

September 2025

Cam Hopton Church of England Primary School

Emergency Response Procedures

September 2025

September 2025 Amendments

This Guide will be reviewed by the Finance and Premises Committee every 12 months and amended when appropriate to ensure the validity of the information contained within the plan.

Record of amendments:

Date	Amendment No	Name	Initials
26.02.20	Update term dates	Becky Harris	BH
31.10.22	Add 'Lockdown Procedures' and update 'Emergency Contacts'	Becky Harris	BH
22.08.23	Update names and contacts	Becky Harris	BH
09.09.24	Add Lockdown Procedures	Becky Harris	BH
18.11.24			
18.11.25	Update term dates and contacts	Becky Harris	BH

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Distribution List

Head Teacher	1 copy
School Administrator	1 copy
Site Manager	1 copy
Chair of Governors	1 copy
Premises Governor	1 copy
Clerk to the Governors	1 copy
Chair of Hopton Trust	1 copy
Cam Hopton School House	1 copy

Note: A hard copy of this plan is kept off-site by Headteacher Becky Harris in case access to computers and/or the school building where the details are normally kept is denied.

1:0 Cam Hopton School General Information

Name: Cam Hopton Church of England Primary School

Address: Hopton Road
Upper Cam
Dursley
Glos
GL11 5PA

Telephone Number: 01453 542763

Head Teacher: Mrs B Harris

Type of School: Voluntary Aided

Pupils: Mixed

No: of Pupils: 208

Age range of pupils: 4 – 11 years

Operating Hours: **Core School Hours:**

	Gate opens for children to go to class	Start of Morning Session	Morning Break	Lunch Time	Start of Afternoon Session	End of School
Key Stage 1	8:35am	8:40am	10:25am	11:45am	12:45pm	3:10pm
Key Stage 2	8:35am	8:40am	10:50am	12:10pm	1:05pm	3:10pm

Extended School Activities:

School Run After-School Clubs

Mondays, Tuesdays, Wednesdays, Thursdays and Fridays – Finish Time 4.00pm

External Clubs (see 4:0 for contact details)

Hopton School House – uses school field/playground – club finishes at 6.00pm

Special Notes: Cam Hopton School House is physically connected to the school and shares fire alarms and exits.	Hopton School House <i>Breakfast and After-School Club</i> Mondays to Fridays Inclusive <i>Holiday Club</i> Various days throughout the school holidays
Key Holders:	Mrs B Harris (Head Teacher) 01453 542763/07806721317 Mr J Carman, (Site Manager) 01453 542763/07939254693 Mrs S Larkin (School Administrator) 01452 532723/07717296979 Mr Derek Crocker Governor (H&S Governor) 07975734927
Rest Centre:	The school is not a designated rest centre

Mutual Aid Arrangements:

List contact details of neighbouring facilities where mutual aid arrangements have been agreed.

Place:	St George's Church
Contact Name:	Rev'd Fiona Crocker
Contact Telephone Number:	01453 548343/07817021196
Details of mutual aid agreement:	Use of church facilities

School Term Dates: The School term dates for 2025/26 are detailed at **Annex A**

School Site Plan: A detailed site plan is included at **Annex B-1**

Location Map: Showing emergency service access routes is included at **Annex B-2**.

2:0 Risk Assessments

2.1 School Outings and Activities

In accordance with Gloucestershire County Council's 'Educational Visits and Journeys: Guidance for Organisers' Cam Hopton Church of England Primary School undertakes risk assessments for all school trips and activities that it participates in. Risk assessments are completed and held on-line using Gloucester County Council's 'e-Visit' site.

2.2 Other Hazards

Fire

The school has developed fire evacuation procedures that are regularly exercised

Bomb Threats

Telephone, internet and postal threats that a bomb has been placed within the school can be made. In all cases the Head Teacher or deputy must be informed as soon as possible.

In the case of a telephone threat the call taker should follow guidance as set out in Annex H to record details.

The Head Teacher as the responsible person is responsible for determining the initial response to the threat and taking action as set out in Annex H.

Lockdown

The purpose of a *Lockdown* or *invacuation* is to prevent an intruder from causing harm to staff or pupils. Entrances to the school must be secured in an effort to prevent an intruder from entering the premises and staff and pupils must find a safe place to protect themselves.

A lockdown may be deemed the most appropriate course of action if an emergency situation occurs outside the school grounds and which renders an evacuation unsafe. Staff and pupils will be expected to stay in a safe area inside until advised otherwise by emergency services.

The Head Teacher as the responsible person is responsible for determining the initial response to the threat and taking action as set out in Annex I.

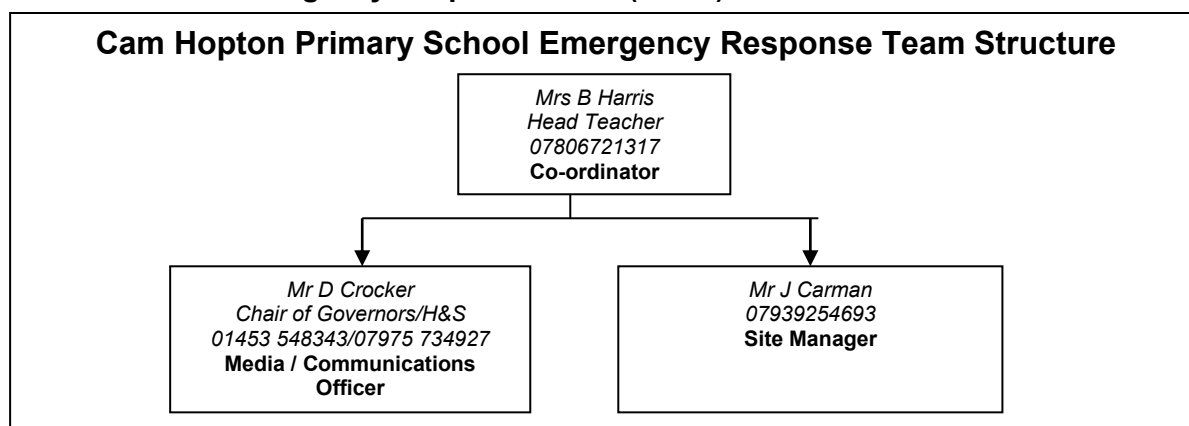
Chemical Hazards

The following chemicals are held in the Caretaker's Room:

Chemical	Notes
Viakal Limescale Remover	C9-11 Pareth-8, Etidronic Acid, Formic Acid, Phosphoric Acid
Consortium Glass and Window Cleaner	1-Methoxy 2-Propanol, Trisdium Nitrolatriacetate, Aikyl dimethylamine betaine
Drain Cleaner & Freshner	Sodium Hydroxide, Sodium Alkyl Ether Sulphate
Multi-Purpose Kitchen Concentrate	Trisodium Nitrolotricate, Sodium Etasilicate, Fatty alcohol ethoxylate
Washable Glue - Eco	Chloracetamide, Sodium Benzoate, PPG-2 Methyl Ether
Consortium Spryantibc Cleaner	Alkylamine Dicarboxylate, Alkyldimethyl Benzyl Ammonium Chloride, Fatty Alcohol Ethoxylate
Carefree Emulsion	E-Tthoxyethoxy Ethanol, 2-Methoxymethylethoxy Propanol
Carefree Gloss Restorer	Ethanol, 1-Methoxypropan-2-ol, 2-Ethoxyethoxy Ethanol
Enhance Carpet Extraction Cleaner	Alcohol Alkoxylate, Fatty Acid Sulphonate, Potassium Salt
Chemical	Notes
Enhance Spot & Stain Remover	Ethylene Glycol Hexyl Ether, Hydrogen Peroxide
Lifeguard Cleaner & Disinfectant Foam	Butane, 2-Methoxymethylethoxy Propanol
Lifeguard Disinfectant	Alkyl Alcohol Ethoxylate, Alkyl dimethyl benzyl ammonium chloride
Mr Muscle Prof Concentrated Kitchen Cleaner	Didecyldim ethyl ammonium chloride, Alkyl alcohol ethoxylate, Ethoxylated alcohol
Mr Muscle Professional Multi-Surface Cleaner	2-Butoxyethanol, Ethanol
Mr Muscle Professional Washroom Cleaner	2-Butoxyethanol, Alkyl Sulphate, Propan-2-ol, Tetrasodium ethylenediaminetetraacetate
Pledge Furniture Polish	Naphtha (petroleum), hydrotrated heavy
Sprint Hard Surface Cleaner	Tetrasodium ethylenediaminetetraacetate, 2-Butoxyethoxy Ethanol, Alkyl aryl sulphate, Alkyl alcohol ethoxylate
Toilet Duck Ocean Toilet Cleaner	Alkyl alcohol ethoxylate, Sulphamic acid
Water Colour Tablet	4-chloro-3,5,Xylenol
Air Drying Clay	Chloroacetamide, Sodium Benzoate
Lifeguard 3 Way Toilet Cleaner	Phosphoric Acid, Alkyl alcohol ethoxylate, Alkyldimethylbenzylammoniumchloride
Bactericidal Cleaner	Alkylamine dicarboxylate, Alkyldimethy benzyl ammonium chloride, Trisodium nitriloriacetate, Fatty alcohol ethoxylate

3:0 Emergency Response Arrangements

3:1 School Emergency Response Team (SERT)



Annex C: SERT Action Sheets, lists suggested tasks that need to be undertaken by the above roles in the response to an incident. Tasks may well be interchangeable depending upon the availability of resources and other commitments in an emergency.

3:2 Control Centre Details

	Designated Location
Control Centre	Head Teacher's / School Office
Reserve	Year 3 Classroom/Elliot (in case main building affected)
Off-site Reserve	St George's Church

See **Annex B** for school site plan

3:3 Emergency Expenditure

In an emergency situation the Chair of Governors has delegated powers to make an urgent decision about the allocation of resources from within the school's delegated budget as long as this is reported to other governors in due course.

3:4 Generic Response to on-site / off-site incidents

Flexible procedures need to be developed to ensure that an efficient response to a crisis can be achieved. The procedures detailed in Fig. 1 & 2 (overleaf) are not exhaustive, the type of response will largely depend upon the incident but they outline the main actions that need to be taken into consideration:

3.5 Training & Exercising

Training staff and exercising the response procedures detailed in your emergency plan are integral parts of the emergency planning process. The Head Teacher is responsible for ensuring staff are adequately trained.

SERT ACTIONS: ON-SITE INCIDENT

CO-ORDINATOR / DEPUTY ACTIVATE SCHOOL (on site) EMERGENCY RESPONSE PLAN

1. **Assess risk and ensure immediate safety and welfare of Pupils, Staff & Visitors**
2. **Contact Emergency Services (999 or 112 from a mobile)**
3. **Brief Schools Team if required**
4. **Contact other Critical Incident Support Teams as required**
5. **Brief Staff, Governors, Pupils, Parents etc...**



PLAN INITIAL MANAGEMENT OF INCIDENT

- | | |
|--|--|
| <ul style="list-style-type: none"> ◆ Dealing with Enquiries ◆ Informing families of those involved ◆ Transport ◆ Resources/Materials ◆ Communication ◆ Re-unite Pupil with Parent/Guardian | <ul style="list-style-type: none"> ◆ Media ◆ Access Control (Police) ◆ Special Needs ◆ Cultural / Religious Issues ◆ Mutual Aid ◆ Business Continuity Management |
|--|--|



PLAN LONG-TERM MANAGEMENT OF INCIDENT

- | | |
|--|---|
| <ul style="list-style-type: none"> ◆ Security of Site / Preservation of evidence ◆ Clear up of affected area of school ◆ Support for Pupils/Staff/ Families ◆ Acknowledgement of incident ◆ Gifts/Cards to persons injured ◆ Planning Memorials & Commemorations ◆ Restoring normality ◆ Public inquiry / Investigation / Legal Implications | <ul style="list-style-type: none"> ◆ Media ◆ Business Continuity Management ◆ Reputation ◆ Attending funerals ◆ Discussion Opportunities ◆ Monitoring the effects ◆ De-briefing & updating plans ◆ Financial Implications |
|--|---|

SERT ACTIONS: OFF-SITE INCIDENT

SERT CO-ORDINATOR / DEPUTY ACTIVATE SCHOOL (off site) EMERGENCY RESPONSE PLAN

1. Brief Schools Team and mobilise if required.
2. Contact County Critical Incident Support (Annex I)
3. Contact Parents / Families of individuals involved in the incident
4. Brief Staff, Governors, Pupils (assembly / class), Parents etc...
(Siblings / close friends should be informed separately)
5. Contact any other relevant agencies.



PLAN INITIAL MANAGEMENT OF INCIDENT

- | | |
|---|--|
| <ul style="list-style-type: none"> ◆ Dealing with enquiries ◆ Transport arrangements ◆ Resources/Materials ◆ Maintaining normality within the school ◆ Communication ◆ Reunite Pupil with Parent(s)/Guardian(s) ◆ Keeping families informed of information / arrangements ◆ Advising colleagues at other schools attended by siblings | <ul style="list-style-type: none"> ◆ Media ◆ Special Needs ◆ Cultural Religious Issues ◆ Communication ◆ Business Continuity Management |
|---|--|



PLAN LONG-TERM MANAGEMENT OF INCIDENT

- | | |
|--|---|
| <ul style="list-style-type: none"> ◆ Business Continuity Management ◆ Support for Pupils/Staff/ Families ◆ Acknowledgement of incident ◆ Gifts/Cards to persons injured ◆ Planning Memorials & Commemorations ◆ Public inquiry / Investigations / Legal implications ◆ De-briefing & updating plans | <ul style="list-style-type: none"> ◆ Media ◆ Reputation ◆ Attending funerals/repatriation ◆ Discussion opportunities ◆ Restoring normality ◆ Financial implications |
|--|---|

4:1 Cam Hopton Church of England Primary School contact numbers

SCHOOL EMERGENCY RESPONSE TEAM (SERT)		
Note: List who of the contacts are key holders for the school.		
Name Mrs B Harris	Co-ordinator	Work: 01453 542763 Home: 01666 826869 Mobile:07806 721317
Name Mr D Crocker Chair of Governors	Media Liaison/ Communications Officer	Work: Home: 01453 548343 Mobile: 07975 734927
Other School Building(s) Contact Numbers		
J Carman	Site Manager	Mobile: 07939254693
Emergency Closure System (replaces telephone line)		
Emergency Closure Site Requires username and password held by HT and Administrator	Gloucestershire County Council	https://www.gloucestershire.gov.uk/closure-form
Web address to view list of schools closed: https://www.gloucestershire.gov.uk/closures/		
Governing Body		
Chair	Mr D Crocker	As above
Medical		
School Nurse		03004218100
School Educational Psychologist		01452 328004
Other School Contacts...		
External Clubs (who hire the facilities)		
Hopton School House	Mrs Chanelle Uzzell Mrs J Fisher (Tkaczuk)	01453 542489 mailhoptonschoolhouse@yahoo.co.uk Work: 01453 544608 Home: 07368 296754 Janefisher64@hotmail.com
Others		
Winston's Wish	Helpline: 0845 20 30 40 5 Email: info@winstonswish.org.uk Website: www.winstonswish.org.uk	
Faith Communities	Rev'd Fiona Crocker – 01453 548343/07817021196	
EMERGENCY SERVICES 999 / 112 (mobile)		

4:2 County Emergency Response – see Annex J

Annexes

Annex A	School Term Dates
Annex B	Site Plans
B-1	School Site Plan
B-2	Location Map (Showing emergency services access route)
Annex C	SERT Action Sheets
C-1	Co-ordinator
C-2	Media / Communications Officer
C-3	Facilities Officer
Annex D	General Action Sheets
D-1	Notification of a Crisis
D-2	Staff Involved at the scene of a Crisis
Annex E	School Equipment & Access List
Annex F	Incident Log Sheet
Annex G	Expenses Log Sheet
Annex H	Bomb Threat Action Plan
Annex I	Lockdown Action Plan
Annex J	Schools Critical Incident Support Contacts

Note

It is suggested that action sheets are copied, laminated & kept in a convenient location to provide easily accessible information in an emergency.

CAM HOPTON C OF E PRIMARY
SCHOOL TERMS AND HOLIDAYS
2025/26



SEPTEMBER							OCTOBER							NOVEMBER						
Mon	1	8	15	22	29		Mon	6	13	20	27			Mon	3	10	17	24		
Tues	2	9	16	23	30		Tues	7	14	21	28			Tues	4	11	18	25		
Wed	3	10	17	24			Wed	1	8	15	22	29		Wed	5	12	19	26		
Thur	4	11	18	25			Thur	2	9	16	23	30		Thur	6	13	20	27		
Fri	5	12	19	26			Fri	3	10	17	24	31		Fri	7	14	21	28		
Sat	6	13	20	27			Sat	4	11	18	25			Sat	1	8	15	22	29	
Sun	7	14	21	28			Sun	5	12	19	26			Sun	2	9	16	23	30	
DECEMBER							JANUARY							FEBRUARY						
Mon	1	8	15	22	29		Mon	5	12	19	26			Mon	2	9	16	23		
Tues	2	9	16	23	30		Tues	6	13	20	27			Tues	3	10	17	24		
Wed	3	10	17	24	31		Wed	7	14	21	28			Wed	4	11	18	25		
Thur	4	11	18	25			Thur	1	8	15	22	29		Thur	5	12	19	26		
Fri	5	12	19	26			Fri	2	9	16	23	30		Fri	6	13	20	27		
Sat	6	13	20	27			Sat	3	10	17	24	31		Sat	7	14	21	28		
Sun	7	14	21	28			Sun	4	11	18	25			Sun	1	8	15	22		
MARCH							APRIL							MAY						
Mon	2	9	16	23	30		Mon	6	13	20	27			Mon	4	11	18	25		
Tues	3	10	17	24	31		Tues	7	14	21	28			Tues	5	12	19	26		
Wed	4	11	18	25			Wed	1	8	15	22	29		Wed	6	13	20	27		
Thur	5	12	19	26			Thur	2	9	16	23	30		Thur	7	14	21	28		
Fri	6	13	20	27			Fri	3	10	17	24			Fri	1	8	15	22	29	
Sat	7	14	21	28			Sat	4	11	18	25			Sat	2	9	16	23	30	
Sun	1	8	15	22	29		Sun	5	12	19	26			Sun	3	10	17	24	31	
JUNE							JULY							AUGUST						
Mon	1	8	15	22	29		Mon	6	13	20	27			Mon	3	10	17	24	31	
Tues	2	9	16	23	30		Tues	7	14	21	28			Tues	4	11	18	25		
Wed	3	10	17	24			Wed	1	8	15	22	29		Wed	5	12	19	26		
Thur	4	11	18	25			Thur	2	9	16	23	30		Thur	6	13	20	27		
Fri	5	12	19	26			Fri	3	10	17	24	31		Fri	7	14	21	28		
Sat	6	13	20	27			Sat	4	11	18	25			Sat	1	8	15	22	29	
Sun	7	14	21	28			Sun	5	12	19	26			Sun	2	9	16	23	30	

Term Time	Holidays
Bank Holiday	Inset Days

Term 1: Mon 1 st Sept – Fri 24 th Oct 2025	40 days
Term 2: Mon 3 rd Nov – Fri 19 th Dec 2025	35 days
Term 3: Mon 5 th Jan – Fri 13 th Feb 2026	30 days
Term 4: Mon 23 rd Feb – Fri 27 th Mar 2026	25 days
Term 5: Mon 13 th April – Fri 22 nd May 2026	29 days
Term 6: Mon 1 st June – Mon 20 th July 2026	36 days

Total 195 days*

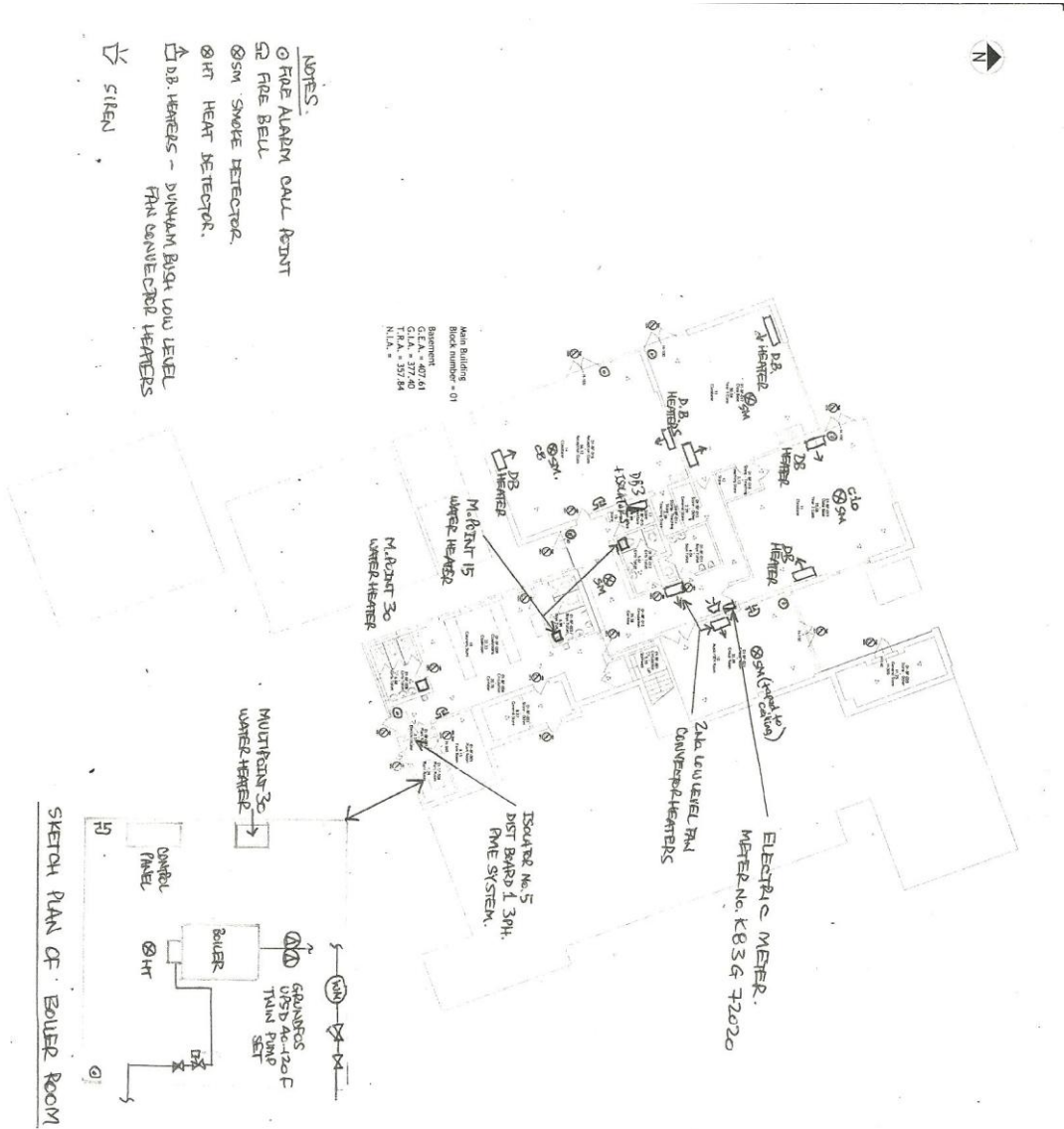
Christmas Bank Holidays	25 th December 2025
	26 th December 2025
New Year Bank Holiday	1 st January 2026
Good Friday	3 rd April 2026
Easter Monday	6 th April 2026
Early May Bank Holiday	4 th May 2026
Spring Bank Holiday	25 th May 2026
Summer Bank Holiday	31 st August 2026

*195 days are defined as "School days". In the school year 2025/26 pupils must attend for 190 days. Schools may decide individually or collectively which 5 days in the year are INSET or non-contact days (days pupils do not need to attend). Academies and free schools are not legally bound by school day and school year regulations; however, the DfE has stated they should be working towards a minimum of 32.5 hours per school week by September 2024 at the latest.

Please Note: As per the Governance handbook, academies and free schools can choose to set their own term dates. Schools considering alternative dates or considering changes to their school opening times may wish to contact our Transport Team to discuss transport implications and contact local childcare providers to discuss what impact this could have.

SCHOOL SITE PLAN

(A floor plan of the school building highlighting hazardous areas (i.e.: asbestos, chemical stores), fire exits, access points, evacuation routes, assembly points, utility isolation points and other significant areas such as the designated emergency control centre).



REV	DESCRIPTION	DATE
1	First Issue	10.08.06

NOTES
THIS DRAWING IS NOT TO BE SCALED.
ALL DIMENSIONS ARE IN METRES UNLESS STATED.
ALL DIMENSIONS ARE TO BE CHECKED ON SITE.
THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL OTHER RELEVANT DOCUMENTS, DRAWINGS, ETC.

SITE
Cam Hopkin C of E Primary School
Hopkin Road
Haddenham
Gloucestershire
GL11 5PA

PROJECT
Measured Building Survey

DRAWING
Basement

Gloucestershire
COUNTY COUNCIL

Corporate Property Services
Shire Hall, Westgate Street,
Gloucester, GL1 2TG
Tel : (01452) 425750
Fax : (01452) 427129
www.gloucestershire.gov.uk

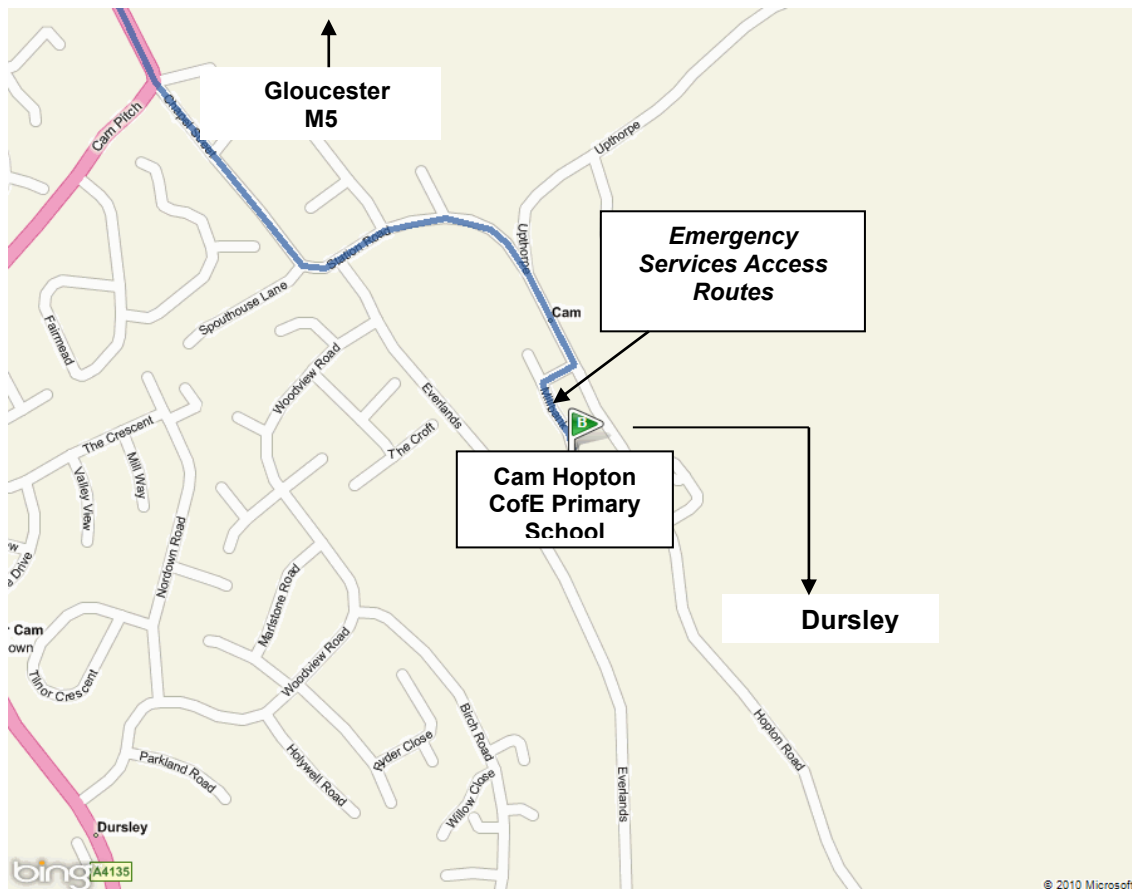
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DRAWN SCALE DATE
SPINT 1:200 @ A3 10.08.06
DRAWING NUMBER REVISION
006601-002

LOCATION MAP (Showing Emergency Services access routes)
Highlighting the location of the school and surrounding area.

B2

Cam Hopton School - emergency services access routes.

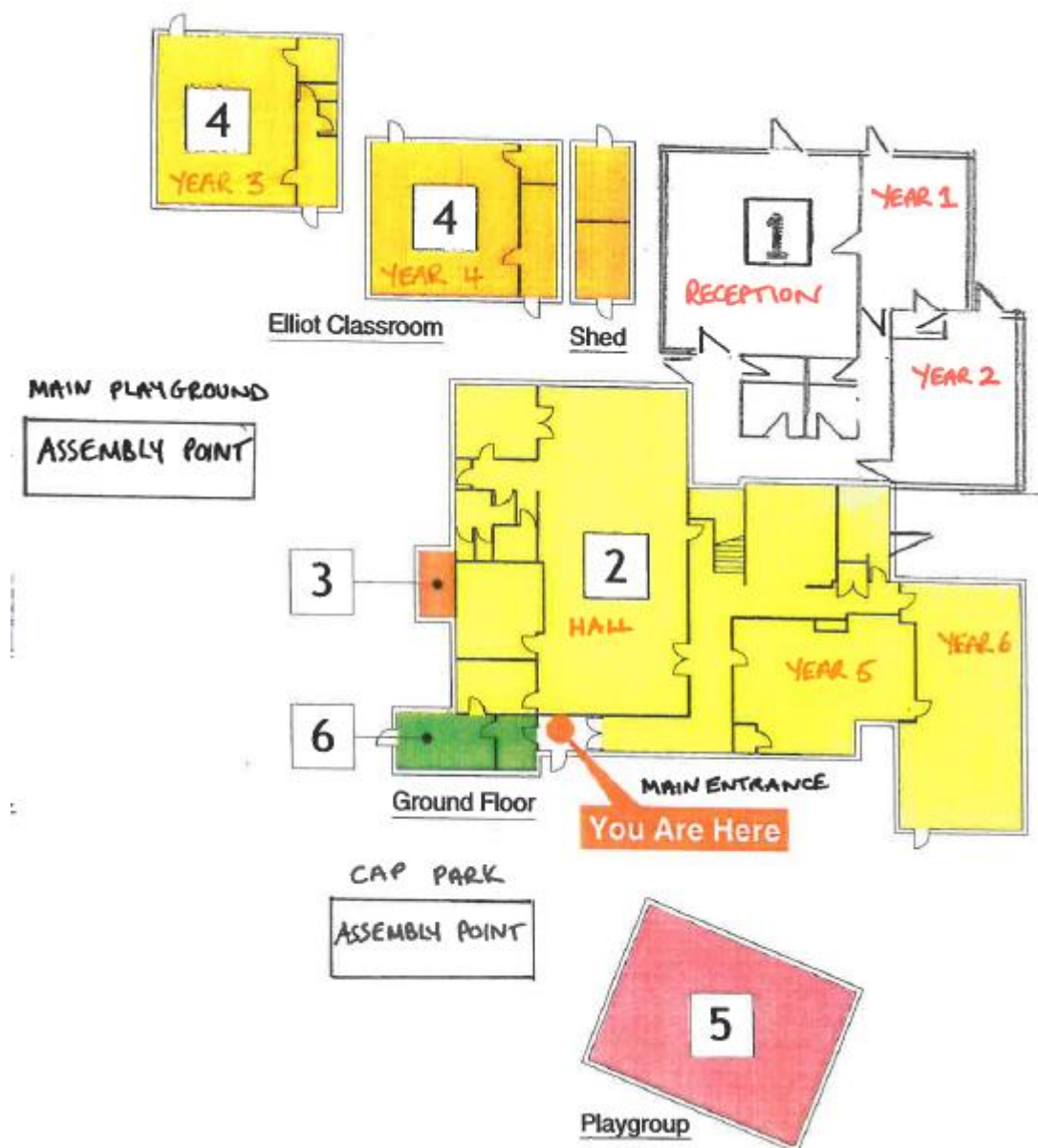


Emergency Access Routes

- Front of school (access road) via Hopton Road
- School Field via Hopton Road

Emergency Evacuation/Lockdown Zones

2025-2026



SERT ACTION SHEET

CO-ORDINATOR

- **Start a personal log of events, decisions taken and times**
(See Annex F: Log Sheet Template)
- **Co-ordinate the school emergency response**
(See Fig 1 & 2: Actions on-site / off-site incidents)
- **Mobilise the School's Critical Incident Support procedures: See Annex J**
- **Consider the need to alert other colleagues and external agencies.**
- **Liaise with Press/Communications (See Annex J) regarding media preparations.**
- **Provide regular briefings to relevant parties as appropriate (i.e.: staff, governors, pupils, parents)**
- **Organise staff rotas**
- **Monitor the health and safety of school personnel and pupils**
- **Authorise any additional expenditure and keep a log**
(see Annex G: Expenses Log Sheet template)
- **Try to maintain normal routines and timetables within the school as far as possible to minimise disruption.**

SERT ACTION SHEET

MEDIA / COMMUNICATIONS OFFICER

- **Start a personal log of events, decisions taken and times.**
(See Annex F: Log Sheet Template)
- **Act as a point of contact for any media enquiries and liaise with Press Office Communications (01452 427965)**
- **Manage internal communications (i.e.: ensure that reliable links are in place, dedicated phone lines etc).**
- **Provide information and advice to parents and act as a point of contact for parental enquiries**
- **Ensure that telephone lines are staffed and that messages are relayed promptly.**

SERT ACTION SHEET

FACILITIES OFFICER

- **Start a personal log of events, decisions taken and times**
(See Annex F: Log Sheet template)
- **Assist with on-site health and safety issues**
- **Open up any buildings / areas as requested by the emergency services**
- **Ensure that appropriate equipment and resources are made available promptly.** *(See Annex E: School equipment and access details)*
- **DO NOT speak directly to the media, refer any enquiries to the nominated media & communications officer within GCC.**

ACTION SHEET

Notification of a Crisis

Try and gain as much information as possible:

- 1. Identify the caller and their telephone number.**
- 2. Start a log noting time, discussion and decisions taken.**
(See Annex F: Log Sheet Template)
- 3. Gain as much information as possible about the incident.**
 - Nature of incident
 - Exact location of incident
 - Number of casualties & nature of injuries (if applicable)
 - Time incident occurred
 - What action has already been taken
 - Clarify information received
- 4. Check what assistance may be required.**
- 5. Check whether other authorities have been notified**
- 6. Alert Head Teacher or Deputy**
- 7. Respond to instructions given by members of the Schools Critical Incident Support organisations (see attached sheet).**
- 8. DO NOT speak directly to the media, refer any enquiries to the nominated media & communications officer.**

ACTION SHEET

Staff involved at the scene of a Crisis

- 1. Contact the emergency services (if applicable)**
- 2. Contact school / designated contact person if out of school hours or at the weekend.**
- 3. Explain the situation and give as much information as possible.**
 - Nature of incident
 - Exact Location of incident
 - Number of casualties & nature of injuries (if applicable)
 - Time incident occurred
 - State what action has already been taken
- 4. Request any additional assistance required.**
- 5. Respond to instructions of the emergency services.**
- 7. DO NOT speak directly to the media, refer any enquiries to the nominated media & communications officer.**

SCHOOL EQUIPMENT & ACCESS DETAILS (To be completed by school)**Example sheet**

Equipment	Where Located	Notes
Examples:		
Fixed Telephones	Already in control centre	
Mobile Phones	Held by all key personal	Majority of staff have mobiles
Internet	School Office	
Hand held radios	School Office	
Photocopier	Photocopier Room/Office	
Stationery	School Office	General office stationery
Computers / laptops	School Office Classrooms Hall	Word Internet E-mails
Publications – Plans, contact lists, log sheets, message forms etc...	School Office	Plans of school buildings
Whiteboard / flip chart	Classrooms/School Office	

Annex F

Incident:

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Time:

Date	Time	Event / Action Taken	Reason(s)
Please attach any emails sent and received			

Date:

Annex G

Date:

Bomb Threat: Emergency Response Plan

Initial Response

1. The Head teacher must be informed of any threat as soon as possible.
2. The Head Teacher or acting deputy is the responsible person to make decisions as to the school's initial response to the threat.
3. The Head Teacher or acting deputy will inform Cam Hopton School House of the threat.
4. The Head Teacher or acting deputy will inform all relevant authorities that a threat has been made and will follow advice given by them.

Bomb Threat Evacuation Procedures

1. Call each class via office phone system and order evacuation and collect Key Number 23, for access through gate at top of field.
2. Years 5 and 6 will exit via the front door by the office. All other year groups will make their way through the maintenance gate at the far end of the field, in order to be clear of the building as soon as possible.
3. Evacuation is to designated Bomb Threat Muster Points that are at least 50 Meters from any school structure. This muster point will not be specifically marked but will be briefed to staff during training. Classes will line up at the muster point as directed by the Head Teacher.
4. Muster point will be checked as soon as possible for any suspicious object
5. Complete roll call and await instructions.

Bomb Threat Checklist for Voice Message

Reproduce and place this form near your telephone

QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is it right now?
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 address?
9. What is your name?

CALLER'S VOICE:

☐ Calm ☐ Nasal ☐ Angry ☐ Stutter ☐ Excited ☐ Lisp ☐ Slow ☐ Raspy

☐ Rapid ☐ Deep ☐ Soft ☐ Ragged ☐ Loud ☐ Clearing Throat ☐ Laughter

☐ Deep Breathing ☐ Crying ☐ Cracking voice ☐ Normal ☐ Disguised

THREAT LANGUAGE:

☐ Distinct ☐ Accent ☐ Well Spoken (educated) ☐ Slurred ☐ Familiar ☐ Incoherent

☐ Whispered ☐ Foul ☐ Taped ☐ Message read by threat maker ☐ Irrational

If voice is familiar, who did it sound like? _____

Write the Exact Wording of the Threat:

BACKGROUND SOUNDS

☐ Street noises ☐ Factory machinery ☐ Crockery ☐ Animal noises ☐ Voices ☐ Clear
☐ PA System ☐ Static ☐ Music ☐ Local ☐ Long distance ☐ House noises

☐ Motor ☐ Office machinery ☐ Other _____

CALLER INFORMATION:

Sex of Caller: _____ Race: _____ Age: _____

NUMBER AT WHICH CALL IS RECEIVED: _____

Time: _____ Date: __/__/__

REMARKS (anything else worth noting)

Name	
Position	
Phone Number	

Lockdown: Emergency Response Plan

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils).
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog or other animal roaming loose.

Signals

Alarm or signal for lockdown shelter	<i>Intermittent alarm</i>
Signal for stand down / all-clear	<i>Phone call from office</i>

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Becky Harris/James Carman	01453 542763/07806721317/07939254693
Deputies	Melanie Tarren/Kerry Whitney	01453 542763
Communications Officer	Samantha Arkle	01453 542763

Rooms most suitable for lockdown

1 Classrooms
2 Hall
3 Offices

Communication arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by.
Make sure any communications devices are secure and cannot be intercepted.

Two-way radios
Classroom telephones
Mobile phones
Instant messaging / email
Other (TV's / Whiteboards / etc.)

Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) <u>must be pre-arranged.</u>	
Name of venue	St. George's Church
Type of venue	Church
Contact name and contact telephone number	Rev Fiona Crocker: 01453 548343/07817021196 Francis Jones (Church Warden): 07777688582 Mike Bateman (Church Warden): 07548737531
	01453 548343/07817021196
Useful info such as distance from school, directions, capacity, opening hours 5 minutes' walk from school Turn right out of the school gates and follow the footpath, with the road to the left, until the side gate to the church yard. Church has capacity for the whole school	

Other useful contacts:

Name	Emergency Contact Number
Derek Crocker (Chair of Govs and husband to Rev Fiona)	07975 734927

Procedure for intruder on sports field.

Alert to staff: 'Intruder on site'

If an intruder is identified, get the students inside or to a place of safety. On receiving information of an intruder office staff to alert internal building. Staff must immediately lock down rooms. Office staff to inform police and lock other possible entry points. Staff will be notified of 'all clear' by other staff members individually informing each classroom. Classes will be returned to normal, and staff will await further instructions by senior leaders or the police.

Lockdown Arrangements

Partial Lockdown

Alert to staff:

'Partial lockdown' In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, teaching and work can continue as usual. This may be because of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be because of a warning being received regarding the risk of air pollution etc.

Immediate action

- All outside activity to cease immediately, pupils and staff return to building. (There needs to be a means of communicating the alert to duty staff at break times).
- All staff and pupils remain in building and external doors and windows locked.
-
- Free movement may be permitted within the building dependent upon circumstances. • In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating, and air conditioning systems should be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants.
- Staff should await further instructions.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. A partial lockdown may also be a precautionary measure, but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: 'Full lockdown'

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

Immediate action

- All pupils/staff stay in their classroom or move to the nearest classroom.
- Office staff should remain in their office.
- External doors locked. Classroom doors locked (where a member of staff with key is present).
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in).
- Pupils/staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls).
- Lights, smartboards, and computer monitors turned off.
- Mobile phones turned off (or at the least turned onto silent so they cannot give away your position).
- A register to be taken of all pupils/staff in each classroom/office.
- Communicate register of staff/pupils to a pre-agreed central office.
- Staff should await further instructions.

Staff and pupils remain in lock down until it has been lifted by a senior member of staff/emergency services. At any point during the lockdown, the fire alarm may sound which isn't necessarily a cue to evacuate the building.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

Examples of discreet communication channels might be:

- Where staff has access to an internal e-mail system, they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g., laptop, smartphone or tablet.

Communication between parents and the school

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety. Parents will be:

- Reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Asked not to contact the school. Calling the school could tie up telephone lines that are required for contacting emergency support providers.
- Asked not to come to the school. They could interfere with emergency support provider's access to the school and may even put themselves and others in danger
- Asked to wait for the school to contact them about when it is safe to collect their children, and where this will be from.
- Made aware of what will happen if the lockdown continues beyond school hours.

Overview Sheet for Staff

Cam Hopton CE Primary School

Emergency Procedures

Fire Alarm

In the event of the fire alarm sounding (continuous bell) please leave the school buildings by the nearest fire escape route and assemble on the specify school's arrangements.

'Shelter in Buildings'/Lockdown Alarm

In the event of the Lockdown Alarm (intermittent alarm), stay indoors, in the room/classroom that you are in. If you are outside when this bell sounds, make your way to the nearest classroom or hall.

Staff will be informed through internal phone call (if possible) if it is a partial or full lockdown and how further information will be shared, including when it is safe to end the lockdown.

An e-mail will be sent to 'All Staff' giving instructions as to what to do – please ensure this is checked and not on the screen for the children to read. It is therefore important that a computer is always logged on (and e-mail accounts opened) during teaching sessions. Internal phones may also continue to be used for communication.

If you are with children, it is important to:

- remain calm
- reassure them
- remind them to follow your instruction

Annex J

Gloucestershire Schools Critical Incident Support

Dealing with an Emergency - When to call 101 or 999

You should call **101** to report crime and other concerns that do not require an emergency response or report online:

<https://www.gloucestershire.police.uk/contact-us/report-a-crime-or-incident/>

Advice for calling 999:

- call when it's an emergency;
- a crime is in progress;
- someone suspected of a crime is nearby;
- when there is danger to life;
- when violence is being used or threatened;
- For safeguarding issues outside office hours you should contact the Emergency Duty Team 01452 614194 or email edt@gloucestershire.gov.uk The Emergency Duty Team Hours are 5pm – 8am Monday to Thursday and 5pm Friday - Monday 8am (including Bank holidays and Xmas Day and New Years Day).

During normal working hours please contact the following directly for further advice:

- **For Safeguarding for educational settings contact:** 07388 715883 (Georgina Summers)
- **For health and safety advice contact the SHE team:** 01452 425350 she@gloucestershire.gov.uk
- **For Premises issues contact:** 01452 328383 (08:30-17:00hrs)
- **For Press Office/Communications issues contact:** 01452 427554 (Mon-Fri 09:00-17:00hrs) NB: Communications Support is a buy-back service unless it is regarding a safeguarding issue. To buy their support you should go to GCCPlus (Traded Services) on Schoolsnet. (For out of hours emergencies only: 07747 898064)
- **For notifiable diseases – Avon, Gloucestershire and Wiltshire HPT (Public Health England South West) contact:** 0300 303 8162 (option 1, then option 2).
- Guidance on infection control in schools and other childcare settings can be found here: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>
- **For other emergencies:**
 - **Gas EMERGENCY** - dial **0800 111 999** (national number) for gas leaks.
 - **Electric POWERCUT** - dial **105 from a landline** or **0800 6783 105 on a mobile** - the New National telephone line for power cut queries.
- **Water EMERGENCY, all are 24/7:**
 - WaterPlus (Severn Trent area) 0800 783 4444
 - Castle Water (Thames Water area) 0800 316 9800
 - Water2Business (Bristol Water area) 0345 702 3797
 - Welsh Water - Water 0800 052 0130 or Sewerage 0800 085 3968
- **If you cannot find the contact number you need above the Schools Team can still be reached during office hours on the following numbers:** 01452 427547 / 01452 328678 / 01452 328681. Please keep your out of hours emergency contact details updated with the schools team – Stephen.bradley@gloucestershire.gov.uk
- **Please note that in the event of an out of hours critical incident involving a school, Emergency Services will contact the Civil Protection Team who will contact a Senior Education Officer directly. However, if you are experiencing difficulty in speaking to someone please call 07747 532852 this number will be monitored by the Senior Education Duty Officer.**