

# Westhead Lathom St James' CE Primary School



## Emergency Preparedness & Response Matrix

Last Reviewed Date: Spring 2023

Next Review Date: Spring 2026

<i>Issue</i>	<i>Date</i>	<i>Author/Editor</i>	<i>Revision Notes</i>
1	Summer 2015	Helen Clark/Lynda Tither	Policy reviewed & updated
2	Spring 2020	Helen Clark	Added mission statement and motto. Checked against current policy. Updated in-line with current practice and new policies
3	Summer 2023	Helen Clark	

## Emergency Incident Matrix

This is the emergency preparedness and response plan for : Westhead Lathom St James' C.E. Primary School, School Lane, Westhead, Ormskirk, L40 6HL

In most instances an emergency will not involve a major or critical incident and this matrix will provide sufficient detail to resolve the issue.

However, depending on the scale or the nature of the emergency it may be necessary to implement the Major Incident Emergency Plan which is appended to this document.

The decision to activate the Major Incident Emergency Plan should be made by the Headteacher. If the Headteacher is not available then the decision should be taken by the appropriate senior member of staff or the Chair of Governors.

The person making the decision should do so by following the following criteria. The judgement must be made on the basis of the nature and scale of the incident as it is presented to them. If in doubt the Major Incident Emergency Plan should be activated. It can always be 'scaled down' if necessary.

The person responsible for co-ordinating responses to emergencies within these premises is : Helen Clark (Headteacher)

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Emergency Contact Numbers

Contact	Number	Additional Information
Emergency Services :	999	1 <sup>st</sup> point of contact for general emergencies
Local Police Station :	01695 576971	Advice on police matters such as theft, civil unrest, bomb threats
Local Fire Station :	01695 572223	Advice on Fire Safety issues
Local radio station:	01254 583583/841001/262411/841037	Communication to interested parties
NHS Direct :	0845 4647	Advice on infection control and other medical issues
Primary Care Trust	01257 246450	
Local Medical Centre/Hospital/GP Surgery :	Southport Sites - 01704 547471 Ormskirk Site - 01695 577111	Advice on infection control and other medical issues
Building Surveyor : Chris Firth	07833831071	Advice on building issues
Health Safety & Wellbeing Team :	01772 538877	General health and safety advice
HSE (in the event of a death, major injury or dangerous occurrence)	0845 300 9923  On line F2508 form (available on HSE Website)	For emergencies involving a death or major injury resulting from a work-related accident, HSE to be notified by telephone without delay For emergencies classified as Dangerous Occurrences, HSE to be notified without delay
CYP Business Support Team	07887 830854	Lancashire County Council maintained schools and CYP Directorate services
Liaison and Compliance Team	01772 531808	Lancashire County Council maintained schools
Communications Team	01772 530760	Head of Communications
Other users of premises		e.g. After school Club, Keep Fit group
Environment Directorate – Home to School/SEN Transport	01772 534587	To co-ordinate arrangements for pupils to travel home safely, should home-to-school transport be required

Location of emergency shut off valves

(details should already be available within the premises Fire safety Log Book and Property Log Book)

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Service :	Location :	Additional information :
Water	Cupboard in Butterflies' classroom	
Gas	Gas Cupboard in Playground	
Electricity	Electricity Cupboard in Butterflies' classroom	

Type of incident	Action to be taken			
	Notifications to :	Immediate action :	Evacuation :	Additional actions :
Fire	Helen Clark (Headteacher, Tracy Comerford (Office Manager) Fire Service and other Emergency Services as appropriate, any neighbours who may be affected	Raise the alarm and commence fire evacuation procedures	<b>EVACUATE</b> the building in accordance with the fire evacuation procedure. School Staff to check all areas of building to ensure no one remains behind. Assemble children all employees, visitors etc. at the assembly point, Conduct head count of all children and staff	Follow the plans identified in the Premises Fire Safety Log Book any additional advice provided by the emergency services, only re-enter the building when advised to do so by the Fire Service
Bomb Threat	Head Teacher, Office Manager  Police and other Emergency Services as appropriate, any neighbours who may be affected	Identify the source of the threat, isolate the area and follow the advice provided by the emergency services  Person receiving a bomb threat call to follow guidance notes. See Appendix 1	Follow the bomb threat procedure for the building i.e. <b>EVACUATE</b> Staff to check all areas of building to ensure no one remains behind. Assemble children all employees, visitors etc. at the assembly point, Conduct head count Remain clear of glass, windows and outer doors in case of an explosion	Await additional advice from the emergency services

Type of incident	Action to be taken			
	Notifications to :	Immediate action :	Evacuation :	Additional actions :
Access/Egress issues in case of fire or bomb threat	Head Teacher, Office Manager. Nominated staff members to be responsible for marshalling children and leading them out by designated exits Nominated staff members to ensure visitors and other staff within the building, are directed to designated exits	Identify the issue and determine an appropriate course of action i.e. close off particular access routes, ensure everyone remains in the building or evacuate as appropriate; identification of alternative access routes		Review the situation in line with any action taken
Industrial Action	Head Teacher, Office Manager other staff within the building, visitors etc.	Notify Lancashire County Governor Services  Notify Chair of Governors	May not be necessary, it may be possible to continue with a full service. If it is not possible to maintain services arrange for children to be safeguarded until parents/guardians can collect them	Follow the advice provided and review the situation on the day(s) of industrial action

Type of incident	Action to be taken			
	Notifications to :	Immediate action :	Evacuation :	Additional actions :
Adverse weather conditions	Head Teacher, Office Manager and other staff within the building, visitors etc., Health and Safety Officer	<p><i>a) When weather becomes adverse whilst children are in school.</i> Ensure that children and staff are safeguarded. Consider whether to notify parents to collect children from school. Consider whether it is appropriate to send staff home early.</p> <p><i>b) When adverse conditions are forecast.</i> Consider in advance whether to close school and advise parents accordingly.</p>	May not be necessary	Review the situation regularly
Loss of services (electricity, water etc.)	Head Teacher, Office Manager and other staff within the building, visitors etc.,  Inform LCC Property Services	Follow the advice provided by your Property Services	May not be necessary as this will be dependant upon the nature of the emergency and its affect on the whole or part of the premise	In the event of a major power cut, turn off electrical appliances that will automatically switch on when power is restored. If several appliances restart at once, they may overload the system. In the event of failure of the water supply, an assessment will be made as to whether normal service can be maintained, bottled water may need to be provided
Gas leak	Head Teacher, Office Manager and other staff within the building, visitors etc.,  Immediately notify Property Services (who should automatically notify Transco), any neighbours who may be affected	Follow the advice provided by your Property Services	If the leak is confined to a particular area, evacuation may not be required, seek clarification from your Property Services or Transco. If an evacuation is required, follow the procedure for fire evacuations	Await confirmation from Property Services or Transco before re-entering the building and follow any advice provided such as ventilating the building

Type of incident	Action to be taken			
	Notifications to :	Immediate action :	Evacuation :	Additional actions :
Failure of waste services	<p>Head Teacher, Office Manager and other staff within the building, visitors etc</p> <p>Immediately notify Property Services</p>	Follow the advice provided by your Property Services	An evacuation may not normally be necessary however any affected areas should be isolated. The extent of the problem will determine whether or not school services have to be suspended temporarily	If services have to be suspended, follow the general arrangements for ensuring the safe transportation of children, staff, visitors etc.
Large scale medical emergency/epidemic/outbreak of an infectious disease	<p>Head Teacher, Office Manager and other staff within the building, visitors etc.,</p> <p>Immediately contact the Health Protection Agency; or Infection Control Nurse via 999,</p> <p><b>Health Protection Unit Cumbria &amp; Lancashire unit</b> 1st Floor York House, Ackhurst Business Park Foxhole Road Chorley PR7 1NY Tel: 01257 246450 Fax: 01257 246451 Email: <a href="mailto:candlHPU@hpa.org.uk">candlHPU@hpa.org.uk</a> To contact a public health doctor in an emergency out of hours; in the evenings, at weekends or during bank holidays, please call: 01253 300000</p>	Follow the advice provided by the Health Protection Agency or Infection Control Nurse/Service	An evacuation will not normally be necessary however any affected areas should be isolated. The extent of the problem will determine whether or not services have to be suspended temporarily	If services have to be suspended, follow the general arrangements for ensuring the safe transportation of children, staff, visitors etc.

Type of incident	Action to be taken			
	Notifications to :	Immediate action :	Evacuation :	Additional actions :
Collapse of building	<p>Head Teacher, Office Manager and other staff within the building, visitors etc.,</p> <p>Immediately notify Property Services, Emergency Services, and any neighbours who may be affected</p>	<p>Follow the advice provided by the Property Services, Emergency Services,</p>	<p>In the event of a collapse of the building, it is likely that a full evacuation will be required. The fire evacuation procedure should be followed and a decision can then be taken as to whether or not to arrange transport away from the premises for children, visitors and staff</p>	<p>Follow the advice provided by the Property Services and/or the emergency services. Ensure a report is made under RIDDOR – dangerous occurrence 1995 (RIDDOR), place a legal duty on:</p> <ul style="list-style-type: none"> <li>• employers;</li> <li>• people in control of premises;</li> </ul> <p>to report work-related deaths[1], major injuries[2] or over-three-day injuries[3], work related diseases[4], and dangerous occurrences (near miss accidents)[5]. The easiest way to do this is by calling the Incident Contact Centre (ICC) on 0845 300 99 23 (local rate). You will be sent a copy of the information recorded and you will be able to correct any errors or omissions.</p>
Civil unrest/public disorder	<p>Head Teacher, Office Manager and other staff</p> <p>Contact Police and other Emergency Services as appropriate</p>	<p>Follow the advice provided by the Police</p>	<p>If an incident occurs in the general area and there is no immediate threat to occupants of the building, an evacuation will not be necessary, however everyone should move away from windows and outer doors (see additional emergency lockdown procedures)</p>	<p>Dependant upon the extent of the incident, it may be appropriate, upon advice from the police to; evacuate the building and arrange transportation away from the premises for children, visitors and staff etc.; or to remain within the building</p>



Type of incident	Action to be taken			
	Notifications to :	Immediate action :	Evacuation :	Additional actions :
Serious traffic incident	Head Teacher, Office Manager And other staff as necessary  Contact Police and other Emergency Services as appropriate	Follow the advice provided by the Police and or other Emergency Services	If the incident has not directly affected the safety of the building or its occupants, an evacuation will not be necessary and occupants will be safer inside. If the incident has affected the structure of the building, the fire evacuation procedure should be followed	Await further advice from the emergency services before taking further action
Chemical/biological/ radiation incident	Head Teacher, Office Manager and all other staff Contact Police and other Emergency Services as appropriate, any neighbours who may be affected. Notify Property Services immediately	Follow the advice provided by the Police and other Emergency Services	If the incident has occurred in the general area, building occupants will be safer inside, unless advised otherwise by the emergency services	If you have been advised to remain within the building, close all windows and doors and remain clear of them. Await further advice from the emergency services
Major chemical release within establishment (in particular laboratories within schools and swimming pools)	Head Teacher, Office Manager and other staff, Police and other Emergency Services as appropriate, any neighbours who may be affected	Follow the advice provided by the Police and other Emergency Services	It may be necessary to evacuate the entire building to the fire assembly point or as per instructions from the emergency services.	Await further advice from the emergency services before taking further action
Large scale water leak/flood/heavy rain	Head Teacher, Office Manager and all other staff within the building, visitors etc.,  Notify Property Services(who will notify the water board if appropriate), any neighbours who may be affected	Follow the advice provided by the your Property Services and /or Water Board as appropriate	If there is a major leak within the premises, isolate the area, if this cannot be achieved, it may be necessary to evacuate the building following the fire evacuation procedure and await additional advice from the Property Services. In the case of localised flooding, follow the advice of the Water Board and Emergency Services, this will be provided via radio transmissions	It may be appropriate to evacuate the building and arrange transportation away from the premises for children visitors and staff etc.  If the flooding etc. happens overnight, it may be necessary to suspend school services for the following day and inform parents and staff.

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Type of incident	Action to be taken			
	Notifications to :	Immediate action :	Evacuation :	Additional actions :
You should use the following rows to identify any additional emergencies which may be particular to the establishment or its location :				
Firearms in vicinity	Head Teacher, Office Manager and other staff, Police and other Emergency Services as appropriate, any neighbours who may be affected	Follow the advice provided by the Police and other Emergency Services. If the incident is on the premises, please see separate Lockdown Procedures Policy	If the incident has occurred in the general area, building occupants will be safer inside, unless advised otherwise by the emergency services	If you have been advised to remain within the building, close all windows and doors and remain clear of them. Await further advice from the emergency services