

APPENDIX 1: PROVENANCE OF THIS POLICY  
Government booklet - "Preparing for Emergencies"

The government booklet *Preparing for Emergencies* was issued to all households in August, 2004. These paragraphs appear on p.10:

**Schools**

If your children are at school you will naturally want to collect them as soon as possible in the event of a major emergency. But it may not be safe to do so. Please **TUNE IN** to your local radio station for advice and for details of the arrangements your local council has made for letting parents know when to collect their children from school.

All schools have plans to cope with local emergencies such as fire and flood, and teachers and support staff do all they can to look after the pupils in their charge. You can find out more about school emergency planning from [www.teachernet.gov.uk/emergencies](http://www.teachernet.gov.uk/emergencies).

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APPENDIX 2: PROVENANCE OF THIS POLICY  
Teachernet - "Emergencies"

The now defunct Teachernet website referred to above outlined three steps to take under the heading 'emergency planning', as follows:

**Step 1 – Talk to your local authority**

All local authorities are required to have emergency plans, often referred to as critical-incident plans or civil-contingency plans. They may well involve your school already, possibly as emergency shelter for local residents in case of evacuation. Before you can plan effectively for your school, you will need to know how it fits into your local authority's plan. You may find that your LEA (or your local Diocese if you are a Church of England or Roman Catholic school) has prepared guidance for schools in preparing an emergency plan.

**Step 2 – Talk to others who will be involved**

You will need to understand your local authority's emergency plan which will have been drawn up in consultation with the emergency services, and will include such things as agreed responses, response-times, roles and responsibilities. You should also talk to your local emergency-services personnel - the police officers who patrol your community, your local fire and ambulance stations, GPs and so on.

**Step 3 – Work out your emergency plan**

There are many questions to think about. What could go wrong? How likely is it to happen? How can you reduce the chance that it will? How can you mitigate the consequences if it does? Who should be assigned roles, such as calming frightened children or handling the media? The LEA may have counsellors and media-handlers ready, but there will be a need to deal with such issues before they appear.

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## APPENDIX 3: PROVENANCE OF THIS POLICY London Borough of Redbridge - "REDMIP"

Redbridge's emergency plans are contained in a document known as REDMIP (Redbridge Major Incident Plan), version 8.0 (November 2012).

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## APPENDIX 4: BOMB THREAT PROCEDURES based on MI5 'Security Advice'

**Most bomb threats are made over the phone. The overwhelming majority are hoaxes, often the work of malicious pranksters, although terrorists also make hoax calls.**

During a recent Irish republican terrorist campaign, there were approximately 10,000 bomb threat calls reported in the Greater London area in one year. Of these, 70 were made by terrorists, 10 of which resulted in the actual discovery of a device.

Any such hoax is a crime and, no matter how ridiculous or unconvincing, should be reported to the police.

Calls from terrorists fall into two kinds:

- bomb threats when none has actually been planted. These hoaxes may not be merely malicious but designed to disrupt, to test reactions or to divert attention;
- bomb threats warning of a genuine device. These may be attempts to avoid casualties, but they also enable the terrorist to blame others if there are casualties.

More likely at a time of heightened awareness of terrorist attacks are mischievous or malicious phone calls made usually by older children (sometimes former pupils who have the school's telephone number to hand).

Such a call will probably be taken by the School Administrator or other person working in the office. Eastcourt policy is then:

- Stay calm, and listen.
- Try to obtain as much information as possible. Try to get the caller to be precise about the location and timing of the alleged bomb and try to establish whom they represent. If they are inclined to talk, keep them talking.
- If you have a recording facility, ensure that it is switched on.
- When the caller rings off, dial 1471 (if that facility operates and you have no automatic number display) to see if you can get their number.
- Immediately inform the Headteacher, who should decide the appropriate response. If you cannot get hold of anyone and even if you think the call is a hoax, inform the police directly. Give them your impressions of the caller as well as an exact account of what was said.

- If you have not been able to record the call, make notes for the security staff or police. Do not leave your post - unless ordered to evacuate - until police or security staff have been able to talk to you.

If the Headteacher receives warning of a bomb placed on school premises, the most probable course of action will be as for a fire drill. Children would remain outside the building until the police authorise return to the classrooms.

07.2005

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## APPENDIX 5 GUIDANCE ON PHASES 5 AND 6 OF THE 2009 PANDEMIC

### **Phase 5**

- Teachers on special alert for pupils displaying traditional symptoms of cold or flu: coughing, runny nose, *etc.*
- Such pupils sent directly to the office, where parents will be contacted and expected to collect as soon as possible.
- While teachers will not specifically discuss or comment on the current situation (to minimise worry among children), they may issue guidance on hygiene, especially to younger pupils: cover mouth when coughing, blow nose into a tissue which is then discarded, wash hands frequently, do not use fingers to explore nose, mouth or eyes.

### **Phase 6**

As above, plus these extra measures

- All carpet work ceases.
- No sharing of pencils or other stationery in class.
- Use of soft toys ceases.
- Use of musical instruments ceases.
- School assemblies postponed until further notice.
- Children showing symptoms of colds or flu not to be sent to school.
- Further statutory measures specified by the DCSF enacted; further guidance carefully considered.

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