



HAYDON SCHOOL

Emergency Incident Management Plan

(EIMP)

Mission Statement

Haydon School is committed to the achievement of individual excellence, encouraging students to be creative and considerate, confident of their role in society and capable of rising to the challenges of a diverse and rapidly developing global economy.

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1. HEALTH AND SAFETY OBJECTIVES

1.1 Introduction

This Emergency Incident Management Plan has been introduced to assist with the co-ordination of a major incident or fire that results in access being restricted or affects the use of either the whole of or significant parts of a building or site.

The primary purpose of the plan is to enable a swift response to a major incident by the relevant individuals.

The plan will ensure that there is cover at all times including out of hours (Night, Weekends, and Bank Holidays).

The Site Team Leader and his team will be responsible for maintaining all records and will ensure through regular communication with the Health & Safety Committee and the Senior Leadership Team are working towards maintaining a safe and healthy environment.

Haydon School recognises its own responsibility to provide a safe and healthy environment and will take all reasonably practicable steps within its power to fulfil this responsibility.

Site Address

Haydon School
Wiltshire Lane
Eastcote, Pinner
Middlesex
HA5 2LX

Tel: 0208 429 0005

Fax: 0208 868 8213

Email: info@haydonschool.org.uk

1.2 Emergency Team & Important Contacts

1.2.1 Responsible Person for the Site

(Individual overall responsible for Site Operations)

Responsible Person: Miss Beyhan Ercan
Position: Director of Finance & Operations

Tel: 0208 429 0005
DD: 0208 429 9581
Mobile: 07990 927 026
Email: bercanrazvi.312@lgflmail.org

Overall responsible for:

- o The on-site Evacuation Manager; being the central point of contact in the event of any incident
- o Dealing with emergency services and co-ordinate others on behalf of the responsible person
- o Implementing and updating the Emergency Incident Management Plan
- o The operations of the School Site
- o Ensuring that cover is in place at all times to deal with an emergency
- o Liaising with the Head teacher (Mr R Jones) and Governors at the time of an incident as necessary in order to make financial decisions if required to do so
- o Ensuring that relevant contractors are instructed, as relevant, to reduce risk

In the event of short term damage i.e. up to a month, the school will make use of the Main Hall, St Nick's and St Mary's Gym.

Heathrow Aviation Engineering UTC has agreed to be our base in an emergency.

Contact details as below:

Heathrow Aviation Engineering UTC
Potter Street
Northwood
HA6 1QG

Telephone: 01923 602 130
Email: info@heathrow-utc.org

Longer term damage i.e. one month plus, the school will hire temporary accommodation and will be positioned in a safe area on the school grounds. The school may switch to online learning for this period.

1.2.2 Deputy Evacuation Manager: (The Site Team Leader will assume the duties of this role)

Name Mr Rodney Thoupos
Address: Wiltshire Lane,
Pinner
Middlesex
HA5 2LX
Tel: 0208 429 0005
Mob: 07976 538738
Email: rthoupos.312@lgflmail.org

Times Available: 7am – 11pm (Monday – Sunday)

In an emergency: 24 hours a day 7 days a week.

Responsible for:

Deputising to the Evacuation Manager in their absence.

1.2.3 Out of Hours Contact(s)

Name: Keyholders (Helpdesk)
Company: CMS Keyholding
Address: 127 East Barnet
London EN4 8RF
Helpdesk: 0845 671 6011
Email: admin@cmskeyholding.com
Times Available: 24hr 7 days per week

Responsible for:

- o Contacting Emergency Services
- o CMS will be contacted at night, bank holidays or weekends when the site is locked and alarmed.
- o In the event of a fire during this time or in case of an intruder alarm activation CMS will be contacted automatically via red-care connection.

- o CMS will attend and investigate the situation. In a fire or break-in CMS will follow the escalation procedure detailed in the next paragraph.
- o False alarm will be logged and attendance reports issued to the Site Team Leader.

Escalation thereafter:

1.2.4 Out of Hours Contact (s):

Name: Miss Beyhan Ercan
Position: Director of Finance & Operations
Tel: 0208 429 9581
Mob: 07990 927026
Email: bercanrazvi.312@lgflmail.org

Name: Mr Rodney Thoupos
Position: Site Team Leader
Tel: 0208 429 0005
Mob: 07976 538738
Email: rthoupos.312@lgflmail.org

Name: Mr Robert Jones
Position: Head teacher
Tel: 0208 429 9565
Mobile: 07832 330 696
Email: rjones.312@lgflmail.org

The Director of Finance & Operations and Head teacher will co-ordinate with the emergencies services and authorities.

1.2.5 Responsible for Information Technology

Name: Kiran Bagga
Position: IT Network Manager
Tel: 0208 429 9580 (Monday – Friday)
Mob: 07944 89 7017 (Out of Hours)

Responsible for:

- o Dealing with and protecting all our data & electronic systems
- o Ensuring that IT Equipment is serviced and maintained in accordance to the Provision and Use of Work Equipment Regulations 1998 (PUWER)

- o Co-ordinating in conjunction with the Director of Finance & Operations and Head teacher to ensure any temporary IT provision is sourced with our service provider, agreed and implemented in the event of disaster recovery
- o Co-ordinating in conjunction with Director of Finance & Operations and Head teacher to ensure communication to parents and staff is maintained via the school website. In the event of no school internet service, access would be via 4G services
- o Ensuring that communication is maintained with parents and staff in the event of a disaster recovery

1.2.6 Co-ordination of First Aiders

Name: Stacey Kelly and Tracy Lofty
Position: School First Aiders
Tel: 0208 429 0005 ext: 126 /131

Responsible for:

- o Co-ordinating the delivery of first aid
- o Ensuring all first aiders have the relevant first aid equipment

1.2.7 Lift Rescue

Only those individuals that have been trained to do so should rescue anyone trapped in a lift.

Trained Site Team Staff:

Rodney Thoupos
 Michael Dicks
 Mick Keane

The lifts on site are maintained and serviced by **JM Lifts**.
M- 07904 627744 T-01992 642347

1.3 Emergency Services & Relevant Authorities

1.3.1 Police

In an Emergency Call **999** (From the school telephone system call **9 999**) if:

- o a serious offence is in progress or has just been committed
- o someone is in immediate danger or harm
- o property is in danger of being damaged

- o a serious disruption to the public is likely

For non-emergency enquiries Call **101** (From the school telephone system call **9 101**)

Call the UK Anti-Terrorism Hotline on **0800 789 321** if you have seen or heard something that you think could suggest terrorist activity. (From the school telephone system call **9 0800 789 321**)

Immediately notify the Head teacher or member of the Senior Leadership team.

1.3.2 Water Authority

Thames Water (For urgent problem such as no water or sewer flooding)

Tel: 0800 316 9800 (24 hours a day 7 days a week)

1.3.4 Electricity Authority

EDF Energy (Mains Electrical Faults)

Tel: 0800 783 8838 (24 hours a day 7 days a week)

1.3.5 Gas Authority

National Grid Emergency Line

Tel: 0800 111 999 (24 hours a day 7 days a week)

If staff or students smell gas, think we may have a gas leak, or are worried that fumes containing carbon monoxide are escaping from a gas appliance this must be reported to a member of the site team immediately who will contact the Gas Emergency Services emergency line immediately.

A member of the site team will:

- o Ensure staff and students evacuate the area
- o Open doors and windows
- o Turn off the main gas meter at the control handle
- o Ensure that no electrical equipment is switched on & off

Insurance Company

| | |
|-------------------|-----------------------------|
| Company: | Department of Education RPA |
| Contact: | 0113 246 2040 |
| Policy No. | 136519 |

2. Emergency Procedures

- o Bomb Procedure
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Appendix 1 Aide Memoire for Bomb Threat Calls

Appendix 2 Suspect Letters or Packages – What to Look For

Bomb Procedure

2.1 Introduction

As long as there exists a threat of bomb attacks by extremist organisations or individuals, it is essential that a high level of security is maintained to reduce risk. It is therefore necessary that everyone is aware of the risks, the measures that can reduce them, and the action to be taken in the event of an alarm.

No one should feel that they are being alarmist in calling attention to anything that they regard as suspicious.

If the school has received a bomb threat or a suspicious package that is felt to constitute an immediate danger, the fire alarm will be sounded.

The site should be evacuated in an orderly manner using the nearest available exit, unless otherwise stated by a member of the site team, senior leadership team or Head teacher.

2.2 Action When a Bomb Threat is received by Telephone

On receipt of a call the receiver should:

- o Try to notify someone while the call is being received;
- o Listen carefully to what is said;
- o Remain calm and, if possible, keep the caller talking by asking them to repeat and clarify points;
- o Note if timing or location is stated;
- o Listen for background noises;
- o Complete checklist at earliest opportunity (whilst call is fresh in the mind). Refer to Appendix 1

In the event of the receipt of a telephone call informing the School of the presence of a bomb on the premises the Head teacher and Evacuation Manager should immediately be informed.

If a location is given for the bomb the Head teacher, a member of Senior Leadership team or Evacuation Manager will ask staff to start the evacuation of the students in their charge, exiting the building by the nearest safe route.

Assembly should take place in far end of the field by the double exit gates, far from the danger area. The Evacuation Manager should delegate other staff to ensure that no one else is allowed to enter the danger area.

If no location is given the fire alarm should be sounded and the evacuation should be completed under similar conditions to that for a fire (except for assembly points). After an explosion debris flies outward and therefore all staff and students should be directed to assemble at the designated Bomb Assembly Point.

The bomb assembly point is at the far end of the field by the double exit gates.

2.3 Letter and Parcel Bombs

All staff are reminded of the need for vigilance when examining and before opening envelopes and packages that have been sent through the post or delivered to the premises by hand.

General guidance and details of the standard features to be looked for in determining a suspect package or letter are contained in Appendix 2

2.4 Action on Discovering a Suspect Package

If you think you have found or received a suspect package:

1. You should tell any other people present to leave the room.
2. Do not touch the package.
3. If you are holding the package, place it down on the nearest horizontal firm surface.
4. Make NO attempt to open it.
5. Leave the room, closing the door behind you.

Contact the Director of Finance and Operations or equivalent person.

2.5 Immediate Evacuation – Action

If the school has received a bomb threat or suspicious package that is felt to constitute an immediate danger, the fire alarm will be sounded.

The fire alert warning is a short alarm, followed by a continuous alarm.

The building should be evacuated in an orderly manner using the nearest available exit, unless otherwise stated by the Evacuation Manager, Senior Leadership Team or Head teacher.

DO NOT USE THE LIFTS - and make your way to your assembly point.

The bomb assembly point is at the far end of the field by the double exit gates.

If there are any additional instructions to ensure a safe evacuation, these will be communicated via the Senior Leadership Team, Head teacher or Evacuation Manager.

2.6 All Clear Given

Once the all clear has been given, the Evacuation Manager or equivalent person will advise staff, visitors and students to return into the building.

2.7 Staff with Responsibilities

2.7.1 Evacuation Manager

The Evacuation Manager or equivalent person should set up an incident control point immediately, if safe to do so.

She should ensure that the police are notified of the threat and assess which evacuation procedure to take. This is to be done in conjunction with a member of the senior leadership team or Head teacher.

The Evacuation Manager should proceed to explain the situation by whatever means possible.

2.7.2 Assembly Point Controller

The Director of Finance and Operations will assume the duties of this role which are:

- o Act as the focal point during the evacuation.
- o Liaise with the emergency services and essential personnel.
- o Receive reports from the Fire Marshals and any other key personnel.
 - o Ensure that any staff, students, visitors and contractors who cannot be accounted for at the Assembly Point are reported to the Fire Brigade on their arrival.

2.7.3 Assembly Point Assistant

Individuals mentioned in the Fire Evacuation Plan will assume the duties of this role which are:

- o To receive reports from the Fire Marshals and report to the Assembly Point Controller.
- o Ensure that any staff, students, visitors and contractors who cannot be accounted for at the Assembly Point are reported to the Assembly Point Controller so that this information can be given to the Fire Brigade on their arrival.

- o Ensure that any areas not cleared are reported to the Assembly Point Controller or the so that this information can be given to the Fire Brigade on their arrival.

2.7.4 Receptionist

The Receptionist will assume the following duties:

- o Only if it is safe to do so, will remain at reception to maintain contact with our red care provider (Custodian) and the Fire and Rescue Services and will then report to the lower tennis court assembly point, using the nearest, safe, available exit.

2.7.5 Admin Support Staff

Rudi Toland will assume the following duties:

- o To collect the visitors signing in register and staff attendance sheet from the reception.
- o To ensure all staff, visitors & contractors are accounted for and report to the Assembly Point Assistant at the Assembly Point

External Gates

Norwich Road Gate

Maggie Pike

St Mary's Gate

Paulette Warwick

Main Entrance Gate

Pedro Valentim

The staff above will assume the following duties:

- o Monitor the gates and liaise with the Assembly Point Controller and emergency services.

Ensure staff, visitors and students do not enter the premises until it is safe to do so.

Appendix 1 Aide Memoire for Bomb Threat Calls

Let the caller say what they want to say. If possible try to ascertain as much information as possible including the following.

Questions to Ask

1. When is the bomb going to explode?
2. Where the bomb is located i.e. office address/location?
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?
9. What is your address?

10. ***What was the exact wording of the threat?***

11. What was the threat language?

Well spoken Foul Irrational Incoherent Taped

About the Caller

12. Sex of caller Male Female Not Clear

13. Accent of caller? Approximate age

About the Call

14. Length of call

15. Number at which call was received

16. Time of call Date of call

17. Is the call on tape Yes No

18. *The callers voice, is it:*

- | | | | |
|-----------------------------------|--|-----------------------------------|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal | <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp | <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep | <input type="checkbox"/> Soft | <input type="checkbox"/> Static |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Crackling Voice | <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent | <input type="checkbox"/> Slurred | <input type="checkbox"/> Familiar |

If the voice is familiar, whom did it sound like?

19. *Are there background sounds?*

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Motor | <input type="checkbox"/> Crockery | <input type="checkbox"/> Animal Noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Clear | <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> Local | <input type="checkbox"/> House Noises | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Factory/Machinery | <input type="checkbox"/> Office Equipment | <input type="checkbox"/> Telephone Booth | <input type="checkbox"/> |
| <input type="checkbox"/> Other | <input type="text"/> | | |

20. **Report call immediately to the Headteacher, Director of Finance & Operations or a member of the Senior Leadership Team**

Time at which call was reported?

Name of person reporting the call?

21. *Have the Police been informed?*

Time at which call was reported

Name of person reporting the call

22. *Remarks*

Appendix 2

Suspect Letters or Packages – What to Look For

Introduction

Haydon Staff are reminded of the need for vigilance before opening envelopes and parcels sent through the post or delivered by hand. Explosive devices may be included with goods and postal deliveries handed in at the reception or community entrance.

Points to consider:

1. Point of origin - the postmark or name of sender, if given. Treat as suspect if it is from an unusual point of origin.
2. Balance. If the package or letter is lopsided, treat as suspect.
3. Weight. If there seems to be excessive weight for the size of the letter or package, treat as suspect.
4. Protruding wires. Treat as suspect.
5. Holes. If there is a small hole or holes in the package, treat as suspect.
6. Greasy marks - these are suspect because most commercial explosives "sweat".
7. Smell - the smell of almonds or marzipan is common to most explosives.
8. Seal - if the flap is very firmly sealed and has another of the above attributes, treat as suspect.
9. Solid object - if the package contains, or appears to contain a book also some other solid object, treat as suspect especially if there is no indication of the sender's name and address.

Additional indications in the case of letters

The feel will indicate whether there are only folded papers inside the envelope, or if there is stiffening by card or metal. Treat the latter cases as suspect.

Letters usually weigh up to 30g. Effective letter bombs will weigh more than 60g and therefore need extra value postage stamps. They will usually be thick

i.e. 2mm or more, and are likely to feel lopsided. Treat as suspect, though some modern bomb types can be very light.

If on opening an envelope there is an additional envelope addressed personally to someone, it should be felt again for signs of the pointers given above. An inner envelope, which is tightly taped or tied with string, must be treated as suspect.

Important

Never take a suspicious package to another member of staff.

It should **not be** placed outside in the street, put in water or covered with sand.

If suspicions have been aroused when the package has been partially opened or contents removed:

1. Tell any other person to leave the room
2. Place the package or the contents of the package as gently as possible on to the nearest firm horizontal surface.
3. Leave the room quickly. Close the door and prevent anybody else from entering the room.
4. Inform the Head teacher, Evacuation Manager or a member of the Senior Leadership Team immediately.

These points are guidelines only:

1. It does not mean that every lumpy packet, package or letter is a potential bomb.
2. It does mean that anything suspicious should be dealt with sensibly and with great caution.
3. When in doubt call the Head teacher, Evacuation Manager or a member of the Senior Leadership Team.

Document History

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