

The Willows School Academy Trust



Emergency Procedures for The Willows School Academy Trust

2024/2025

The Willows School Academy Trust

Site Specific Emergency Plan-Last updated July 2024

Introduction

This emergency plan is to be used to assist in the co-ordination of major incidents or fire that result in access being restricted to or affects the use of either the whole of or a significant part of the building or site.

The primary purpose of the plan is to enable a swift response to a major incident by the relevant individuals. The plan is to be completed by the responsible person who is to ensure that there is cover at all times including out of hours (Night, Weekends, Bank Holidays, and Holidays.)

This plan must be regularly updated as personnel change and as arrangements are refined.

Site Address

The Willows School Academy Trust
Stipularis Drive
Hayes
UB4 9QB

0208 841 7176

office@willows.hillingdon.sch.uk

Responsible Person/s for the Site:

Mr. Malcolm Shaw

Mr. Paul Gregory-Hunt

Position: Headteacher

Deputy Headteacher

Phone: **0208 841 7176**

Responsibilities

- The day-to-day operations of the site.
- Ensuring that the building and site are secure at all times.
- Identifying a Deputy or replacement in the event of emergencies.
- Ensuring that Governors are aware at all times in the event of an incident and are involved as necessary to make financial decisions if required to do so
- Ensuring that relevant contractors and visitors are instructed, as relevant, to reduce risk and ensure compliance to procedures for emergency

Dealing with a Major Incident

In the event of a partial closure of the school academy. If it is safe and part of the school can function then the school should be sectioned off.

If the school cannot be used then it will be necessary for classes to be attended at alternative establishments; The Willows School Academy Trust can be contacted to secure classrooms for older pupils (Year 5 and Year 6). Younger pupils will be housed in alternative academy provisions sourced at the time depending on suitability. If there is immediate need to vacate the premises then pupils will be escorted over to local authority land next to the school until they can be collected by transport or parents/carers. Staff in circumstances where the building cannot be occupied will work from the establishments mentioned above to ensure appropriate supervision. Administration staff will report to the Headteacher and continue to work remotely.

Emergency Team

Site Emergency Co-Ordinator

Mr Malcolm Shaw
The Willows School Academy Trust
Stipularis Drive
Hayes
UB4 9QB
Ph: 0208 841 7176
mshaw27.312@lgflmail.org

Available at all times during term time
Contactable and able to attend out of school hours where required

Responsible for:

- Implementing the emergency plan at the appropriate time
- being the central point of contact in the event of an incident
- being on site to be available on site and therefore deal with emergency services and co-ordinate others on behalf of the responsible person

Deputy Site Emergency Co-Ordinator

Mr Paul Gregory-Hunt
The Willows School Academy Trust
Stipularis Drive
Hayes
UB4 9QB
Ph: 0208 841 7176
pgregoryhunt1.312@lgflmail.org

Available at all times during term time

Responsible for:

Deputizing to the Emergency Coordinator in their absence and/or under their direction

<p>Health and Safety Representative</p> <p>Mr Paul Gregory-Hunt Mrs Debbie Downie</p> <p>0208 841 7176</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • Ensuring that the emergency plan is current and practical • Responsible for ensuring suitable support and co-ordination in the event of an emergency • Accountable to the Headteacher 	<p>School Keeper</p> <p>Miss Heather Boyd Mobile: 07847098599</p> <p>Mr Darren Hawksworth Mobile: 07852871360</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • site assistance in the event of an emergency • to ensure clear communication with the Head and Deputy regarding an emergency
<p>Out of Hours Contact</p> <p>Mr Malcolm Shaw E.mail: mshaw27.312@lgflmail.org</p> <p>Available at all times during term time Contactable and able to attend out of school hours where required</p>	<p>Out of Hours Contact</p> <p>Miss Heather Boyd Mobile: 07847098599</p> <p>Mrs Katarzyna Trzaska Mobile: 07360206144</p> <p>Available at all times during term time</p>

<p>Co-ordination of First Aid</p> <p>Miss Nadia Moreno The Willows School Academy Trust Stipularis Drive Hayes Middlesex UB4 9QB</p> <p>0208 841 7176</p> <p>Nadia Moreno</p> <p>Responsible for: Coordinating the delivery of First Aid Ensuring that the list of first aiders or appointed persons is current and available upon request</p>	<p>Co-ordination of First Aid Deputy</p> <p>Mr. William Roberts The Willows School Academy Trust Stipularis Drive Hayes Middlesex UB4 9QB</p> <p>0208 841 7176</p> <p>William Roberts</p> <p>Responsible for: Coordinating the delivery of first aid in the absence of the principle first aid co-ordinator</p>
<p>Evacuation Officer 1</p> <p>Mrs. Katarzyna Trzaska office@willows.hillingdon.sch.uk</p> <p>Responsible for: Area identified on map (p8)</p>	<p>Evacuation Officer 2</p> <p>Mr. Darren Hawksworth dhawksworth.312@lgflmail.org</p> <p>Responsible for: Area identified on map (p8)</p>
<p>Evacuation Officer 3</p> <p>Mr. Paul Gregory-Hunt pgregoryhunt1.312@lgflmail.org</p> <p>Responsible for: Area identified on map (p25)</p>	<p>Evacuation Officer 4</p> <p>Mrs. Debbie Downie ddownie3.312@lgflmail.org</p> <p>Responsible for: Area identified on map (p25)</p>
<p>Information technology Site</p> <p>Mrs. Katarzyna Trzaska (Site) ktrzaska.312@lgflmail.org</p> <p>Mr. Paul Gregory Hunt (curriculum) pgregoryhunt1.312@lgflmail.org</p>	<p>Information technology(company off-site)</p> <p>TrailblazeIT 10 Whittle Road Ferndown, Wimborne Dorset BH21 7RU</p> <p>support@trailblazeit.co.uk</p>

Emergency Services and Relevant Authorities

<p>Police Contact 999 Uxbridge Road Hayes</p>	<p>Fire Contact 999 Uxbridge Road Hillingdon</p>
<p>Nearest Hospital Hillingdon Hospital Pield Heath Rd, Uxbridge UB8 3NN</p>	<p>Gas Supplier TotalEnergies Gas&Power If you smell gas: 0800 111 999 Billing: 0800 276 1014</p>
<p>Water Authority Affinity Water: 0345 357 2424</p>	<p>Emergency Liaison Officers-Local Authority Health and Safety and Civil protection Officer Civic Centre High Street Uxbridge Middlesex UB8 1UW 01895 250 111</p>
<p>Health Protection Agency (HPA) 3W/08 Civic Centre High Street Uxbridge Middlesex UB8 1UW <u>(01895) 250190</u></p>	<p>Sewerage Emergency Contact 0845 9200800</p>
<p>Alarm System Company Spy Alarms: 01689 887626</p>	<p>Alarm Call Out Company RFA Security Services: 01494 513516</p>

Raising the Alarm and Calling for Help

The Fire Alarm System

Fire

If you discover a fire you should activate the nearest red Fire Alarm Call Point. Only attempt to tackle the fire with the equipment provided if there is no risk to you and you feel confident in its use.

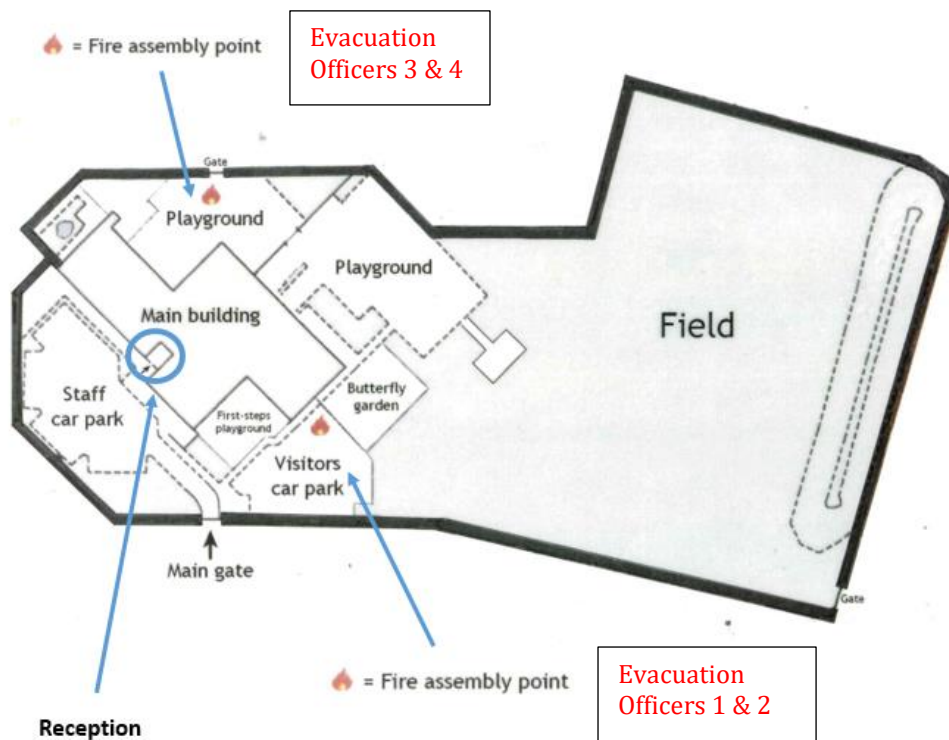
If you hear an alarm, leave the area as quickly and calmly as possible, following the nearest marked fire escape route signs.

Do not attempt to waste time collecting belongings.

You should then make your way to the following Assembly Point - In the playground by the green containers

Please ask if you are unsure of this location. You should remain at the Assembly Point until given further instructions.

Fire/ Bomb Threat Evacuation Points



Alerting the Fire Brigade

The school office personnel will be responsible for contacting the emergency services using either the school mobile or own. In absence this will then fall to the Headteacher and Deputy.

Alerting the Police

The school office personnel will be responsible for contacting the police using either the school mobile or own. In absence this will then fall to the Headteacher and Deputy.

Calling for an ambulance

The school office personnel will be responsible for contacting the emergency services using either the school mobile or own. In absence this will then fall to the Headteacher and Deputy.

Alerting the relevant statutory authority

The Headteacher will be responsible for contacting the relevant statutory authority body, which would include the Chair of Governors, and the relevant contact at the Department of Education and also at the Education Funding Agency-EFA. Local Authorities will be contacted in some circumstances (major disaster)

Alerting the insurance company

The school office personnel will be responsible for contacting the insurance company immediately following stabilization of the emergency/disaster. In absence this will fall to the Headteacher, Deputy, followed by Directors of the Academy Trust.

Emergency Evacuation and Assembly Points

See end of document

Role of the Evacuation Officers

Evacuation officers will check specific areas of the building before evacuating themselves. They will ensure that fire doors and windows are closed. They will consider their personal safety at all times and only undertake activities that do not put themselves at increased risk.

Overview of Arrangements

On being signaled to evacuate, the nearest fire exit should be sought according to location within the building. Signs are visible from all areas of the school to dictate direction of travel. Except for kitchen staff or those in this area, all others should assemble in the playground by the back fence in the first instance. In cases of extreme danger (bombs, fumes etc.), those persons should move from this point and assemble at the back of the field access gate. Those persons in the kitchen area should make their way to the overflow car park and assemble here. In cases of extreme danger, they will be directed to walk from the school via the front gate and around to the access gate to the rear of the school field by the bus stop.

Officer 1 will coordinate overall evacuation from the building, meeting in the playground evacuation site ensuring all ancillary rooms are evacuated (toilets and meeting rooms).
Officer 2 will coordinate the main school section of the school including the resource room and red playground area (will replace officer 1 in their absence and complete their duties).
Officer 3 will coordinate the evacuation of soft play area, pupil cooking kitchen, staffroom and music room, ASD unit-including the therapy room and meeting room, pantry room and toilet area.
Officer 4 will coordinate the evacuation of the administrative areas, the outside work areas of SALT therapy, BRP/FFT offices, hall and kitchen, meeting the front overflow car park.

On entering the school, visitors will have evacuation procedures explained to them and staff will be aware that they are responsible for their evacuation of the building.

On evacuation all doors close and staff will contain their individual pupils. Officers will strategically position themselves between the building and persons present.

If ascertained an accidental incident and upon inspection by emergency services or through information gained by relevant staff, officer 1 and the caretaker deactivate the alarm. Officer 1

will give the all clear and allow re-entry. If the incident is real, then re-entry will only be once emergency services have indicated that re-entry is safe. If this is not the case, there may be a decision to follow emergency services procedure further and walk from the back access gate to the site evacuation point.

All evacuations will be treated as real until proved otherwise. If there has been an accidental evacuation then this will be investigated to ascertain whether or not there is an electrical fault, malicious intent or through non-malicious intention. If the fault has caused this then the alarm services will be called and if necessary the school will enforce a closure until the investigation can be resolved. If it is malicious then consequences for this will be looked into including prosecution. If non-malicious, then the cause of it should be investigated to see if the positioning of the points was a key factor or if procedures on moving furniture, travelling or general behaviours are a key issue.

There are 2 assembly points in the first instance. One is situated in the playground on the tarmac area-clearly signed. The other is the overflow staff parking area.

Bomb Evacuation

The threat of a bomb will cover a greater area and assembly points will be a considerable distance from the building. An external assembly point at least 400 to 800 meters away from the site will be chosen. However, at all times advice from the emergency services will be sought and followed.

The alarm will not be activated in this instance, officer 1 will inform other officers to the situation and they will evacuate their area of the school. Staff will be informed of the situation, but pupils will not be-to prevent undue stress and alarm. From information given to officer 1, they will decide which route to be taken and once at the secondary assembly point will take further instruction and may coordinate the further move from this point to a point further away.

Bomb Assembly Points are located as follows:

To the rear of the school field. There will be 2 methods for this either through the rear of the school and across the field or through the front of the school and around to the access gate (approx. 400 meters).

On receiving information of a bomb threat, officer 1 will inform other officers of the situation and coordinate appropriate evacuation of the building. No alarm will activate as this could trigger any device in the area. Instead, officers will evacuate their appointed areas and advise on the secondary assembly point areas.

The school office manager will be responsible for initial contact with emergency services and coordination from there will be the responsibility of the Headteacher.

Specific Emergency Procedures

General procedures are available in respect of the site and from the policy. The following site specific issues relating to this specific site, not already outlined within general procedure.

Fire

All educational establishments will carry out a fire risk assessment. Fire extinguishers will only be used by individuals that have received training, where they do not place themselves at risk.

If in doubt, the alarm will be raised and the building evacuated.

Gas Release or Risk of Explosion

If a gas leak is suspected the emergency coordinator will be notified and ensure that the doors and windows are opened and take steps to ensure that:

- there is no smoking
- use of naked flames is prohibited
- use of any light switches is prohibited
- the fire alarm is not activated as this could also ignite gas in the air

The assembly point will be the same as the external bomb evacuation point.

Building Collapse or Damage to the Building Resulting in Debris Falling from Height

The site emergency coordinator should be notified immediately.

Major Electrical Fault

Major Chemical or Fuel Spillage

Emergency services to be called and follow direction. Officer 1 to contact local authority representatives.

Damage to materials suspected of containing asbestos

Where there is damage to asbestos containing materials that could affect other site users the emergency coordinator will be notified.

The emergency coordinator will instigate the following precautions.

1. Segregation of the area.
2. Contaminated area will be secured and locked if possible.
3. Relevant areas will be signed to ensure that accidental re-entry is not possible and relevant individuals notified of why this has been necessary.
4. Details the person to be notified with asbestos knowledge for the site.
5. The emergency coordinator will arrange air sampling of the potentially contaminated area.

Asbestos Plan available upon request

Major accident/Dealing with casualties

Arrangement Specific to the site not outlined above:

In dealing with casualties the people concerned will not put themselves at risk and will check that the environment where the casualty is located is safe before they proceed further.

If the area is not safe the relevant emergency services will be called by dialing 999 and they will be left with the situation.

Any articles or substances associated with the incident will remain where they are to allow an investigation into causes to be undertaken.

Each class and each area contains a first aid kit. All first aiders are listed on signs within the building. The persons can be contacted verbally if safe too do so.

School office will contact the emergency services as necessary.

Lead emergency coordinator will meet the lead first aider and designate a first aid area. Lead first aider will then coordinate with other first aiders to triage casualties and minimize movement of those in serious conditions.

Clinical waste disposal will be the task of the school keeper and lead coordinator who will wear appropriate PPE and dispose in designated sacks and bins.

Lead coordinator will inform the Education, Directors of the Academy Trust and the insurance company.

Internal reporting will be directed by the Headteacher.

The incident will be investigated as part of a team including the Chair, the Headteacher, and school keeper. If necessary, HSE will be informed and invited to investigate. The Headteacher will contact the HSE under RIDDOR requirements as the Health and Safety designate to the school academy.

The Willows School Academy Trust is designated as the alternative provision for the school, If this is not available for any reasons we will use Tesco, until pupils are collected by parents, carers, transport. See above for on-going alternatives if school remains shut for more than 5 days.

Emergency Procedure for people with disabilities

Alternative classroom exits have sloping exits to allow for wheel chair access, this includes the front exits. The building is on the ground floor and there are no stairs.

All staff are able to exit the premises independently but must ensure that all pupils leave the school safely and in control. The pupils have special needs in terms of SEMH- social, emotional and mental health in terms of behaviour, also ASD spectrum pupils- autistic spectrum disorder pupils.

Dealing with people who are unable to walk unaided

If the building needs vacating then the following exits may be used if the user struggles with walking unaided or is in a wheel chair:

1. Front doors
2. Current Beech Class
3. Soft play room
4. Oak Class front entrance
5. Main kitchen for dinners

Dealing with people who are unable to see

All people unable to see will always be allocated a member of staff to ensure that they are able to exit the property when required. This staff member will be the person to remain with the person throughout their stay at school.

Dealing with people who are unable to hear

There are several staff members trained in the use of British Sign Language (BSL). The Headteacher is a trained teacher of the hearing impaired and BSL user. These persons would be attached to a visitor of similar who is unable to hear.

Dealing with people with mental health issues

The staff are trained in dealing with pupils in an educational environment who have issues and an EHC plan for social emotional and mental health issues.

Communication and Training

All staff undergo essential Health & Safety training.

Frequency of review meetings

Annual training and review meetings of the emergency procedures occur for all staff and regular visitors, including governors.

There are evacuations every half term where the alarms are set off. The procedure is then reviewed at a staff meeting level.

Communication to other building users:

All users are briefed regarding safety and referred where necessary to the relevant H&S officer.

Primary Responsibilities Table

Name	Director of Operations	Deputy Director of Operations	Communication with Parents and Carers	Communication with Emergency Services	Facilities management and Site	Teachers	Medic First Aiders	Catering
Malcolm Shaw	✓			✓				
Paul Gregory-Hunt		✓		✓				
Katarzyna Trzaska			•	•	•			•
Debbie Downie			•					
Sarah Jones						•	•	
Sarita Powell						•		
Heather Boyd					•			
Darren Hawkesworth					•			

Mobile Phone List

Phones Designated in advance		Phones Designated at the time of the incident	
Owner of Phone	Number	Katarzyna Trzaska	
Paul Gregory-Hunt	07791519137	Malcolm Shaw	
Sarah Jones	07905600746	Heather Boyd	
Deborah Downie	07887955034	Darren Hawksworth	
Sarita Powell	07760699447		
Fill in this form at the time of an incident, borrow some other mobiles if required and fill in their numbers for reference, so that they are easily available.			

Critical Incident Flow Chart – Immediate Actions

Information Gathering

Date:

Time:

Location:

Nature of Incident

Brief Description of Incident:

Emergency Services Contacted: Yes/No

By:



Evacuation

HAS THE EVACUATION OF THE BUILDING BEEN ORDERED? Yes/No

Has the evacuation been completed? Yes/No

Has the evacuation been confirmed by a physical sweep of the building?

Has a register call been completed and numbers of persons missing noted?

Missing Staff:

Missing Students:



Emergency Services

Have the emergency services been notified? Yes/No

Who contacted them?

How long did they say they would be?

Have the council/EFA been notified of the incident.



People

Are there any fatalities? YES NO

Are there any casualties? YES NO

Further information:



Injuries

Number of persons known with injuries:

Name:

Nature of Injury:

Taken to hospital?

If so which hospital?

If yes, who by?

Name:

Nature of Injury:

Taken to hospital?

If so which hospital?

If yes, who by?

Name:

Nature of Injury:

Taken to hospital?

If so which hospital?

If yes, who by?



Fatalities

Number of persons fatally injured:

Name:

Sex:

Location found:

Time found:

Police notified:

Details of any witnesses:

Name:

Contact Number:

Name:

Sex:

Location found:

Time found:

Police notified:

Details of any witnesses:

Name:

Contact Number:



Infrastructure

Is the site safe to return to?

Are the utilities functioning?

RECEIVING AN EMERGENCY CALL

An emergency call could be received by a member of the department of education, EFA or from one of the emergency services.

Ensure that you ask the caller to identify him or herself and to give you the contact number where to contact them, so that you can callback and verify the call.

- For incoming calls, write down as much information as possible so it can be accurately relayed. (See phone call record sheet)

INCIDENT LOGGING AND REPORTING

As soon as an incident occurs.

- Open and maintain a continuous log.
- Time date and nature of incident.
- Actions taken and time of these.

Log Sheet			
Name:	Date:	Time:	Signature:
Nature of incident and Description:			
Time	Action	Comments	

Appendix 1:

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT

1. Switch on tape recorder (if connected)
2. Tell the caller which town/district you are answering from
3. Record the exact wording of the threat:

ASK THESE QUESTIONS & RECORD ANSWERS AS ACCURATELY AS POSSIBLE:

1. Where is the bomb right now?

2. When is it going to explode?

3. What does it look like?

4. What kind of bomb is it?

5. What will cause it to explode?

6. Did you place the bomb?

7. Why?

8. What is your name?

9. What is your address?

10. What is your telephone number?

Record time call completed:

Where automatic number reveal equipment is available record number shown:

INFORM THE CO-ORDINATOR:

Name and telephone number of person informed:

CONTACT THE POLICE BY USING THE EMERGENCY TELEPHONE NUMBER

Time informed:

This part should be completed once the caller has hung up and police/building security officer have been informed

Time and date of call:

Length of call:

Number at which call is received (that is, your extension number):

ABOUT THE CALLER: Male Female Nationality? Age?

THREAT LANGUAGE: Well-spoken Irrational Taped Foul Incoherent

Message read by threat maker?

CALLER'S VOICE: Calm Crying Clearing throat Angry Nasal
Slurred Excited Stutter Disguised Slow
Lisp * Accent Rapid Deep Familiar
Laughter Hoarse Other (please specify)

* What accent?

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

BACKGROUND SOUNDS: Street noises House noises Animal noises Crockery Motor
Clear Voice Static PA system Booth
Music Factory machinery Office machinery
Other (please specify)

REMARKS:

ADDITIONAL NOTES:

Signature: _____ Print Name: _____ Date: _____

NOW SAVE AND PRINT IMMEDIATELY – HAND COPY TO POLICE OR SECURITY

Retention Period: 7 years
MP 99703

Education Services Site Specific Plan
September 2013 V4

maps:

Maps of the School.

MAPS TO BE INSERTED HERE OF THE EVACUATION ROUTES.

Including Location of Fire Hydrants and Dry Risers that the fire Brigade can connect their hoses to.

Map of the local area showing main routes to the school

Description of Hazards in the local area and any concerns.

Please insert here a description of any hazards in the local vicinity

Buddy School:

Please record your buddy school details here:

Name of buddy school/safe house:

Directions from my school to safe house:

Map of directions to Buddy School

Please also record here whether or not you are a buddy school for another school.

Post-Incident Review







A meeting should be convened following a major incident to ensure that any lessons learnt are documented and the plan updated. Describe how this will be undertaken here.

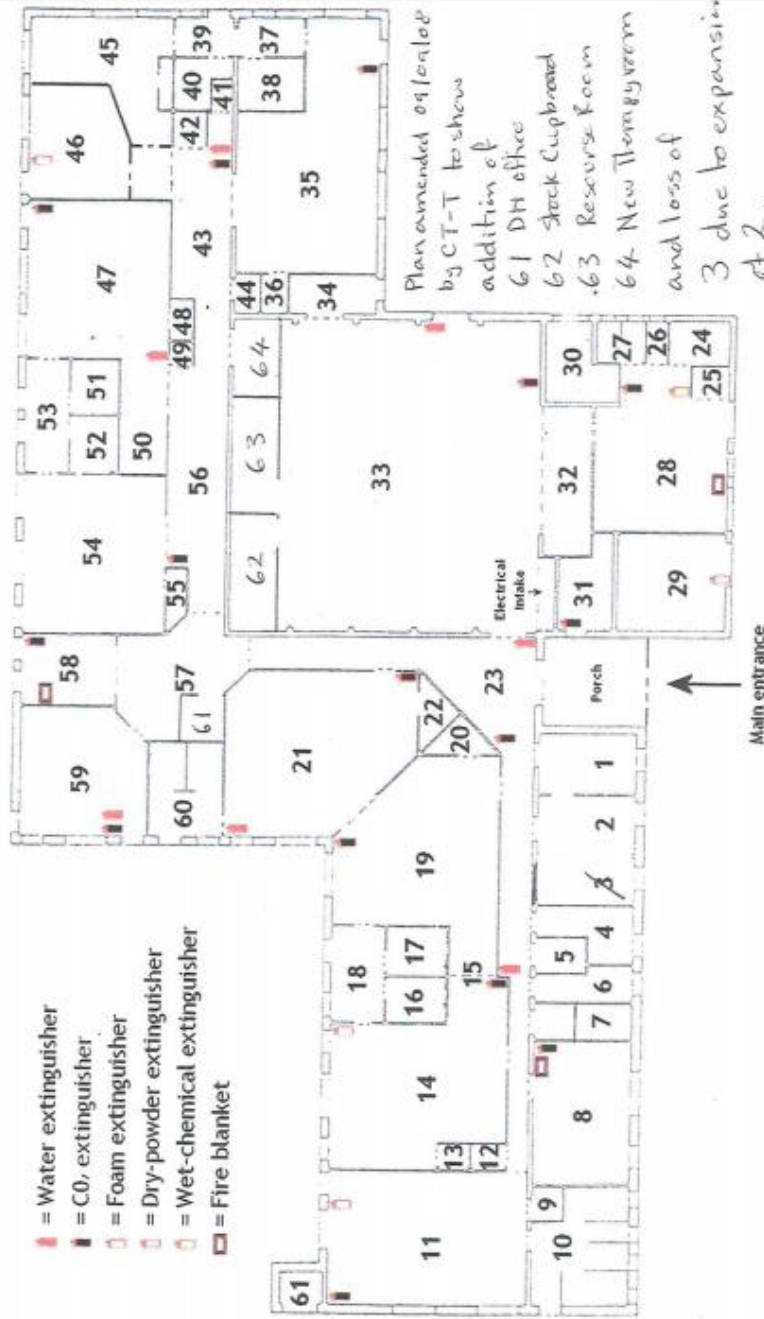
18. Addendum's

Pt	Item	Responsibility
1.	Fire & Evacuation Plan showing Evacuation Routes, all assembly points, extinguisher locations, location of flammable materials	
2.	Site Plan showing first aider locations and supplies	
3.	General emergency procedures.	

The Willows school area identification plan

Fire extinguishers

-  = Water extinguisher
-  = CO₂ extinguisher
-  = Foam extinguisher
-  = Dry-powder extinguisher
-  = Wet-chemical extinguisher
-  = Fire blanket



Plan amended 09/09/08
 by C-T to show
 addition of
 61 DH office
 62 Stock cupboard
 63 Resource room
 64 New Therapy room
 and loss of
 3 due to expansion
 of 2.

7 is now subdivided
 7a-7b

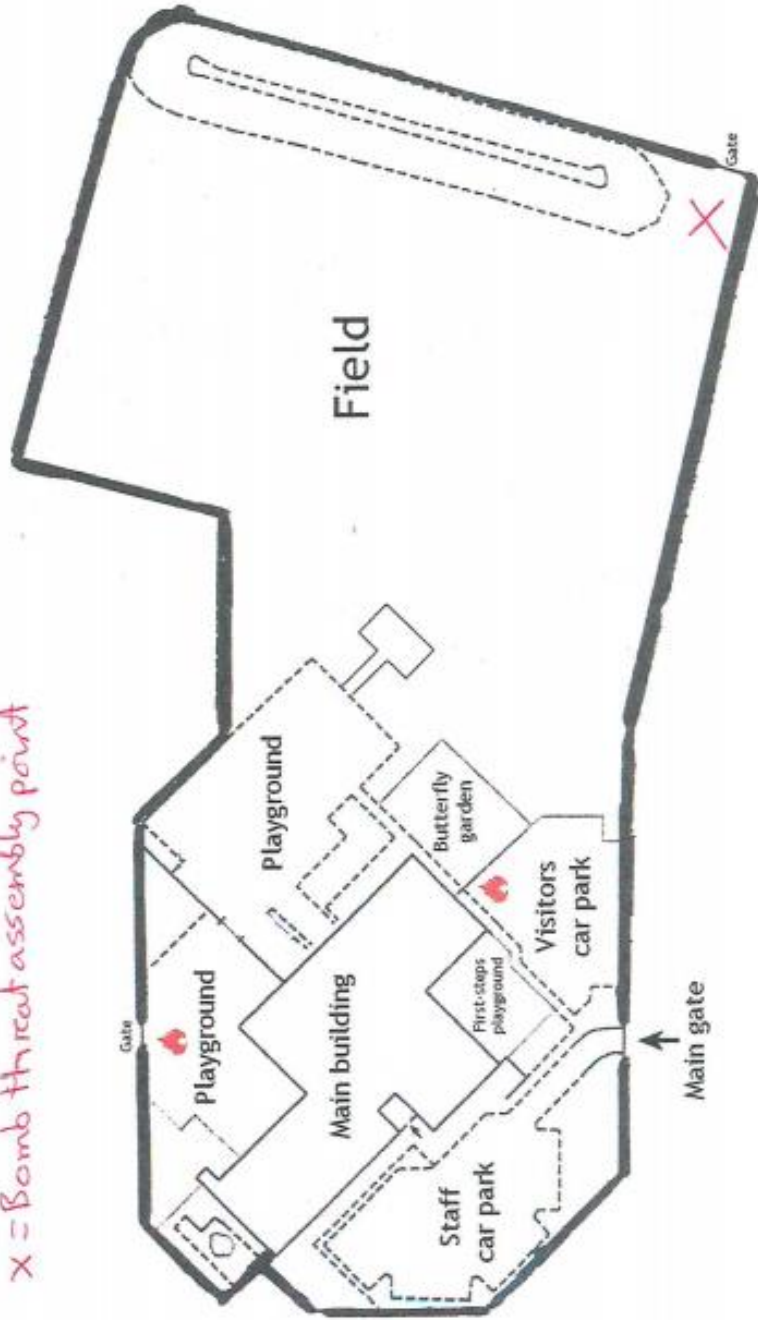
The Willows school area identification plan

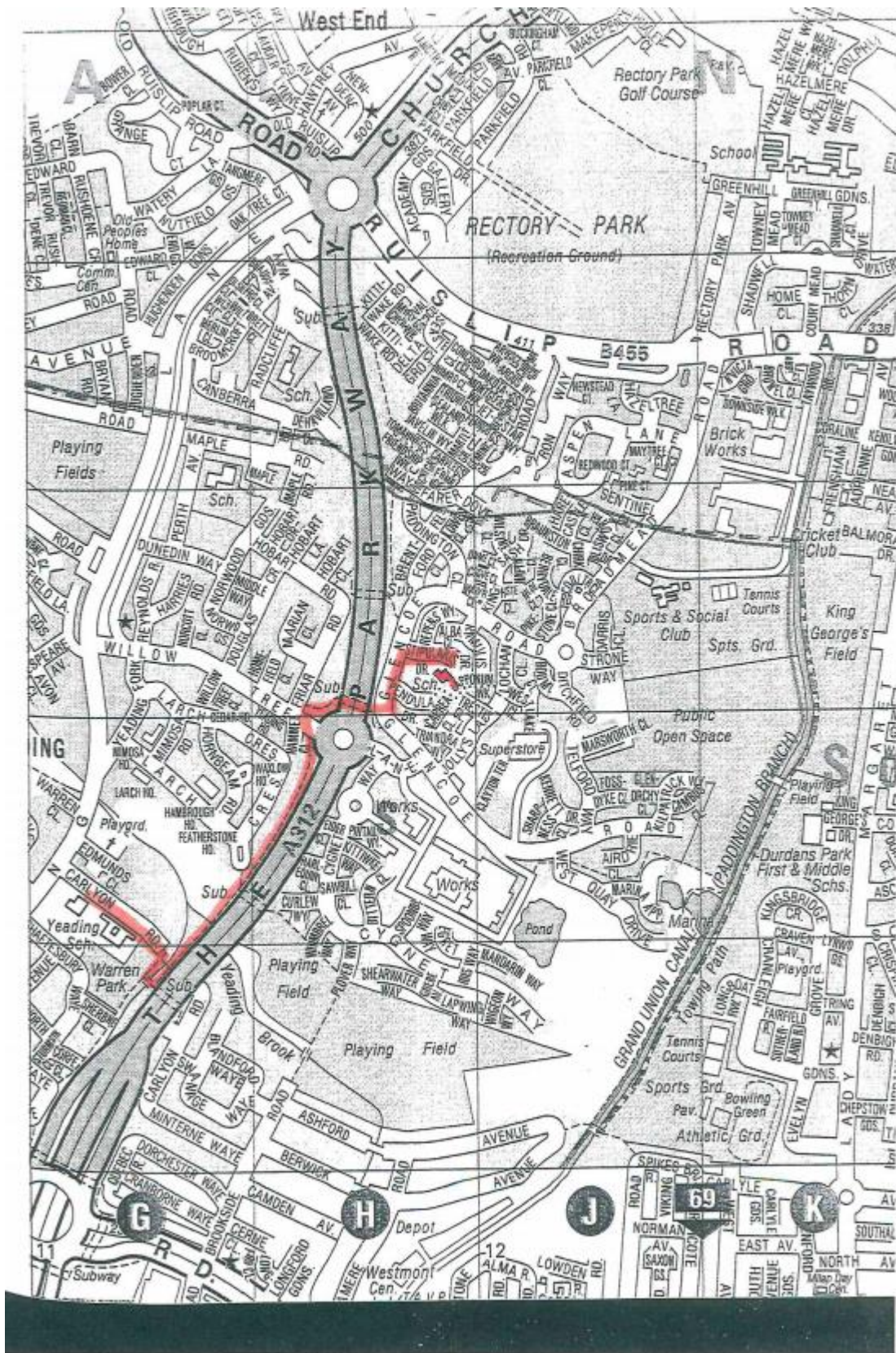
Fire assembly points

Key:

🔥 = Fire assembly point

X = Bomb threat assembly point





Signed:



Malcolm Shaw
Head Techer



Balevir Grant
Chair of Governors