

Crises Management Policy

A crisis, according to the Oxford Dictionary, is a time of intense danger or difficulty, hence it is of paramount importance that certain procedures are in place for such circumstances so that the situation can be "managed" & dealt with both efficiently & safely.

Examples of such crises are:

- Out break of fire.
- Cross infection of disease.
- Flooding, Failure of the gas, electricity & / or water supply.

The following is a break down of the steps that need to be taken in the aforementioned situations.

1. Outbreak of Fire

Any person discovering a fire:

- Sound the alarm.
- Leave the building.
- If you are a member of staff – attack the fire, if possible, using the appliances provided or call 999.

On hearing the fire alarm:

- Leave the building by the nearest fire exit.
- Any responsible person should take the fire registers from the reception with them when leaving the building.
- Close all doors behind you.
- Report to the assembly point – Car Park, Houghton Street & Quenby Street.

Assembly point:

- Register of the students must be taken at the assembly point i.e. Car Park, Houghton Street & Quenby Street.

After the fire has been dealt with, if the school can resume as normal then it will do so.

2. Cross infection of disease

Infection will not spread if transmission from one individual to another is prevented. There are a range of strategies for prevention, depending on the nature of the infection.

Hand washing

This is the single **most** important measure. Diseases that are spread by direct skin contact or by contaminated material can be prevented by vigorous attention to personal hygiene. Hands should always be washed after any personal care is provided for any other individual whether or not infection is suspected. This should be standard practice. If gloves are used, it is important to realise that, when these are removed, hands may be contaminated and hands should always be washed after glove removal.

Ordinary soap and water is quite adequate and hands should be dried on a clean towel. If washing facilities are not available, then an alcoholic skin rub can be used.

Isolation

Where a disease is infectious, isolation of the student will protect both staff and other students. Necessary arrangements should be made as soon as possible for the care of such students i.e. inform parents/guardians immediately who can make arrangements to pick up the student or possibly consider hospitalisation.

Cleaning of body fluids, i.e. urine, faeces, vomits and blood etc.

All body fluids should be cleaned up as soon as possible after spillage, preferably using plastic gloves (washing up liquid will do) though this is not essential. If blood has been spilt, a 1 in 10 dilution of household bleach should always be used to protect

against hepatitis B and AIDS. In general, the task is more unpleasant than a risk. Obviously, hands should always be washed after handling such materials.

Disposal of excreta and soiled materials

A toilet is ideal for disposing off faeces and urine and should be used whenever possible. Infected materials, for example dressing, may need special collection – the district nurse can arrange this. All other waste should be wrapped up and dispose of in the dustbin.

Preparation of food

Hands should always be washed before handling food and after visiting the toilet. Individuals with diarrhoea or vomiting should not prepare or handle food for other people.

Disinfection

Normal household disinfectants should be used.

3. Flooding, failure of the gas, electricity &/or water supply

Those responsible will do their utmost to rectify the situation i.e. fix the fault permanently or provide an alternative supply.

If the situation cannot be rectified to an adequate standard then the parents/guardians will be notified immediately so that they can make arrangements to pick up their children from Leicester Community Islamic School.

4. In the event of gas or chemical leak staff should:

- Inform the Principal/Administrator.
- Determine the source of the leak.
- Move students away from source of leak.

The responsible person (Principal) will:

- Take action to stop the leak.
- If the leak is serious then sound the fire alarm.
- Supervise emergency evacuation.
- Telephone Transco.

5. Emergencies during examinations:

In the event of an emergency like a fire alarm, bomb alert, flooding, gas leak, chemical leak during an examination the following action will be taken by the invigilator:

- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Make sure that all question papers and scripts are left in the examination room.
- Make sure that all the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, the candidates may be taken (with the question papers and scripts) to another place to complete the examination.
- The examinations officer with the invigilator will make a full report of the incident and of the action taken, and send it to the awarding body within 7 days of the incident.

5. Flu Pandemic Policy

If the school is affected by the flu pandemic then the following steps will be taken to ensure the well being of the students and staff:

- Consultation with the principal will take place on whether to close the school or not.
- Parents will be notified as soon as a decision is made, so that they can make arrangements to collect their child(ren).
- In case a child does become sick due to the flu pandemic then all measures will be taken to separate him/her from other students (and minimise his/her contact with staff) until his/her parents arrive to collect him/her or we make appropriate arrangements to send him/her home.

- In case we decide to keep the school open during the Flu Pandemic then we will:
 - Take hygiene measures to reduce the risk of infection spreading.
 - Ensure that staffs showing any symptoms of the infection go home.
 - Students showing any signs of the infection will be taken home or their parents notified to collect them.