

EMERGENCY AND RECOVERY ACTION PLAN

Rationale: the safety of pupils and staff is the prime consideration in all emergencies

The Headmaster will take charge of all operations & must be kept accurately informed. All incoming telephone calls about the event should be directed to him unless they are expressly for the attention of the Emergency Services. Communications with parents and the press will be dealt with **only by the Headmaster** or his nominated representative. In the event that the Headmaster is unavailable, the Deputy Head, in consultation with the Bursar, will act in his absence.

On-site emergencies

1. If you are present at the event or first to arrive, remain at the scene, provide first aid and take charge of the situation until the Headmaster or Emergency Services arrive.
2. Send an adult or two children to the School Office to alert the Headmaster and administration staff to the situation & summon help. *N.B. Children should be given clear, simple instructions - they may be in shock.*
3. Take steps to clear and cordon off hazardous areas without delay. *N.B. Never use children to check a hazardous building for occupants, or to stand at doorways in order to prevent others entering where this would put them at risk.*

Off-site Emergencies

Minibus breakdown:

- If possible, get the vehicle off the carriageway; switch on the hazard warning lights, take the children out of the vehicle and wait a safe distance away, especially if you are beside a motorway. Children can only remain within the vehicle if there is no risk to them (i.e. it is in a designated parking space.)
- Telephone School Office to explain situation - update as necessary.
- Telephone RAC to summon help.

Missing child: [see Missing Pupil Policy]

- Keep all remaining children together & find out what they know of the missing child's movements.
- School staff should search for the child, enlisting the help of personnel/services at the site as appropriate.
- Telephone School Office within ten minutes to explain situation - update as necessary.

Serious injury:

1. Provide first aid & summon medical assistance.
2. Keep all remaining children together, ensuring their safety.
3. Telephone School Office as soon as possible to explain situation - update as necessary.

EMERGENCY ACTION PLAN

ON DISCOVERY (WHOMEVER)

Attend to immediate problem
Summon immediate help
Inform Office by telephone or runner
(any immediate action needed)



OFFICE

Take Immediate Action
Inform Emergency Co-ordinator
Bursar (if not available SMT)
Stay in office to communicate



CO-ORDINATOR

Check location of problem
Check what action has been taken
Inform relevant people
Stay to co-ordinate action
Complete accident report

RECOVERY PLAN CHRIST CHURCH CATHEDRAL SCHOOL

(A) SUMMARY INFORMATION

Primary Information

First contact the emergency services on 999

Second implement emergency procedure

Then take the following steps if a disaster is taking place or has taken place

Immediate recovery personnel

Confirm that 999 has been called

Recovery Manager

R Murray, Headmaster

Home 01865 256076 Mobile 07803 255835

P Dickinson

(Mob) 07894279172

R Farmer

(Mob): 07969 219136

The Bursar or Headmaster informs (if applicable)

Depending on the severity of risk to Christ Church property or the closeness of disaster to occupied property not under school control:

Duty Porter Christ Church (to initiate Christ Church recovery plan)

Lodge 01865 276150

The Sub-Dean as Acting Chairman of Governors

01865 276278

(B) RECOVERY PLAN

Control Centre

Headmaster's Study No 3 Brewer Street

If unavailable

Nursery No 1 Brewer Street

If whole site unavailable

Christ Church

Recovery Team

| Position | Responsible To | Area of Responsibility |
|---------------------|-----------------------|---------------------------------------------------------|
| Headmaster | School Governors | Whole School |
| Bursar | Headmaster | All non-Academic/Pastoral Activities |
| Deputy Head | Headmaster | Main School Duties and Care Deputises for Headmaster |
| Head of Pre-Prep | Headmaster | Pre-Prep Academic and Care |
| Director of Studies | Headmaster | Main School Academics |
| Head's Secretary | Headmaster | Clerical support |

Locations

3 Brewer Street

1 Brewer Street

William Walton Centre

21 White House Road Staff House

5 Botley Road Staff House

(C) RECOVERY PROCEDURE

Prioritised List of Action

1. The safety of Pupils and Staff
2. The preservation of the property
3. The preservation of equipment
4. The re-instatement of business, after a disaster, of boarding facilities
5. The re-instatement of business, after a disaster, of day facilities

FIRE/EXPLOSION

See Fire Policy

SALVAGE OPERATION

SMT to assess, and to move salvageable equipment to safe building on site.

EVACUATION OF SCHOOL DUE TO TERRORISM ALERT

All staff and children to proceed to WWH (JRM)

Arrange pick-up by parents from outside Rose Place (JRM) by car

Maintain stock levels of supply of water and provisions

SECURITY AND SAFETY PROCEDURES

Prevention of disaster

Lock-up Procedures

During term time

All lock ups to include checking each area, switching off lights and appliances, closing windows and ensuring that all fire doors are closed and escape routes are clear.

At handover between duty staff and boarding staff a check is made of which areas have been locked and secured. Once the boys have left the ground floor it is to be checked and locked, and the alarm system is to be activated.

During Holiday periods

The site is secured and checked each week day and alarmed at the end of each day. Resident staff are responsible for the property when they are in and alarm accordingly.

Gate Security

| | |
|--------------------------|-------------------------------------------------------------------|
| Access is gained through | a) The use of a fob; all usage is monitored by computer |
| | b) Remotely opened by office or matron |
| Gate keys issued to | All staff, with 24 hour access. |
| | Boarding parents Weekday after 4.30pm |
| | Weekends outside school hours |
| | Day parents No access during term time before 4.30pm |

Fire Procedures

Risk assessment carried out regularly and reviewed yearly or on changes of operation or of changes to buildings

Fire Drills take place on a termly basis one during the day and one during boarding time

Alarm system tested weekly and serviced quarterly

Fire Equipment checked regularly and serviced by outside contractors working to schedules

Emergency Lighting checked monthly and serviced regularly

Training, all staff trained to fire warden standard every three years. One off training during practice evacuations and in light of changing practices or staff

Means of Escape checked on an ongoing basis and formally during each holiday break

IT and Data Back-up

Network back-up weekly and removed from site

Back-up pupil listings/ parents telephone number

Staff list with telephone numbers backed up

Pupil lists/Plan of building/Emergency set of keys

Kept by alarm panel in No 3 Brewer Street

Communications

The School Recovery Manager will report to the School Recovery Team on all aspects of the disaster and be responsible for liaising with the Christ Church Recovery Management Committee in all major property disasters. The Headmaster will ensure that School Governors are kept up to date.

Reviewed by SMT November 11th, 2019