

**CRISIS MANAGEMENT POLICY**

---

Part One

1. What constitutes an emergency/disaster?

- i) Death or serious injury or abduction of a member(s) of staff or pupil(s) or their families.
- ii) Fire or serious damage to School premises.
- iii) National or international events with serious repercussions for School e.g. Declaration of War

2. Emergency Team:

The Senior Management Team

If the emergency involves the Preparatory School, the Senior Management Team in the Preparatory School will be asked to join the Emergency Team. In addition, the Preparatory School has its own policy.

3 Role of Emergency Team:

Liaise as follows:

Staff	Head, Deputies
Governors:	Bursar
Pupils:	Deputy Head (Pastoral), Heads of Year
Parents:	Head, Deputies, Bursar
Press:	The Head, Headmaster's PA

4. Base for Emergency Team

Governors' Room

Part Two Emergencies & Disasters

1. In the event of a Disaster on an Excursion or Trip.

What follows is given in the way of guidance that will need to be adapted to suit the situation. This written guidance **should be held by each adult member of the party.**

Establish the nature and extent of the emergency.

Make sure all other members of the party are accounted for and are safe and, if possible, cordon off the scene to prevent further problems.

If there are injuries, establish their extent and administer appropriate first aid if you have been trained and feel capable. Be aware of consequences that might follow were you to give incorrect treatment. Have regard to your own safety. Call the appropriate emergency services.

Ensure that an adult accompanies any casualties to hospital. If only one adult is available in the circumstances a decision will have to be reached as to the best course of action.

Advise other party staff of the incident and of actions taken. Decide, if appropriate, who is in charge and responsibilities to be undertaken by each adult member of the group.

Contact the members of staff named on the Trips Permission Form.

Give full details of the incident including:

- nature, date, location and time of the incident

- details of injuries, etc.
- names and home telephone numbers of those involved
- action taken so far
- telephone numbers for future communication.

Ensure that remaining pupils are adequately supervised and arrange for an early return to base. Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all children are accounted for.

As far as possible, control use of mobile phones until the senior member of staff has contacted parents/others directly involved.

Do not discuss matters with the media. Refer the Press to the Headmaster's PA.

The senior members of staff should contact the Headmaster, or in his absence the Deputy Head (Pastoral) and establish who will take charge of the situation and what immediate action will be taken.

The party leader should, at the first opportunity, make notes on the incident, as should other people involved.

A record should be kept of the names and addresses of any witnesses or people involved.

Do not discuss legal liability.

Ensure accident forms are completed as soon as possible.

The College will inform parents of any delays that will be necessitated.

## 2. In the Event of an Emergency at School

### a) Evacuation

Follow the normal procedures for fire drill.

During School hours (8.30 a.m.- 3.50 p.m.) and at times when pupils are in College for extra curricular activities and sports, the Assembly Point is the School Yard.

See the Fire Drill Policy for further details.

### b) Keeping pupils in

There may be some situations (e.g. a terrorist or some other intruder on the premises making a threat to people's lives) where evacuating pupils could make matters worse.

If possible a member of staff encountering such a threat, should use their mobile phone, a pupil's mobile phone or try to reach a telephone and contact the emergency services on 999.

They should then try to telephone the office on the external number 0161 226 3323 or 19 if on an internal telephone and brief them of the problem.

The office staff should immediately

- telephone the Bursary staff
- alert any available SMT members

Members of SMT, and the Matron if she is not safeguarding pupils should all meet in the Governor's meeting room.

When the danger is over the fire alarm will be activated to give the "all clear"

Pupils and staff should evacuate to the field to be checked by the normal procedures

### c) Casualties

Where a disaster involves casualties on the school campus member/s of staff should take the names of those injured and the hospital to which they were taken.

Where deaths have occurred parents should be told by members of the Senior Management Team in person as soon as possible, in conjunction with the police.

Where parents arrive at the school after a disaster, which has taken place during the school day, it will need to be decided whether pupils who have not been directly affected by the incident should be allowed to accompany parents home.

Pupils affected in some way by the incident should generally be allowed home if accompanied by a parent.

Any pupil going home with a parent must sign out. Consideration should be given to setting aside the hall/classrooms for briefing and counselling parents.

N.B.

You must take a copy of this policy on School outings.

Staff may take their own mobile telephones on School outings or borrow a school mobile telephone when accompanying pupils on school outings.

Please do not make any comment to the Press but refer them to the Headmaster's PA.

Staff should try to ensure that pupils do not use mobile telephones to exacerbate the situation.