

## Flood

The Environmental Agency issues three levels of flood warning:

1. Flood Alert (higher levels of water than usual).
2. Flood Warning (flooding of homes, businesses and property expected).
3. Severe Flood Warning (severe flooding is imminent. Imminent danger to life and property).

Governing Bodies have agreed that in the event of the 2nd level of warning being issued, the following schools in the flood plain, will close: St. Joseph's Primary, Trinity St. Mary's Primary, Collingwood Primary.

Should the 3rd level of warning be received, **all** schools will close as the two schools on higher ground, Elmwood Primary and Woodville Primary, may be needed as additional evacuation centres.

Should the warnings be received during the normal school day, parents will be contacted and asked to collect their children. If road closures or other reasons prevent this, those children will, if necessary, be evacuated with staff to the school identified in the table overleaf.

## School Records

It is essential that school records are kept up to date. All schools update these on an annual basis. However, should your contact details alter in the interim, please notify your child's school immediately.

## Useful telephone numbers:

### Collingwood Primary School

01245 322258

### Elmwood Primary School

01245 321301

### St. Joseph's Catholic Primary School

01245 321828

### Trinity St. Mary's C of E Primary School

01245 321711

### St. Mary's C of E Primary School

01245 320505

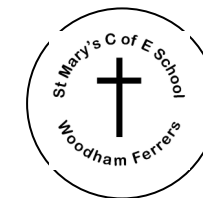
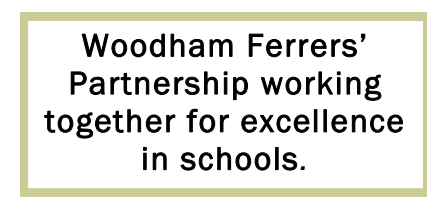
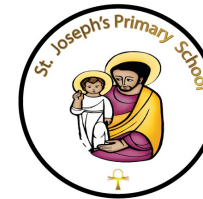
### Woodville Primary School

01245 321755

### William de Ferrers Secondary School

01245 326326

## A Parent/Carer's Guide to Emergencies in School



Safeguarding pupils and students through forward planning.

(Reviewed November 2020)

# Dealing with Emergencies

All schools are required to make preparations in the event of unexpected or emergency situations, although these are implemented on relatively few occasions!

## Individual School Emergencies

These could include:

- Fire
- Severe weather conditions such as heavy snow, preventing staff from getting to work
- Boiler breakdown
- Building damage
- Service malfunction

In the event of any such difficulties occurring, all schools will do everything possible to maintain their normal routine. However, occasionally there may be a need to close all, or part of the school. If this proves necessary, the procedure will be as follows:

- ⇒ When possible, parents will receive information by text, e-mail or letter, in line with the school's normal means of communication.
- ⇒ If prior notice is not possible, information will be given via local radio.
- ⇒ On occasion, parents/carers will be telephoned during the day to ascertain if they are able to take their children home.
- ⇒ No pupil or student will be allowed to leave without their usual responsible adult or named contact.
- ⇒ All children and young people who are unable to go home, will remain in school until the normal collection time

## UNLESS

- ⇒ it would be unsafe to remain in the building, in which event evacuation to another local school will be organised and children should then be collected from the host school (see chart for details).

## Local Radio transmission bands

**BBC Essex:** 103.5 and 95.3 fm

Evacuation to a host school		
School	In an individual school emergency, the host school	In flood conditions the host school will be:
Collingwood	W. de Ferrers	n/a
Elmwood	Champions Manor Hall	Any children unable to go home
St. Joseph's	W. de Ferrers	Elmwood
St. Mary's	The Priory,	n/a
Trinity St. Mary's	W. de Ferrers	Elmwood
Woodville	Elmwood	Any children unable to go home will remain on site
W. de Ferrers	Contact parents then send	Woodville
Chetwood Centre	Centre users will return to their own school or, if appropriate, follow their school's evacuation procedure (above).	

## Whole Locality Emergencies

These could include dangerous weather conditions, such as severe gales or flood. Parents will be informed of school closures in the normal way, if at all possible, or by local radio or telephone.