

BEDENHAM PRIMARY SCHOOL

Major Incident Plan



Bedenham Primary School is within the Public Information Zone (PIZ) for the Defence Storage and Distribution Agency (DSDA) Gosport.

The DSDA is essentially a storage, process and distribution establishment for Ministry of Defence munitions and although the risk of the DSDA being the site of a major incident is extremely small we need to plan for that eventuality.

In the event of a major alert the Hampshire County Council Emergency Planning Unit (EPU) will contact us and warnings will also be broadcast at a local level via:

- MOD police / Civil police vehicles with loud hailers
- Local radio
- The DSDA onsite siren will sound
- email

On being warned by telephone, or any of the methods above, that there is a major alert, the Headteacher, or whoever is the senior member of staff at the time, will instruct available staff to use handbells in all corridors, and outdoors to warn all members of the school community of the major alert.

A member of the administrative team will contact the Lennox Centre and provide the EPU (01962 846846) with a contact name (member of the senior leadership team) and a mobile contact number. The EPU will also be informed of any school trips etc resulting in pupils being outside the PIZ at the start of the alert.

On hearing the warning (hand bell rung vigorously and verbal warning given) all children should immediately go to their own classroom. Staff will close all windows, doors and curtains. Children should be seated as far from windows as is feasible.

Registers will be taken to classes by administrative staff in order that we can take the register and ensure no child is missing. Meanwhile the administrative team will check the staff and visitor logs. Children will remain in their classroom from this point forward – should they need the toilet they will be escorted by a staff member to reduce the time taken to the absolute minimum.

The Headteacher or a member of the Senior leadership team will tune into Radio Solent or another local radio station should this one not be available, to hear information and instructions.

A member of the administrative team will text parents to inform them of the alert and assure them that their children are safe. They will be reminded that their children will not be allowed to leave until given the all clear by the police.

Parents will be reminded of the need to:

Go In - Stay In – Tune In

and that they should therefore **NOT** leave the safety of their location in order to attempt to pick up their children. They will be asked **NOT** to ring school in order that the phone line can be kept clear for emergency purposes.

All staff, visitors and pupils will remain at the school, under cover, and wait to receive further information either from the EPU, local radio, or the police. Under no circumstances will anyone attempt to leave, or be allowed to leave before further advice is received or an all clear is given.

Should the emergency persist beyond the end of the school day, all staff, visitors and pupils will remain at school and under cover until instructed to do otherwise by the police.

We will keep parents informed of new or changed circumstances as they arise by text and/or information will be broadcast on local radio. Information will also be put on the school website if possible.

Should any members of the school community be on a school trip or similar beyond the PIZ they will not be allowed to return to school until the all clear is given. In these circumstances they will be diverted to Bridgemary School on their return – their parents will be informed by text of these arrangements. Staff accompanying the children will remain with them until they can all be collected or returned to school.

It is worth noting that no-one will be allowed to enter the PIZ until the all clear is given so those parents who are outside the PIZ at the time of the alert, or live beyond the PIZ, would not be able to get to school anyway as roads will be closed. A significant number of our families live within the PIZ and they should be staying in for the duration of the alert too.

A printed record of the addresses of all staff and pupils will be kept in the office to be presented to the police should it be requested.

This policy will be reviewed biannually or sooner should advice from the EPU change.

Agreed at the Governing Body Meeting on: 22 November 2011

Minute Reference:

Reviewed: 17 March 2014, FGB Minute reference: 11

Chair of governors:



Headteacher:

