

**Emergency procedure to be followed in the event that  
Cransley School has to close due to unforeseen  
situation e.g. fire, flooding, gales**

**Procedure A**

**If the decision has to be made before school opens / after school closes or at the weekend:**

- School caretaker to inform Headteacher of situation.
- Headteacher will make the decision as to whether to close
  - In the event that the Headteacher is unavailable, the Deputy Headteacher will be contacted.
- Headteacher to inform the Chairman of the Board of Governors at first practical opportunity.
- Cascade system to come into operation to notify staff and then parents (see attached chart).
- It is better to notify parents more than once than not at all.
- On the decision as to when school can reopen, Headteacher will activate cascade system so that parents and staff all have definite news.

**Procedure B**

**If a decision to close has to be made while school is in session:**

- Headteacher will make the decision
  - If the Headteacher is not in school, the Deputy Head will take on the responsibility.
- Students will be moved, if necessary, to the most appropriate place of safety e.g. School Gymnasium. Registers will be taken.
- Every attempt will be made to keep the situation calm and business like.
- Headteacher will inform the Chairman of the Board of Governors at first practical opportunity.
- Office staff to contact the bus drivers to bring them back into school. If drivers not available, staff who have experience

may drive buses in their place. The bursar has a list of suitably experienced staff.

- Parents of children who travel on the bus will be contacted to give them time to make arrangements for the bus to be met. Once every parent has been contacted, the bus will leave. No child will be allowed on the bus unless we know that they are being collected from the bus stop by an appropriate adult. If a child cannot be met, they will remain in school until parents arrive. As children leave, their names will be marked off in the register by a designated member of staff.
- Pupils' parents will be contacted – youngest children first – by office staff manning the telephones. In the event of phones being down, mobiles must be used.
- If power is down, a hard a hard copy of all emergency contact numbers will be held in the school office.
- If the drive is blocked, parents to walk up to the main building.
- As children are collected, their names will be marked off in the registers by a designated member of staff.
- Once all children have been collected, staff can be released to go home at the Headteacher's discretion.
- Once a definite decision is made about when school can reopen, the Cascade System (as A) will operate.

# **CASCADE SYSTEM TO BE USED IN THE EVENT OF AN EMERGENCY**

## **❖ CARETAKER ⇒ HEADTEACHER**

### **Decision made**

- Caretaker ⇒
  - Bus drivers
  - Caretaker Assistant

## **❖ HEADTEACHER ⇒**

- Deputy Headteacher and Head of Pastoral Care ⇒
  - Senior Department Staff ⇒
    - Parents of children in their Form Group
  - Head of Music ⇒
    - Peripatetic Staff
- Head of Pre- Prep and Junior Department ⇒
  - Pre- Prep Department Staff ⇒
    - Parents of children in their Form Group
  - All Classroom Assistants
  - All Afterschool Staff
  - All Preschool Staff
- Key Stage 2 Coordinator ⇒
  - All Junior Department Staff ⇒
    - Parents of children in their Form Group
- Head's Personal Assistant ⇒
  - Secretary, Bursar, Stock Controller
- Head of Catering ⇒
  - Catering Staff

**Staff must collect their Emergency Numbers and keep them in a safe, secure place at home – numbers must be kept up to date.**

This is a good system if we all play our part. When SchoolBase goes online, this system will be reviewed.