

EMERGENCY ACTION PLAN (EAP)

BSA created this emergency procedure policy to be able to react promptly and efficiently in case of emergency. An emergency situation includes incidents linked to extreme weather conditions (i.e. flooding or earthquakes) or incidents caused by human activity (i.e. a riot, stampede or terrorist attack).

The teachers' room is the designated centre where action will be taken in the case of emergency.

The Director of Studies (DoS) is the designated person to take the lead during an emergency situation. In case the DoS is not available, the Deputy Safeguarding Leader will be the next person to take the lead. In case the last one is not available, the Company Manager will be the next person to lead.

In case of an emergency situation in London, when our students and staff are likely to be close to the incident, the procedure is as follows:

Off-site activity:

- For off-site emergency, the activity leader will take the lead. (S)he will follow the government recommendation: run, hide, tell.
- The off-site leader will liaise, as much as possible, with the school to provide information about the situation and will await to be told what to do.

In the school/crisis centre:

- The designated leader will manage the list of staff and students to be contacted and their updated contact details.
- The leader will contact all members of staff and all students to make sure they are safe (the responsible person might ask the help of other member of staff) and give them instructions for off-site activities.
- If a student or member of staff can't be reached, the leader will pass this information to the emergency services.
- If a member of staff or a student needs immediate care, the leader will ensure that the person injured receives the care they need. If necessary, the leader or a member of staff designated by the leader will accompany the injured person to the hospital and stay with them as long as needed.
- The leader will be the link between BSA staff and students and their agents/parents/guardians/next of kin and will keep them informed. It will be a priority for the leader to contact the parents or next of kin of every student and inform them that the student(s) are safe.
- Members of staff and students will have to check their email regularly to be aware of the information disclosed by the school.
- The leader will be in charge of monitoring the information passed onto the media.
- Any information collected and evolution of the situation will be recorded in a log.

In case the staff or students can't reach the school for information about what to do and how to react, BSA recommends following the safety recommendations provided by TV or radio. It is also recommended to follow the instruction: run, hide and tell.

BSA will update its website with the phone number and email address to contact in case of emergency.

The Company Manager roles:

- will ensure that staff is aware of the present policy.
- will keep up to date the staff contact details.

The Director of Studies roles:

- will ensure the teachers contact details are up to date.
- will be responsible for coordinating the response in case of emergency.

The Receptionist roles:

- will ensure the students contact details' are up to date.
- will liaise with the leader and will pass any information he/she collect.
- will be responsible for keeping the website up to date with the latest information that can be communicated.

Emergency contact details:

During opening hours: +44 (0) 208 981 14 57

Outside opening hours: +44 (0) 7985571541

Email: hello@bethnalstudentacademy.com

Sources: [Guidance for English UK member: Safety and Security in the event of an emergency](#)

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COMMUNICABLE DISEASE OUTBREAK

Due to the nature of school nationality mix, emergency actions/responses regarding infectious/communicable disease rely on prevention and identification, containment and control strategies.

1. PREVENTION All school staff and students should consider the following prevention "rules of thumb":
 - a. Basic hygiene measures, like frequent hand washing or use of an alcohol-based hand gel, especially after using the restroom, should be practiced at all times.
 - b. If you are sick, do not go to work or class and minimise your contact with others. Seek appropriate medical intervention early on to protect both yourself and others around you.
 - c. If you exhibit signs of respiratory infection, practice cough etiquette. This means covering your mouth/nose when coughing or sneezing, and using tissues to contain respiratory secretions (followed by tissue disposal in a waste basket and hand washing).
2. IDENTIFICATION, CONTAINMENT AND CONTROL

Staff and students who are sick should stay away from the school and seek diagnosis/treatment through a medical healthcare provider. Students who are sick should report their condition to school for further assistance. This can be done by phone or email.

Outbreaks of acutely infectious/communicable diseases will be assessed by the Director of Studies and Company Manager, in accordance with government health guidelines.

While specific actions and responses will take once such a disease has been identified tend to be disease-specific, three different containment and control strategies will be followed:

- Actions involving sick/symptomatic persons include: diagnostic testing, treatment, isolation, transportation to a local hospital and disease reporting through public health authorities.
- Actions involving those who have been in contact with sick/symptomatic persons include: diagnostic testing, medical monitoring/counseling and treatment/isolation/ambulatory transportation as needed.

- Actions involving those not in direct contact with sick/symptomatic persons include: information sharing as to the nature of the disease outbreak and specific recommended preventative actions, medical monitoring/counseling, additional cleaning and disinfection of public spaces and others as needed.

Outbreaks of less acute infectious/communicable diseases (like pandemic influenza, coronavirus, etc) will principally be managed in accordance with government guidelines. This may result in the temporary suspension of all the school classes and activities.

While it is highly unlikely that building evacuations (as traditionally defined) would occur following an outbreak of infectious/communicable diseases, it is critical for all employees/students to stay informed as an emergency unfolds.