Luccombe Hub

This document forms part of the policy handbook and is intended for use at Luccombe Hub

Title:	**Luccombe Hub Emergency Plan**
Subject Area:	Whole Luccombe Hub
Applies:	Immediately
Issued:	01 July 2022
Last Review:	01 October 2024
Next Review:	NLT 1 Oct 2026
Sponsor:	Henri Monier-Williams in conjunction with SLT
Contact:	Marcus Monier-Williams
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1. Introduction

Emergencies can and do happen and an organisation's ability to respond appropriately in emergencies depends on the forethought and planning that has already taken place. Further to the Civil Contingencies Act 2004, it is the responsibility of all public bodies to set in place emergency plans for the continuity of their service. The Local Authority (LA) considers it best practice that schools/Educational Settings should have appropriate and effective emergency plans.
This document is designed to provide guidance to the Luccombe Hub Lead and all staff in the event of an emergency. This document at Appendix 12 contains details of the preplanned procedures required for specific events/emergencies.

This document applies to all staff employed within The Luccombe Hub, including teachers/facilitators and Luccombe Hub support staff. This document is created with reference to The Luccombe Hub's Business Impact Analysis and Business Continuity Plan and from advice obtained from Dorset Council Health & Safety Team.

2. Procedures and practice

EMERGENCIES AT THE LUCCOMBE HUB

While it is not possible to plan for every eventuality that might arise, incidents are grouped into three levels:

- Level 0 – Localised Incidents.
- Level 1 - Localised Emergencies.
- Level 2 - Major Community Emergencies.

Levels 1 and 2 are distinguished by how widespread their possible effect may be and the action that needs to be taken, not necessarily their potential severity.

While the LA response and coordination is likely to take effect on the two higher levels only – *localised emergencies* and *major community emergencies,* it is considered worthwhile to include Level 0, since initial action taken is likely to be similar and recognition needs to be given to the unforeseen.

Level 0 - **Localised Incident - Disruptive to routine but not an immediate threat to life or well-being.** An incident that can be dealt with locally and may, at most, require a limited closure of some/all elements of Luccombe Hub and includes limited disruption without involving risk to the well-being of individuals. Some support from the LA or other agencies may be necessary, and some incidents may require formal notification to the Local Authority (LA).

Examples (not exhaustive):

- Severe weather problems
- Services – power, gas, water cut off
- Failed heating system
- Flooding or other weather damage
- Fallen trees
- Minor earthquake tremor
- Water leak
- Vandalism
- Local industrial action
- Notifiable infectious outbreak.
- Travel or flight restrictions preventing normal return of school group from UK or overseas trips
- ICT failure or disruption including:
    - Internet Connectivity outage
    - Email system not working
    - Theft of servers or major parts ICT infrastructure
    - Malicious (Virus, Denial of Service, hacking etc.) attack on ICT systems
    - Website down
    - Telephone Services not working (possibly linked to Internet service)

Level 1 - **Localised Emergency - Localised emergencies may include any unexpected event which is likely to disrupt the normal functioning of the Luccombe Hub.**
These are more likely to be critical incidents involving a real threat of, or actual injury or death, where urgent and significant local authority and other agency support are needed.

Examples:

- A deliberate act of violence, such as the use of a knife, firearm or other weapon/implement
- A Luccombe Hub fire or fire within any site building that has potential to affect the running of The Luccombe Hub and/or release of toxic substances
- A facilitator/teacher/learner being taken hostage
- The destruction or serious vandalising of part of the Luccombe Hub.
- Fire
- Gas leak.

Outside of the Luccombe Hub

- The death of a learner or member of staff through natural causes or accidents
- A transport-related accident involving a large number of learners and/or members of staff or resulting in death or serious injury
- Death or serious injuries on Luccombe Hub journeys or excursions

- Civil disturbances and terrorism
- Large clusters of localised human to human viral infection which will trigger concerns of a likely epidemic.

Level 2 - Major Community Emergencies - Major emergencies may affect whole communities and typically involve Dorset Council (North Dorset) Emergency Planning Department

A serious incident in the local community which could have a significant impact on the Luccombe Hub. Luccombe Hub closure may be necessary dependent on the nature and proximity of the emergency. Dorset Council's Emergency Planning Team will be involved in such incidents**.**

Examples:

- Serious road or rail accident or spillage
- Aircraft crash
- Factory explosion
- Terrorist action
- A more widespread disaster in the community
- A Flu epidemic or viral infection leading to national alert

2.1 Steps
LUCCOMBE HUB EMERGENCY PLAN (CEP)

The CEP is to help manage a range of potential threats, incidents and emergencies that are then documented in the Emergency Plan, (see template, Appendix 1). This includes making a written assessment of the specific risks affecting the school and identifying any hazards that pose a particular risk, for example, proximity to an industrial estate, river or major road/transport hub, as well as taking account of other potential risks, such as:

- A violent intrusion onto site premises by malicious persons, either in person or by means of arson or explosive device
- Destruction or vandalism of part or whole of the Luccombe Hub
- Any Luccombe Hub buildings becoming unsafe as a result of fire or flooding
- Severe weather
- Death of a learner or member of staff.
- An epidemic
- Serious incidents on educational visits
- The release of hazardous substances near or on the Luccombe Hub site.

Other events may also be deemed to be emergencies because of the impact they have on teachers, facilitators, learners or other staff, sometimes for protracted periods of time:

- An incident in the community which is seen or experienced by our Children/Young People or staff
- An incident affecting relatives of learners and which is known about within the setting
- An incident involving allegations within the Luccombe Hub
- An incident affecting a nearby or comparable school/educational setting
- Industrial action

Additional procedures for dealing with these types of emergencies should be accounted for in the CEP.

The Principles of an Emergency Response

There are typical tasks and actions that an educational setting may need to undertake to manage a localised incident or emergency (Level 0 and Level 1), as well as supporting activity elsewhere during a major community emergency (Level 2).

The Luccombe Hub Emergency Plan should make it clear who will undertake each task for a range of possible scenarios.

The Luccombe Hub principal, or pre-agreed nominee, is responsible overall for the school's response to an emergency, however they should be supported by the Emergency Management Team (EMT).

The EMT should consist of senior staff that are appropriately trained/experienced and willing to take key roles in an emergency, such as: communications, welfare, media management and resources, supported by staff. Identifying these key staff members and delegating roles in advance will save time should an emergency occur.

To provide resilience during periods of absence of the primary designated member or during a protracted incident each member of staff nominated to take a key role in the Emergency Plan should so far as practicable also have an appointed deputy.

However, whilst the EMT will coordinate the necessary actions at local level to minimise further risk as a result of an emergency, the LA and external services may be called upon at any time to provide help, advice and support to enable The Luccombe Hub to carry out their day-to-day functions in extraordinary circumstances.

The Luccombe Hub is a small educational setting and therefore the Luccombe Hub Lead, Henri Monier-Williams will take the lead in an emergency together with members of the Senior Leadership Team plus senior members of staffing team. The Business Continuity Plan provides details of external persons that may be called upon for support depending on the type of the emergency.

The Luccombe Hub site falls under the Dorset Council Local Authority and works with support from their Health & Safety Department, who can provide support dependent upon level of emergency.

Training.

It is essential that all staff designated as members of the Emergency Management Team, and deputies, receive appropriate training to enable them to perform their respective duties effectively and efficiently.

Grab Bag contents

A grab bag contains all the information and guidance that may be of use during a disruption. Grab bags should be stored securely; but easily accessible taking into account it will contain personnel information.

The Luccombe Hub as is a small setting, the grab bag is located in the Hub (Unit 12) foyer.

The contents of the grab bag should is checked and updated regularly. A nominated person should be responsible for maintaining the grab bag.

The Luccombe Hub has access to a virtual grab bag that can be managed by a member of the SLT 24 hours a day.

Suggested contents of a grab bag can be found at Appendix 7.

ADDITIONALINFORMATION

Media

In the event of any incident or emergency involving Luccombe Hub media interest, whether local or national, can be anticipated.

It is recommended that an educational setting retains some holding statements in case of emergency, this will allow some form of media release to be made and gain time for the Luccombe Hub Lead and staff to understand exactly what has happened before a fuller statement is made.

See Appendix 5 for further guidance.

Severe Weather

In the event of Severe Weather including flooding reference to Appendix 6

See Gritting Map at Appendix 13.

Luccombe Hub Closures

The decision as to whether to close The Luccombe Hub will be made by the Luccombe Hub Lead with reference sought from senior management team and in reference to the Local Authority.

Setting closures should be avoided where possible but where it is unavoidable, for health and safety reasons or staffing issues, consideration should be given to the contacting procedures for parents and SEN transport. The procedures for The Luccombe Hub closures is detailed within the Luccombe Hub Emergency Plan.

See Appendix 6 for further guidance.

Lockdown Procedures

Schools and Educational settings should also consider the Lockdown Procedures when considering emergency plans. Lockdown procedures should be a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff, learners and members of the public.

2.2 Roles and responsibilities
It is important that all staff involved in the Luccombe Hub's response to an emergency are made fully aware of the procedures detailed in the CEP, and appropriate training should be provided to ensure that staff know their role, are confident to carry out tasks assigned to them and have access to available resources and facilities.

The Luccombe Hub's response to any incident or emergency can be divided into three distinct stages and the roles and responsibilities at each stage will vary: (Appendix 2)

1) Initial Actions
2) Ongoing actions once the incident/emergency response is established
3) Actions following the close of the incident/emergency, leading to restoration of normality, reoccupation of premises etc.

The role of the Luccombe Hub Lead (or nominated deputy) is to agree/authorise implementation of the CEP and maintain senior oversight of the CEP ensuring it is maintained in line with the strategic aims. Once implemented, the role of the Luccombe Hub Lead and/or nominated persons is to maintain liaison with Local Authority, Civil Emergency Services, and any other parties/significant stakeholders.

A senior member of staff should be appointed to act as CEP Coordinator to maintain day to day supervision of the Emergency Management Team. Other members of staff will be designated to other roles, answering to the CEP Coordinator.

A list of suggested roles and responsibilities and required actions is also included at Appendix 2. This list is not exhaustive but is designed to allow the Luccombe Hub Lead to focus on issues relevant to their establishment. Roles can be combined or separated further according to staff availability on the first day of the emergency.

There is also a number of Emergency Job Cards which can be found at Appendix 9 which educational settings may find useful when assigning roles and responsibilities.

3. Concluding notes

3.1 Monitoring and review

This policy together with procedures will be reviewed every 3 years or earlier if required.

3.2 Links to other policies

This policy should be read in conjunction with our Health & Safety Policy, Site Security Policy and Risk Assessment Policy

3.3 Appendices

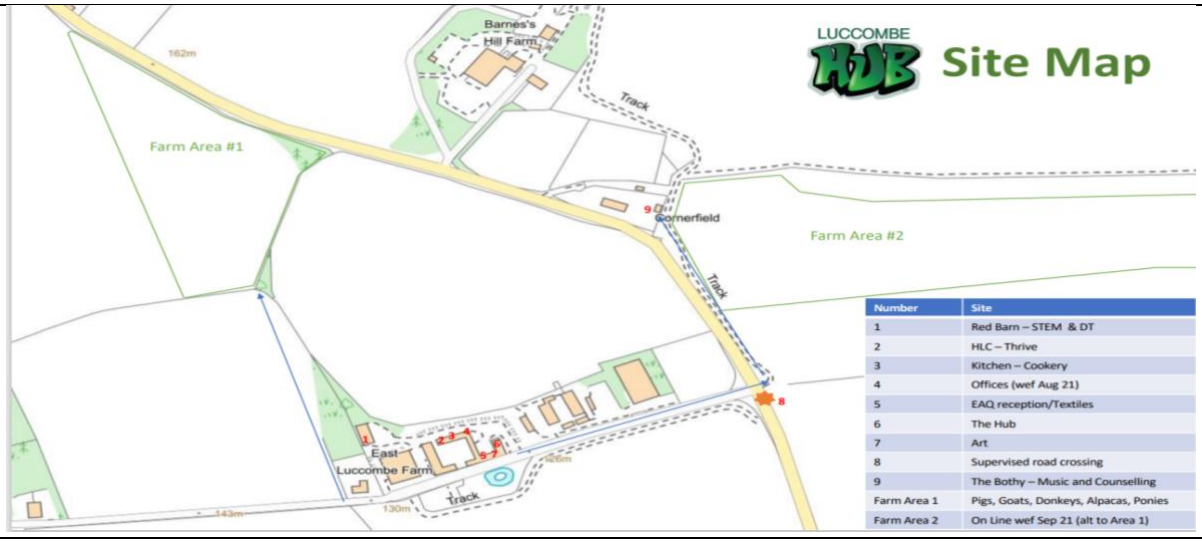
4.3 Roles and Responsibilities

Role	Name	Position	Primary Contact No	Alternate Contact no
Head Emergency Team	Henri M-W	Principal		
Media				
Communications/IT	Alex White	IT Manager		
Welfare				
Fire/H&S/Sites/Resources	Marcus M-W	Hd Operations		
Parent/Learner Liaison				
LA Transport				

Appendix 1

Luccombe Hub Emergency Plan

The Luccombe Hub
Unit 12, Luccombe Business Park, Milton Abbas, Dorset, DT11 0BD



The aim of this Luccombe Hub emergency plan is to describe how The Luccombe Hub will respond to an emergency in order to save lives, minimise the risk of injury to the Luccombe Hub community in the event of a potential or actual life-threatening emergency and mitigate the effects of the event to the Luccombe Hub community.

The OBJECTIVES of the emergency plan are:

- To describe the locality in general, especially with regards to key locations.
- To describe the site geography in detail, especially with regards to key locations.
- To identify key responders (and deputies) including the Emergency Management Team (EMT).
- To identify possible hazards and identify appropriate strategies for managing the response.
- To identify potential triggers for plan activation.
- To identify how the EMT Team will communicate with the extended Luccombe Hub community.
- To identify the immediate actions of the responders and Luccombe Hub community.
- To identify key locations relevant to the implementation of the plan.
- To identify a training and exercise schedule.
- To identify critical contact information.
- To identify a plan audit and review process.
-

Person responsible for updating this plan:	Henri Monier-Williams

Critical School Contact information: ***(Name and 24 / 7 contact details)*.**	Luccombe Hub Lead: Henri Monier-Williams Education Lead (SLT): Lucie Wharton Head Logistics: Marcus Monier-Williams Accounts/organizational support (SLT)- Kath Oxlee Emergency point of contact: Henri Monier-Williams Contact: 07772 000845

<u>Plan Activation</u> **The plan will be activated under the following circumstances.**	• On activation of the fire alarm • On receipt of a telephone call by the emergency point of contact. • On being informed of a bomb threat. • On being informed of an external threat. • On being informed of an intruder within the Luccombe Hub. • On being informed of a sudden illness in the Luccombe Hub • On receipt of information that the Luccombe Hub Lead considers the plan to be activated		
Date of Issue: **Version Number:**	June 2021 V2	**Date of next review:**	Jan 2023
Number of staff employed at setting	34	**Learner Nos**	30
Are accurate names, addresses, and Telephone numbers held for staff, and learners?	**Yes**	**Contact details last updated:**	2023
Who is responsible for updating the Contact details?	Henri Monier-Williams Office Administrator		
How will Parents be kept updated on progress of the incident/emergency?	Text message service and emails		
How will Parents be kept informed of School closures and re-openings?	Text message service and emails		

The following addresses / contact details of important local institutions in the Luccombe Hub neighbourhood: FULL DETAILS IN APPENDIX 8	Police Station: 111 - Blandford Fire and Rescue Station: 01722 691000 or 999 Milton Abbey Surgery: 01258 880210 Milton Abbey Parish Council: 01258 880383 or Nigel Hodder 01258 880229 Milton Abbey School: 01258 880484
Who holds copies of the Emergency Plan?	Senior Leadership Team
Are contact details for outside agencies. Including the LA current and readily available?	Dorset Civil Contingencies Unit (Emergency Planning) 01305 224659 SSE Networks 0345 072 1905 Road Highways: 01305 221000
State the location of the following, it may be useful to attach a site plan to this plan:	
Water cut off valve:	Unit 12 (Hub) within Med Room shower, next to water meter – isolation valves on pipe in children's toilet area Unit 9 – staff toilet Unit 11 (Art) – as above Unit 7 (HLC) – isolation valve on water pipe under sink Unit 6 (Kitchen) – isolation valve under handwash sink and water inlet within corner next to handwash sink behind bookshelf 1 Redbarn (Pod) – water cut off within corner of workshop next to sink. Note: Whole site isolation located behind The Pod
Oil feed to boilers.	Three oil tanks in the courtyard – only two connected - two serve Units 12 and 11 (Hub & Art). Isolation valves on tanks
Electric board/meters	Unit 12 (Hub) – Med Room outside staff loo Unit 9 (Staff Room/Offices) – Kitchenette area Unit 11 (Art) – In EAQ Reception area behind bookcase Unit 7 (HLC) – In Thrive room Unit 6 (Kitchen/Rec room) – In left hand corner of room – Red button stop. Unit 1 Redbarn – Bottom of stairs behind fire proof boarding. Unit 2 Redbarn – Bottom of stair. The Bothy – right hand side next to door entrance
First incoming telephone point:	07772000845 – Henri Monier-Williams direct line 07930226886 – Office mobile number.
What are the pre-planned arrangements for the following:	
Rendezvous Points (RVP) external agencies:	Visitors Carpark opposite Units 12 & 11 – Fire Evacuation point

Evacuation routes:	See Evacuation map and fire procedures
Assembly points:	Visitors Carpark opposite Units 12 & 11 and Area below The Bothy
Disabled evacuation routes	Visitors Carpark opposite Units 12 & 11 and Area below The Bothy
Loss of premises:	The Luccombe Hub is made up of 6 separate buildings and outdoor spaces spread over a large site. Contingencies in place for each building and learning space lost. See building plan – see BCP
Loss of water supply:	Appendix 4 The Luccombe Hub is made up of 6 separate buildings and outdoor spaces spread over a large site. Contingencies in place for each building and learning space lost. See building plan – see BCP The current water supply is via private supply except The Bothy site. In the event of private water supply loss – Water will be supplied on site via transfer from mains water from The Bothy. If mains water interrupted access is via private water supply on site. In the event that both means of water are lost, bottled water will be brought into site. See BCP
Loss of electric supply:	Appendix 4 Review by SLT – Each building has its own electricity. In the event of, one building loss, follow BCP building contingency plan. In the event of full power cut – review – contact supplier Short term arrangements, 1 or 5 days: Close school - review situation make contingency arrangements for onsite generator support. Long term arrangements, over 1 week: Generator support to be brought into site. In the case of winter – heating is via oil or will run off generator supply. Risk assessments required.
Loss of oil supply:	Appendix 4 Contact Landlord and supplier Review reason for loss Short term arrangements, 1 or 5 days: Evaluate how long oil will be out – contingency room arrangement to other buildings not reliant on oil. Closure last resort. Long term arrangements, over 1 week: landlord to arrange replacement. In the event of winter, electric heaters to be brought into site. Contingency room arrangement as per BCP in place.
Loss of Communications	Appendix 4 Review by SLT. – offsite home offices are set up and can be utilised. Network outage for mobile phones on site can be replaced by onsite walkie talkies. Assess risk identifying impact, degree of disruption and likely period of disruption Group incident according to level 0-2 and respond accordingly
Cyber Threat – recognized main	Details in drafting stage – to be completed

threats to educational settings: **Phishing – There are several types of phishing** **DDOS – A distributed denial-of-service (DDOS) attack occurs when multiple systems flood the bandwidth or resources of district servers.** **Data Breach – release of secure confidential information** **Ransomware -**	Current controls: firewall protection, secure passwords, individualized accounts, cloud based storage. In event of no internet – back up paper based systems. Safeguarding Concerns independent software provider – external servers. ICO compliant. Procedure to not open unidentified emails
Deliberate act of violence: knife, weapon on site, intruder	Lock Down procedures if on site – See Appendix 12 for procedure Review SLT Assess risk identifying impact, degree of disruption and likely period of disruption Group incident according to level 0-2 and respond accordingly
Bomb threat or act of terrorism:	Lock Down procedures if direct threat or act on site – See Appendix 12 for procedures Review by SLT. Assess risk identifying impact, degree of disruption and likely period of disruption Group incident according to level 0-2 and respond accordingly
Death or serious injury at the Luccombe Hub or on excursion:	Emergency procedures – See Appendix 12 for procedure, RIDDOR, Health & Safety Investigation Review by SLT. Assess risk identifying impact, degree of disruption and likely period of disruption Group incident according to level 0-2 and respond accordingly
Fire	Fire Evacuation Procedure – See Appendix 12 Review SLT Assess risk, identifying degrees of disruption – refer to BCP for room contingency plan.
National Industrial Action – examples may include; Utilities, Fuel or Transport, Staff	Appendix 4 Review by SLT. Assess risk identifying impact, degree of disruption and likely period of disruption Group incident according to level 0-2 and respond accordingly
Large clusters of localised human to human viral infection– likely Epidemic **And in the event of bio security infection**	Appendix 4 Risk Assessment – to manage infection and put in place protocols based on Government guidance. Review periodically by SLT. Assess risk identifying impact, degree of disruption and likely period of disruption – Remote learning policy in the event of enforced closure. Group incident according to level 0-2 and respond accordingly Review of Biosecurity plan together with Risk Assessment – follow any government guidelines.
What are the pre-planned arrangements for the following Severe Weather Events (Written	

arrangements attached Appendix 6):	
Flooding:	Environment Agency – History of flooding provided – area within risk of surface water flooding. (none seen at site in last 5 years) Pre-planned contingencies in place e.g. sand bags. Appendix 6
Heat wave:	Case by case review by SLT Assess risk identifying impact
Snow:	Sufficient salt supplies kept, review in August ready for Autumn/Winter Term. List the site pathways and areas requiring salting: Access to Luccombe Hub pathways /car park – See gritting map – attached at Appendix 6
Arrangements for the management of young people and staff involved in visits and off-site activities(attach written arrangements to this Plan if required):	
Off-site visits Information	24 hour access to information via Luccombe Hub – Sharepoint & Emergency contact details for off-site staff and parents
What processes are in place for continued learning during a prolonged Emergency (attach written arrangements to this Plan if required):	
Remote learning	Items stored on Microsoft Teams and Luccombe Hub Sharepoint. Remote Learning Policy in place with contingency learning plans
Alternative school premises:	Contingency site plan for room changes held within BCP/BIA documents. In the event of extended site or building loss – contingency in place for alternative building use hire in.
Other sources:	
What are the pre-planned arrangements for safeguarding learners and adults at Risk during an emergency?	
Vulnerable Children	Learners to stay with their 1:1 facilitator – high staff to learner ratio – contact with parent/guardians, open communication. Review case by case.
Learners / Staff with Disabilities	Learners to stay with their 1:1 facilitator – high staff to learner ratio – contact with parent/guardians, open communication. Review case by case. Staff/learners with known disabilities will have noted arrangement or individual risk assessments in place to accommodate needs.
Make an assessment below of any other identified potential emergencies or specific hazards which pose a particular risk to your school and plan how you will deal with incident arising from them:	
Emergency Hazard	**Emergency Plan**
Escaped Animals	See Escaped Animal Emergency procedure – Appendix 12

Appendix 2
Roles and Responsibilities

Role No.	ROLE	RESPONSIBILITIES	Primary Role Holder Contact details	Deputy Role Holder Contact details
1	**Luccombe Hub Lead**	1) Agree/authorise implementation of the CEP. 2) Once implemented, to maintain liaison with Local Authority, civil emergency services (at senior level) and other significant stakeholders. 3) Ensure senior oversight of the SEP is maintained in line with the strategic aims. 4) Agree with LA Communications Staff/Governors a series of press holding statements. 5) Give press briefings (as required). 6) Appoint member of school admin as record keeper.	Henri Monier-Williams	Lucie Wharton
2	**Luccombe Hub Emergency Plan Coordinator**	1) To undertake coordination of the CEP in accordance with Head Teacher/Principal's direction. 2) Coordinate call-out/appointment of designated staff. 3) Liaise with LA regarding support required. 4) Notify civil emergency services, as required, that the CEP has been implemented (and why). 5) Ensure a member of staff is appointed to maintain formal log of decisions made and rationale (including issues considered and rejected and why).	Henri Monier-Williams	Lucie Wharton
3	**Media /Communications – (Business Support)**	1) Agree with Luccombe Hub Lead appropriate media strategy/media briefing schedule. 2) As incident/emergency progresses, agree press releases with Luccombe Hub Lead and Local Authority (where appropriate). 3) Ensure Luccombe Hub Lead is properly briefed in advance of each scheduled press briefing. 4) Maintain control release of press statements as per briefing schedule	Marcus Monier-Williams	Kath Oxlee
4	**Parents/learners Liaison Officer**	1) Maintain contact with parents and learners throughout the incident/emergency. 2) Ensure parents and learners receive appropriate briefings (**before** scheduled media briefings). 3) Ensure parents and learners are made aware of closure/reopening timings. 4) Post incident, consider return to normality issues, memorial services, where appropriate. 5) Maintain liaison with transport providers re: SEN transport timetables etc.	Lucie Wharton Post incident – reviewed by SLT members as a whole	Other SLT member

5	**Premises Manager**	1) As directed by CEP Coordinator, open school premises/specific areas within the school as required. 2) Ensure school premises remain fit for purpose. 3) Maintain utilities throughout the incident/emergency.	Henri Monier-Williams	Marcus Monier-Williams – Health & Safety Review Lucie Wharton & Kath Oxlee
6	**Welfare Officer**	1) Monitor all staff and persons involved in CEP are coping with pressure/tasks	Lucie Wharton	Other SLT member
7	**Admin/Support**	1) Provide admin support to Luccombe Hub Lead. 2) As directed by CEP Coordinator, to undertake support functions, e.g. loggist/record keeper. 3) Ensure telephones are properly staffed. 4) Control access to Luccombe Hub premises of all visitors.	Marcus Monier-Williams	Lucie Wharton/Hazel Lappin

Appendix 3 – ACTIONS TO BE TAKEN

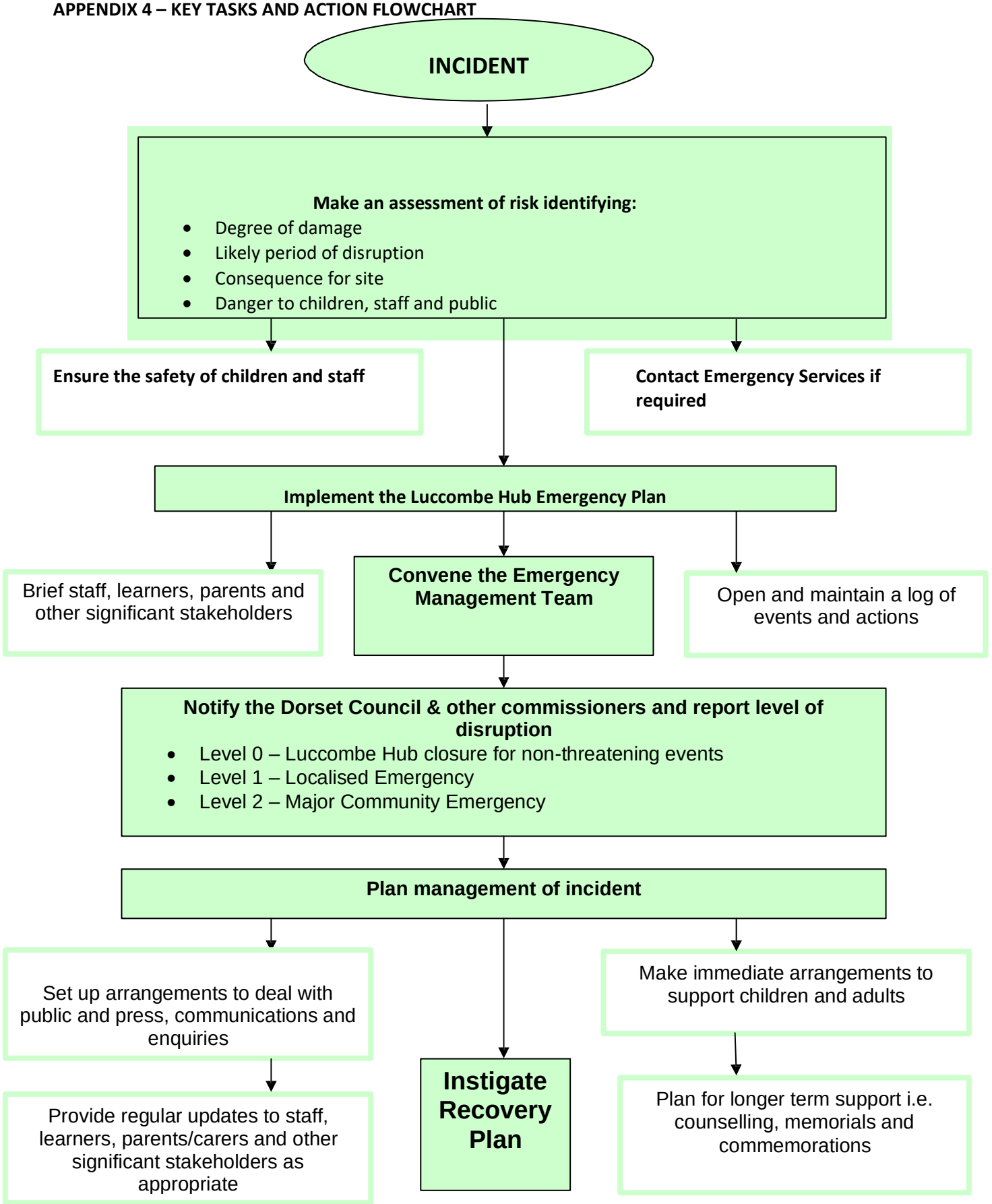
Stage	Action Required	Who is responsible
Stage 1 – Initial Actions	Agree/Authorise implementation of CEP	Luccombe Hub Lead
	During term time consider whether to close the Luccombe Hub, however unless there is overwhelming pressures, this should be avoided and you should endeavour to maintain normal routines and timetables.	Luccombe Hub Lead
	Implement CEP and initiate call-out (if outside Luccombe Hub hours)/appointment of CEP role holders	Luccombe Hub Emergency Plan Coordinator
	Open, and continue to maintain, a log of all factual information received, actions taken/rationale (including actions considered and discounted and why) and the time of those events (see appendix 10)	Admin/Support
	Make every attempt to clarify exactly what has happened	Luccombe Hub Emergency Plan Coordinator
	Consider whether incident requires involvement of Local Authority Liaison Officer (It is requested that initial contact always be made with the Local Authority in emergencies in case they have wider significance)	Luccombe Hub Lead/Luccombe Hub Emergency Plan Coordinator
	Establish who will be the main point of contact throughout the incident and notify Local Authority of the details	Luccombe Hub Emergency Plan Coordinator
	Identify any other telephone lines not generally known to the public, mobile or direct lines, which could be used for outgoing calls in an emergency as the main Luccombe Hub phone number may quickly become jammed.	Premises manager
Outside of term time consider	Arrange to open certain parts of the Luccombe Hub as appropriate and to be available and responsive to requests	Luccombe Hub Lead
	Arrange for immediate Luccombe Hub administration support	Luccombe Hub emergency plan coordinator

Stage	Action Required	Who is responsible
	Think about what your are wearing when you go into Luccombe Hub, in case you are unavoidably drawn into a TV interview	Luccombe Hub Lead
	If the incident does attract media attention, postpone media comment until after communications advice is taken. Prevent Media Access onto site – block entrance of Barnes Hill	Luccombe Hub Lead
	It is especially important that if names of those who may be involved in an incident are known DO NOT release – or confirm – them to anyone before those identities are formally confirmed and parents are informed.	Media Communications officer
Stage 2 – Once incident is established	Brief Luccombe Hub emergency plan coordinator on regular basis if task deputised	Luccombe Hub Lead
	Set up arrangements to manage visitors – arrange for their names to be recorded	Admin/support
	Agree appropriate identification of staff & learners by using staff badges/sticky labels	Admin/support
	Set up arrangements to enable accurate information to flow into and out of the Luccombe Hub	Admin/support
	Ensure that staff manning phones maintain records of all calls received	Admin/support
	Media calls are directed to the Media/communications officer	Admin/support
	Arrange for staff to be called in and briefed at an early stage.	Luccombe Hub Emergency Plan Coordinator or Media/Communications officer
	Arrange subsequent briefings at least twice per day for 10 minutes	Luccombe Hub Emergency Plan Coordinator or Media/Communications officer
	Monitor how staff/colleagues are coping under pressure	Welfare officer
	Learners should be informed as soon as possible, if in term time, in small groups	Parents/learners liaison officer

Stage	Action Required	Who is responsible
	or 1:1 by an adult who is familiar to them by giving accurate, information	
	In cases of a tragic incident the contact the Luccombe Hub Counsellor who will be able to provide advice on the best way to inform learners	Parent/learners liaison officer
	Brief EMT and all staff and learners not to speak to the media	Luccombe Hub Emergency Plan co-coordinator
	To arrange, if appropriate, for EMT members to each have access to the Emergency Contact/Next of kin list	Parents/learners liaison officer
If learners are involved	Notify parents if learners are involved in an incident, (if it is a major incident the parents may well have already heard, so it may be appropriate to ask the parents to come to the Luccombe Hub for a briefing and support)	Parents/learners liaison officer
	Maintain regular contact with parents	Parents/learners liaison officer
	If incident is away from the Luccombe Hub, seek police advice whether parents should travel to scene, or whether children should be taken home	Parents/learners liaison officer
	Ensure staff have regular breaks	Welfare officer
	Maintain regular contact with all staff	Welfare officer
	Maintain contact with the local authority and any other significant stakeholders for the duration of the incident	Luccombe Hub emergency plan coordinator
Stage 3 – Period following the close of the incident	If appropriate seek advice from local authority emergency planning team and local clergy on special assemblies/funeral/memorial services	Luccombe Hub emergency plan co-coordinator or parents/learners liaison officer
	Prepare report which should be a joint report if other agencies are involved	Luccombe Hub Lead
	Arrange for a member of staff to make contact with any learners either at home or in hospital that have been affected	Parents/learners liaison officer
	Make sensitive arrangements for the return to the Luccombe Hub	Parents/learners liaison officer
Stage 4 – Longer term issues	Work with staff to monitor learners informally	Parents/learners liaison officer
	Clarify procedures for referring learners, mark anniversaries	Luccombe Hub Lead
	Remember to make any new staff aware of which learners were affected and how they were affected	Luccombe Hub Lead

Stage	Action Required	Who is responsible
	Remember that legal processes, inquiries and even news stories may bring back distressing memories and cause temporary upset with the Luccombe Hub community	Luccombe Hub Lead, Parent/pupil liaison officer/Welfare officer – whole team awareness.

APPENDIX 4 – KEY TASKS AND ACTION FLOWCHART



Appendix 5 – MEDIA BRIEFINGS - GUIDANCE

The media are a fact of life and whether you like them or not they will be present at any incident or emergency and must be accommodated. The media can be a very useful ally in ensuring your messages reach a wider audience but conversely, if they feel you are not being entirely honest and open with them they may take the matter into their own hands and become intrusive and possibly fill any gaps with speculation which can be counter-productive.

Following the initial holding statement, the media will expect regular briefings. To avoid the media intruding onto setting premises it would be helpful if a pre-arranged media Luccombe Hub, off-site, is identified to which the media can be directed and a schedule of planned briefings published.

You should ensure that, so far as practicable, staff, parents, learners and other persons connected with the Luccombe Hub and involved in the incident or emergency are made aware of the content of any briefing before the media. There can be few more distressing moments for any parent than to hear details of an incident involving their child from the media rather than from the Luccombe Hub or appointed authorities.

Media interviews - Points to note

Formal and informal media interviews should only be given by the nominated member of staff, media training for staff is recommended.

Do not allow the media onto the setting premises or give them access to the children unless there is a specific reason and permission and consents are in place. In most serious cases, the Police are likely to take the lead when dealing with the media, and offer some protection against media intrusion.

Ensure that learners, staff, governors and parents are given accurate, up-to-date information at regular intervals, in advance of any media release wherever possible, and encourage them not to speculate or to encourage rumours.

Further considerations should be:

- Have another person with you, if possible, to monitor the interview.
- If possible, agree an interview format i.e. establish what the interviewer wants to ask.
- Be prepared to think on your feet, but try to decide beforehand what you want to say. Do not read it out.
- Remember you could be quoted on anything you say to a journalist, even if it is not part of the formal interview.
- Be prepared to say you cannot comment.
- Don’t over-elaborate your answers
- Refuse requests for photos or ‘school’ work of children/staff involved.
- Try to keep a grip on your emotions during interviews - especially if it is TV.
- Most journalists are responsible, but check where interview/camera team go, when interview is over.
- Ensure you remove any microphones which you may have been wearing for any interview and avoid ‘off-camera’ comments.

Appendix 6 – SEVERE WEATHER, including surface flooding, snow & ice

Preparing for a Severe Weather event.

These guidelines are intended to inform The Luccombe Hub of procedures for dealing with exceptional and emergency closures during severe weather. Luccombe Hub closures disrupt children's education therefore a plan should be in place for severe weather on the assumption that they will generally stay open wherever possible, with closure always considered as the last resort.

Procedures will follow the procedure laid down in the Severe Weather Flowchart. In the event of a Luccombe Hub Closure, the Luccombe Hub will move to use their Remote Learning Policy.

The Luccombe Hub reviews in August salt and grit supplies and ensure sufficient storage of grit for the forthcoming Autumn/Winter Term – Gritting map is detailed in Appendix 13.

Minimum Staff required to run will depend on learners proposed on a term by term basis and this would be reviewed subject to notification of severe weather.

Flooding:-

The Luccombe Hub is in an area of possible surface water flooding, although no known surface water flooding has occurred in the past several years – see separate Environment Agency History of Flooding Report.

The contingency in the event of surface water flooding is the use of sandbags to block doorways. Note, each door way is slightly elevated as part of their build and therefore risk of flooding from surface water is reduced.

The Pod building is sited on elevated ground and therefore is low risk.

In the event of Emergency of Severe Weather arising during the working day, then the Luccombe Hub Lead will decide whether to initiate the start of this Emergency Plan following the flowchart below.

Points to remember when remaining open during Severe Weather:

Remaining open during severe weather may increase risks arising from less supervision, longer journeys to and from the Luccombe Hub, minor slips and bumps, etc. There may be practical steps you can take to manage these increased risks, for example:

- Reducing the extent to which children have to move between site buildings for different activities.
- Bringing some learners together in the larger buildings to ensure adequate supervision.
- Ending the day early so that children do not get home too late (while making arrangements for children who cannot get collected by parents/taxi's until later).

When severe weather coincides with assessments, every effort should be made to remain open for the

candidates, even if the rest of the Luccombe Hub is closed.

Points to remember when making the decision to close during severe weather:
Closing is never an easy option. In taking a decision to close the education setting, the safety of learners, staff and visitors is of paramount importance.

The decision to close rests with the Luccombe Hub Lead who may refer to the Senior Leadership Team for guidance, reference to those who will know local weather and ground conditions, and the likely impact of the weather on the numbers of staff and learners who will be able to get into the Luccombe Hub.

However before making the decision to close, the Luccombe Hub Lead will carry out a risk assessment to decide if there is significant risk of severe injury, ill health or inability to comply with relevant legislation which would then lead to their decision to close part or all of the site.

The decision to close must be assessed individually by each educational setting and may relate to whether children live within walking distance or where most learners travel by SEN transport.

The attendance of many learners will depend on road conditions and the decision of transport providers whether to operate. The Luccombe Hub will liaise with transport contractors before making any decision as this will provide information on how many learners are expected should the Luccombe Hub remain open.

If the Luccombe Hub decides to close the SEN transport team will be notified as soon as possible. However, if this decision is made after the taxis have started their journey, it is important to remember that contractors arriving at the Luccombe Hub with learners on board are under no obligation to take learners home again immediately. Staff must remain at the Luccombe Hub to supervise the learners remaining on site until contractors can take them home.

In timing the decision, it will be important to balance the likely accuracy of weather forecasts against the benefits of early decisions to help parents and staff plan; in many cases, decisions will however need to be taken in the hours immediately before the start of the day. However it may sometimes be necessary for some settings to close during the day; for example, if the weather is deteriorating and children may not be able to get home later.

Once the decision to close the Luccombe Hub has been reached it will be necessary to communicate this message as promptly as possible to all relevant parties, including the local authority and any transport services.

The Luccombe Hub uses a variety of methods to get information to parents, staff and learners about closures and re-opening.

These could include:

- Posting notices on the Luccombe Hub building
- Messages via the local media
- Website

- Staff Whatsapp groups and emails
- Text messaging, social networking sites

Staff Attendance

Many members of staff live some distance away from the Luccombe Hub and transport difficulties may prevent them reaching the site – it should be noted that The Luccombe Hub is within a rural setting sited off a country lane. The country lane runs off a main 'A' road. In the event of the site being closed to learners, staff are still expected to report for work, unless notified differently by the Luccombe Hub Lead.

The Luccombe Hub lead will in conjunction with senior leadership team and local authorities take into account among other factors (including the well- being and family needs of staff); how/where staff could best support the Luccombe Hub's approach to remote learning.

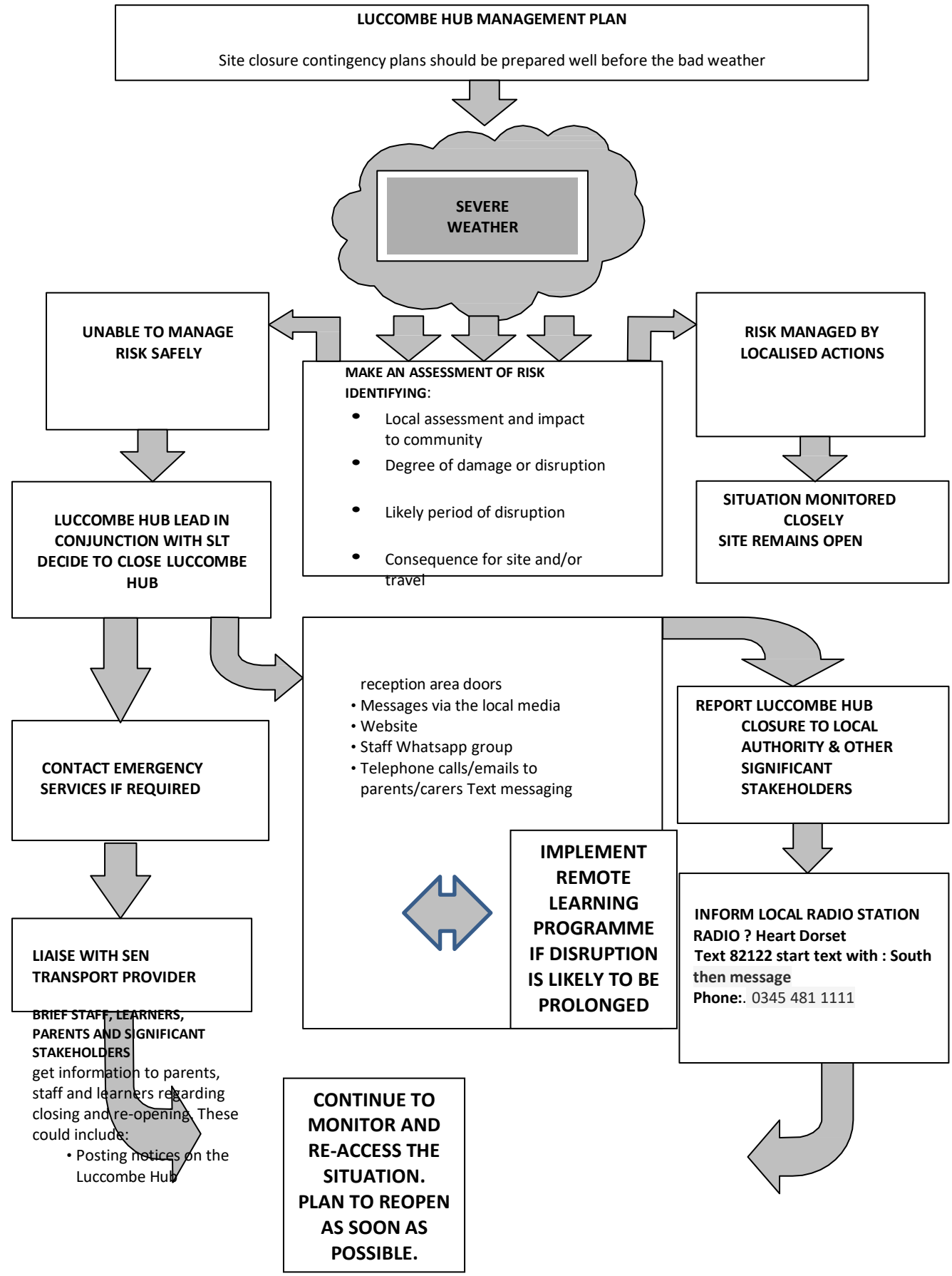
Supporting Learning during Luccombe Hub Closure

Prolonged closures could seriously affect children's education and the Luccombe Hub's responsibilities under the agreements with the Local Authority. The Luccombe Hub will refer to the Luccombe Hub's remote learning policy and implement learning opportunities in accordance with the individual learners needs.

In considering this issue, the Luccombe Hub needs to take account of:

- The accuracy of contact details they have for learners and their families;
- The proportion of children who have access to the internet and e-mail at home, and whether the IT systems can access any online learning.
- Security and child protection issues; for example, the personal addresses, e- mail and telephone details of staff should not be made available to learners & their parents. Reference to The Luccombe Hub UK GDPR & Data Protection and Staff Code of Conduct should be made.

Severe Weather Closure Flow Chart



Appendix 7 – SUGGESTIONS FOR CONTENTS OF A GRAB BAG

Electronic Grab bag has all document items are available on Luccombe Hub General Teams folder and can be accessed 24 hours a day by a member of the SLT.

Secondary Grab bag (back up) is located at Cornerfield, Barnes Hill, Milton Abbas (home office of Luccombe Hub Lead)

Recommended items

- Luccombe Hub site plans or drawings
- Log books, pens and blank paper
- Luccombe Hub inventory
- Evacuation details and locations of evacuation points
- Alarm
- Copies of other key documentation e.g. insurance policies
- Contact information (this should ideally be kept in a folder in a sealed envelope so that it can only be opened at the time of disruption)
    - learner records, names, addresses and contact numbers
    - Information on learners or staff with specific medical requirements
    - Parental contact details
    - Staff contact details
    - Significant stakeholders contact details
    - Transport providers
    - Utility company details

Useful items to consider

- Torch and batteries
- Multi purpose phone charger
- Notepads and pens for log keeping
- First aid kit
- Additional Mobile phone

Appendix 8

Emergency Contact Information

Dorset Emergency Planning	01305 224659 – Emergency Team A
Emergency Services	999
Dorset Health & Safety – Kevin Way	01305 221503
SEN Team – Dorset Council	01305 228568
Insurance Company – David Gladdy	0117 240 2324
Health and Safety Executive	0845 3000 9923
British Transport Police	0800 40 50 40
The Foreign Office	020 7270 1500
Environment Agency	0800 80 7060
Met Office Weather Call	09014 722062
The Samaritans	08457 909090
Teacher Support Network	08000 562 561

Appendix 9

JOB CARD: LUCCOMBE HUB LEAD - INCIDENT MANAGER

PRIMARY FUNCTION: Coordinates the Luccombe Hub's response to the incident and manages the Luccombe Hub team.

REACT	Establish a basic overview of the incident	
	Determine if blue light services are required	
	Determine whether to evacuate/invacuate premises	
	Gather basic information (Incident Information Sheet)	
	Collect or designate collection of 'grab bag'	
	Inform Children's Services of the incident	
	Determine if evacuation of the site is required	
RESPOND	Determine if emergency plan requires activation	
	Identify who needs to be informed of the incident	
	Assign staff members to management team roles	
	Gather management team together at designated location	
	Ensure staff are clear on designated responsibilities	
	Re-assess the situation	
	Consider incident impacts and determine initial response	
	Ensure Decision Log is started	
	Implement Tactics: Communications	
	Implement Tactics: Educational Off-Site Visits	
	Implement Tactics: Luccombe Hub Closure	
	Implement Tactics: Reception/greeting zone	
	Continue to liaise with other agencies/blue light services	
	Monitor the situation, continue to take decisions and record actions	
RECOVER	Assess the situation with other stakeholders (LEA, insurance etc)	
	Determine interruptions and disruptions and how long they will last	
	Identify potential impacts and action to be taken – review BIA/BCP for proposed recovery contingencies	
	Identify resources required to recover	
	Consider how normal Luccombe Hub life may be maintained	
	Consider the need for remote learning (last resort)	
	Ensure stakeholders are kept informed	
	Ensure post-incident support is available	
	Complete any necessary forms and paperwork	
	Arrange a debrief for staff	
	Represent the Luccombe Hub at other debriefs and where necessary produce report	
	Review emergency plan and update with any recommendations	
	Share lesson learnt with other Educational Settings	

JOB CARD: PARENT LIAISON

PRIMARY FUNCTION: Acts as the link and point of contact between the Luccombe Hub and the parents/guardians of learners

REACT	Assist with evacuation/invacuation if parents on-site	
	Obtain up-to-date list of parent contact details for all learners	
	Provide parent contact details to police where requested	
	Liaise with 'EMT & Welfare Officer' to identify any casualties and provide parent contact details	
	Liaise with 'EMT & Welfare Officer' to identify learners that may be vulnerable and provide parent contact details	
	Liaise with 'EMT & Welfare Officer' and emergency services to identify learners that may be missing and provide parent contact details	
RESPOND	Liaise with 'Communications' to identify dedicated telephone for incoming calls from parents and answer calls to pre-prepared message (see Tactics: Communication)	
	Liaise with 'Communications' to prepare outgoing message/s for parents and method of delivery (see Tactics: Communication)	
	Liaise with 'EMT & Welfare Officer', 'Communications' and police over communication with parents of learners who are casualties, missing or vulnerable	
	Implement 'Luccombe Hub Closure' procedure where necessary (see Tactics: Luccombe Hub Closure)	
	Liaise with 'EMT' and to identify appropriate reception area for parents (on-site or off-site)(see Tactics: Reception zone)	
	Identify appropriate number of staff required to manage the reception zone	
RECOVER	Implement 'Remote Learning' plan where necessary	
	Keep parents informed of recovery procedures/Luccombe Hub re-opening timetable	
	Where appropriate, obtain and offer further contact numbers to parents for support or additional information	
	Keep parents informed of memorials, sympathy arrangements etc	
	Inform parents of Luccombe Hub re-opening procedures	
	Review procedures and attend debriefs	

JOB CARD: ADMINISTRATORS

Primary Function: Supports Luccombe Hub Lead - Incident Manager on initial actions. Maintains a central decision log and records any information received or relayed. Provides general support to other team members.

REACT	Contact emergency services when requested by Incident Manager	
	Initiates evacuation/invacuation procedures when requested by Incident Manager	
	Collect copy of Emergency Plan and Guidance & BIA/BCP	
	Contact alternative evacuation site/s where necessary	
	Gather basic information and complete Incident Information Sheet with Incident Manager	
RESPOND	Inform relevant parties identified by Incident Manager of incident/plan activation	
	Ensure those with incident management roles/responsibilities meet at pre-arranged location	
	Ensure that refreshments, supplies and equipment required are available	
	Commence master log of decisions and actions taken	
	Continue to collate incident updates and relevant information	
	Provide support and assistance to other team members	
RECOVER	Arrange debriefs for staff involved in managing the incident	
	Attend debriefs and take notes	
	Review 'Administrator' procedures	
	Collate all relevant information, documentation and other related data	
	Ensure records and documents related to the incident are archived securely	
	Provide records and documents to relevant external agencies when requested	

JOB CARD: SITE

PRIMARY FUNCTION: Supports other team members with premises related issues and ensure the security of the site and those occupying the site.

REACT	Support 'Administrator' in implementing evacuation procedures	
	Collect 'Premises Information' folder and provide information to emergency services	
	Meet emergency services and ensure that they can gain access where needed	
	Act as liaison between emergency services and management team if site is evacuated	
	Prevent access to the site by unauthorized persons or to ensure the safety of others	
	Ensure on-site assembly point remains secure and safe	
RESPOND	Liaise with 'Administrator' to ensure on-site facilities, if required have the necessary supplies and equipment	
	Liaise with 'Parent Liaison', 'Casualty & Welfare' and 'Educational Visits' to identify safe and secure reception areas	
	Prevent unauthorized persons/media from entering the premises	
	Assist in recording details of authorized visitors to the site and provide means of identification	
	Ensure parents/next-of-kin are directed to appropriate reception areas	
	Take action to secure premises if school is closed or points of access have been damaged	
RECOVER	Assist in identifying any damage or losses to the site, plant and equipment	
	Liaise with contractors, insurers, salvage experts and loss adjusters to make site safe and assess damage	
	Provide information to management team of estimated timescales for repair and restoration	
	Work with suppliers to replace plant and equipment lost or beyond repair	
	Identify suitable locations for leaving of sympathy message, flowers etc	
	Maintain security of premises during any period of extended closure	

JOB CARD: COMMUNICATIONS

Primary Function: Coordinates all communications functions and acts as liaison between school and local authority press officer.

REACT	Assist in evacuation of the site and alerting staff of incident	
	Obtain details of incident from 'Administrator'	
	Liaise with emergency services in responding to immediate media enquiries	
	Liaise with 'Parent Liaison' in responding to immediate parent enquiries	
	Inform and seek support and information from LA communications officer	
	Report serious incidents to the appropriate authorities	
RESPOND	Prepare basic facts statement in conjunction with LA press officer and advise staff on talking to parents and press	
	Liaise with 'Parent Liaison' to identify dedicated telephone that can be used for incoming calls	
	Liaise with press officer to identify dedicated line that can be used for media incoming calls	
	Ensure those answering incoming enquiries are aware of the approved message to give	
	Liaise with 'Casualty & Welfare', 'Parent Liaison' and police over contacting parents of learners who are casualties, missing or vulnerable	
	Identify strategy to be used to provide out going information on incident, school closure etc (see Tactics: Communication)	
	Liaise with 'Site' to ensure media do not gain unauthorized access to the site, staff or learners	
	Liaise with 'Administrator' to gather information as incident progresses	
	Monitor media response to incident in conjunction with press officer and react accordingly	
RECOVER	Keep media informed of developments in the recovery process	
	Be aware of media interests/potential intrusion into memorials etc	
	Liaise with 'Parent Liaison' and 'Casualty & Welfare' to provide advice and guidance to parents on talking to the media	

JOB CARD: WELFARE OFFICER

PRIMARY FUNCTION: Coordinates initial response to casualties and acts as point of contact for next-of-kin/parents of learners

REACT	Assist with any evacuation/invacuation of those with vulnerabilities	
	Coordinate actions involving first aid and administration of medicines	
	Ensure all persons are accounted for/report on missing persons	
	Identify any vulnerable persons directly/indirectly involved in the incident	
	Record details of those injured/missing etc and liaise with 'Parent Liaison'	
	Keep accurate records of anyone admitted to hospital or treated by the emergency services	
RESPOND	Establish arrangements necessary to meet welfare needs of learners, staff, parents, visitors	
	Liaise with 'Communications', Parent Liaison' and police regarding contacting parents/next-of-kin of those harmed, missing etc	
	Organise for a member of staff to attend hospital/s where those harmed have been taken	
	Liaise with 'Parent Liaison' and 'Site' to ensure parents can collect vulnerable learners at appropriate reception zone	
	Monitor the on-going well being of learners and staff directly involved but unharmed	
	Seek support and advise from external 'risk management' advisor (see BCP/BIA document) – seek support from external counselling service	
RECOVER	Organise memorials/sympathy procedures – liaise with 'administrators' and rest of EMT	
	Organise appropriate on-going welfare and support to learners and staff (see Tactics: Welfare and Support)	
	Attend debriefs and keep managers informed of ongoing issues	
	Review procedures and share lessons learnt with rest of EMT	

JOB CARD: EDUCATIONAL OFFSITE VISITS

PRIMARY FUNCTION: Acts as point of contact for group leaders undertaking educational off-site visits at the time of the incident.

REACT	Identify any trips being undertaken and collect relevant documentation	
	Determine what trips will be affected (directly or indirectly)	
	For trips directly involved, liaise with 'Administrator' to ensure that Incident Information Sheet is completed	
	Identify any vulnerable learners on trips from documentation	
RESPOND	Liaise with 'Parent Liaison', 'Communications', 'Welfare' to make arrangements to contact parents/next-of-kin of those harmed on trip	
	Determine if any parents need to travel to join the educational offsite visit and how this will be achieved	
	Liaise with group leaders on a regular basis to update on developments and to offer re-assurance	
	Consider if trips will need to return and the arrangements required to achieve this	
	Determine arrangements for notifying parents of arrangements to be adopted for returning trips	
	Liaise with 'Communications' over any media enquiries made directly to the group leader/visit site	
	Liaise with 'Parent Liaison' and 'Site' to identify appropriate reception zone for returning trips	
	Identify staff required to manage the reception zone	
RECOVER	Arrange debrief with staff on trips	
	Liaise with 'Welfare' in relation to on-going welfare issues of staff and learners	
	Collate any paperwork from group leaders	
	Attend debrief with Incident Manager	
	Review procedures and share lessons learnt	

Appendix 10

Sources of further information

Health and Safety guidance from Dorset Health & Safety Team – Paul Downton & Kevin Way
Kevin.Way@Dorsetcouncil.gov.uk
Paul.Downton@Dorsetcouncil.gov.uk

Government Advice on emergency planning

https://www.gov.uk/government/policies/emergency-planning

https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings

Met Office 5 Day Weather Forecast
http://www.metoffice.gov.uk/public/weather/forecast/gcpvj0v07?tab=fiveDay

General Advice for Schools Educational Visits:- http://oeapng.info

(Click "Browse Documents" and see FAQ 6k for educational trips and the threat from terrorism)

Stay Safe Guidance for firearms and weapons attacks:-
'Stay Safe' principles: 'Run, Hide, Tell'
Vehicle Based Threats Cyber Threat
https://www.gov.uk/government/publications/recognising-the-terrorist-threat

Recognizing the-terrorist-threat Stay Safe Film

https://www.gov.uk/government/publications/stay-safe-film

Dynamic lockdown guidance

https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures

Security Guidance for Higher and Further Education
(Partly relevant for Primary and Secondary Schools)
National Counter Terrorism Security Office; NaCTSO

https://www.gov.uk/government/publications/counter-terrorism-protective-securityadvice-for-higher-and-further-education

EMERGENCY EVENT LOG

APPENDIX 11 – EXAMPLE LOG SHEET

No	Time	Event	Action(including considered actions)	Completed	Entry By

APPENDIX 12 – EMERGENCY PROCEDURES FOR SPECIFIC INCIDENTS

FIRE EVACUATION PROCEDURES

CHILDREN: -

When you hear the fire alarms are to
- STOP - what you are doing
- LISTEN - to your facilitator/teacher
- WALK - quietly out of the building or area that you are in and evacuate through the nearest pathway to the designated evacuation site.

STAFF: -

On activation of the fire alarm all staff and learners from all buildings will exit calmly from their building or area that they are in via the closest emergency exit and follow the shortest route towards the fire evacuation points. Where possible staff members to sound the fire call points.
The Staff member within the Hub building to pick up 'grab bag' and sign in sheets.

- The Bothy -proceed to area next to the Lower Paddock.
- Main Luccombe Hub buildings proceed to the carpark opposite the main building.
- Those staff and learners not at the effected site will be informed off the emergency via their mobile phones and remain in location and await further instruction as needed.
- Any visitors on site will also proceed with the staff and learners to the relevant evacuation areas.
- A headcount of learners, staff and visitors will be undertaken and fire wardens made aware of anyone unaccounted for.
- Wardens will take place at the car park, track junction next to the HUB entrance and outside of the HUB.
- The incident manager will instigate appropriate action as per this emergency plan and liaise with EMT as required.

LOCKDOWN PROCEDURES

Rationale:

As part of our Health and Safety policies and procedures it is recommended that every education setting have a Lock Down procedure. On very rare occasions it may be necessary to seal off the Luccombe Hub so that it cannot be entered from the outside. This will ensure that learners, staff and visitors are safe in situations where there is a hazard within the Luccombe Hub or just outside the Luccombe Hub in the near vicinity.
A lockdown is implemented when there are serious security risks for the premises due to, for example, terrorist incidents, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Procedure:

Staff understand that lock down procedures are to take place immediately on receiving notification on their WhatsApp Staff Team Message and on hearing the sites Air Horns (one is held in the Luccombe Hub Office and one within the Pod) - throughout the site.

Follow the **CLOSE** procedure:

Close all windows and doors
Lock up
Out of sight and minimise movement
Stay silent and avoid drawing attention
Endure. Be aware you may be in lock down for some time

1. The above signal will activate a process of children being ushered into the closest building they are near as quickly as possible and the locking of the doors to the building, and any connecting doors to rooms, where it is possible, to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode but ensure you can still receive texts.
3.If practicable staff should notify the team via the group messaging, that they have entered lock down and identify those children accounted for. NO ONE SHOULD MOVE ABOUT THE LUCCOMBE HUB SITE
4. Staff are to support children in keeping calm and quiet.
5. Staff to remain in lock down positions until informed by key staff e.g. Emergency Management Team.
6. Dependent on time of day of threat, a member of the EMT will advise the taxi company of the threat posed and advise to await further instructions and not to proceed to site. Other members of the Luccombe Farm Business Park will also receive notice of the threat so they can take action regards their safety.
7. As soon as possible after the lock down facilitators/teachers are to return to the Art Room where a full register will be taken of both staff and learners and a debrief and wellbeing check can be made.

Staff Roles:

1. Most senior member of staff on site to be responsible for contacting Luccombe Hub Lead or other member of SLT who will call the police, if necessary.
2. Individual facilitators/teachers are to ensure they lock/close building door(s) and windows. Nearest adult to check exit doors – In the interest of ensuring all staff and learners can access an already occupied building if they were out on site – the use of an entry 'safe' word on an already locked room will be used.

Communication with parents:

If necessary, parents will be notified as soon as it is practical to do so via text alert, parents/carers will be told:

'The Luccombe Hub is in a full lockdown situation. During this period entrances will be un-manned, external doors locked and nobody allowed in or out. We will keep you informed as soon as possible.'

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from the Luccombe Hub as it may put them and their child at risk. SEN Transport services will be

informed also, depending on time of incident and when it finishes.
· learners will not be released to parents during a lock down.
• Parents will be asked not to call the Luccombe Hub as this may tie up emergency lines.
• If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place learners can be picked up from staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lock down practice drills will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Review These procedures will be reviewed annually as a part of the Luccombe Hub's Health and Safety procedures

EMERGENCY – SERIOUS INJURY/DEATH/SIGNIFICANT ILLNESS/SICKNESS

Each case will undergo a swift dynamic risk assessment by first on scene:

Standard guidelines are:

- Contact Emergency Services as appropriate.
- Make safe (where applicable) the hazard so others are not harmed.
- Manage casualty – continue first aid as appropriate
- As soon as able contact Luccombe Hub Lead or other member of Senior Management Team – who will co-ordinate incident response further.
- Preserve any evidence of the cause of the incident.
- Incident manager will assign a person to accompany to hospital where appropriate
- Complete entry in Accident book (legal requirement for staff/learner accidents)
- Arrange access to counselling or any other support services as appropriate
- Senior management will conduct internal Health & Safety Investigation and inform Health and Safety Executive (by phone 0845 300 9923) and complete referral form for RIDDOR reportable incident

ESCAPED ANIMAL

The best way to deal with an animal escape is to prevent it from occurring in the first place.

It is every animal keeper's responsibility to assure that primary animal enclosures are kept in good repair and secured at all times. If there is maintenance required, the Luccombe Hub Lead should be notified immediately of problems within that enclosure, if necessary the move to another pen/enclosure should be arranged.

Rationale: The rationale behind these procedures in relation to escaped animals is to ensure welfare and safety of both animal and persons (staff, learners & Visitors) and also adhere to the Luccombe Hub's responsibility under Animal Act 1971.

If there is an escape either on site or off site, the following procedure will be put into place:

- Stay Clam!
- Contact Luccombe Hub Lead who will arrange assistance.
- If learners, visitors, staff (not involved with incident) are within farm/grazing area, ensure they are moved into a building i.e. Shepherds Hut, The Bothy or Luccombe Hub Classrooms where they can remain safely.
- If an animal has escaped from a pasture, paddock or barn/stables and you can still see it or them, Do Not Chase them. All our animals in the farm are social (herd) animals and will dislike being alone and will (usually) seek others of their kind for protection and company or stop for grazing.
- Make sure you have a lead rope and halter in hand, and/or other required equipment depending on the animal and try luring him back with food; - Place a handful of grain or treats in the bottom of a bucket. Stand quietly where he can see you and shake the bucket, calling softly to get his/her attention, - If they are already wearing a halter/harness, you can grab the halter when he comes close to eat. If not, let him take a few mouthfuls of food while you slip the halter and lead rope or other securing equipment on him/her to lead him back to safety.
- If an animal has escaped the premises (therapeutic Farm area) and is making their way to the Luccombe Hub buildings, follow them and make contact with designated staff at the buildings to ensure any learners are moved into the buildings for safety, make sure you have a lead rope and halter in hand and/or relevant equipment for recapture – follow the escapee(s)- following - Do Not Chase it - frightened animals are more dangerous, usually an animal will stop for grazing after a little while. If the animal has stopped, stand quietly and again with a handful of grain or treats in the bottom of a bucket, shake the bucket calling softly to get their attention, - If they are wearing a halter, you can grab the halter when he comes close to eat. If not, let them take a few mouthfuls of food while you slip the halter and lead rope on him to lead him back to safety.
- Try to get the animal to look at you with both eyes, and approach at around their shoulder.

- In the event that a horse or other animal is out of control – or heading for the road or gallops out of site – Call 999 to inform of possible road safety issue. Ensure communication provided to other staff members who may be affected by incident to move themselves into a building for safety.
- Remember Body Language is Key – STAY CALM – BE PATIENT – MOVE SLOWLY WHEN NEAR THEM.

For Safety reasons – visitors, learners and non-qualified staff/volunteers **ARE NOT ALLOWED TO HELP**

ABSCONDED LEARNER FROM SITE

Procedure is directly related to cognitive ability of the child and all staff should know their learner well and be able to spot the signs of increased anxiety and dysregulation and be utilising positive behaviour support techniques to de- escalate the situation prior to meltdown that could possibly lead to a child 'running' from site.

Providing space is a positive step – a young person above the aged of 14 or where deemed to be cognitively mature – will be offered time to calm down within a designated area on site – this 'calming zone', should be agreed upon with the learner in advance.
Facilitator supports a learner to recognise within themselves when they may need to step away from

their activity to 'calm'. Agree with the learner that they go to their agreed calming zone and time for example " do you want to go to your zone and take 10 minutes"

Send out a message on the team group to advise " x is taking 10 minutes – state where "

Maintain visual.

If a learner 'runs' from site – send out an immediate alert on team group of time left, in what direction and if another team member has eyes on the young person. All staff to log sightings and key facilitator to ensure a visual is maintained.

Where a learner is in a much heightened state – send key persons, to talk to learner and help them to calm down.

Where a learner has headed for the road and left the whole site completely and visual has been lost, co-ordinate active search for learner. Should no contact be made by learner returning to site and no visual on child for period of 30 minutes – Police should be notified.

Learner Emotional or Chronological age 13 years and under

USE POSITIVE APPROACHES TO AVOID DYSREGULATION

Eyes on child at all times - Where a younger learner needs space, offer time to calm and follow positive handling approaches. If they walk away from site, follow from a distance but remain 'eyes on' – send message via communication group to all staff to advise.

If a child under 13 years has 'run' from site. All staff alert is to be sent out and senior member of staff on duty will co-ordinate search of site. After full search of site if no sighting – contact police and senior staff member assigned to liaise with parent of young person.

Important Information and Emergency Procedures for Visit Leaders and Staff who accompany Learners on Educational Visits

General:

Learners should not be allowed to take part in dangerous activities without prior training and parental permission and must always be accompanied by a trained instructor or member of staff.
Learners should be closely supervised at all times. The responsibility on the staff is huge and they must be professional at all times to lead by example and ensure the safety of the students in their care.
All staff must accept that they are on duty throughout the length of the visit.
Staff relations with each other and their behaviour on such trips should set an example to the learners and be above reproach in all circumstances.

In case of serious incident/accident:

- Establish the nature and extent of the emergency.
- Establish that all members of the party are accounted for and safe.
- Establish the extent of any injuries and administer first aid if qualified to do so.
- Establish the name(s) of the injured and call the appropriate emergency service(s), if required.
- Advise other staff of the accident and the procedures in operation.
- Ensure that an adult in the party accompanies the casualty/casualties to hospital.

- Ensure adequate supervision for the rest of the party and arrange for their return to the Luccombe Hub – all must be cared for and protected from the media.
- Arrange for one adult to liaise with the emergency service(s), control access to telephones by others until the Luccombe Hub Lead has been contacted and all relevant information given out.

The staff emergency contact should inform parents, guardians and relations of:

- learners who have been involved in the incident
- learners who have been involved, but not hurt or directly affected
- staff who have been involved.

Do not discuss the incident with the media. This will be done by the Luccombe Hub Lead or his/her representative if appropriate.

Record relevant details of the incident as soon as possible – including names and addresses of witnesses and be sure to keep any associated equipment in its original condition.

It may be necessary to arrange for interviews to record statements from all involved in the incident (with parents/guardians present if needed).

Accident forms will need to be completed on return. Contact may need to be made with the insurers, the police and the Health and Safety Executive. Discuss with the Principal before any contact is made.

If a student needs to go to the police station, they should be accompanied by a member of staff at all times. His/her parents/guardians and the Luccombe Hub Lead should be informed immediately.

It is essential to carry lists of learners and staff, their telephone numbers, addresses and details of their medical condition where relevant. Duplicate lists must be left with the Educational Visit Co-Ordinator and/or delegated member of staff.

In case of medical illness:
If a learner becomes ill, or has an accident, that has been treated but it's advisable for the learner to return home. His/her parents/guardians should be contacted and advised of this. Staff and Learners to return to the Luccombe Hub for collection. Arrangements to meet with parent/guardian can be made where appropriate but only with prior permission from Luccombe Hub Lead.
If a learner has to go to hospital, the learner's parents/guardians should be informed by telephone immediately. A member of staff should accompany him/her to the hospital and stay until the parent/guardian arrives. The Luccombe Hub Lead should also be informed.
Record all relevant details as soon as possible.

Guidance if a Learner goes missing on an Educational Visit
Also arrange a safe zone/meeting place at the destination of your Education Trip for space for a learner to calm safely and/or in the event of absconding
Always maintain supervision with learner.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING

- An immediate head count must be carried out to ensure that all the other children are present
- The Visit Leader must coordinate a search of the immediate vicinity
- Check the agreed calm down/meeting place.
- If the child is not found immediately then the police must be contacted
- Inform the Luccombe Hub Lead by mobile phone

- The Visit Leader and support staff must take full responsibility for the safety of the remaining group.

Contact the Police

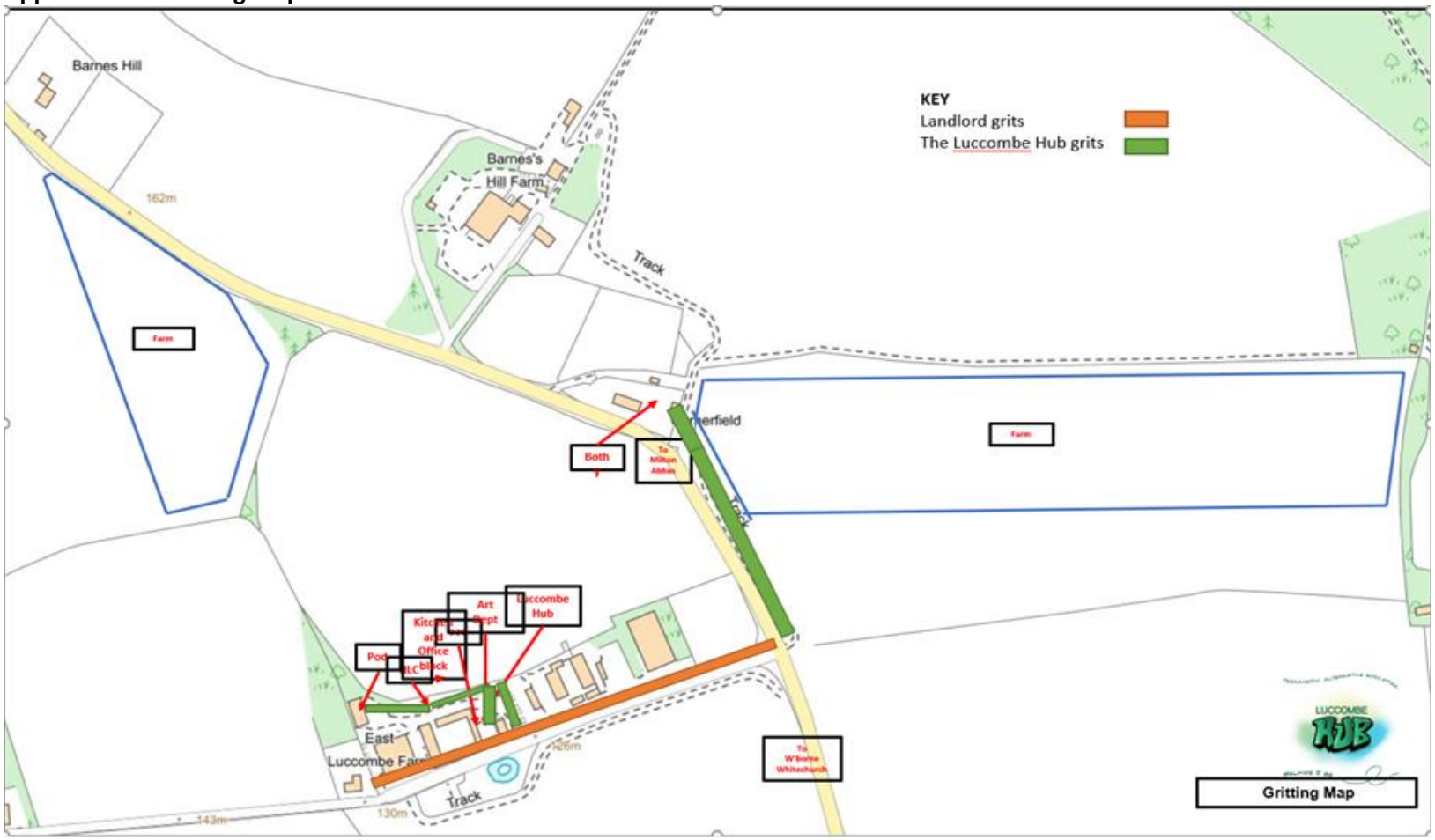
- Where it proves necessary, The Luccombe Hub will cooperate fully with any Police investigation and any safeguarding investigation by Social Care and:
- The Luccombe Hub Lead will inform Ofsted (if required)/Local Authority SEN Department and co-operate with any other external agency as required.

The Insurers will be informed

- If the learner is injured a report will be made under RIDDOR to the HSE
- The Luccombe Hub Lead will inform the Local Children Safeguarding Board

The incident report will contain a full written record of all events up to the stage when the child was found. Procedures will be examined and adjusted as necessary.

ACTIONS TO BE FOLLOWED BY STAFF ONCE THE YOUNG PERSON IS FOUND

- Talk to, take care of and comfort the child and other children in the group
- The Luccombe Hub Lead will speak to the parents and other agencies, as appropriate, to discuss events and give an account of the incident
- Media queries should be referred to the Luccombe Hub Lead and/or any deputised person.
- There must be a full written incident report and procedures must be adjusted where necessary.

Appendix 13 – Gritting Map