

HARWES FARM COMMUNITY INTEREST COMPANY

Emergency Plan

MAY 2015

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Emergency Management Plan

1. Introduction

Harwes Farm CIC strives to maintain its reputation as an excellent educational, recreational and retreat establishment. We seek to protect the company's resources, including its staff and visitors, its infrastructure and its intellectual property. Its community support contributes to the positive perception that Harwes Farm CIC is working towards creating a safe environment in which to work, learn and play.

The purpose of this Emergency Plan is to define the company's response to a major incident. For the purposes of the plan a major incident is likely to be one which involves major site failure or trauma. This plan should be read in conjunction with the company's guidance on Health & Safety and the company's Health & Safety Policy.

2. Aims and Objectives

The aims and objectives of this emergency plan are to ensure:

- Rapid and appropriate action is taken.
- The safety of staff and visitors to the farm/setting.
- Accurate information is provided.
- Normal routines are maintained as far as possible, giving continuity to staff and visitors.

3. Response Procedures

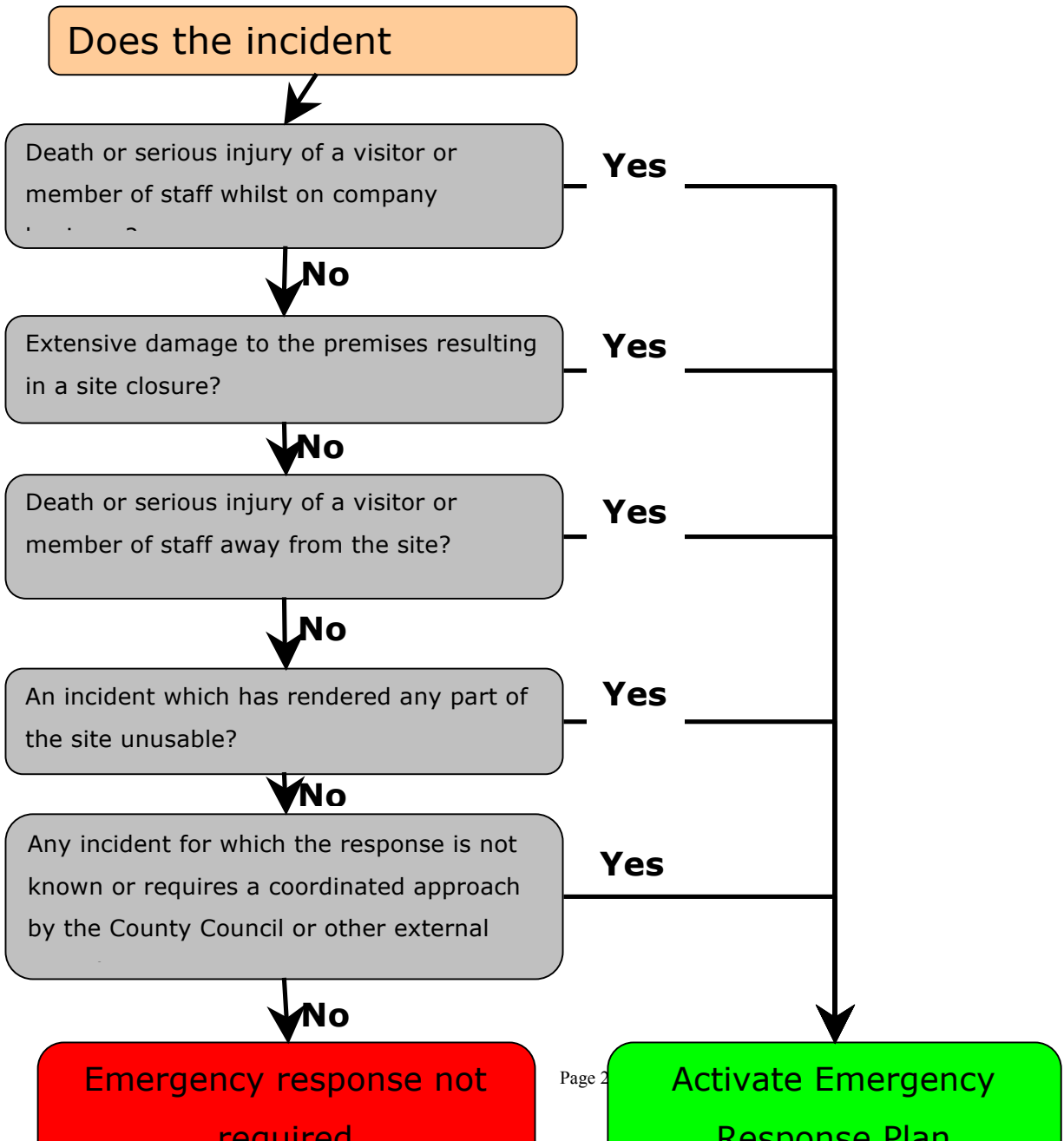
In addition to the procedures and arrangements set out in the company's emergency plan, the company will follow agreed procedures in respect of:

- i. Educational, recreational and retreat visits
- ii. Unavoidable closures
- iii. The company's Health and Safety Policy.
- iv. The company's Fire and Bomb Evacuation Procedures.

4. Activation of the Emergency Plan

The decision to activate the Emergency Plan should be made ideally by both of the Lead Directors, however, a decision can be made by one of them, whichever is on site. If neither Lead Director is available then the decision should be taken by one of the other Company Directors.

The person making the decision should do so by using the following criteria. The judgement must be made on the basis of the nature and scale of the incident as it is presented to them. If in doubt the Emergency Plan should be activated. It can always be 'scaled down' if necessary.



Activation

In the event of an emergency the proposed arrangement is outlined here:

INCIDENT OCCURS

Mrs Gillian Taylor, Project Director is notified, or Mr Andrew Taylor – Co Director.

The Project Director / Co Director rings 999 Emergency services for major Incidents

Contact	Responsible for	Telephone Number
<i>Police</i>		999
<i>Fire</i>		999
<i>Ambulance</i>		999

5. Roles and Responsibilities

The size, roles and responsibilities of the Incident Management Team (IMT) will vary according to the nature and circumstances of the incident. It will be the role of the Incident Manager to determine the appropriate level of response for each incident and to select the necessary roles to achieve the required level of response.

At Harwes Farm CIC the Incident Manager will be either the Project Director or or in her absence, the Co Director, preferably a joint decision will be sought if time and circumstance allows.

- Incident Manager
 - Consider the need to alert other colleagues and external agencies.
 - Collate all relevant information relating to the emergency.
 - Categorise the incident as outlined in this plan.
 - Co-ordinate and direct the activities of the staff.

- Draw up an emergency plan course of action for the specific incident.
- Delegate responsibilities and give task sheets to staff.
- Provide a flexible response, based on this plan.
- Keep a comprehensive incident log.
- Consult with the police and the person responsible for liaison with the media about the release of information to visitors, staff, parents/carers and general enquiries.
- To ensure the continued welfare of the staff responding to the incident. Rotate staff duties where appropriate.

•Deputy Incident Manager/s

- Assists the Incident Manager.
- Co-ordinates and manages staff.
- Monitors staff welfare and organises staff roster.
- Undertakes role of incident manager in the absence of the Project Director.

•Team Administrator / Office Manager

- Operates telephone lines.
- Help collate information.
- Relay incoming and outgoing messages.
- Provide administrative support to the Incident Management Team.
- Maintain a master log of key events and decisions made.
- Responds to the directions of the Incident Manager.

•Leaders and Staff present

- Maintain supervision.
- Ensure the safety and security of visitors.
- Provide information and offer reassurance.
- Monitor visitors' physical and emotional welfare.
- Respond to the directions of the Incident Manager.

6. Emergency Response Plan

•Incident Management Team

•Team Location

Preference	Location	Contact Number
1st Choice	Harwes Farm Office	01254 798266
2nd Choice	Harwes Farm	7540066009

7. Incident Evacuation

Prime Contact	Position	Acronym	Primary Tel.	Secondary Tel.
Gillian Taylor	Incident Manager	IM	7540066009	01254 789266
Andy Taylor	Deputy Incident Manager	DI	7751234286	01254 797230

Ref	Action	Owner
1.1	Evacuate the site – Appendix H	IM/DI
1.2	Call the Emergency Services – Appendix B	IM/DI
1.3	Undertake roll call of visitors and staff	IM/DI
1.4	Feed information of roll call to attending emergency services	IM/DI
1.5	Assign a manager to care for the welfare of the evacuated person(s)	IM/DI

8. Incident Management Team Assembly

Ref	Action	Owner
2.1	Obtain Emergency Support Pack - Appendix G	IM/DI
2.2	Complete Incident Information Checklist with as much factual information as is possible at this time	IM/DI
2.3	Begin Incident Log Sheet	IM/DI
2.4	Choose location for Incident Management Team (IMT)	IM/DI
2.5	Assemble IMT informing attendees of location	IM/DI

9. Incident Briefing

Ref	Action	Owner
3.1	Brief the IMT on the current status of the incident	IM/DI
3.2	Determine that the incident requires an emergency response, decision to be documented on incident log sheet	IM/DI
3.3	IMT to assign roles and responsibilities for specific incident	IM/DI
3.4	Agree appropriate identification of IMT (using tabards if required)	IM/DI
3.5	IMT members begin their personal incident log sheets	IMT
3.6	Brief all staff and visitors NOT to talk to the media and to direct them to the Project Director (IM)	IM/DI

10.

10. Activation and Communication

Ref	Action	Owner	
4.2	Agree on Incident contact details as per Incident Information Checklist	IM/DI	
4.3	Set-up initial rota for the manning of the telephones	IM/DI	
4.4	Agree statement, contact message for parents/carers if required	IM/DI	
4.5	Contact and brief Co Directors as appropriate	IM/DI	
4.6	If required, contact parents/carers - Appendix I	IMT	
4.7	Agree external communications required, to whom and in what format	IM/DI	
4.8	Carry-out agreed communications	IM/DI	
4.9	Set-up reception area/desk for arriving parents/carers	TA/DI	
4.10	Ensure continued contact is kept with safe centre	TA/DI	

11. Incident Management

Ref	Action	Owner	
5.1	Ensure continued contact is kept with Evacuation Point/Centre.	IM/DI	
5.2	Arrange times for IMT briefings with attending emergency services (if appropriate)	IM/DI	
5.4	Arrange briefing sessions for staff, volunteers, visitors and Parents/Carers	IMT	
5.5	If required, arrange for a media centre to be set-up away from the incident	IM/DI	
5.6	Ensure continued personal wellbeing of team members – arranging refreshments and cover as required	IM/DI	

12. Close of Incident

Ref	Action	Owner	
6.1	Arrange with IMT members to hold a debriefing session as soon as is practicable following the closure of the incident	IM/DI	
6.2	Collect all individual log sheets from IMT and store together with the incident log sheet	IM/DI	
6.3	If required, seek advice from Local Authority or Diocesan/Church Authority minister on special assemblies/funeral/memorial arrangements where appropriate	IM/DI	
6.4	Prepare a joint statement	IM/DI	
6.5	Arrange for a member of staff to make contact with any visitors involved in the incident	IM/DI	
6.6	Agree arrangements for the re-opening of the site	IM/DI	
6.7	Communicate decision(s) to parents/carers as soon as possible	IM/DI	

13. Longer Term Incident Implications

Ref	Action	Owner	
7.1	Work with staff to monitor visitors informally	IM/DI	
7.2	Clarify procedures for referring visitors back to own leaders for individual support	IM/DI	
7.3	Be aware that staff may also need longer term support	IM/DI	
7.4	Recognise and if appropriate, mark anniversaries	IM/DI	

14.

A.

B. Incident Fact Sheet

Name	
Position	
Contact Details	
Date	

C.

Incident Details:

Description of incident (What happened?)	
Time and Location details	
Number & nature of injuries and/or fatalities	
Nature & extent of damage to property, vehicles, etc.	
Who has been informed? (eg Co Directors, Police, Local Authority, Health and Safety Executive, Media)	
What have they been told?	
What other agencies or services are involved?	

C.

Emergency Contact Card

Name	Position	Contact Number	
		Daytime	Emergency
GILLIAN TAYLOR	PROJECT DIRECTOR	7540066009/ 01282 798266	7540066009
ANDY TAYLOR	CO DIRECTOR	07751234286 /01282 797546	7751234286
	Local Newspaper		
	Local Radio		
			-

Others Contacts

HOWARD MOTT	HOME ADDRESS AS ABOVE WORK ADDRESS:	01254 381243	07850633141

J.

J.

K. Maps (Location Layout)

L. Emergency Pack

Ref	Item	Date Checked	Initials
	First Aid Kit		
	Mobile Phone		
	Mobile Phone Charger		
	Copy of Emergency Plan		
	Visitor List with Emergency Contact Numbers and Medical Details (responsibility of visiting group leader with back up list from HF CIC booking procedure)		
	Staff List with Emergency Contact Numbers and Medical Details		
	Torchlight (with batteries removed)		
	Batteries		
	Hi-Visibility Vest (for incident manager)		
	Radio (preferably wind-up)		
	Whistle		
	Stationery (Pens, Pencils, Paper, etc)		
	Money		
	All resources located in Harwes Farm Office in main house (private residence)		

M.

We conducted a **Fire Safety & Rescue inspection May 2015. Outcome :**

Outdoor site, and use of half open barns means very minimal risk of danger from fire.

Controlled bonfires and campfires require clear training for visitors taking part and adequate supervision by leaders.

In all instances in case of fire, evacuate the area call for emergency services.

Evacuation procedures

- 1. Raise the Fire Alarm**
- 2. Exit any buildings using the nearest available exit.**

On hearing the Fire Alarm...

- 1. Evacuate any buildings using the nearest available exit.**
- 2. Report to the person in charge: Project Director and/or Co Director, preferably both**
- 3. Escort all visitors and staff and leaders to Assembly Point: in the car park out front of main house (private residence)**
- 4. A roll call will be taken.**
- 5. No one to return to any buildings unless instructed to do so. All visitors on site to remain at Assembly point until directed to do otherwise.**

O. Informing Parents/Carers Letter

Dear Parent/Carer,

You may have heard / It is with sadness and regret that I have to inform you

(Enter known facts of the incident)

As a school community, we are all deeply affected by this tragedy. I am sure that you will wish to join me and my staff in offering our condolences and sympathy to those affected/to

(refer to individuals/families affected only where it is appropriate to release this information)

I have spoken to all pupils and staff in the school about what has happened and you will need to be aware of the following arrangements that we have now made:

Details about:

- *School closures.*
- *Changes to timings of school day.*
- *Transport.*
- *Lunchtime arrangements.*
- *Changes to staffing.*
- *Arrangements for specific classes/year groups.*
- *Emotional support.*
- *Provision for further information as relevant.*

If appropriate give advice about media contacts..

I think it is important that we all take time to talk with and reassure the children about what has happened. This is likely to be a very difficult time for us as a school community and we will all need to support each other.

We appreciate the expressions of concern we have received, however it would be helpful if parents/carers did not telephone the school during this time so we can keep staff free to manage the situation.

Yours Sincerely

A. Arrangements for Supporting Children -Emotional support letter template

Dear Parents/Carer,

As a school community, we have all been affected by the recent tragedy involving

.....

As part of our care and support for the children, we have been able to make arrangements to provide emotional support for the children in the school. We would like to make this available to your child.

This support is likely to consist of staff and professionals from outside agencies talking to pupils in small groups and offering advice and reassurance as appropriate. Please contact me if you have any queries regarding this.

Yours sincerely

Reply Slip –Emotional Support

I give permission for my child, _____ of Yr _____ to receive emotional support in school.

Signed.....(parent/carer)

Date.....

Please sign and return this form to the school office.

Q. Incident evaluation sheet

Site Name:	Date of Incident:
Description of Incident: Incident deemed critical: Yes / No	
Action taken by HF CIC:	
Description of any external support accessed:	
What worked well:	
What worked less well:	
How could things have been done better:	
Comment on usefulness of emergency plan:	
Feedback from Company Directors:	

R.

