

School Emergency Plan (Critical Plan) 2025 to 2026

Claypole Church of England Primary School



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

Our Vision

We aim to instil in all the balance of academic, behaviour & character skills needed to succeed; inspire all to apply these skills through positive & proactive learning opportunities; and innovate our approaches so all take the lead, utilise their talents and flourish.

"If you believe, you will receive whatever you ask for in prayer." Matthew 21:22

The objectives of the school emergency plan are:

- 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 key responders (and deputies) including the Incident Management Team.
- To identify possible hazards and identify appropriate strategies for managing the response.
- To identify potential triggers for plan activation.
- To identify how the Incident Team will communicate with the extended school community.
- To identify the immediate actions of the responders and 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.

Person responsible for updating this plan:

Head Teacher assisted by
H&S Coordinator

Critical School Contact information: (Name and 24 / 7 contact details).

Head teacher: Martyn Wells
01636 626 268

Key-holder(s): Lynn Kurvink

Emergency point of contact: St Peter's Church.
07561085751 ~ (Jennifer Harvey)

Plan Activation

The plan will be activated under the following circumstances.

- On activation of the fire alarm
- On receipt of a telephone call by the emergency point of contact.
- On being informed of a bomb threat.
- On being informed of an external treat.
- On being informed of an intruder within the school.
- On being informed of a sudden illness in the school
- On receipt of information that the head teacher considers the plan to be activated.

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| Date of issue: September 2019 Last reviewed: September 2024 | Date of next review: | September 2026 |
| Version Number: 5 | | |

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| Number of staff employed at school: 22 | Number of pupils on roll | 172 |
| Are accurate names, addresses, and Contact numbers held for staff, details last governors updated: | Yes | telephone and pupils? Sep 2025 |
| Who is responsible for updating the contact details? | School Administrator | |
| How will Parents be kept informed of school closures and reopenings? | Cascade details. | |
| The following addresses / contact details of important local institutions in the school neighbourhood: | Police Station: 0115 967 0999 (Newark) Fire and Rescue Station: 999 Hospital / GP Surgery: (01636 681681) Nearest Surgery: Long Bennington (01400 281220) | |
| Who holds copies of the Emergency Plan? | Head Teacher Chair of Governors H&S Coordinator SLT Admin | |
| Are contact details for contact details for outside agencies including the LA current and readily available? | Yes in Admin Office | |
| State the location of the following, it may be useful to attach a site plan to this plan: | | |
| Water cut off valve: | Front of school (blue door before the hall building) – ‘the boiler room.’ | |
| Gas mains valve: | Front of school (blue door before the hall building) – ‘the boiler room.’ | |
| Electric meter: | Front of school (blue door before the hall building) – ‘the boiler room.’ | |
| First incoming telephone point: | Front of school (blue door before the hall building) – ‘the boiler room.’ | |
| What are the pre-planned arrangements for the following: | | |

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| Evacuation routes: | As designated in each room |
| Assembly points: | Top of the playground near the hedgerow & the hedgerow separating the school and field. <i>Also see attached plan – also displayed in each classroom.</i> |
| Disabled evacuation routes: | N/A at this time |

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| Loss of premises: | Short term arrangements, 1 or 5 days: Use St Peter's Church Long term arrangements, over 1 week: Use Village Hall |
| Loss of water supply: | Short term arrangements, 1 or 5 days: 1 Day School closure - St Peter's Church Long term arrangements, over 1 week: Use Village Hall |
| Loss of electric supply: | Short term arrangements, 1 or 5 days: St Peter's Church Long term arrangements, over 1 week: Use Village Hall |
| Loss of gas supply: | Short term arrangements, 1 or 5 days: N/A Long term arrangements, over 1 week: Use Village Hall |
| Loss of Communications: Examples may include; text messaging, Twitter, etc. | Use personal mobile phones |
| Deliberate act of violence: | Telephone Police, inform Head and Staff contact Lincolnshire County |
| Bomb threat or act of terrorism: | Telephone Police, inform Head and Staff contact Lincolnshire County |
| Death or serious injury at school or on excursion: | <u>Pupil</u> : Inform Head, Staff and Lincolnshire or Notts County. Contact parents personally. Inform police if necessary <u>Staff or Governor</u> : Inform Head, Staff and Lincolnshire County. Contact Next of Kin Inform police if necessary <u>Visitor or Parent</u> : Inform Head, Staff and Lincolnshire County. Contact Next of Kin Inform police if necessary |
| Large clusters of localised human to human viral infection – likely Epidemic | Inform Head, Staff and Lincolnshire County. Inform Parents Inform police if necessary Close school as necessary |
| What are the pre-planned arrangements for the following Severe Weather events: | |

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| Flooding: | Depends on location action as necessary |
| Heat wave: | Sun block policy and hats. Keep children in shade/indoors |
| Snow: | Do you have sufficient supplies of salt: Yes List the site pathways and areas requiring salting: All |

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| Arrangements for the management of young people and staff involved in visits and off-site activities | |
| Off-site visits information | 24 hour access to information about off-site group's e.g. Evolve (web based) or paper information about the visit Emergency contact details for off-site staff and parents. |
| | Admin & Head contact numbers given to leader |
| What processes are in place for continued learning during a prolonged emergency: | |
| Electronic teaching i.e. School learning platform: | Call ICT coordinator who will deal with the situation contacting relevant agencies as required |
| Alternative school premises: | St Peter's Church – key held in Admin Office Contacts for St Peter's Church. 01636 626947 (Robert Prabucki - Church Warden) |
| Other sources: | |
| What are the pre-planned arrangements for safeguarding pupils and adults at risk during an emergency? | |
| Vulnerable Children | None at this time |
| Pupils / Staff with Disabilities | None at this time |
| Make an assessment below of any other identified potential emergencies or specific hazards which pose a particular risk to your school and plan how you will deal with incident arising from them: | |
| Emergency Hazard | Emergency Plan |
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Appendix 2

1. Children and Young People's Services Emergency Contact Information

Lincolnshire

- During Office hours contact the **Children Services Customer Service Centre (CSC) on 01522 782111.**
Email: iscb@lincolnshire.gov.uk.
- Out of Office Hours (24-hours) contact the **Emergency Duty Team (EDT) on 01522 782333.**

Nottinghamshire

- email: info.nscb@nottscc.gov.uk
- phone: 01159 773935
- Emergency Duty Team on 0300 456 4546.
- Address: Nottinghamshire Safeguarding Children Board, County Hall, West Bridgford Nottingham, NG2 7QP.

2. School Closures

When there is severe weather a list of schools that are being affected in Lincolnshire will appear on their website (as well as on BBC Lincolnshire). Alternatively you can visit the **county council website** for more information and contact details. The BBC relies on schools and local education authorities to notify it of closures. We advise you to contact your child's school during periods of extreme weather to find out if it has been affected. The page will be manually updated between 06:30 and 21:00 GMT on severe weather days. Please note this page does not auto-update.

If no schools are listed below then the BBC has not been made aware of any closures in the region.

Appendix 3 - Useful Contacts

Please keep the checklist that follows in an accessible location within the school. Copies should also be available to members of the senior management team at home, in case of a school-based emergency out of hours.

| Service | Name | Responsibility | Telephone No. |
|--|------------------------------------|---|------------------------------|
| LCC Emergency Duty Team Notts Emergency Duty Team | Control Centre | – 24 hours cover | 01522 782333 0300 4564546 |
| *LA Support Team Coordinators | Business Resources Team | Strategic Support Officers | 01522 552222 |
| LCC Safety Advisor | Fraser Shooter | Local Authority | 01522554917 |
| Insurance Services | Lockton – Zurich Insurance | Insurance Manager | 01212324500 |
| Customer Services Team | Lincolnshire County Council | Customer Services Manager | 01522 552222 |
| *Cleaning | Gail Gowshall | Cleaning Contract Facilities Manager | 0788817955 |
| *Grounds | PFI (engie) Andrea Rounding | Grounds Manager | 01522 698247 |
| Legal Services | Legal Services Lincolnshire | Solicitor | 01522 552573 |
| School HSO/IT | LA Governor | Graham Doney | 07734386193 |
| Chair of Governors | Sarah Fisher | Chair of Govenors | 07921569654 |
| Governor Services | Notts CC governors service | Val Whistler | 01159 772672 |
| District Council Environmental Health | South Kesteven District Council | SKDC | 01476 406080 |
| Health Authority Communicable diseases | Lincolnshire County Council | LCC | 01522 873249. |