

# HEMDEAN HOUSE SCHOOL



## **Crisis Management Policy ( The School's Emergency Plan)**

**Updated Spring 2014  
Review Spring 2017**

The School has planned to respond effectively to any of the emergencies listed below and to circumstances which might result from unforeseen emergencies. Safety of the pupils and staff is paramount in all emergencies. One of the most obvious consequences of any emergency is likely to be: closure of the whole school or a section of it.

The School has identified possible emergencies which could enforce school closure. These are suggested below:

- i. Severe weather
- ii. Complete heating / power failure/ lack of water
- iii. Fire / flooding / drainage problems / gas leaks
- iv. Outbreak of a notifiable disease
- v. Very high staff absence, e.g: flu epidemic
- vi. Security of site - unauthorised visitors
- vii. National emergency / terrorist attack
- viii. Tragedy involving school pupils or staff either on or off site

To deal with an incident, the School has a Senior Emergency Response Team (SERT) comprising: the Headteacher, the Deputy Heads of /Junior/Senior School as appropriate, Bursar and Chair of Governing body.

The Head is designated to inform the SERT team.

The bursar will contact parents generally, however if there is a major accident or injury the Head would speak to parents personally.

The Chair of the governing body would be responsible for speaking to media.

The Deputy Heads of Junior/Senior as appropriate may need to attend and go to the incident

The other Deputy would be responsible for the safe running of the school.

If any staff above are involved in the incident the secretary would stand in for the Bursar and the Deputies would take on the Head's role.

Other staff will be told not to speak to the media or parents who should be directed to the appropriate member of the SERT team.

In case of closure of the whole site (and assuming that Caversham Primary School is still functioning normally), a reciprocal arrangement is in place whereby they will accommodate pupils from Hemdean House for a short period. This will be by providing shelter in their Sports Hall allowing parents to pick up pupils. They also may provide some classroom space for a short period as a learning environment until such time as temporary classrooms could be installed particularly for GCSE pupils so they can continue their education as necessary.

The School hub can be used to inform staff of closure or other information necessary.

Parents can be contacted by phone or a blanket text can be issued.

Once the Senior Emergency Response Team is established, the following bases should be established for communication:

- Incident Room (thinking/decision-making) e.g. the Meeting Room or Headteacher's office.
- Communications Room and media base e.g. School Office
- Parent Base e.g. Geography room

Other related policies:

Adverse weather conditions.