



Calder Learning Trust's Emergency Evacuation Procedure for parents

November 2019

Emergency Evacuation Procedure

Dear Parent,

Please may we ask that you read and discuss the emergency procedures with your child so they are fully prepared in case of an emergency in school and your arrangements. We periodically update students on emergency procedures in school; however it is important that you discuss arrangements for school closures with your child also.

Questions to ask:

If the school was to close during the day, where would your child go?

If you were unavailable to care for your child overnight, where would your child go? (Ideally you have already completed this information on the data checking sheet)

Calder Primary Procedures support the whole school safety procedure with the following caveat:

*Parents of **Calder Primary pupils** will be contacted to arrange collection by an adult on their 'approved collectors' list. We will also contact The Ark, for those pupils that attend, to arrange early collection where possible.*

Emergency Closure for Snow: Extreme Snowfall

Out of school hours

If we have snowfall overnight and the school has to close, the information will be broadcast on [Radio Leeds](#) (92.4FM & 774MW & Digital Radio) and on [Pulse Radio](#). Information will also be posted on the School website and social media. We ask that you do not ring school for information as the telephone lines rapidly become jammed.

During school hours

If snowfall causes an early closure during the school day, we will liaise with the bus companies and attempt to get all students onto their usual bus at an earlier time. Again, details will be broadcast as mentioned above. If you live in one of the outlying areas and wish to pick up your child early, please report to reception and we will arrange for your daughter or son to come from class.

Please note we cannot release other students without parental permission.

Please note that we expect all students to have made arrangements for early closure. This might mean going to a friend's or a relative's house in the local area until they can be picked up. It should not include remaining in school hoping for an improvement in conditions. We will however accommodate all students until they have contacted parents and it is safe for them to leave the school premises. Please do not contact your son/daughter directly and make private arrangements as we then, cannot safeguard your child.

Emergency Plan for Flooding

Flood warnings are issued by the Environment Agency and weather warnings may be given by the Met Office. These warnings may either come into school directly or through other agencies eg Police, Radio or Calderdale Council

Where a warning is given to the school about the risk of flooding, the predicted extent of the flood and the amount of time available before it arrives will determine the course of action to be taken. The Head teacher (or Deputies/SLT in their absence) can initiate any of the following as appropriate:

- Inform the Local Authority seeking advice on whether to close the school
- Decide whether or not to send students home early, in consultation with the local emergency authorities and the Chair of Governors
- After any flood event we will endeavour to implement procedures to re-open school as quickly as possible

When making a decision to close the school it must also be noted that where advised to do so, it may also be necessary to close the school in order to use it as an Emergency Rest Centre, if advised by the County Emergency Planning Team

For reference consult the Environmental Agency at:

<https://flood-warning-information.service.gov.uk/warnings?location=+Mytholmroyd>

In The Event of an Immediate Flood Risk during school hours

The Environment Agency uses the flood warning sirens to get a message out quickly to the Upper Calderdale communities if it is expecting the rivers to flood. There are now eight sirens, which sound like air raid sirens.

- **School will remain open to support the safety of our students and to support the local community**
- Parents will be contacted as soon as there is any information received by the local authority of a risk of flooding
- Emergency evacuation plans will be posted via the school website, social media and parent email
- Where possible, bus companies will be contacted to arrange the immediate evacuation of our students
- Students living locally will only be allowed to leave school if it is deemed safe to do so dependent on the location of the flooding.
- Dependent on the safety of students and the risk of flooding, students may be allowed to leave on a staged approach eg, Upper Valley first (Walsden, Todmorden, Hebden Bridge). This will be part of the evacuation plan.
- Parents are asked to support the school by NOT giving their child permission over the phone to just leave school without permission and our knowledge. As you can appreciate, this breaches our duty of care for safeguarding students..

