Downsell

PRIMARY SCHOOL

Learning Today, Leading Tomorrow

Business Continuity Plan

1. Aim and objectives

The aim of this emergency response plan is to mitigate the effects of any emergency situation on the school, staff and students etc.

The supporting objectives are to:
- Prevent/minimise the loss of life, injury and ill health to pupils and staff;
- Alert and work with relevant parties as necessary to provide guidance and reassurance e.g. Emergency Services, Waltham Forest Council, school governors and parent/carers;
- Manage the situation until the relevant support arrives;
- Minimise disruption to the normal daily routine of staff and pupils;
- Ensure appropriate working with the media; and
- Support staff, students, and parents/carers in the aftermath of the incident.

This document has been prepared in conjunction with the London Borough of Waltham Forest Corporate Business Continuity Management Plan,
http://forestnet.lbwf.gov.uk/lbwf_corporate_business_continuity_plan_v1.6___may_11_.pdf

Further guidance is available on the DfE website on

http://www.education.gov.uk/schools/adminandfinance/emergencyplanning/planning/a0010615/school-emergency-management-plan

Copies of this plan are held on the school site at the following location(s)

Head Teacher's Office
Deputy Head Teacher's Office
Business Manager's
Main Reception
Site Services Officer's Office

Copies of this plan should be issued to relevant staff and be held at a secure place off-site at

Chair of Governor's House
Head of School's House
Business Manager's House

Staff are informed of the contents of this Emergency Response Plan and relevant updates via

Staff Bulletin
Staff Inset Sessions

2. The school Emergency Response Team

Head of School	**Mrs Leonie Daly**
Deputy Head of School	**Miss Claretta Jean**
Site Premises Staff	**Kier**
Business Manager	**Mrs Marina Kaloki**
Inclusion Manager	**Mrs Jan Hawkins**
Foundation Manager	**Miss Maria Regan**
Chair Of Governors	**Mr Shayeed Butt**

3. Individual Roles and Responsibilities

Role	Responsibility	Person(s) responsible
Incident Manager	• Consider the need to alert other colleagues and external agencies • Establish an Emergency Response Team and allocate roles • Collate all relevant information relating to the emergency • Co-ordinate the emergency response strategy, liaising with relevant agencies, e.g. the emergency services, Waltham Forest council, school governors as appropriate • Evacuate buildings/ close school as necessary • Monitor the emergency response • Provide regular staff/ team briefings • Authorise any additional expenditure	Head Teacher/ Site manager
Deputy Incident Manager	• Assists Incident Manager • Co-ordinates and manages staff in the Emergency Response Team • Monitors staff welfare and organises staff roster	Site Manager/Deputy Headteacher
Parent/Carer Liaison Officer(s)	• Advises parents/ carers and provides information • Provides point of contact • Arranges on site co-ordination of visiting parents/ carers • Maintains regular contact with parents/ carers where appropriate	Head Teacher/ Deputy Headteacher
Administrators	• Staff the telephone lines • Help to collate information • Relay incoming and outgoing messages by phone, fax, email, etc. in a prompt manner • Provide admin. support to the Incident Manager and Deputy Incident Manager • Maintain a log of key events and decisions, including expenses incurred • Set messages on voice connect	School Business Manager/ Office Staff
Communications Officer/Media Spokesperson	• Acts as point of contact for media enquiries • Works with Council's Communications Team to prepare media statements/ interviews • Assist with internal communications	Head Teacher/ Deputy Headteacher
Teachers	• Maintain supervision • Ensure the safety and security of students • Provide information and offer reassurance • Take roll call where necessary • Monitor students' physical and psychological welfare	Head Teacher/ Deputy Headteacher
Facilities Manager	• Ensure site security at all times • Provide information about site facilities/ layout as necessary • Assist with access/ egress to the school	Site Manager/Headteacher
Liaison Officer	• Communicate with colleagues at school on regular basis during the incident & receive updates/progress reports • Relay information to & from Waltham Forest	Head Teacher/ Deputy Headteacher

4. Initial Response

In case of Major Emergency:

The staff member witnessing or first discovering the emergency situation will be responsible for initiating the immediate response to the threat. This may involve:

- Summoning help/ calling emergency services (dial 999)

- Taking charge of the scene until further support arrives

- Securing immediate welfare of students and staff e.g. through shelter or evacuation

- Alerting Headteacher, Deputy Head or most senior member of staff in their absence

- Logging relevant information e.g. location and time of emergency, details of persons involved, summary of events, etc.

EMERGENCY PLANNING RESPONSE CONTACT NUMBERS	
Emergency Services	999
Waltham Forest Direct 24/7	020 8496 3000
Deputy Director of CYPS	020 8496 3221

Once the initial alert has been made, consideration must be given to who else should be informed e.g. school governors, parents/carers etc. It is imperative that contact details are maintained (including out of hours) and are readily accessible.

A cascade system of alerting relevant persons should be considered as this allows information to be distributed quickly by several people. This is identified in Appendix 4.

Dealing with the media

It is very important that Headteachers and staff consult with the Chair of Governors, and Local Authority before making statements direct to the media, so that advice and guidance can be given on what to say and more importantly what not to say.

Katie Meyers   **Corporate Comms. WF**

020 8496 4879

5. Emergency telephone/Mobile phone/Fax/Email /Address list or location where information is held

Title	Details
List of School Staff	Office/ Offsite Gridstore Backup
List of Governors	Office/ Offsite Gridstore Backup
List of parents/carers	Office/ Offsite Gridstore Backup
Fire, Police, Ambulance	999
Bank	
Building Consultancy Kier	02085291415
Deputy Director of CYPS	020 8496 3221
Catering Facilities	02084963000
Premises Manager	02085291415
Site Services Officer	07807411365
(Headteacher)	07956450058
(Business Manager)	

(Deputy Headteacher)	
(ICT Systems Manager)Admin	02085236510
Corporate Health and Safety Unit	020 8496 3413
Health and Safety Executive	020 8496 3408
School HR Advisor	020 8496 4569

(Care should be taken to ensure that details are kept secure from unauthorised persons)

6. Grab Packs

Recommended contents of Grab Pack to include:

- Mobile phones/charger;
- In car phone adaptor;
- High Visibility vests/ ID badges;
- School Emergency Plan;
- Pen/Paper/Clipboard/blank log sheets;
- Local map;
- A4 school plan;
- List of essential contact numbers;
- Whistle;

School Grab Packs are updated and maintained by

School Business Manager/Office Staff

Grab Packs held on school site at:

Head Teacher's Office
Deputy Head Teacher's Office
Business Manager's Office
Main Reception
Site Services Officer's Office

Grab Packs held by following staff off-site:

Head Teacher's House
Chair of Governor's House
Business Manager's House

7. On-site arrangements

ICT advice may be sought from Council's ICT Support (020 8496 3629)

ICT servers are located:

ICT Suite

ICT systems are backed up on a daily basis by both:

School ICT Technicians
School Business Manager and

Relevant back-ups of all computer data are kept securely at:

School Safe – Heads Office

A copy of the Assets Register is kept off site with

Educational Visits are managed via:

Deputy Headteacher

The school manages Work Experience Placements via:

Mrs Leonie Daly

Lettings arrangements are organised and managed via:

Kier

Medical information is retained via:

School Medical Office
Computer Sims
Gridstore Offsite

Procedures for dealing with inclement weather are as follows:

Should the school have to be closed due to bad weather, the schools bad weather procedures should be followed.

The school arrangements for dealing with the threat of flooding are as follows:

If there is a severe flood warning issued by either the Authority or Government Agency, the procedures outlined above for inclement weather should be followed. It may be appropriate to turn off electricity supplies and take other appropriate action to protect the building as advised

Site security arrangements are as follows:
(Guidance is available in the Health and Safety Manual - Local Code of Practice 9 – Improving Security in Schools)

Contractors/Cleaning/Catering etc liaison arrangements are as follows:

Kier

8. Off site evacuation plan

Although it may be unprecedented for a whole school site evacuation, Senior Managers and staff recognise the possibility and have drawn up the following contingency arrangements to implement this scenario:

- Transport details

Walking, supervised by staff

- Alternative location(s) details e.g. reciprocal arrangements with another school or a community hall, church etc

- Pupil supervision/registration arrangements

Registers would be taken to the appropriate locations, co-ordinated by the School Office Attendance Officer, and the office staff

- SEN/Medical needs arrangements and support

Inclusion Manager with the help of LSA support and First Aiders

- Staff liaison with Waltham Forest Council

Head Teacher/Deputy Head

- Contact arrangements with Waltham Forest Insurance Sections to arrange mobile classrooms, etc.

Head Teacher/Deputy Head

9. Out of hour's arrangements
(Please refer to other plans/documents where necessary)

School arrangements to supervise students beyond normal school hours due to an emergency situation are as follows:

All staff that can will be requested to stay.   All Leadership Team members will stay.

Should a visit be running late, parents should be notified as far as possible via phone and/or text message?   A member of staff nominated by the School's Visits Co-ordinator should await arrival of the students and arrangements should be made for parent to wait at the School where possible (refer to School Visits Policy)

School staff arrangements to respond to emergency situations outside working hours are as follows outlined in Appendix 4

10. After the emergency – counselling

The school recognises that the effective management of our emergency response includes the provision of support, where necessary, after the event. The recovery timeline will focus on the individual needs for continuing support.

As the initial response is completed, school senior managers will complete a debrief to allow a review of actions taken. Students, parents/carers and staff will be given the opportunity to talk through their experiences with colleagues and counsellors.

Log of action taken

Date/Time (use 24 hour clock)	Action Point	Person making log entry	Further Action required	Additional comments

ISSUE	YES	NO	COMMENTS/ACTION
Does the school have an Emergency Response Team (ERT)?			
Has the ERT established roles and responsibilities?			
Has the School Emergency Response Plan been implemented after discussions with staff?			
Are procedures established to ensure contact details are maintained and updated for: Parents/carers Staff Pupils?			
Do you perform daily back up of your ICT systems?			
Are back-up tapes of all computer records kept off site?			
If back-up tapes are kept on site are they held in a fireproof safe?			
Is a copy of the assets register kept off site?			
Are archived school records kept in a secure and accessible place?			
Is a fireproof safe used for relevant records?			
Do you have site plans showing gas/water/electricity cut-off locations?			
Are details of staff/pupils on Educational visits and work experience known to relevant staff?			
Have local hazards been identified e.g. Train lines, major roads, neighbouring industrial estates etc?			
Are there procedures for inclement weather and dealing with flooding?			
Have risk assessments been undertaken and control measures implemented to reduce the risk (H&S Manual)?			