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Plan**

# **RESILIENCE PLANNING FOR SCHOOLS**



**BARNSLEY**  
Metropolitan Borough Council

*Published by: Steve Brailsford  
Julia Sykes  
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## Section 1 BACKGROUND

The following is taken from BMBC Intranet and provides a background to emergency planning.

The roots of modern day emergency planning lie in the Civil Defence era in the days following the Second World War. In the Cold War that followed civil defence planners spent most of their time preparing plans aimed at protecting the public against the effects of a nuclear attack. Detailed plans were put in place based around the concept of “Protect & Survive” and would have been triggered if the unthinkable ever occurred.

During the 1980s two things happened that led to the development of emergency planning.

- The end of the Cold War and the reduction in the threat of nuclear attack changed emphasis from civil defence to emergency planning – from protecting the public from nuclear war to planning for smaller scale but nevertheless still major incidents.
- The 1980s also became known as ‘the decade of disaster’, a series of incidents took place – Lockerbie, Kegworth, the Kings Cross underground station fire, Piper Alpha, Bradford football stadium fire and the disaster at Hillsborough football ground –which changed the face of emergency planning. These events led to a re-focusing of emergency planning.

More recent events including the Manchester bombings, foot and mouth outbreak and severe flooding in Yorkshire resulted in the Government introducing new legislation. The Civil Contingencies Act 2004 and associated guidance documents were developed to ensure that responding agencies had robust planning arrangements to deal with these and other situations.

The Civil Contingencies Act 2004 replaced previous civil defence legislation. In conjunction with this legislation, guidance documents have been developed to provide a generic framework to allow organisations to respond to any incident and implement recovery plans.

The Health, Safety and Emergency Resilience Unit have produced summary documents for each of the chapters within the first guidance document entitled ‘Preparing for Emergencies’.

In the event of a major incident occurring in, or affecting, the Barnsley Borough the role of Barnsley Metropolitan Council is:

to support the emergency services in the initial stages of a major incident. This may include the opening up of rest centres, providing transport for evacuation, identifying vulnerable people who may have special needs or concerns.

Once the immediate threat to life and property has been overcome Barnsley Metropolitan Borough Council's role is:

- to lead in helping the community to recover. This involves dealing with both the physical scars and the psychological ones, from the re-building of houses or schools to assisting in the re-building of people's lives.

Throughout all of this, Barnsley Metropolitan Borough Council has to maintain it's own services to the community.

The Corporate Resilience Plan has been developed within the framework set out by the Civil Contingencies Act. It provides the Council with procedures to respond to any incident that may occur within the Barnsley Borough. In addition to this, each Directorate has developed their own individual plan which details the arrangements for responding to Service specific incidents.

Children, Young People and Families has two resilience plans;

- Education Resilience Plan for managing a serious incident which may impact on some part of the Service; and
- Visits and Journeys Emergency Action Plan specifically for emergencies which could occur on a school visit or journey.

In keeping with the requirements of resilience planning each school must have a resilience plan which details the responses to a number of emergency situations which are set out in Section 2.

*Note: Any reference in the guidance or plan to the headteacher includes the deputy headteacher in order to provide for the headteacher not being present at the school.*

## Section 2 INTRODUCTION

The aim of an emergency plan is to mitigate the effects of an emergency on the school, staff and pupils.

The key objectives of an emergency plan are to:

- enable the school to provide a swift response to an event;
- prevent and minimise injury and in the worst case prevent death;
- alert the Emergency Services, LA and parents;
- take control of a situation until specialist help arrives;
- minimise the disruption to the normal school routine;
- provide support to staff, pupils and parents following an incident;
- ensure effective working with the media.

The features of a successful emergency plan are:

- it is simple and reflects the particular characteristics of the school;
- it is shared with all staff;
- following an incident it is reviewed and amended accordingly;
- where appropriate information on the school's emergency plan is given to parents.

The school emergency plan will be prescriptive and set out exactly what needs to be done in response to a particular event.

All schools have tried and tested arrangements in place to deal with particular incidents that occur e.g. heavy snowfall, loss of utility etc. the purpose of this plan is to bring together the school's arrangements for a range of incidents.

The school emergency plan must include a response to the incidents below.

1. **UTILITY FAILURE** - No water, gas or electricity.
2. **FIRE ALARM FAILURE**
3. **FIRE OR SUSPECTED FIRE** - Includes false alarms.
4. **INCLEMENT WEATHER** - Heavy snowfall, flooding from torrential rain.
5. **HOSTAGE TAKING**
6. **SERIOUS INJURY AND/OR DEATH TO PUPIL(S)/OR UNEXPLAINED ILLNESS ON THE SCHOOL SITE**
7. **VISITS AND JOURNEYS**
8. **HEALTH THREAT**
9. **SUSPECT PACKAGES**
10. **INDUSTRIAL ACTION**

A common outcome of an emergency plan for an incident is the need to send pupils home. Therefore in considering how this is to be achieved, a checklist of factors to consider is provided for each incident plan.

## **Section 3      GUIDANCE ON THE CONTENT OF THE EMERGENCY PLAN**

This section contains the points to consider when preparing the emergency plan for each of the ten incident responses. In some instances it will be necessary to incorporate the information contained in the individual guidance sections into the respective emergency plan.

### **Notification to the Local Authority of a School Closure**

Following the severe weather during the Summer Term 2007 a review of the reporting procedure for school closures was undertaken. It was decided that a new procedure would be implemented to enable schools to notify the Local Authority that the school was closing.

The revised procedure is that where the headteacher (or person with authority to act on their behalf) decide to close the school they must send an email to the following mail box:

[emergencyschoolclosures@barnsley.gov.uk](mailto:emergencyschoolclosures@barnsley.gov.uk)

This mailbox can be accessed by a number of Council officers and provides a means of sharing information including that required by the Press Office when responding to enquires from the media.

By using this emailbox it eliminates telephoning the Local Authority during a Borough wide emergency.

For the “one-off” closures by a single school, on what might be termed an “ordinary day” the school should telephone or email one of the officers listed in the school’s emergency plan.

### **CYPF “on call” officer**

This provision is part of the emergency procedure for visits and journeys only and must not be used as part of any other emergency procedure.

### **Informing a Radio Stations**

This is an excellent part of any school’s emergency planning procedure and is to be encouraged because it benefits parents and supports the Council’s emergency procedures.

Following a request to Dearne FM, they have agreed to support the emergency procedures by being the Radio Station which schools contact if they need to pass on information to parents regarding their school closure.

By involving just one radio station all schools and the Authority can direct all parents to a single radio station. The use of Dearne FM in an emergency should be communicated to parents.

As an additional security measure to prevent hoax calls, when schools telephone Dearne FM not only will they be requested for the schools dcsf number but they will also be requested for the Local Authority’s number which is 370.

## UTILITY FAILURE GUIDANCE

### Points to consider:

- who takes the decision in the absence of the headteacher;
- inform the Local Authority;
- arrangements for the following day;
- communication with parents;
  - radio;
  - pre-printed letters;
- can all children be sent home;
- arrangements for children who are retained in school or evacuated to another site;
- weather conditions/time of year. (A plan for a warm dry summer day could well be different to that for a cold wet winter day.)

***An alternate plan needs to be written to deal with utility failure prior to the start of the school day.***

The school must complete the Major Incident First Notice Form and fax it to

CYPF:            FAX NUMBERS

<b>774504 or 773682</b>
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A copy of the Form is at Annex 1.

The following, where applicable, must be notified of the closure:

1. school meals service;
2. bus companies providing home to school transport and CYPF School Transport Manager;
3. building cleaning providers;
4. contractors working on the school site;
5. visitors;
6. any organisation using the premises as a letting.

Emergency closures must be reported retrospectively at the next meeting of the governing body.

Following the taking of the decision that the Emergency closure is necessary the first point of contact must always be CYPF via one of the numbers below:

Steve Brailsford	773529	Phil Towers	773614
Julia Sykes	774553	Phil Edwards	773649
Julie Youel	773597	Linda Fielding	773591

## **FIRE ALARM FAILURE GUIDANCE**

All schools must have a fully functioning fire alarm system. If the fire alarm fails then there are only two options:

- (a) close the premises to everyone; or
- (b) have a system in place which can alert the occupants to a fire or suspected fire.

Doing nothing following the failure of the fire alarm is not an option.

Where a school fire alarm fails they will receive immediate advice and support from the Council's Health, Safety and Emergency Resilience Unit.



## **FIRE OR SUSPECTED FIRE GUIDANCE**

For sensible reasons a school will have a fire evacuation practice when the weather conditions are good, however the plan needs to make provision for a real evacuation in bad weather and the need to send children home.

### **Points to consider:**

- weather conditions and temperature;
- the plan needs to address an evacuation which takes place on a cold winter day when it is raining. This will vary from any arrangements for an evacuation on a warm sunny day when children could well sit on a grassed area;
- what if the children cannot re-enter the school?
- attendance register management;
- can the children be evacuated to alternate premises in the area (this will require suitable premises being identified and names with contact telephone numbers being included in the Plan);
- time of day;
- age of children;
- pupils who walk, collected by parents or catch a bus;
- special educational needs transport;
- recording release of children;
- contacting parents;
- retaining pupils;
- arrangements for the following day;
- pupils belongings will still be in school;
- bus fares;
- coats.

The school must complete the Major Incident First Notice Form and fax it to

CYPF:            FAX NUMBERS

<b>774504 or 773682</b>
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## INCLEMENT WEATHER GUIDANCE

### Points to consider

#### Plan A – Before the start of the school day

A separate and dedicated private number for staff to contact e.g. someone's mobile phone.

Communications plan to determine which staff can get into school.

Procedure for informing parents.

Dealing with parents who arrive at school.

Managing children who arrive unaccompanied by an adult.

Pre-recorded message on the telephone answering machine.

Recording the release of children.

#### Plan B – During the school day

Similar factors to consider as utility failure.

Additional factors – implications for pupils walking home in bad weather.

#### Arrangements for hot weather

Provision of water.

Air circulation.

Suspending the activity.

Emergency closures must be reported retrospectively at the next meeting of the governing body.

Following the taking of the decision that the Emergency closure is necessary, the first point of contact must always be CYPF via one of the numbers below:

Steve Brailsford	773529
Julia Sykes	774553
Julie Youel	773597
Phil Towers	773614
Phil Edwards	773649
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The school must complete the Major Incident First Notice Form and fax it to

CYPF: FAX NUMBERS

**774504 or 773682**

## HOSTAGE TAKING GUIDANCE

### PROCEDURE FOR ALL SCHOOLS

In the event that this occurs, the Police will provide specific advice on how to manage the immediate situation. If they advise an evacuation of the unaffected area the following needs to be implemented.

- The evacuation must be a quiet evacuation i.e. the fire alarm must not be used. All pupils should leave taking their bags with them.
- Pupils to be sent home – record release of children.
- A primary school may need to consider alternate accommodation for those pupils who cannot be sent home or collected until the end of the school day.

The school must complete the Major Incident First Notice Form and fax it to

CYPF: FAX NUMBERS

**774504 or 773682**

## **SERIOUS INJURY AND/OR DEATH TO PUPIL(S)/OR UNEXPLAINED ILLNESS ON THE SCHOOL SITE – GUIDANCE**

The types of incidents which could occur under this heading are the most wide ranging and probably the most difficult to prepare for in advance.

The Authority would expect that the Headteacher of the school would make a judgement on what action to take within the circumstances of the case. It may be that the incident could be managed by the School, and the Authority notified accordingly, or alternatively the School might need the support of particular officers within CYPF or another Council Department.

Whilst serious injury may not present difficult management issues, where a child dies on school premises the Authority must be notified immediately.

In the case of unexplained illness involving a number of children, the Emergency Services may activate their own Emergency Plan due to the perceived scale of the incident.

The important dimension to incidents falling into this category is that they have to be dealt with little planning and managed as circumstances develop.

A key issue to recognise in managing a developing situation is the extent to which the TV and Press become interested in the event.

As general guidance CYPF and Press Office would need to be involved/consulted where a headteacher was being requested to make a statement to the TV/Press.

## SCHOOL VISITS AND JOURNEYS GUIDANCE

On 1 September 2006 CYPF implemented the Visits and Journeys Emergency Action Plan. The purpose of this Plan is to have in place a mechanism for the management of a major incident which has occurred involving children/young people on a visit in this country or abroad.

With effect from September 2006 CYPF has an On-Call duty officer 24 hours per day, every day of the year. This is the single contact point for any emergency involving CYPF.

The On-Call officer system is a rota of the Heads of Service in CYPF.

Emergencies on visits and journeys can be classified as:

- a) those which require the participation of CYPF in managing the situation;
- b) those which can be managed by the school.

The following provides details of the emergencies which must be reported to CYPF to manage and who would be involved.

CYPF Senior Management Team

Executive Director  
Assistant Executive Directors  
Heads of Service  
Other Senior Staff

**Emergency** ▪ *Death of a young person or accompanying adult*  
▪ *Multiple hospitalisation*  
▪ *Young person who is abducted*

Assistant Executive Director  
On –Call officer  
Other senior staff as necessary

**Emergency** ▪ *Disappearance of a young person*  
▪ *Loss of transport*  
▪ *Incident – exaggerated by the press or young people*  
▪ *Natural disaster or security threat*  
▪ *Allegation of abuse – child protection issues*

Section 12 of the LA's guidance: Organising School Visits and Journeys provides details on emergency procedures.

It is impossible to define all the events which could be described as an emergency. Therefore from the multitude of incidents which the Party Leader could consider as an emergency, the following extract contains the four which should immediately be referred to the Local Authority on 787080.

Organising Visits and Journeys for Pupils Section 12:

**Definition of An Emergency For Which The LA Must Be Contacted**

- An accident leading to a fatality, major injury, or hospitalisation.
- Illness to any of the party, requiring the call out of medical assistance, or leading to serious disruption of the trip.
- Circumstances where any party member might be at serious risk of harm, e.g. child protection issues, missing children.
- Situations where the media may become involved.

If the On-Call officer receives a call and decides that it is not an emergency to which CYPF needs to respond the Party Leader will be told to contact the School's emergency contact number.

In every situation set out in the table above where CYPF will be involved, the school will also implement its own emergency action plan to support the management of the incident by the staff in CYPF.

In the case where the Party Leader does not follow the procedure for LA notifiable emergencies and calls the school's emergency contact, then the emergency contact will call the CYPF On-Call officer.

The CYPF emergency plan covers both school approved visits and journeys and those approved by the Executive Director.

**IMPORTANT NOTE**

For all three categories of visits and journeys (A and B school approved and C Local Authority approved) the Party Leader **MUST** telephone the CYPF On-Call officer for any incident defined in the box above.

It will be the CYPF On-Call officer who telephones the school emergency contact number **NOT THE PARTY LEADER**.

## HEALTH THREAT GUIDANCE

### Pandemic Influenza

Extract from the DfES document: Planning for a human influenza pandemic.

- 1.1 *The Chief Medical Officer's publication 'Explaining Pandemic Flu' sets the context for this guidance:*

*The World Health Organisation (WHO) and other international organisations have recently warned that an influenza (flu) pandemic is 'inevitable'. The consequences of an influenza pandemic would be serious with the numbers of people falling ill and dying being far higher than with 'ordinary' winter flu outbreaks.*

*Influenza pandemics are not new. Three flu pandemics caused public health emergencies during the last century and experts are predicting that another is due.*

- 1.2 *No-one knows exactly when a pandemic will occur. When it does, it may come in two or more waves several months apart. Each wave may last two to three months across the UK as a whole. If a pandemic flu strain emerges overseas, it will almost certainly reach the UK; while this may take around a month, planners cannot rely upon having that much forewarning. Once the pandemic arrives, it is likely to spread throughout the country in a matter of weeks.*

The Council's Health, Safety and Emergency Resilience Unit will provide advice and guidance for schools. This document will be released to schools at the appropriate time in the event of the notification of a flu pandemic being received.

For other communicable diseases see the Health and Safety A to Z Manual.

### Ordinary Winter Illness

Planning for a large staff absence due to illness presents a similar set of circumstances to that where a heavy snowfall prevents teachers and support staff being unable to travel to school.

These types of situations can only be planned for in a general way and dealt with on a particular day when the circumstances arise.

The single most important consideration to take account of is, can the school function with limited staff (and perhaps fewer pupils) in a way which fulfils the school's responsibility for health and safety? Where a headteacher considers that continuing to operate the school compromises the duty of care for pupils then the most reasonable and practical measure is to close the school.

As a guide to decision making the risk assessment process needs to be adopted.

- 1 What are the hazards arising from keeping the school open?
- 2 Who might be harmed and how (Risks)?

3 Can the risks be controlled?

If the risks in keeping the school open cannot be reduced, then the risks should be eliminated : School closes.



## SUSPECT PACKAGE GUIDANCE

### RESPONDING TO THE HAZARD

#### 1.1 Council Premises

Each Council premise including all schools must have a plan for responding to terrorist incidents. Details will depend upon circumstances at each location, but the general principle outlined below apply to all:

A single body has been appointed to take responsibility for issuing guidelines for dealing with bomb alerts and counter terrorist security precautions throughout the Council - this is the Health, Safety and Emergency Resilience Unit (who are also available for further advice on specific aspects of counter terrorist security as required). The key requirements of any plan are listed below.

1. Reporting of incidents.
2. Response arrangements.
3. Evaluation of threat.
4. Communications.
5. Plans to search/check the premises.
6. Evacuation plans and assembly points.
7. Plans to liaise with occupants of neighbouring buildings.
8. Re-occupation.
9. Plans for recovering from bomb damage and disruption.

**Note:**

- *The plan must take account of visitors as well as staff.*
- *Copies of search and evacuation plans must be readily available.*
- *The plan should be easily understood and key information extracted quickly.*
- *To be of any use the plan must be practised once per year.*

#### 1.2 Headteacher

The following list of decisions/actions are for the headteacher.

- Make the decision, whether or not to evacuate, or to search/check.
- Devise, maintain and implement an evacuation plan.
- Establish an Incident Control Post at an appropriate location from which to direct the search/check and, if necessary, the evacuation. It must have good communications and its location be known to all the staff.
- Ensure that the Emergency Services and neighbouring premises are informed.
- Consult the Emergency Planning Officer for confirmation to re-occupy. (See paragraph 1.7 (b).

(See notice in Annex 4)

- Ensure that the Building Bomb Threat Instructions, as shown at that individual site, are completed and displayed around prominent areas of each premises but, where possible, not in public view.
- Ensure any terrorist related security incident, including hoax warnings are reported to the Health, Safety Emergency Resilience Unit using the incident form HS3.

### **1.3 Telephone Warnings**

Terrorists often give telephone warnings of bombs, but so do hoaxers. In recent years hoaxes have substantially exceeded genuine warnings, however, the correct procedures must be followed to ensure staff and pupils safety, prevent excessive disruption and waste of time and money, if evacuation is ordered unnecessarily.

School administration staff and receptionists are the employees most likely to have to deal with telephone bomb warnings, but any member of staff who has a direct line may also receive a call. All staff should therefore know what to do if they receive a threatening call.

#### **Those receiving the warning**

In all cases, whether or not the threat is considered to be credible, the individual receiving the call must carry out the actions listed below.

1. Record information by using Bomb Threat Form SP1 (Annex 3).
2. Inform the headteacher by the quickest possible means, who will telephone the Police, and Emergency Planning Officer.
3. Complete the questionnaire within Form SP1.
4. Implement the search/check plan.
5. Consider whether to evacuate the premises.

The difficulty and importance of gleaning the maximum amount of information from the initial telephone call is often overlooked. The stress of receiving a telephone warning should not be underestimated. The caller may ring off immediately after giving the message, but whoever takes the call should try and obtain as much information as possible by engaging the caller in further conversation.

#### **Note:**

*Receiving a bomb threat, particularly if it turns out to be genuine may well have significant psychological impact on the individual. There could well be a need for counsellor support, which should be sought via the school's Occupational Health provider.*

### **1.4 The Decision for Evacuation**

The responsibility for making the decision rests with the headteacher although the Police will advise and in certain circumstances may overrule. The headteacher has two courses of action open to him/her when in receipt of a bomb warning or on the discovery of a suspect letter/parcel bomb. Which one is chosen depends on his assessment of the threat. The options are as follows:

**Option One - Do Nothing** - This course should only be adopted if the headteacher is absolutely sure that it is a malicious call or a prank, possibly from a drunk or a child. If there is the slightest doubt, he/she implement option 2.

**Option Two - Evacuate Immediately** - If a call is received that is considered to be authentic and is specific, there is a case for evacuating the building as quickly as possible without conducting a search. (All staff, on being ordered to evacuate, should have a quick look round their own areas and report anything suspicious to the headteacher as soon as they can.)

On evacuation of premises, the Security Alert Sign, as shown in Annex 2, should be prominently displayed to ensure that it can be seen by all persons approaching the premises.

*Note:*

*If the bomb threat included a time of explosion, the headteacher must ensure that staff are clear of the building by at least one hour prior to the alleged time of explosion.*

***The Police policy is that they will not usually search/check a building which is the subject of a bomb threat, as they are not familiar with the layout of the building and would not be able to identify items that were out of place.***

## **1.5 Discovering a Suspicious Package**

The following rules apply to any person finding a suspicious object.

1. **DO NOT TOUCH OR MOVE IT.**
2. Leave a distinctive marker near it (not touching it).
3. Go to the designated incident control point and inform the headteacher.
4. The headteacher should implement the evacuation plan (if not already carried out).
5. Draw an accurate plan of where the device is located and how it is marked.
6. Remain immediately available for interview by the Police.

## 1.6 Evacuation

The decision-making process and courses of action open to the headteacher have already been described. The purpose of evacuation is to move people from an area where they may be at risk to a place of safety. This can be achieved by:

- partial evacuation (large premises and only a letter bomb or small suspect device is found);
- full evacuation.

### **Note:**

*In all cases where a bomb threat is received the headteacher must inform the Police immediately and advise them of the action being taken.*

**Evacuation Routes** - Alternative routes should be identified so that people can be directed out of the building without being placed in danger by having to pass close to the suspect object. The headteacher must direct which route(s) is/are to be used.

**Communicating the Order to Evacuate** - How this is done will depend on circumstances at each school and can be by a landline telephone cascade system (not mobile phone) and/or personal contact. Those disseminating the message to evacuate the building must pass the message in a calm and matter of fact manner on the prescribed route. No staff are to run or shout. **NOTE: - THIS SHOULD NOT BE CARRIED OUT USING THE FIRE ALARM AS THE ALARM COULD SET OFF A BOMB.**

**Evacuation Assembly Points** - Two points need to be established in opposite directions, where people should congregate after the evacuation. **They should be at least 400 metres from the building, not in the direct line of sight and not by a large area of glass.** Staff need to be told which of the evacuation points are to be used. It should be borne in mind that the evacuation could last for an extended period and therefore consideration should be given to planning to use an alternative building, if possible, which will offer shelter, facilities, catering and communications for a new incident control point.

**Accounting for Personnel** - At the assembly points, headteachers are to account for all their staff, pupils and visitors.

**Liaison** - When drawing up plans, the headteacher should liaise with the occupants of neighbouring premises, if those premises are to be used as the alternate accommodation.

**Action On Being Ordered to Evacuate** - The following actions should be taken as appropriate.

- Use the designated escape route.
- Staff should take their personal belongings with them. This will make the subsequent search/check easier where it is undertaken by the Ordnance Explosive Division.
- Windows and doors should not be locked, particularly in the area close to a suspicious device. Doors on the route out from the suspicious device should be closed.

- Lights should be left on.
- Any plant or machinery should be closed down if possible.

**Control** - If a suspicious device is identified, the Police will assume control until it is neutralised, at which time control reverts to the headteacher.

**Evacuation Pack** - This is a list of items that could be useful in assisting in the administration of an evacuation. This pack should be located on an evacuation route with a nominated individual designated to collect it.

## **1.7 Reoccupying the Premises**

- (a) where it is suspected that there is a device the Police would send for the Ordnance Explosive Division (Bomb Squad) who could take 4 to 8 hours to arrive, thus the school must implement its arrangements for sending the pupils home. It will depend on the circumstances at the time (eg weather, time of day) whether or not some children are moved to alternate accommodation.
- (b) In other circumstances the Headteacher alone will not be expected to take the decision to re-enter the school premises. The Emergency Planning will be consulted and where appropriate passed up to the Council's "Chain of Command" for the decision to be made.

## **1.8 Information, Instruction and Training**

Information, instruction and training are essential for all employees. Procedures must be practised once per year. The following is considered to be a minimum requirement:

1. All employees know of the existence of the plan, what to do on being ordered to evacuate, the evacuation route(s) and assembly areas.
2. All employees who regularly use a telephone should know the actions to take if they receive a bomb warning.
3. Staff who receive mail must know what action to take on receipt of a suspect package.

## **1.9 Recovery following a real event**

If an explosion occurred which resulted in serious damage to the school premises, CYPF and other Council Departments would work with the school to assist in the recovery process.

**Access to Premises** - In the aftermath of a terrorist incident the Police will seal the area and severely curtail access to it for an indeterminate period of time, which could be a number of days. If some staff are permitted to enter the area it will only be after they have proved their identity. Access for building/glazing contractors will also be strictly controlled.

**Security** - The Police will be responsible until the security cordon is lifted. Once this happens the responsibility reverts to the occupiers, which could pose a problem in a badly damaged building.

**Media Attention** - Only the headteacher should speak to the media following consultation with the Authority and the Press Office.

**Welfare and Counselling** - People who are in the vicinity of an explosion, even if they are not hurt, may well suffer after-effects. Headteachers should be aware of this possibility and of the fact that longer term effects may be experienced.

## **2 Who are the key responding organisations?**

As well as the Emergency Services, the Council will have a number of roles in supporting work to resolve the situation and in restoring normality, not least of which are specific responsibilities for unsafe structures.

## **3 What is Barnsley Metropolitan Borough Council's role?**

The Council's principal role is to support the Emergency Services.

## **4 Further information**

"Bombs" are generally covered by the following main types.

**Bombs** – some characteristics of the types of bomb that we are most likely to encounter are described below. The high explosive device typically consists of the following components:

- **The Explosive** - Commercial or military explosive tends to be a dense putty like material. It is likely to be wrapped or concealed in a container. Some home made explosive may be in granular or powder form.
- **An Electrical Detonator** - This is a copper or silver tube about the diameter of a pencil with coloured wires attached to one end. It is used to detonate the explosive.
- **A Timer** - This could be mechanical (clockwork) or electrical. Often enclosed in a box. Used as a switch to close the firing circuit at a predetermined time.
- **A Power Source** - Normally a battery or a group of batteries used to power the timer and the detonator.
- **Wiring** - Wires of various colours to link the components. Junctions covered by plastic adhesive tape.
- **A Container** - This can take any form from a car to a holdall and will be used to transport the bomb and disguise the components.

An explosion can cause major structural damage, damage and injury from flying glass and fragments travelling at high speed and injuries from the blast. The only protection is vigilance and good housekeeping by preventing the terrorists getting on to the premises.

**Postal Bomb** - These can take many forms. They can come in parcels, letters, post packs or 'jiffy' bags. They may explode on opening and sometimes before they are

opened. They may be delivered by hand, courier or post. All staff that might be required to handle or open mail should be warned that if they have any suspicion that a package may contain an explosive device they should:

- put it down gently and walk away from it;
- evacuate the immediate area and raise the alarm;
- on no account place it in anything or place anything on top of it.

A warning poster detailing the tell-tale signs should be placed in all school offices. An example of the poster is shown at Annex 5. The Health, Safety and Emergency Resilience Unit, run specific training sessions for all employees, which can be arranged by contacting them on 01226 772274.

**The Vehicle Bomb** - Any vehicle is capable of carrying a large bomb. It is not possible to recognise a vehicle bomb for what it is therefore, defensive measures are particularly important. General measures that are appropriate are to:

- where space allows, park well away from buildings;
- control access to car parks;
- random and irregular checking of cars entering a car park will act as an effective deterrent;
- carry out random external patrols;
- parking in unauthorised locations must be prevented.

If a parked vehicle gives rise to suspicion, it should be reported to the police by dialling 999.

## **5 Postal Bombs – The Tell-tale Signs**

Any one of the following signs should alert members of staff to the possibility that a letter or package contains an explosive device.

- Grease marks on the envelope or wrapping.
- An unusual odour such as marzipan or machine oil.
- Visible wiring or tin foil, especially if the envelope or package is damaged.
- The envelope or package may feel very heavy for its size.
- The weight distribution may be uneven: the contents may be rigid in a flexible envelope.
- It may have been delivered by hand from an unknown source or posted from an unusual place.
- If a package it may have excessive wrapping.
- There may be poor handwriting, spelling or typing.
- It may be wrongly addressed: or come from an unexpected source.
- There may be too many stamps for the weight of the package.

## **6 Evacuation pack contents**

The following items will assist in the administration of an evacuation.

- Staff List.
- First aid kit.
- Mobile telephone.
- Staff emergency contact list.
- Council Telephone Directory.

- Floor plans of building.
- Keys to secondary evacuation point (if applicable).
- Appropriate contact telephone numbers of neighbouring premises.
- Emergency numbers for utilities and taxi firms.



## INDUSTRIAL ACTION

When a school receives notification of industrial action (strike by employees) it is for the Headteacher to determine the extent to which the school can operate as normal.

To determine the extent to which the school can function as normal, a risk assessment needs to be undertaken.

Following the risk assessment it is for the headteacher to determine which of the following options is to be implemented.

- 1           The school will remain open all day.
- 2           The school will be open for the morning and afternoon sessions, however all children will have to go home for the lunchtime period.
- 3           Selected groups/classes of pupils will attend the school at specified times during the day.
- 4           To be open for only part of the day (e.g. morning).
- 5           School to be closed all day to pupils.

Once the Headteacher has decided what option to implement the Local Authority must be notified by sending an email to:

[emergencyschoolclosures@barnsley.gov.uk](mailto:emergencyschoolclosures@barnsley.gov.uk)

This action is vital for four reasons:

- (a) the Executive Director/Chief Executive are aware of the situation across the Borough;
- (b) the Council's Health, Safety and Emergency Planning Unit are aware of the situation in Council premises;
- (c) information can be prepared for a press release to the various media enquiries
- (d) parents are aware of the situation from information put on the Council website.

Which option the Headteacher decides needs to be notified to the Chairperson of the Governing Body. The decision to close is taken by the Headteacher not the Chairperson.

In addition to sending a letter to all parents, other Service providers, where appropriate need to be aware of the decision e.g. school meals, school transport.

At the next meeting of the Governing Body the Headteacher must report the option which was implemented.

Since there was sufficient time to plan for any partial closure/closure it is not reported under : Emergency/Delegated Powers.

## Section 4 SCHOOL EMERGENCY PLAN

The School Emergency Plan sets out how the school will respond to nine categories of incidents.

The ten responses can be divided into two groups:

- (i) those that begin with the initial response to be made by the school set out in a flow chart and then the school has to set out how it intends to complete the procedures; and
- (ii) those that have been prepared for the school to adopt and no further additions are required.

The significant part of several responses is having a system for evacuating the school which results in sending children home and/or retaining others.

### Instructions for completing the school emergency plan

- 1 Complete the list of contact telephone numbers.
- 2 Complete the alternate accommodation schedule.
- 3 After reading the guidance devise the school's response to each incident as set out in the table.

NO	INCIDENT	ACTION BY SCHOOL
1	Utility failure	Plan started with a flow chart – school to complete
2	Fire alarm failure	School to follow the given plan
3	Fire or suspected fire	Plan started with a flow chart – school to complete
4	Inclement weather	Plan started with a flow chart – school to complete
5	Hostage taking	School to follow the given plan. (Could involve plan 3 – sending pupils home)
6	Serious injury and/or death of pupil(s)/or an unexplained illness on the school site	School to follow the given plan for pupil death
7	Visits and journeys	School to follow given plan and set out how it will support that plan
8	Health threat – 1	Advice and guidance to be issued for schools to follow when necessary
	Health threat – 2	Plan started with a flow chart - school to complete
9	Suspect Package	School to follow the given plan. (Could involve plan 3 – sending pupils home)
10	Industrial Action	School to follow given plan

- 4 Following completion of the plan it needs to be given to the governing body to adopt.
- 5 Following the adoption of the plan it needs to be given to all members of staff and discussed with them.

**THE EMERGENCY PLAN MUST  
BE KEPT WITH THE GUIDANCE**

---

NAME OF SCHOOL

## EMERGENCY PLAN

Page Numbers

- 1      **Utility Failure**
- 2      **Fire Alarm Failure**
- 3      **Fire or Suspected Fire**
- 4      **Inclement Weather**
- 5      **Hostage Taking**
- 6      **Serious Injury and/or Death to Pupils/ or unexplained illness on the School Site**
- 7      **Visits and Journeys**
- 8      **Health Threat**
- 9      **Suspect Package**
- 10     **Industrial Action**

Date approved by Governing Body

---

Headteacher

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Chair of Governors

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<b>CONTACT TELEPHONE NUMBERS</b>
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	Office	Mobile	Out of Hours
CYPF on call officer for visits and journeys	01226 787080		
BMBC Press Office	01226 773442		
Keyholder School			
Chair of Governors			
Vice-Chair of Governors			
Highways	01226 774100	07976 301653	
South Yorkshire Police (Barnsley)	01226 736214		01226 736040
CYPF Transport Section	01226 773590		
Hospital	01226 730000		
Electricity	0800 375675		
Water/Sewage	0845 1242424		
Gas	0800 111999		
Dearne FM	01226 321744		
CYPF:			
Steve Brailsford	01226 773529		
Phil Edwards	01226 773649	07786525804	
Julia Sykes	01226 774553	07786525793	
Julie Youel	01226 773597	07766698029	
Phil Towers	01226 773614		
Linda Fielding	01226 773591		

*(Schools should include any other telephone numbers they consider appropriate e.g. staff).*

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## ALTERNATE ACCOMMODATION

Year Group	Building	Contact Telephone Number	Accompanying member of staff
R			
Y1			
Y2			
Y3			
Y4			
Y5			
Y6			
Y7			
Y8			
Y9			
Y10			
Y11			
Post 16			

It may be possible to send a year group home rather than to evacuate to alternate accommodation.

---

## **NOTIFICATION TO THE LOCAL AUTHORITY OF A SCHOOL CLOSE**

Where the headteacher (or person with authority to act on their behalf) decide to close the school they must send an email to:

[emergencyschoolclosures@barnsley.gov.uk](mailto:emergencyschoolclosures@barnsley.gov.uk)

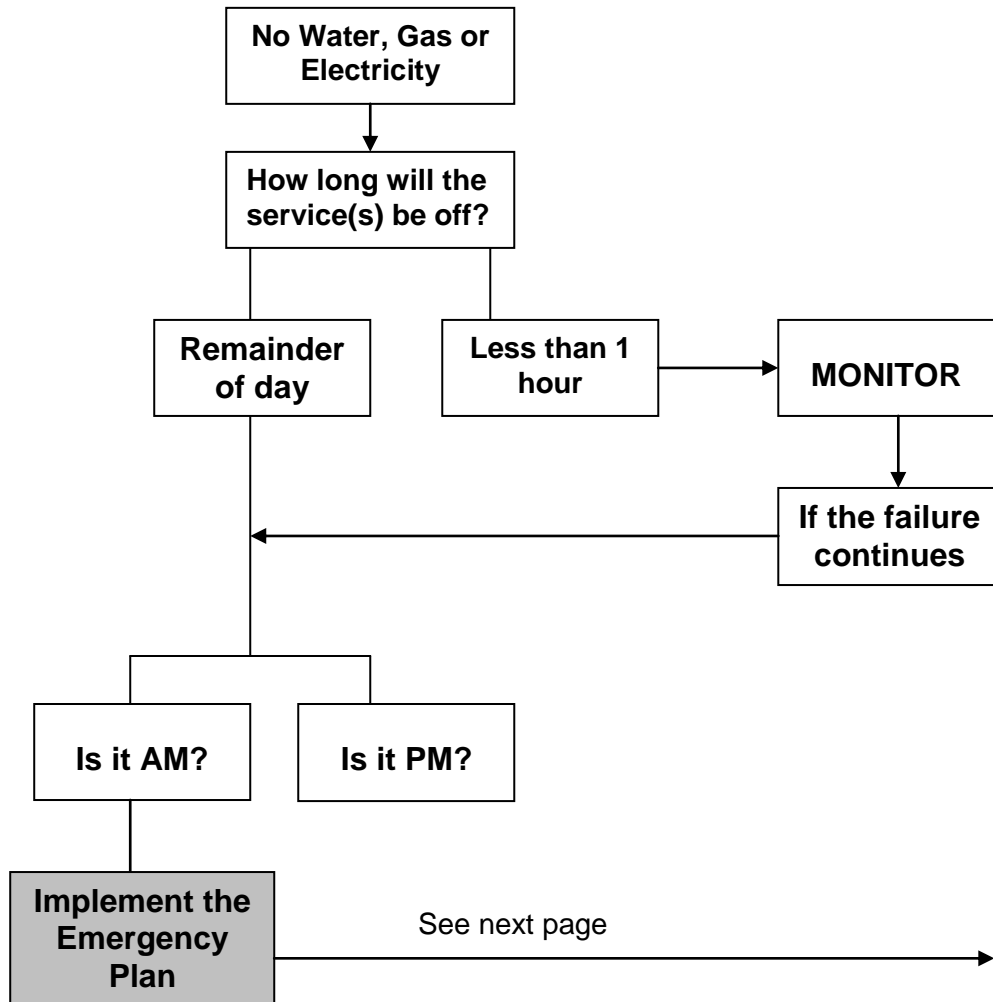
The email must state the reason for the closure.

This email must be sent even where the Local Authority has been consulted on the proposal to close.

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## UTILITY FAILURE

During the course of the school day one of the utilities is stopped.





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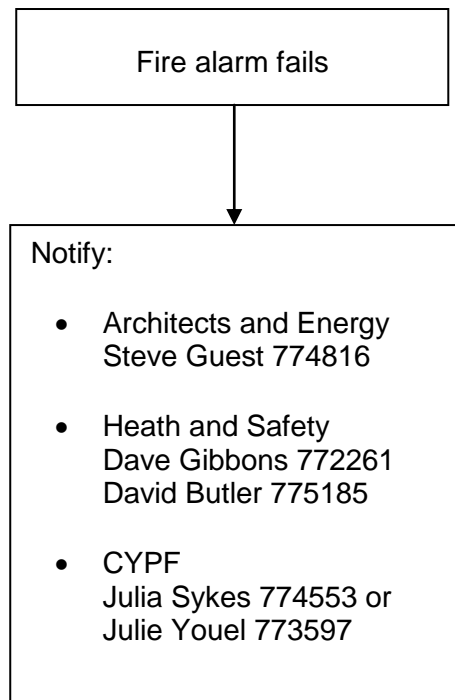
## **UTILITY FAILURE – EMERGENCY PLAN**

School to set out the actions to be taken.

---

## FIRE ALARM FAILURE – EMERGENCY PLAN

The following procedure must be followed by all schools.

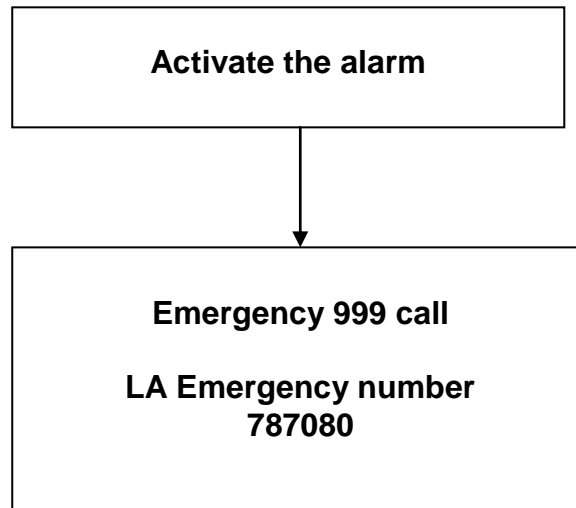


Following notification the following will happen.

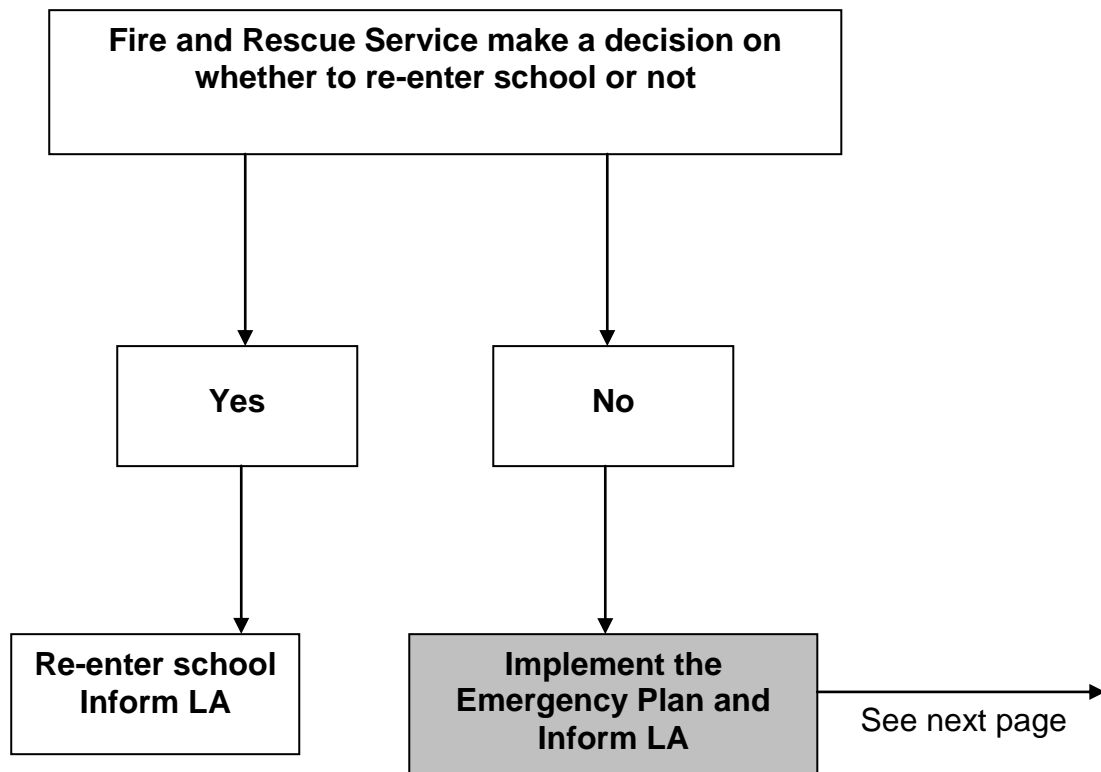
- 1 Staff from the Health and Safety Emergency Resilience Unit will arrive at the School bringing air horns. The situation will be risk assessed to determine the location of the air horns at various positions through out the school.
- 2 All staff will be immediately provided with training on the temporary arrangements which have been put in place.
- 3 The risk assessment carried out by Health and Safety Emergency Resilience Unit and the headteacher may identify a limited usage of the school building(s).
- 4 The School will make arrangements for the fire alarm system to be repaired.
- 5 Staff will be provided with regular updates regarding the reinstatement of the fire alarm system.

---

## **FIRE OR SUSPECTED FIRE**



At the evacuation assembly point determine if any staff, pupils, contractors and visitors are missing. When the Fire and Rescue Service arrive they will require this information.



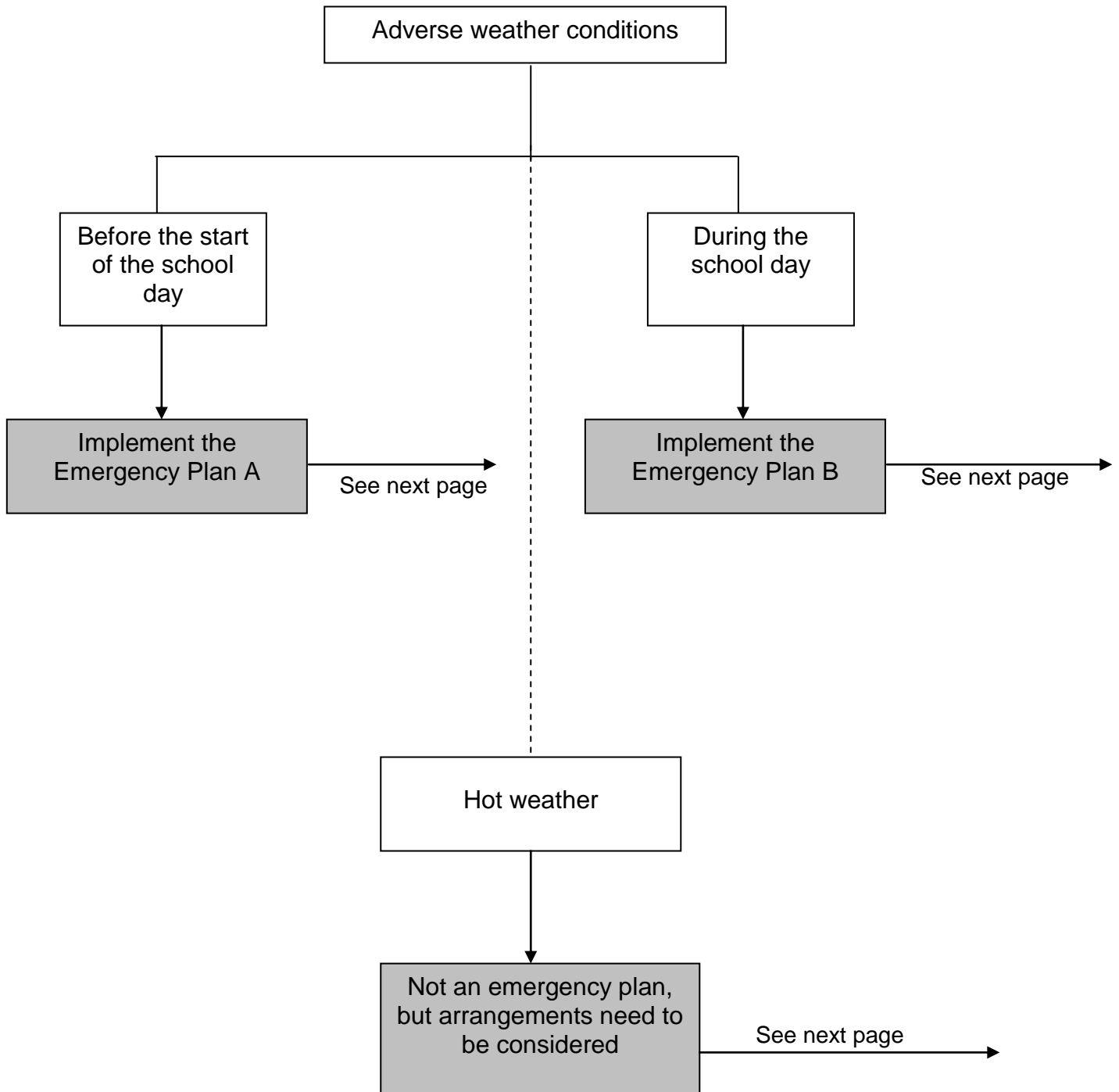
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## **FIRE OR SUSPECTED FIRE – EMERGENCY PLAN**

School to set out the actions to be taken.

---

## INCLEMENT WEATHER



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## **INCLEMENT WEATHER – EMERGENCY PLAN**

School to set out the actions to be taken for each of the three situations.

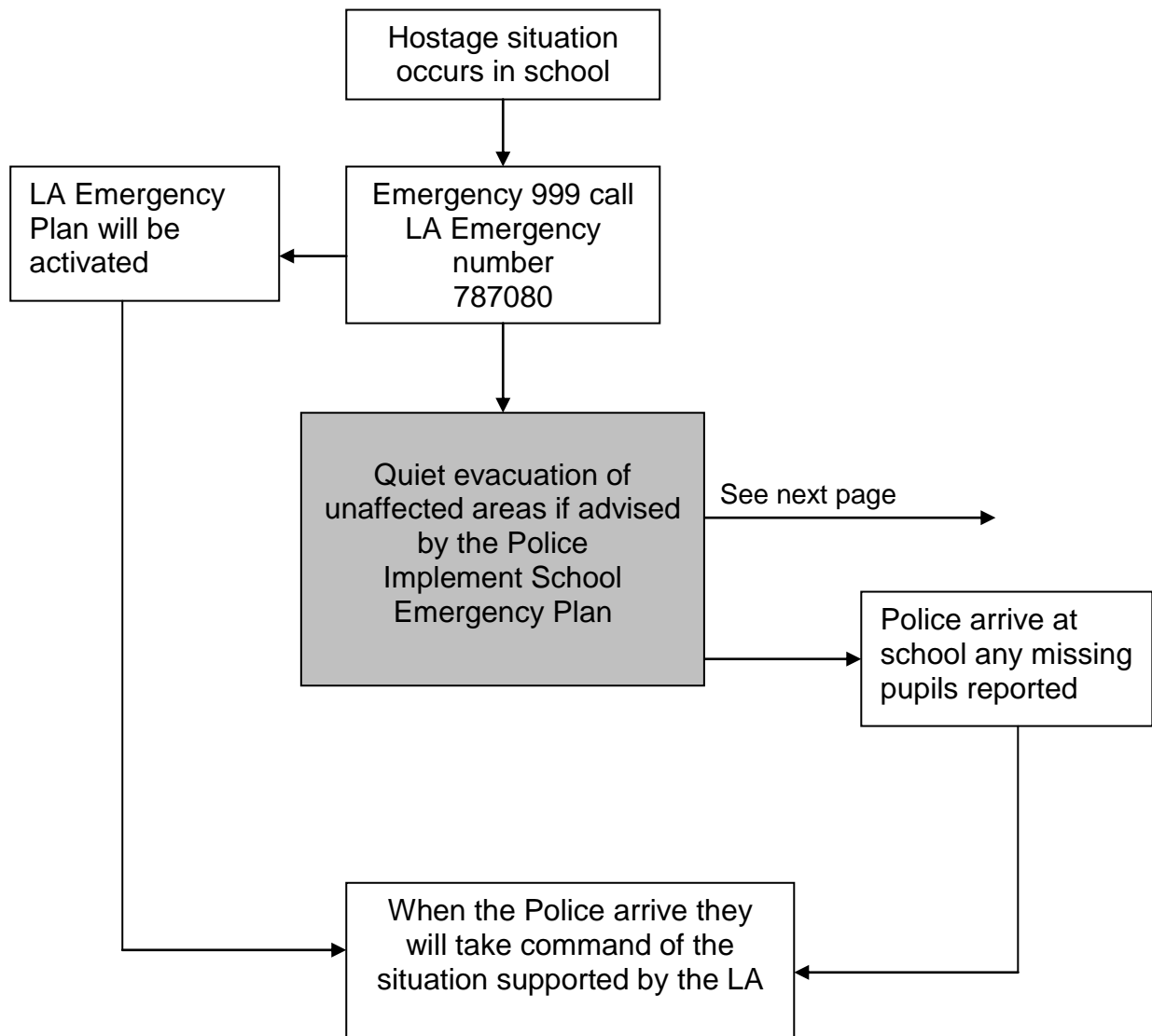
**Plan A**

**Plan B**

**Hot Weather**

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## HOSTAGE TAKING



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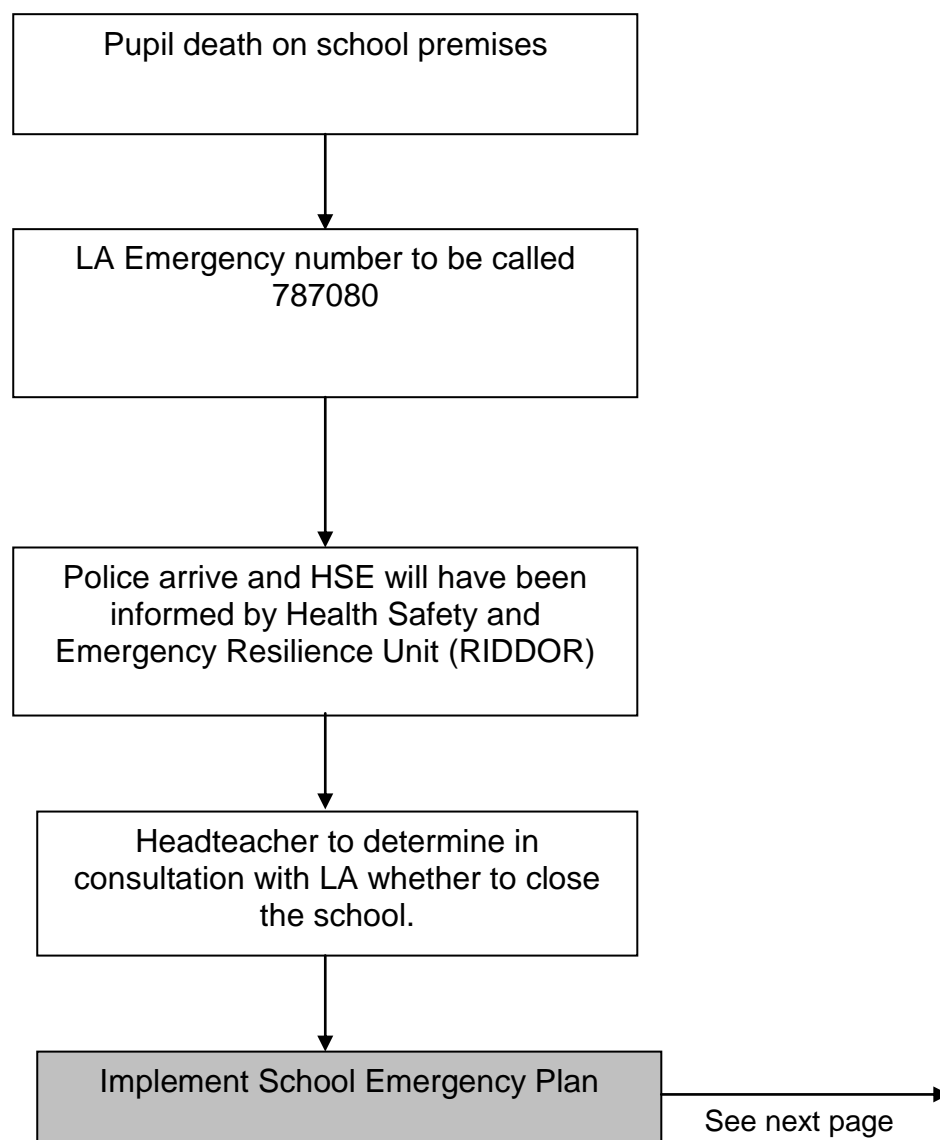
## **HOSTAGE TAKING – EMERGENCY PLAN**

If the school cannot be re-entered this plan will be the same as that for a fire where the school cannot be re-entered.



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## SERIOUS INJURY AND/OR DEATH OF PUPIL(S)/OR UNEXPLAINED ILLNESS ON THE SCHOOL SITE



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## **SERIOUS INJURY AND/OR DEATH TO PUPIL(S)/OR UNEXPLAINED ILLNESS ON THE SCHOOL SITE – EMERGENCY PLAN**

Planning arrangements for pupil death on school site will be the same as that for dealing with a fire or suspect fire where the school cannot be re-entered i.e. sending the pupils home.

For serious injury or unexplained illness the school should contact the Authority to discuss what action to take.

---

## **VISITS AND JOURNEYS – EMERGENCY PLAN**

### **PROCEDURE FOR ALL SCHOOLS**

This school emergency plan is not optional because it supports CYPF in the management of the most serious emergencies as defined in the box below.

#### **Definition of An Emergency For Which The LA Must Be Contacted**

- An accident leading to a fatality, major injury, or hospitalisation.
- Illness to any of the party, requiring the call out of medical assistance, or leading to serious disruption of the trip.
- Circumstances where any party member might be at serious risk of harm, e.g. child protection issues, missing children.
- Situations where the media may become involved.

For all three categories of visits and journeys (A and B school approved and C Local Authority approved) the Party Leader **MUST** telephone the CYPF On-Call officer for any incident defined in the box above.

It will be the CYPF On-Call officer who telephones the school emergency contact number **NOT THE PARTY LEADER**.

Upon receiving a call from CYPF or the On-Call officer the school will implement the following actions set out below:

During session time:

- contact the parents/carers of children on the visit and invite them to the school for a briefing;
- set aside a room for the parents with directions;
- have refreshments available;
- in consultation with CYPF decide whether the school remains open or closes (where a school closes the emergency plan for sending children home will be implemented);
- CYPF will prepare a briefing and an officer will attend the school to brief parents;
- the headteacher will not speak to the media until approval is given by CYPF.

---

Out of session time:

CYPF has the school emergency contact number for every school visit and journey approved through or recorded on **EVOLVE**

Where the school group is on a visit or journey approved by the school, CYPF will obtain the emergency contact number from the key holder list.

- open the school;
- heating turned on when necessary;
- staff called to the school to contact parents of the children on the visit and invite them to school.
- set aside a room for the parents with directions;
- have refreshments available.

**See next page**



---

School to set out in detail how they will implement the actions specified by the LA.

---

CYPF will also manage the following emergencies supported by the school.

**Disappearance of a young person;**

**Loss of Transport;**

**Incident – exaggerated or misinterpreted by the press or young people;**

**Natural disaster or security threat;**

**Allegation of abuse – child protection issue.**

*In the event of a response being required to one of the above incidents the school will receive instructions at that time from the LA. Therefore no emergency plan is required.*

#### SCHOOL EMERGENCY PLAN (NO LA INVOLVEMENT)

The school must have in place plans to deal with incidents that are not dealt with by CYPF.

Examples – child admitted to hospital with non-life threatening injury;  
loss of money or equipment.

**See next page**



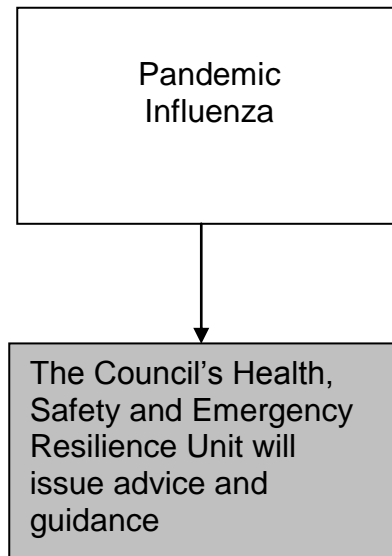
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School to consider what happens when the Party Leader calls the school's emergency contact number.

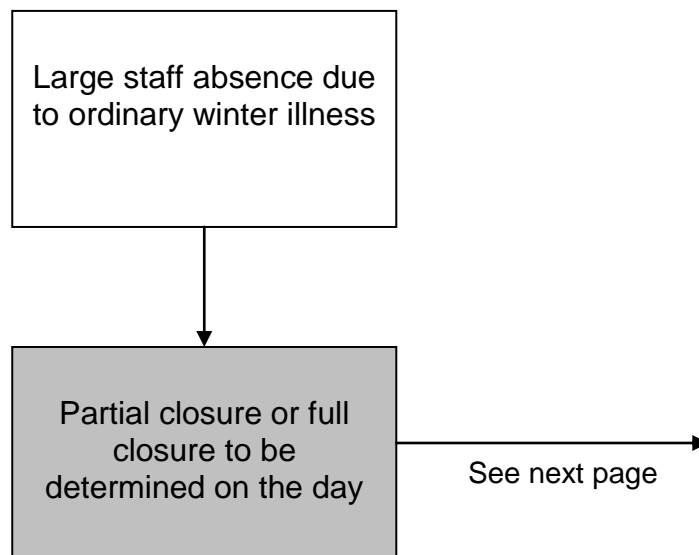
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## HEALTH THREAT

### Situation 1



### Situation 2





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## HEALTH THREAT – EMERGENCY PLAN

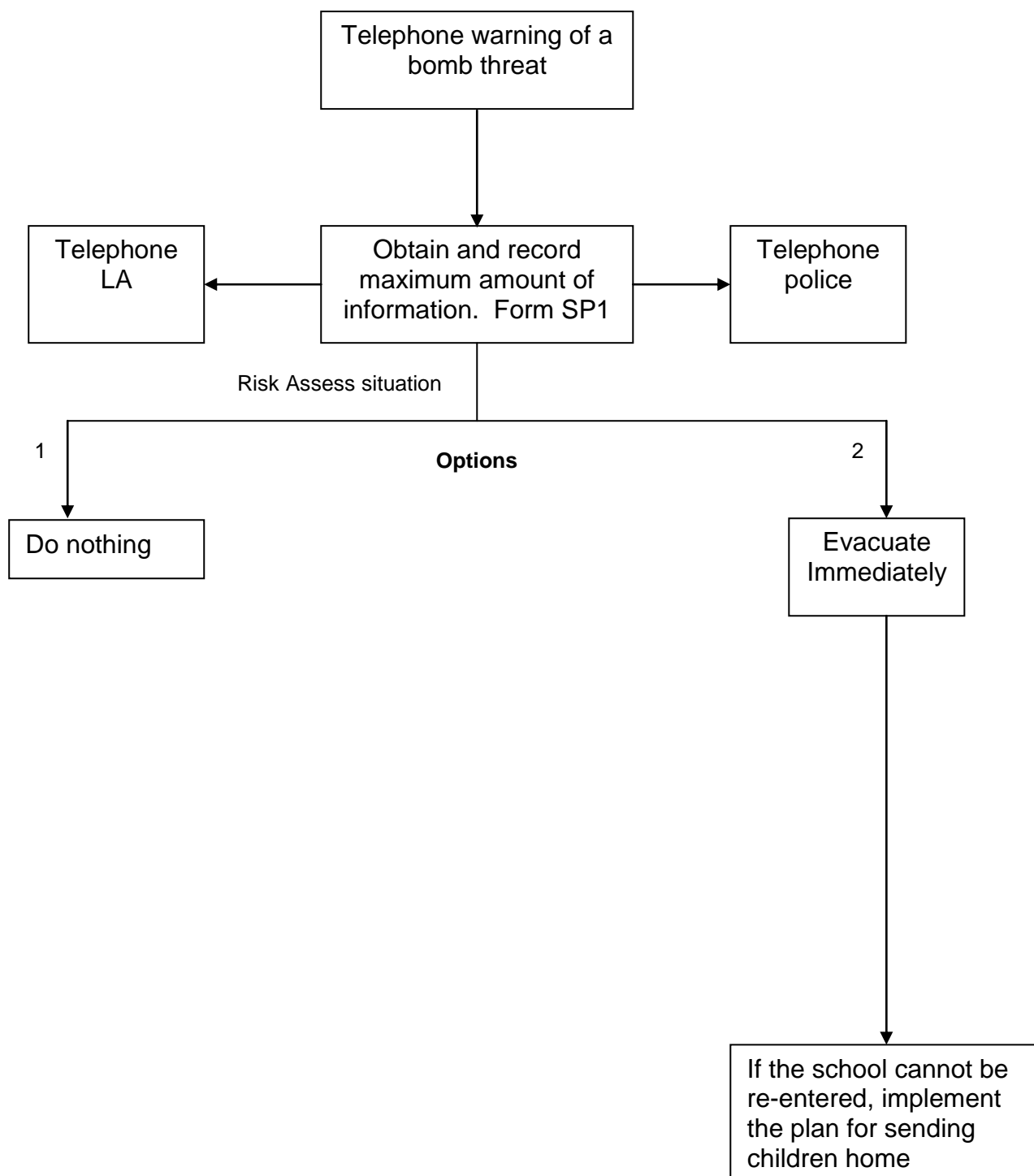
Where this is a partial or full closure the emergency plan will be similar to Utility Failure, Inclement Weather.

### **Situation 2 – Staff Absence**

---

## SUSPECT PACKAGE – EMERGENCY PLAN

This plan to be followed by all schools



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The evacuation sites will be:

--

--

Both being 400 metres from the school

The method of communicating the instruction to evacuate will be:

--

The procedure for accounting for staff, pupils and visitors will be:

## Major Incident First Form

--

CALL INFORMATION			
			Your Name:
Date:	Time:		
			Caller's Phone Number:
			Caller's Location

[illegible][illegible][illegible][illegible]

*(Enter name of premises)*

***SECURITY***  
***ALERT***  
***DO NOT***  
***ENTER***

**SP 1 Form - Action To Be Taken On Receipt Of A Bomb Threat**

- \* TELL THE CALLER WHICH DEPARTMENT OF BARNSLEY MBC YOU ARE ANSWERING FROM

- \* **RECORD THE EXACT WORDING OF THE THREAT**

.....

.....

.....

.....

- \* **ASK THESE QUESTIONS (if 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, address, telephone number? (Probably will not disclose this information, but worth asking)

.....

.....

.....

- \* RECORD TIME CALL ANSWERED AND COMPLETE .....

- \* INFORM THE SECURITY CO-ORDINATOR (Mr/Mrs/Ms \_\_\_\_\_  
Ext \_\_\_\_\_)

- \* CONTACT THE POLICE VIA THE SECURITY CO-ORDINATOR, IF POSSIBLE,  
(time informed \_\_\_\_\_)

**ON COMPLETION OF THE ABOVE ACTION, RECORD THE FOLLOWING:**

Time and date of call .....

Length of call .....

Extension number at which call received .....

### ABOUT THE CALLER

Sex of caller? Male ☐ Female ☐

Nationality? ..... Age? .....

### THREAT LANGUAGE

Well spoken ☐ Irrational ☐ Taped ☐

Foul ☐ Incoherent ☐

Was the caller reading the message: YES ☐ NO ☐

### CALLER'S VOICE

Calm ☐ Crying ☐ Clearing out ☐

Angry ☐ Nasal ☐ Slurred ☐

Excited ☐ Stutter ☐ Disguised ☐

Slow ☐ Lisp ☐ Accent ☐

Rapid ☐ Deep ☐ Familiar ☐

Laughter ☐ Hoarse ☐

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

What accent? .....

### BACKGROUND SOUNDS

Street noises ☐ House noises ☐

Animal noises ☐ Crockery ☐ Motor ☐

Clear ☐ Voices ☐ Static ☐

PA system ☐ Booth ☐ Music ☐

Factory machinery ☐ Office machinery ☐

Other (specify) .....  
.....

**REMARKS**

.....

.....

.....

.....

Signature ..... Date .....

Print Name .....

- When complete this form is to be handed to the headteacher who in turn is to hand it to the Police on arrival. A copy of this form is to be forwarded to the Health, Safety and Emergency Resilience Unit.



# ***BOMB THREAT INSTRUCTIONS FOR HEADTEACHERS***

## **TELEPHONE BOMB WARNING**

- Obtain maximum information from person who took the call.
- Telephone the Police (*if not already contacted*).
- Request occupants check individual work areas for anything suspicious.
- Arrange for Public/Common Areas to be checked.
- Consider Evacuation of Premises.

**Go to 'Evacuation of Building' procedures overleaf**

## **DISCOVERY OF SUSPICIOUS PACKAGE**

- **Verify suspicion** (*if considered suspicious notify Police – DO NOT USE MOBILE PHONES*).  
*Confirm rendezvous point with the Police.*
- **Do not TOUCH or MOVE it.**
- **Evacuate immediate area.**
- **Leave a distinctive marker near suspect package** (not touching it).
- **If possible lock the room and place appropriate notice at points of entry** – (*example attached.*)
- **Mark where the suspect package is located on Building Plan.**
  - (*This information will be required by the Police and Army (EOD).*)
- **Consider full evacuation of premises.**

## **EVACUATION OF BUILDING PROCEDURES (FIRE ALARMS NOT TO BE USED)**

- **Verbally notify all staff to evacuate to assembly point. All staff should:-**
  - ♦ log off computers;
  - ♦ take all personal possessions, including bags, coats etc;
  - ♦ not use mobile telephones or radios whilst in or around the building;
  - ♦ leave internal doors closed and lights switched on;
  - ♦ leave the building in an orderly manner taking visitors and contractors with them.
- **Notify neighbouring buildings.**
- **Collect Evacuation Pack.**
- **Lock Main Entrances and place attached notice in prominent areas.**

## **AT ASSEMBLY POINT**

- **Ensure roll call is taken and everyone is accounted for.**
- **Depending on time of day consideration should be given to staff being sent home.**
- **Meet Police and take appropriate action.**

# **BOMB THREAT INSTRUCTIONS FOR**

\_\_\_\_\_  
(Insert name of School)

## **Bomb Threats are likely to take the form of:**

- Receipt of a Bomb Warning, by Telephone, Verbally or in Writing.

**OR**

- The discovery of a Suspicious Package, Letter or Parcel.

## **What you should do if you receive a TELEPHONE BOMB WARNING**

- Obtain maximum information from person making threat. *(This information will be vital in assessing the risk.)*
- Notify the headteacher. *(This person is responsible for ensuring that the Police are notified and instigating the Building Security Plan.)*
- All staff will be asked to check their normal work areas for anything out of the ordinary. *(The Police will not normally search premises as they are not familiar with them and will NOT be aware of what is there normally and what is out of place.)*

## **What you should do if you DISCOVER A SUSPICIOUS PACKAGE**

- **DO NOT TOUCH OR MOVE IT.**
- Move away from the package immediately and warn surrounding staff.
- Notify the headteacher.

## **EVACUATION OF BUILDING (Fire Alarms Not To Be Used)**

- Notice to evacuate will be given verbally by the headteacher.
- Log off computers.
- Take all personal possessions with you, including bags, coats etc.
- **Do not use Mobile Telephones or Radios whilst in or around the building.**
- Leave internal doors closed and lights switched on.
- Leave the building in an orderly manner taking visitors and contractors with you. The nominated assembly point will be given verbally. This location will not be the same as for a Fire Evacuation.

# INDUSTRIAL ACTION – EMERGENCY PLAN

## PROCEDURE FOR ALL SCHOOLS

