

School Emergency Response Plan

For

**Disaster Recovery including the event of a
Critical Incident**

THE HUB SCHOOL



Transforming Lives

Policy Owner:	RCM/School Business Manager	
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1. Introduction

The Hub School Business Continuity Plan (BCP) has been written for those who will be involved in re-establishing the operational delivery of services following a major incident. It should be read in conjunction with:

- The schools' Fire Evacuation Plan (the operation of which does not necessarily activate the BCP).
- Closure due to snow procedure.

2. Definitions

An **emergency** is any event which causes, or has the potential to cause injury, loss of life, damage to property or significant business disruption.

A **disaster** is the escalation of an emergency to the point where normal conditions are not expected to be recovered for at least 24 hours.

3. General Information

3.1 Review and Training

This document should be reviewed annually by the Leadership Team and the Governing Body. As a procedural document a further review will take place in light of an emergency or disaster event occurring.

3.2 Associated Documents/Information

Associated Documents include:

- Fire Evacuation Plans
- Fire Risk Assessment
- Closure due to snow procedure
- Risk Assessment Policy

3.3 Emergency Contact Information

The school have agreed the contents of a file (located on the filing cabinets in the SBM's office) which would be used in the event of incident. The file contains:

- A copy of this plan
- Fire Evacuation Plans
- Closure due to snow procedure
- Plans showing utilities
- Details of The Parent Helpline (St Cleer) or Text Service (Blisland)
- Emergency contact details of children, staff and governors

Staff and pupil data (those on roll) including home phone numbers are stored on SIMS. This is to be kept up to date at all times.

4. Strategy

If a disaster is declared by The Executive Headteacher or the Head of School the Business Continuity Plan will be activated.

Staff communication will be via email, text and the website if this is operable, or by use of the snow plan telephone lists if not.

The following organisations may need to be advised of the implementation of the Business Continuity Plan as soon as possible:

- Head of Children and Young Peoples Services 01482 392050
- Schools property 01482 392191
- Press Office 01872 322186
- Safety Services Manager 01482 391110
- Health and Safety Executive (HSE) 03000 031747
- Insurance Advisors 01482 394195
- Local Police 101/999*
- Local Fire Service 01482 565333.

*dependant on the nature of the event other relevant contact details are identified at Appendix 1

5. Roles and Responsibilities

5.1 Executive Headteacher or the Head of School

The Executive Headteacher is responsible for the implementation and co-ordination of the BCP, including:

- immediately contacting the relevant ERYC officers County if the disaster relates to the built environment or the ICT infrastructure to establish if the building can be re-occupied and/or service delivery reinstated
- co-ordination of status reports/communication for the benefit of all audiences (including staff, pupils, parents, LA, media)
- maintaining the BCP in an up-to-date format by delegating responsibility to the Business Manager for updates.
- immediately contacting the relevant emergency services of the incident requires it

5.2 Incident Management Team (IMT)

Lead by the Executive Headteacher the Incident Management Team includes Head of School and the School Admin Team. Additional members of the team will be recruited to match the specific needs of the incident.

The IMT is responsible for acting under the direction of the Executive Headteacher (or the Head of School) to restore normal conditions as soon as possible in a safe environment.

Delegate of key areas of responsibilities to ensure smooth management:

Senior Staff/Management Team/Key Incident Management Team		
Name	Position	Role in an Incident
Rachel Davies	Executive Head Teacher	Incident Manager Media Liaison
Ruth Patterson	Head of School	Emergency Services/Children's Services Liaison
Kerry Mould	PA to Head of School	Coordinating Liaison
Jon Badman	Teacher in Charge	Welfare Lead

The Incident Management Team is responsible for:

- Long term strategy
- Funding issues
- Liaising with coordinating group (below)
- Providing adequate resources
- Press and media liaison – **only the Executive Head teacher or the Local Authority press office will liaise directly with the media**
- Communicating with relevant bodies

Central Liaison Point for all incidents: School office

Alternative Liaison point: Head of School Office

Evacuation location - Haltemprice Sports centre

5.3 Staff

Staff are required to co-operate with the IMT in support of the BCP.

In the event that staff are sent home, they should remain available during normal working hours to assist with necessary tasks.

6. Procedure for Closing the School

6.1 Closure in advance of a School day

The school can be closed in advance of a normal school day using the following system:

1. Closure authorised by the Executive Headteacher or the Head of School and the Chair of Governors.
2. Notification of a school closure using the Local Authority On-line website (actioned by the Head of School).
3. Implementing the school staff snow closure procedure.
4. Recording the closure on the home page of the school website (actioned by the School Business Manager).
5. Sending out Parent Helpline announcement/text messages to all parents (actioned by the School Business Manager)

6.2 Closure during a School Day

It is never a preferred option to close the school during a school day but should it be necessary the following procedures will apply:

1. Closure authorised by the Executive Headteacher or the Head of School and the Chair of Governors. Pupils will continue to be supervised by staff until parents authorise them to leave or they are collected.
 - parental authorisation can be provided from a parental phone number
 - consider use of Places of Safety (as described below)
2. Notification to the Local Authority of the school closure using the website (actioned by the Executive Head Teacher).
3. Recording the closure on the home page of the school website (actioned by the School Business Manager)
4. Sending out text messages/Parent Helpline announcement to all parents (actioned by the School Business Manager).

6.3 Immediate Places of Safety

In the event of a major incident on site requiring the school to be closed, pupils will assemble at the primary assembly points. If these are not useable staff will escort pupils to the secondary assembly points on The Hub School field.

6.4 Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, pupils will be escorted into East Riding Car Park which is located outside of the main entrance to your right from where they can be collected or from where they can be released to parents.

7. Lockdown Procedure

It is now possible to envisage circumstances where the school may wish to lock itself in, to secure staff and pupils from an outside threat. This circumstance is described as a 'lockdown'.

If a lockdown is declared:

- the Executive Headteacher or Head of School will advise to implement the lockdown.
- the IMT will mobilise.
- the school will be advised that it is in 'lockdown' by the IMT.
- all staff will remain in classrooms and keep pupils calm and away from windows and external doors
- all pupils in external PE lessons will be advised to return to the school building immediately

The lockdown will proceed in the following priority where it does not immediately endanger life

- the external gates of the school will be closed.
- all external doors and windows will be locked:

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor entrances discretely from the classroom windows. The doors should only be opened by the Executive Headteacher or Head of School when visual confirmation of the presence of the Emergency Services can be confirmed.

Evacuation Procedure in Critical Incident

→ alarm → where assemble → staff/pupil training → comms → run, hide, tell

8. Business Recovery in the Event of a Loss of Buildings or site Space

8.1 General

Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the Local Authority

8.2 Insurance

The school is covered under the Local Authority business continuity insurance, this includes the installation of temporary working facilities.

8.3 Replacement Site Facilities

The size and scope of facilities required for the school will vary according to circumstance. In the first instance contact should be made with the LA Insurance on 01482 394195.

The location of the temporary accommodation will be determined based on the space required and circumstances at the time. One possible location that has been identified for consideration should temporary accommodation / buildings need to be sited is:

- School playing field

Erecting additional buildings on our current school site will always be the preferred solution.

8.4 Relocation Agreements

All venues have been consulted and have agreed to the use of their facilities as outlined below. In the event of a disruption to our critical activities, as detailed above, we will contact the following where appropriate to organise alternative provision.

The Executive Headteacher takes overall responsibility for contacting appropriate locations.

In the event of an incident, following agreement by the Incident Management Team:

Premises available: 1. Main Hall 2. Library 3. Computer Room	Would allow delivery of: • Classroom based lessons • Physical Education • SATs Examinations

9. Pandemic Threat / Mass Staff Unavailability

Loss of staff is considered a generic threat to operations. The spread of a virus capable of impacting on operational service delivery is now considered genuine and serious.

In the event of mass staff illness, and after all avenues of supply have been investigated, the IMT will shut the school to pupils using the same procedures described above.

10. Other Threats

The following 'Other Threats' have been considered:

- Phone and ICT Communications Loss
- Finance Process Breakdown – payments to staff & suppliers fail
- Utilities / Energy Supply failure
- Service Delivery Loss of General Nature, buildings or ICT support
- Key Supplier Failure– Catering, transport
- Evacuation due to Nearby Incident
- Bad Weather prolonged
- Strikes
- Appendix 1 – Contact List - the planned management activities to manage these situations should they occur.

11 Welfare Considerations

In the event of an incident the school is aware that actions to address associated trauma need to be taken immediately, and for this reason, our welfare lead is included in the Incident Management Team.

Over time, further action and support will be needed to reduce longer term effects on the emotional well-being and achievements of both pupils and staff.

Feeling shocked and numbed or feeling a strong urge to talk are normal reactions of those thrown into a major crisis. The school will try to ensure that adults and pupils are able to make contact with those we and they trust.

Younger pupils particularly are best supported by people they know well i.e. their families and school staff. Outside agencies can provide support and advice to those directly involved with the pupils.

Appendix 2 - details short, medium and long-term actions which will be considered by the school in the event of an incident (where appropriate). The school will take decisions with support from welfare experts and the Local Authority support services.

12. Debriefing

During and after any incident, it is vital that debriefs are held.

Some incidents will be lengthy, therefore it is appropriate to carry out regular debriefs to discuss the issues over the period.

Debriefing sessions will produce a number of issues requiring action or clarity. These must be acted upon as a priority.

The Executive Headteacher is responsible for organising debriefs and actioning amendments to the policy and procedure

Appendix 1

Contact List

Position	Notes	Telephone Number	Information
Emergency Services		999	
ERYC Schools' Emergency Telephone Line	Office Hours (8.30am - 5.30pm)	01482 392999	
	Out of Office Hours	01482 393939	
Inclusion and Access Manager	Office Hours (8.30am - 5.30pm)	01482 392110	
Schools Property Officer	Office Hours (8.30am - 5.30pm)	01482 392191	
Building Surveyors	24 Hour Emergency Line		
Communications Team	Office Hours (8.30am - 5.30pm)	01482 391440	
Education Visits Consultant	Office Hours (8.30am - 5.30pm)	01482 392417	
Educational Psychologists	Office Hours (8.30am - 5.30pm)	01482 392254	
Police Non-Emergency Number		101	
NHS Choices		111	
Northern Powergrid	24 Hour Emergency Line (Yorkshire & North Lincolnshire)	0800 375 675	
School's IT	Sue Bottomley	01482 394472	
Environment Agency	Environment Incident Hotline	0800 807060	
	Flood line	0345 988 1188	
National Grid	All Gas Leaks	0800 111 999	
Yorkshire Water		0333 414 9040	Account number 9128556101

Appendix 2

Recovery Action Plans

Operational Threat	Steps to Restore Normal Working	Action by Whom	Comments/Notes
Phone and ICT Communications Loss	Assessment to be made of duration of loss of service – will it impact learning? Long term loss – children to be taught Loss of phones – KCOM phone provider to be contacted to initiate restoration of services. ICT – Broadband – contact ERYC School's IT to restore. Data held on server – backed up on a daily basis via remote system, to restore data at the earliest possible opportunity.	Executive Headteacher or Head of School School's Admin Team IT Technician Governors	
Finance Process Breakdown – payments to staff & suppliers fail	Assessment to be made of duration of loss of service – will it impact learning? Contact IMS Team and SLT for support. Contact ERYC School's IT to restore data (if necessary). Contact IT Technician.	Executive Headteacher Head of School School's Admin team	
Utilities / Energy Supply failure	Assessment to be made of duration of loss of service – will it impact learning? Contact Yorkshire Water British Gas Asset Management team ERYC YEB	Headteacher School's Admin Team Governors	
Building Loss – partial or complete (Fire, Flood etc.)	Assessment to be made of duration of loss of service – will it impact learning? Contact LA Insurance Dept Temporary Accommodation needed? Use a nearby school to ensure lessons continue?	Headteacher IMT Governors	
Service Delivery Loss of General Nature	Assessment to be made of duration of loss of service – will it impact learning?	Executive Headteacher or Head of School	

	Long term loss – children to be taught in a nearby school.	IMT IT Technician Governors	
Key Supplier Failure– e.g. Catering	School to provide packed lunches until the caterer can source cooked meals elsewhere	Head of School School's Admin Team	
Evacuation due to Nearby Incident	Liaise with the LA and the Police.	Headteacher or Head of School IMT Governors	
Lockdown due to Nearby Incident	Liaise with the LA and the Police.	Headteacher or Head of School IMT Governors	
Fire	Evacuation as per Fire Plan. Emergency information pack.	Headteacher or Head of School School's Admin Team IMT Governors	
Bad Weather prolonged	School will be closed as per the snow closure procedure. The situation will be assessed regularly to ascertain whether staff and children are able to travel to school safely.	Headteacher Governors Caretaker	
Strikes	The school will close for the duration of the strike.	Headteacher Governors	
Terrorist Attack or Threat	The school will close, advice will be sought from the Police and the LA.	Headteacher or Head of School IMT Governors	

Appendix 3

Short-term considerations

- Organisation of pupil and parent reunions.
- Consideration of which pupils need to be briefed, how and by whom.
- Contacting outside support agencies, particularly Educational Psychology and CHUMS (child bereavement service).
- Arrangement a briefing meeting for staff as soon as possible.
- Arrangement of a debrief session for directly affected staff.
- Arrangement of a debriefing session for pupils, if appropriate.
- Ensuring procedures for monitoring staff and pupils are in place.
- Activation of strategies for allowing young people to express their feelings about the situation, if they wish.
- Contacting the families of those hurt or bereaved to express sympathy.

Decisions to be made may include:

- Who will give the news and what should be said?
- Whether to provide briefing notes for form tutors responsible for informing pupils, to ensure a consistent message.
- Will counselling be required, and how will this be achieved?
- What information needs to be given to parents so that they are informed of assistance and support available to them and their child?

Medium-term considerations

- Ensuring a member of staff makes contact with pupils at home or at hospital.
- Making sensitive arrangements for return to school.
- Arrangement of alternative methods of teaching, if necessary.
- Arrangement of support for affected staff.
- Arrangement of consultation so staff feel more able to support pupils.
- Clarification of procedures for referring pupils for individual help.
- Ensuring parents are kept informed.
- Consideration of attendance at funerals, taking the wishes of parents into account.
- Planning memorials and / or special assemblies.
- Ensuring monitoring procedures are in place and being followed.

Long-term considerations

- Introduction of strategies to continue monitoring vulnerable pupils and staff.
- Consultation and decision making over whether and how to mark anniversaries.
- Ensuring new staff are aware of the pupils affected and in what way.
- Ensuring new staff know how to obtain further help if necessary.
- Recognising that legal processes, enquiries and news stories may bring back distressing memories and cause temporary upset in the school.
- Consideration given to offering meetings for pupils and parents seriously affected by the incident. Advice and assistance can be offered through the Educational Psychology services.

In case of death / bereavement the school will consider:

- Providing something tangible at the school for all: book of condolence, flowers, collection, and display of art work for remembrance.
- Holding a staff meeting with support agencies to discuss appropriate strategies for incident response and those affected.
- Plans to manage distress that may be caused by ongoing police / legal proceedings and media attention.
- Pupils that may need help in discussing their thoughts and feelings: how will this be done? Through the class teacher? Outside organisation?
- Closing for the day to allow people to attend the funeral
- Arranging transport for pupils to attend the funeral
- Whether pupils should be encouraged or discouraged from attending the funeral
- Whether there should be a memorial service at the school. If so, when?

In addition to those directly affected or involved in the incident, children and adults who are most likely to suffer distress as a result of the incident include those who:

- Are uninjured, but were at greatest risk.
- Directly witnessed death / injury / violence of the incident.
- Are siblings of those directly involved.
- Those who blame themselves.
- Those who are being blamed by others.

- Are experiencing instability at home.
- Have learning difficulties.
- Have pre-existing behavioural difficulties.
- Have previously suffered bereavement or loss.
- Have witnessed a similar incident or event before