: Key Tasks & Actions)

- 1) Initial Actions
- 2) Ongoing actions once the incident/emergency response is established
- 3) Actions following the close of the incident/emergency, leading to restoration of normality, reoccupation of premises etc.

The role of the Head Teacher is to authorise implementation of the Emergency and Continuity Plan and maintain senior oversight of the plan and ensure it is maintained in line with the strategic aims. Once implemented, the role of the Head Teacher is to maintain liaison with OIC and Emergency Services.

Grab Bag

The North Walls grab bag contains all the information and guidance that may be of use during a disruption. The Grab bags is stored by the signing in book at the entrance to the school. The contents of the grab bag are checked and updated. The Auxiliary is responsible for maintaining the grab bag.

Grab bag contents

- **This document**
- Site plans
- Pens/pencils and blank paper
- First aid kit
- Evacuation details and locations of evacuation points
- Copies of other key documentation e.g. insurance & Public Liability Certificate
- Pupil & staff Emergency Contact information - this is kept in a sealed envelope

Media

In the event of any incident or emergency involving the school, media interest, whether local or national, can be anticipated.

OIC's Communications Unit will have a Press Officer who will make statements as appropriate.

Media are not permitted onto the school premises or to have access to the children. In most serious cases, OIC/Police will take the lead when dealing with the media and offer some protection against media intrusion. We will endeavour to ensure that pupils, staff and parents are given accurate, up-to-date information at regular intervals, in advance of any media release wherever possible, and discourage speculation or rumours.

There can be few more distressing moments for any parent than to hear details of an incident involving their child from the media rather than from the school authorities.

North Walls Community School

Emergency and Continuity Plan



APPENDIX 1: Location and Important Contact/Strategic Information

<p>North Walls Community School Lyness Stromness Orkney KW16 3NX 01856 791 246</p>	<p>what3words: thus.outraged.eclipses</p>









<p>Emergency Service Contacts:</p>	<p>Police Station: 999/101 Fire and Rescue Station: 999 GP Surgery (Doctor & Ambulance): (01856) 701 209 Balfour Hospital (If no answer from GP surgery): (01856) 888 000 – 24hr service</p>
<p>School Contact information:</p>	<p>Head Teacher Andy Trafford: 07923 032 851 / (01856) 791 210 Janitor Rachel Thomson: 07786 035 216 Admin Assistant Sarah Firth: 07789 112 764 / (01856) 701 956</p>
<p>School Transport Operator</p>	<p>Fay & Albert Clark: (01856) 791 315 / 07778 177 929 Adam & Dawn Clark: (01856) 791 255 / 07951 900 783</p>

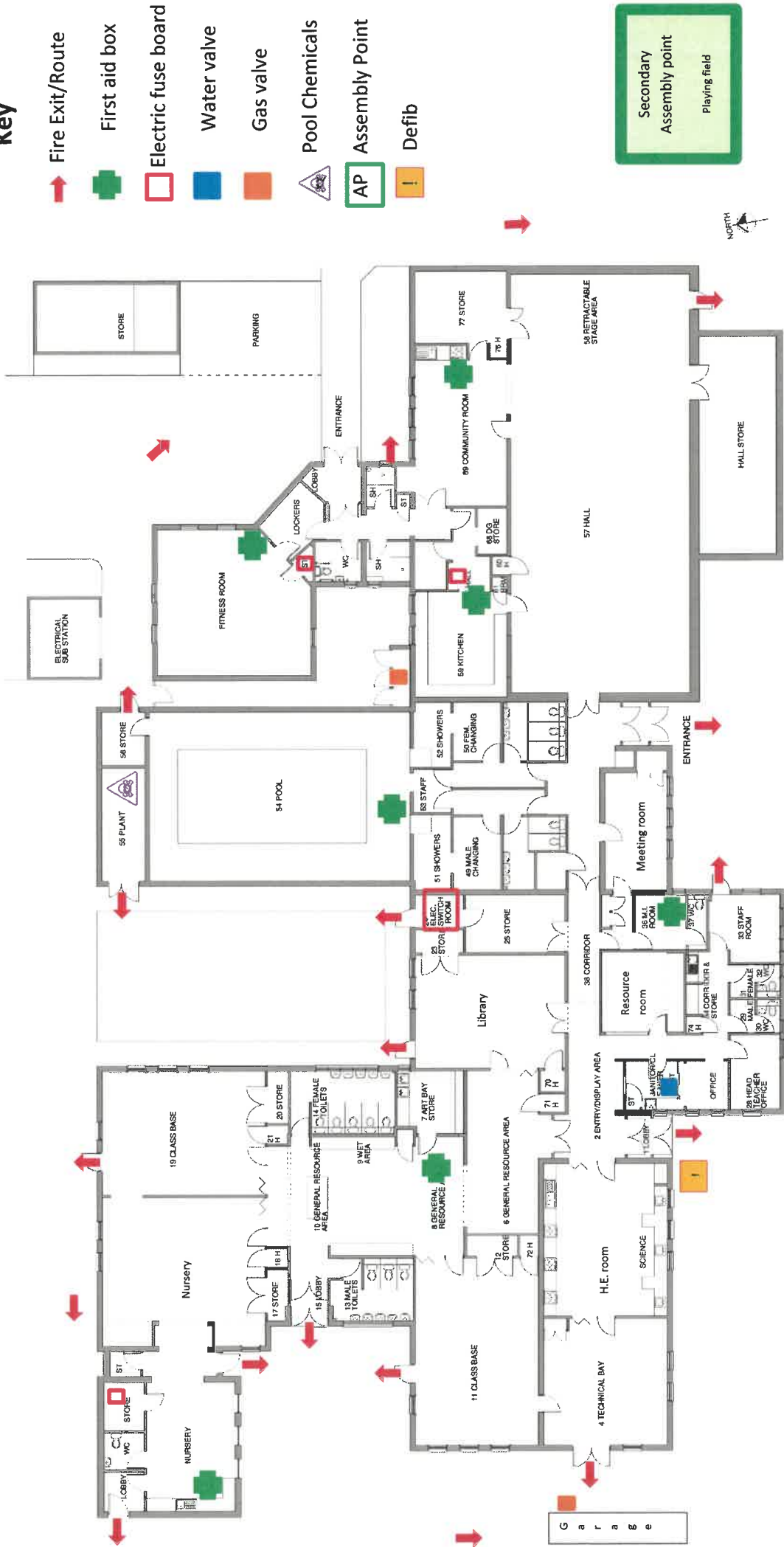
North Walls Centre Information	Chair Grace Robertson: 07885 812 622 / (01856) 701 482 Secretary Dawn Clark: 07762 965 621 / (01856 791 255)
Healthy Living Centre Information	Fitness Instructor Trish Avis: (01856) 701 498 / 07749 934 346 Matt White: 07579 051 033
Orkney Islands Council	James Wylie Corporate Director, Education, Leisure and Housing (01856) 873535 Ext: 2401 Peter Diamond Head of Education 01856 873535 Ext: 2436

Are accurate names, addresses, and telephone numbers held for staff and pupils?	Yes Contact details last updated: September 2023
Who is responsible for updating the contact details?	Sarah Firth - Administrator
How will Parents be kept updated on progress of the incident/emergency?	Cascade details: Parent phone calls, emails & text messages.
How will Parents be kept informed of School closures and re-openings?	Cascade details: Parent phone calls, emails & text messages, posting on school Facebook page.
Who holds copies of the Emergency Plan?	North Walls Community School, North Walls Centre, North Walls Healthy Living Centre, Orkney Islands Council.
Water cut off valve:	Marked on site plans. Contact Scottish Water: 0800 077 8778
Bottled Gas supply valves:	Gas store at garage & outside school kitchen. Marked on site plans.
Electric meter:	Marked on site plans. Contact SSE: 105 /0345 070 7373
Electric Fuse Board Isolator:	Marked on site plans.
Swimming Pool Chemical Storage:	COSHH sheets held in pool staff area. Chemicals stored in pool plant room. Marked on site plans.
Defib Location:	Fixed to wall outside main school entrance. Marked on site plans.
Helicopter designated landing zone:	NWCS playing field. Assume lockdown procedure for pupils to evacuate pitch.
Pre-planned arrangements for the following:	
Assembly Points	North Walls Community School playground or school field/tennis court if deemed safer. Marked on site plans.
Evacuation routes:	Use fire exits, follow perimeter of building to assembly point.
Alternative assembly building:	Gable End Theatre, next door.

Pre-planned procedures:	
Loss of premises:	Short term arrangements, 1 - 2 days: close school. Long term arrangements, over 2 days: YM, Longhope. Liaise with OIC.
Processes for continued learning during a prolonged Emergency	
Electronic teaching	Lessons will be provided using the Glow platform.
Alternative school premises:	YM, Longhope. Contact Moira Cossar: 07867 575 682 for entry.

Key

-  Fire Exit/Route
-  First aid box
-  Electric fuse board
-  Water valve
-  Gas valve
-  Pool Chemicals
-  Assembly Point
-  Defib



NORTH WALLS SCHOOL

MAIN ASSEMBLY POINT
Main playground

Secondary Assembly point
Tennis court

Secondary Assembly point
Playing field

North Walls Community School Emergency and Continuity Plan



APPENDIX 2: EMERGENCY EVENT LOG

Log all factual information received, actions taken/rationale (including actions considered and discounted and why)

Date Time	Event	Action	Completed	Entry by

Stage 1 – Initial Actions

- Ensure the safety of children and staff
 - Take 1st aid actions if necessary
 - Contact Emergency Services
 - If a pupil is injured, contact parent
 - Make every attempt to clarify exactly what has happened

Person responsible

- HT/Admin/Janitor

Stage 2 - Once incident is established

- Make an assessment of risk identifying:
 - Degree of damage/injury
 - Likely period of disruption
 - Consequence for site
 - Danger to children, staff and public
- Convene the Designated Response Team
 - Open and maintain the log of events & actions (Appendix 2)
 - Consider whether incident requires involvement of OIC
 - Establish who will be the main point of contact throughout the incident and notify OIC
 - Brief Staff, pupils & parents as necessary
 - Identify any other telephone lines not generally known to the public, mobile or direct lines, which could be used for outgoing calls in an emergency

Person responsible

- HT
- HT
- HT
- HT/Admin
- Admin

Notify OIC and report level of disruption.

- Level 1 – Localised Incident: During term time consider whether to close the school, however unless there are overwhelming pressures, this should be avoided, and you should endeavour to maintain normal routines and timetables.
- Level 2 – Localised Emergency
- Level 3 – Major Emergency

Person responsible

- HT

Plan management of incident

- Make immediate arrangements to support children and adults
- If necessary, arrange for any other staff to be called in, and briefed at an early stage
- Pupils should be informed as soon as possible, giving accurate, factual information
- If pupils are involved notify parents (if it is a major incident the parents may well have already heard, so it may be appropriate to ask the parents to come to the school for a briefing and support)
- Set up arrangements to enable accurate information to flow into and out of the school
- Ensure any visitors (e.g. parents/OIC staff) are met at the front door, asked to sign in and are issued with Visitor badges
- Ensure that staff manning phones maintain a record in log of all calls received
- Direct any Media calls to the OIC Communications Team
- Brief all staff and pupils not to speak to the media
- Arrange subsequent briefings at least twice per day for 10 minutes
- Ensure staff have regular breaks and monitor how staff are coping
- If incident is away from school, seek police advice whether parents should travel to scene, or whether children should be taken home
- In cases of a tragic incident the contact the Education Psychology Service who will be able to provide advice on the best way to inform pupils
- **Provide regular updates to OIC, staff, pupils, parents and NWC as necessary**

Person responsible

- HT/Admin
- HT/Admin
- HT/Admin/Class Teachers/EY & Support staff
- Admin
- Admin
- Admin
- Admin
- HT
- HT
- HT
- HT
- HT/Admin

Stage 3 - Period following the close of the incident

Investigate Recovery Plan

- Prepare report which should be a joint report if other agencies are involved
- Arrange for a member of staff to make contact with any pupils either at home or in hospital that have been affected
- Make sensitive arrangements for the return to school

Person responsible

- HT

Stage 4 – Longer term issues

Continuing recovery plan

- Work with staff to monitor pupils informally
- Clarify procedures for referring pupils
- Make any new staff aware of which pupils were affected and how they were affected
- Plan for longer term support i.e. counselling, memorials and commemorations
- Legal processes, inquiries and even news stories may bring back distressing memories and cause temporary upset with the school.

Person responsible

- HT

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APPENDIX 4: Adverse Weather

The key principle, in line with the thinking across Scotland, is that we have clear and shared presumption in favour of keeping schools open, wherever practicable, to minimise the impact on education provision as well as the mitigating wider community impacts. It is therefore assumed that prolonged or blanket closure of schools across Orkney would be the exception.

- **Wind:** Particularly in combination with tides, may cause some areas of coastal roads to become impassable until low tide. Check with School Transport operators and liaise with OIC for impact. May require later start/earlier finish of school day.
- **Flooding:** Only relevant for transport. Check with bus operator for impact. Go to sepa.org.uk to view the flood map for our area and access information and advice on writing a flood plan.
- **Snow:** Salt/grit supplies maintained by Janitor. Site pathways and areas requiring salting identified & agreed with Janitor. Discuss transport situation with David Brown OIC Resources & Roads: 07789 745 100
- **Heat wave:** Case by case review by OIC/HT. Assess risk identifying impact.

Decisions by local authorities will generally be made with local conditions considered. This process recognises that conditions may differ from one part of an authority to another. In Orkney the process involves close collaboration with the Head Teacher when reaching a decision about closure.

In practice OIC have three distinct processes:

1. **When a Head Teacher decides it is necessary to close their school to pupils before 7.30am or throughout the school day;**

School will be contacted by a member of the bad weather team first thing in the morning. They will provide you with the latest information from roads, police and Stagecoach (main conveyor on mainland) and on the predicted forecast to allow you to decide as to whether school will remain open for pupils.

The bad weather team will put this information out via Radio Orkney, RO Facebook, OIC Facebook, Twitter and OIC answer phone.

Throughout the day if Head Teacher decides that the weather is deteriorating, and school closure is necessary this can be done in agreement with the James Wylie, Corporate Director, Education, Leisure and Housing 01856 873535 Ext: 2401 and David Brown OIC Resources & Roads 07789745100.

Conveyors can also make the decision not to operate their transport or operate early if they think the weather is deteriorating.

Emergency school closure procedures would then be applied.

2. **When the Head of Education and Improvement decides to close all schools to pupils in the morning before 7.30am:**

If the Head of Education or Corporate Director, Education, Leisure and Housing decides to close all the schools to pupils before 7.30am you will be contacted by a member of the bad weather team informing you of this.

The bad weather team will put this information out via Radio Orkney, RO Facebook, OIC Facebook, Twitter and OIC answer phone. If the Head Teacher is unsure of the position, they should contact David Brown OIC Resources & Roads 07789745100 for clarification.

3. When the Head of Education and Improvement decides to close all schools to pupils by 5pm the day before:

If the Head of Education or Corporate Director, Education, Leisure and Housing decides to close all the schools by 5pm the day before you will be contacted by a member of the bad weather team informing you of this.

The bad weather team will put this information out as soon as the decision is taken via Radio Orkney, Facebook, Twitter and OIC answer phone. Transport conveyors will also be contacted by the team. Radio Orkney will also report the news on their morning broadcast.

Staff – Adverse Weather Guidelines

Staff should refer to the Memorandum on Adverse Weather Conditions issued by the Chief Executive on 9 October 2017. This applies to all Council staff, including teachers.

In general terms the operational guidance for school staff, along with other Council staff, is that there is a ‘presumption of opening’ during adverse weather conditions. In recent years this has included strong winds or snowfall or a combination of both. The Memorandum is clear that the health and safety of employees, customers and service users is the primary consideration. It also emphasises the simple fact that employees are expected to make all reasonable effort to get to work.

When adverse weather conditions make travelling difficult or dangerous, individual staff should continue to make their own risk assessment. If they are unable to attend work, they must inform the Head Teacher at an early stage. In these circumstances the member of staff will have the option to make up the time lost or take unpaid leave of absence.

This additional note provides clarification in relation to teaching staff, when a school is closed to pupils:

Where a teacher is unable to attend their normal place of work, they should be prepared to attend their nearest school to assist with continuity of provision (if this is applicable and possible). However, in the adverse weather conditions, referred to in the Memorandum, a teacher may work from home if to do so would ‘aid the efficiency of the service’. As indicated in the Memorandum, this should be done in discussion with their head teacher or depute (and have the authorisation of the Head of Schools). Examples of this include – development of materials to support ‘catch up’ or ‘recovery’ learning with respect any time lost due to closure; preparation and delivery of ‘on-line’ support for learning during a closure; preparation and marking for revised courses/learning experiences that might follow any closure period. Any teacher working from home must be contactable by their line manager and the Education Resources Manager.

Getting work to and from pupils:

Schools should provide pupils with the support needed to enable them to continue learning if schools close to pupils for an extended period due to the impact of severe weather. It is increasingly likely that in these circumstances the ‘home/school’ contact will be via the internet using web-based resources. Schools should ensure that they have up to date contact details for students and their families and confirm the proportion of children who have access to the internet and e-mail from home.

School Closures

School closure is avoided where possible but where it is unavoidable, for health and safety reasons or staffing issues, consideration should be given to the contacting procedures for parents and school transport. The decision to close the school is usually made by the Head Teacher and Governors having sought confirmation from:

James Wylie, Corporate Director, Education, Leisure and Housing 01856 873535 Ext: 2401

Peter Diamond, Head of Education 01856 873535 Ext: 2436

In the event of the North Walls Nursery being closed, the Care Inspectorate must be informed immediately: 0345 600 9527

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APPENDIX 5: Bomb Threat

Whilst the possibility of receiving a bomb threat at North Walls Community School is low, it cannot be discounted. Bomb threats are usually hoaxes from people holding a grudge against an organisation. They can also be made for revenge purposes, a diversion from a criminal act, or they can be real.

Notification of a bomb can come from several sources:

- Police – who receive information of an explosive device planted in the vicinity.
- Member of the public – who informs staff of a suspicious package or vehicle.
- Staff member – who has found a suspicious item or received a suspicious postal item.
- Telephone message – bomb threat from an individual.

Bomb Threat Phone Call Prompt

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 gender and approximate age• Any accent the person has, or any distinguishing feature about their voice e.g. speech impediment, drunkenness.• Any distinguishable background noises.
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	Report the call to the Head Teacher immediately who will implement a suitable response.
6	Call 1471 – you might get the details of where the phone call was made.
7	Report the call to the police.

Regardless of the source the following procedure will be implemented:

- 1) The fire alarm is activated.
- 2) Fire alarm evacuations proceed as usual.
- 3) The Head Teacher contacts the police giving as much information as is possible.
- 4) The school evacuates to the tennis court using the wall for shelter and protection.
- 5) OIC are informed by the Head Teacher.
- 6) Head Teacher liaises with police and fire brigade on course of action.
- 7) Subsequent action will depend on the circumstances of the threat.