



# **Emergency Procedure**

**Updated: 01.03.2023**

**B1 Adastral Park, Martlesham Heath, Ipswich, IP5 3QU  
info@alphaguardians.co.uk  
+44 (0)1473 559015  
www.alphaguardians.co.uk**

# Emergency Procedure

## Statement

The safety of our students is our main priority. Alpha Guardians acknowledges that there may be situations out of their control that require planning for. This plan outlines what Alpha Guardians will do in the event of an emergency. (Please note that the scenarios are not exhaustive.)

## Emergency Procedure

### Dealing with an emergency

It is important that staff who receive an emergency call keep calm and remember to note all of the information provided. You may need to provide reassurance and support to the informant as they may be upset, suffering from shock or may panic.

- Ascertain out what has happened, gathering as much information as you can;
- Discuss with the informant what action needs to be taken and by whom;
- Keep a written record of the information and of any actions taken. (A template for recording incidents is included at end of this plan);
- The Directors should be informed immediately about the situation.

### Specific scenarios

Please note that specific scenarios may require a bespoke plan that will include further details on how we will handle the issue. Where this is the case Alpha Guardians will circulate the plan with all relevant parties.

### Cancelled Flights

When a student's flight is cancelled in the UK Alpha Guardians will arrange for suitable care. If necessary students will be accommodated in an emergency homestay until it is possible to travel. Where a student is waiting at an airport without a member of our staff, students are required to contact Alpha Guardians as soon as they are aware that their flights have been cancelled. Parents will be kept fully informed of the situation. Alpha Guardians will liaise with the airline and parents to re-arrange the flights.

### Pandemic/ Contagious Outbreak

Pandemics can cause major disruption to travel and schooling. It is important in such events to take advice from the government, Public Health England and the World Health Organisation. AEGIS provides guidance for members to follow. This is regularly updated as a situation develops. Usually, in a pandemic it is important to restrict movement so as not to spread the disease further. That means boarding school students would usually remain at school. In the event of a pandemic Alpha Guardians may not be able to offer homestay accommodation as this could place students, homestay families and the wider community at risk. Alpha Guardians will work with parents to find flights to home countries where required. Alpha Guardians will work with schools to meet students' needs during a pandemic. This could be by helping to support students to learn remotely as directed by the school. Alpha Guardians will work with parents and schools to find suitable quarantine accommodation for students where required.

# Emergency Procedure

## Serious injury or death of a student

Serious injury or death of a student is distressing for all concerned. Alpha Guardians will:

- Liaise with medical staff and police
- Keep parents informed
- Help parents arrange flights
- Handle any media enquiries
- Liaise with schools and any other external agencies (such as LSP) where required
- If required, assist parents with rehabilitation and flights home
- If required, assist parents with funeral arrangements

## Terrorist incident

Schools will have their own lockdown procedures to ensure the safety of students in the event of a terror attack. In the event of a terror attack taking place in the UK when a student is staying at a homestay, Alpha Guardians will follow the guidance provided by the UK government and the police. Unless instructed otherwise, students will be asked to remain in the homestay and not to go out unaccompanied by their homestay. In such a situation Alpha Guardians will assess the risks and act accordingly.

## Fire

In the event of a fire at a homestay, after dealing with the emergency by calling the fire brigade, the homestay is expected to inform Alpha Guardians. Students will be moved to a different homestay until the accommodation is refurbished. Alpha Guardians will visit the homestay to check the suitability of accommodation before any students return.

## School closures

There are many reasons why a school may close. These could be temporary, such as due to weather or a staff shortage or permanent, for example due to bankruptcy. Unless closure is due to a contagious disease (see pandemic guidance above), Alpha Guardians will provide accommodation for students with their homestays\*.

## Requests from schools to remove a student

Alpha Guardians has a plan in place for any student who cannot be accommodated by the school due to illness, disciplinary action or any other cause. Having received notification from the school, a suitable emergency bed will be sought with one of our regular homestays. Travel will be arranged both to and from the homestay by Alpha Guardians.

## Emergency Homestay Accommodation\*

Please note that emergency homestay placements may not necessarily be with the students' usual homestay, but will be with one of our vetted homestays who provide high levels of care. These homestays may be a greater distance from the school. Wherever possible we will place students with their usual homestay.

# Emergency Procedure

## Emergency Contact Details - Guardian Organisation staff

Name	Contact Details
Trudy Jacklin	01473 559015 or <a href="mailto:trudy@alphaguardians.co.uk">trudy@alphaguardians.co.uk</a>
Mark Jacklin	01473 559015 or <a href="mailto:info@alphaguardians.co.uk">info@alphaguardians.co.uk</a>
Alpha Admin	01473 559015 or <a href="mailto:info@alphaguardians.co.uk">info@alphaguardians.co.uk</a>
Nigel Shaddick	07899 958082

## Contact Details - Other Organisations

Organisation	Contact details
Police	Tel: 999 (24 hour) Tel: 101 (24 hour, non-emergency number)
Fire & Rescue service	Tel: 999 (24 hour)
Ambulance service	Tel: 999 (24 hour)
National Health Service	Tel: 111 (24 hour)
AEGIS	Tel: 01453 821 293
Foreign & Commonwealth Office	Tel: 0207 008 1500 (24 hour, consular assistance)
Environment Agency	Tel: 0345 988 1188 (24 hour Floodline)
Met Office	Tel: 0370 900 0100 (24 hour, weather desk)
Health and Safety Executive	Incident Contact Centre: 0345 300 9923 (Monday to Friday 8.30am until 5pm) Out of hours duty officer (24 hour): 0151 922 9235 <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>
Public Health England	<a href="http://www.gov.uk/government/organisations/public-health-england">www.gov.uk/government/organisations/public-health-england</a> Main Switchboard: 020 7654 8000 Email: <a href="mailto:enquiries@phe.gov.uk">enquiries@phe.gov.uk</a>
World Health Organisation	<a href="https://www.who.int/">https://www.who.int/</a>
Local Safeguarding Partnership	<a href="https://suffolksp.org.uk/contact-us/">https://suffolksp.org.uk/contact-us/</a>

# Emergency Procedure

## Incident Form

Staff should complete this form when receiving information about an emergency incident. Please ensure that you obtain and record as much information as possible.

Name of Informant:

Date and Time of Call:

Contact Details of Informant:

Date and Time of Incident:

Nature of Incident:

Location of Incident:

Who was Involved?

Ascertain whether anyone has injuries and if so, where have they been taken to?

Have the Emergency Services been informed? If so, what instructions have they been given?

Who has been informed?

Owner of Alpha Guardians

Parents

Agents

School

Host

Students

AEGIS

Action to be taken:

Police

Ambulance Services

Fire Services

Local Safeguarding Partnership

Health and Safety Executive

Media

Other: Please add:-

# Emergency Procedure

Please list any other people or organisations involved including their name, contact details and comments:

Please add any further relevant notes and comments:

Form Completed by:

Name:

Signature:

Date:

# Emergency Procedure

## Review

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: .....01/03/2023.....

Signed: .....Trudy Jacklin.....

Date of Review before: .....01/03/2024.....