



KIMPTON PRIMARY SCHOOL SEVERE WEATHER PLAN

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REVIEW RECORD

Name of Policy	
Severe Weather Plan	
Staff Responsible for Review (e.g. Headteacher, Subject Leader)	Date reviewed with staff
Headteacher	January 2018
Governors and Committee Responsible for Review	Date of Review
FGB	January 2019
Date Adoption recorded in Governing Body minutes	Date of Next Review
24 th January 2018	January 2019

COPY OF POLICY KEPT IN POLICIES FOLDER IN HEADTEACHER'S OFFICE

RECORD OF AMENDMENTS SINCE LAST REVIEW

Page/Clause Amended	Brief Details of Changes
Appendices	Appendices now take account of the new severe weather system: Everbridge and how to send messages using it.

Signatories

Headteacher:		11 th January 2018
Chair of Governors:		11 th January 2018

PROCEDURES TO DEAL WITH THE CONSEQUENTIAL ISSUES ARISING FROM SEVERE WEATHER OR A PUBLIC EMERGENCY

This guidance sets out the actions schools need to take in the event of severe weather or if a public emergency is declared by the Local Authority.

1. Closure Decisions

1.1 The decision to close a school in severe weather, or when responding to a public emergency, should be taken by the Headteacher based on the following:

- local conditions
- this guidance
- an assessment of risk
- information from the Local Authority

1.2 Schools with reduced teaching staff should consider staying open and providing group activities to limit the impact on working parents.

1.3 If the Council advises a school or a group of schools of a public emergency that may require their school(s) to close, the HCC Warn and Inform procedure should be followed. **See section Warn and Inform.**

1.4 Where possible, advanced warning will be given. Where this has been issued, schools should consider how this might impact on their establishment, for example:

- staffing issues
- fuel supplies
- catering supplies
- transport issues, e.g. Passenger Transport Unit, taxis etc.

1.5 Where it is likely that there will be prolonged severe weather or closures related to a public emergency, a Local Authority team will be set up to co-ordinate and support services. Regular emails will be sent to Heads, giving the county picture and any new information as it becomes available.

1.6 Schools should use the Closure Notification System (CNS) to inform the Local Authority, parents and other interested parties of closures. Messages received via this system will automatically be forwarded to any individual who has signed up to receive notifications from a specific school and will also be posted on a public facing noticeboard linked from www.hertfordshire.gov.uk. An email will also be automatically generated and sent to your nominated radio station. Please allow up to 10 minutes for the message to show on the noticeboard. **See section Closure Notification System.**

1.7 Should the school require any additional assistance, for example if the premises has sustained serious damage, follow the guidance in the [Schools Emergency Response Plan](#) and use the contact numbers below:

Monday – Friday	08.30 – 17.30	01438 737261
Saturday	09.00 – 16.00	01438 737261

2. HCC Telephone Helpline

- 2.1 Information and updates about any interruptions to the normal business of HCC services can be obtained by telephoning the HCC helpline:

The number **01992 556616** has thirty lines and is available 24 hours a day, seven days a week.

- 2.2 The helpline is also used to provide information during any other emergencies, which may require us to close any HCC buildings.

3. Staffing

- 3.1 Unless specifically told otherwise, staff will be expected to use their best endeavours to attend work without putting themselves or others at risk. When the Police recommend that motorists undertake only essential journeys, this is considered to include travel to work and school.

- 3.2 Headteachers should ensure there is an up to date list of home contact/mobile phone details of all staff and parents.

- 3.3 Where it is deemed too unsafe or difficult for staff to attend their workplace, other options should be considered.

Teaching staff that cannot get to their school should try wherever possible to offer to help out at any nearby school. The Headteacher will decide if the staff member has sufficient identification and allocate suitable supervised tasks. Acceptable identification would consist of a CRB disclosure, a recent payslip and photo ID, such as a driving licence or passport.

4. Preparation for severe weather

- 4.1 In severe weather make sure that the heating is left on during 'out of hours' periods for frost protection purposes. Where appropriate, ensure there is adequate fuel for prolonged closures.

- 4.2 Brief staff in advance to ensure they know what is expected of them.

- 4.3 Brief parents, children etc. in advance to ensure they understand how they can get up to date information, e.g. www.hertfordshire.gov.uk local radio, parentmail etc.

- 4.4 Ensure regular suppliers/contractors are informed of procedures and confirm arrangements are in place for essential services/deliveries.

- 4.5 Where schools are open, risk assessments must be undertaken to ensure the health and safety of staff, pupils and all site users. Inspections of paths and walkways should be carried out regularly and documented. This should include local arrangements for clearing and salting when ice or snow appears, as well as any failures to the surfaces.

If the school is insured with HCC, the Council's insurance section will deal with any liability issues that arise. Any claim that is made to the school should be passed to the insurance section immediately.

The team will then process the claim and deal direct with the claimant, or their appointed representatives.

- 4.6 Where gales or high wind warnings have been issued, the site should be checked for dead or damaged branches/trees and other potential hazards to people or property.
- 4.7 Where it is not possible for some staff and/or children to return home, schools should ensure there are plans in place to provide warmth and hot refreshments.
- 4.8 In extreme conditions HCC may request that schools or other establishments be used as rest centres for members of the public.

5. Reopening of schools following closure

- 5.1 When the severe weather has passed, establishments should check their premises before announcing that it will reopen. The manager or key-holder should inspect the premises for signs of damage, e.g. heating failure, flooding, burst pipes or damaged trees.
- 5.2 School sites that have experienced damage serious enough to warrant declaring a Critical Incident should follow the guidance in the School Emergency Response Plan and use the contact numbers below:

Monday – Friday	08.30 – 17.30	01438 737261
Saturday	09.00 – 16.00	01438 737261

- 5.3 Head teachers should use their school contact systems for advising staff of the situation and update the school's status on the closure notification system.

6. Responding to severe weather

- 6.1 Schools do not need to call the Local Authority or local radio stations. The Closure Notification System will inform both the Local Authority and radio stations.

Each school will have a nominated radio station(s). An email is automatically sent to the nominated radio station(s) when a school sends a message into the system.

The radio stations can then decide if they are able to read out school closures, host them on their websites, or point listeners to www.hertfordshire.gov.uk

6.2 It is expected that the CNS will be used as a result of severe weather conditions but it could be used to inform parents and the public of other major incidents that make a closure necessary. Decisions on using the CNS for anything other than snow will be taken by the Local Authority and communicated to schools.

6.3 Please remember that in very extreme cases radio stations may be overloaded, If a parent has already signed up to receive messages via the CNS they will automatically receive your message. If they haven't signed up, you should use all other means possible to inform parents and others that the school will be closed:

- tell parents to look on www.hertfordshire.gov.uk
- publish information on your own website
- leave a message on the answer machine
- have contact numbers for staff and parents and others to hand and use a cascade system where possible
- leave a message on the main entrance or gate and, in the case of schools, ensure someone is there to meet any children/parents etc who may turn up - let parents and others know that you will use the above methods

6.4 If at all possible, use the Closure Notification System and notify parents of your school's closure between midday and mid-afternoon of the day before. **All messages are cleared from the noticeboard each day at midday.**

If you cannot make a decision until the morning, please send your message as early as possible to reach parents and children before they set off for school. Please allow up to 10 minutes for the message to show on the noticeboard. If a parent has signed up to the new CNS they will automatically receive your message via SMS or email.

6.5 Schools should keep a copy of these procedures with their copy of the [Schools Emergency Response Plan](#) (KPS – Critical Incident Response and Recovery Plan)

APPENDIX A

WARN AND INFORM

If the Local Authority needs to contact a school or a group of schools to notify them of any public emergency that may affect their school or locality, the following procedure will be followed:

- An SMS message will be sent from mobile number **+44 7860 022148** to the mobile phone numbers provided by the school for the Headteacher, members of SLT and Chair of Governors, as emergency contacts on Solero.
- An email will be sent from the following address - [Hertfordshire County Council conf-XXX@everbridge.net](mailto:Hertfordshire%20County%20Council%20conf-XXX@everbridge.net) **PLEASE NOTE THAT THE X'S REPRESENT UNIQUE REFERENCE NUMBERS THAT CHANGE WITH EACH MESSAGE SENT**

APPENDIX B

CLOSURE NOTIFICATION SYSTEM

Schools should use the CNS to inform the Local Authority, parents and other interested parties of closures. Any individual who has signed up to receive notifications from specific schools will receive the message in the format of their choice – text message or email. Messages received by this system will also be posted on a public facing noticeboard linked from www.hertfordshire.gov.uk. An email will also be automatically generated and sent to your nominated radio station.

How to Send Messages

Sending Messages via the internet web site

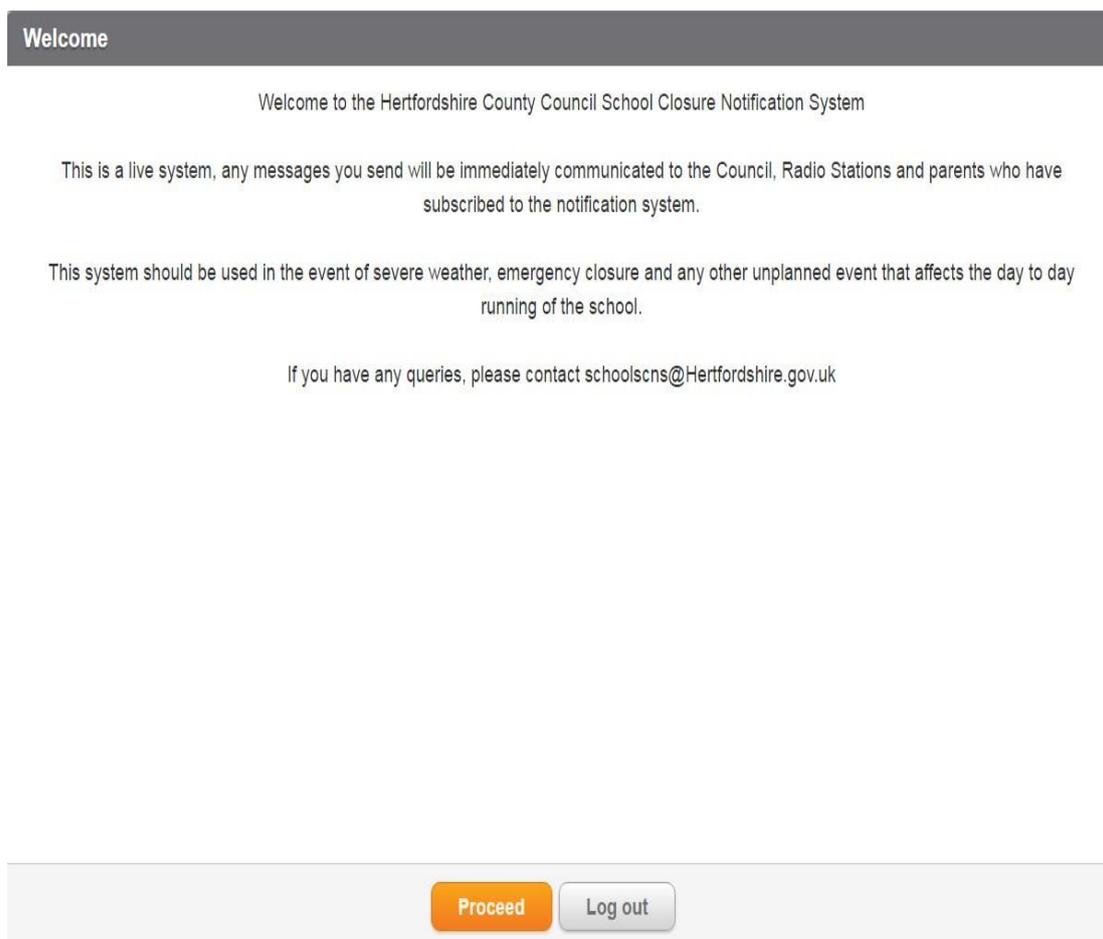
The Everbridge system allows you to login and send messages from any internet enabled device including your mobile phone, please see guide for sending messages through the mobile application.

In order to send a message through your PC or laptop, please navigate to:

<https://manager.everbridge.net>

You will be asked to login using the credentials that you set when you registered, please see the “logging Into Everbridge” guide if you require more details in accessing the system.

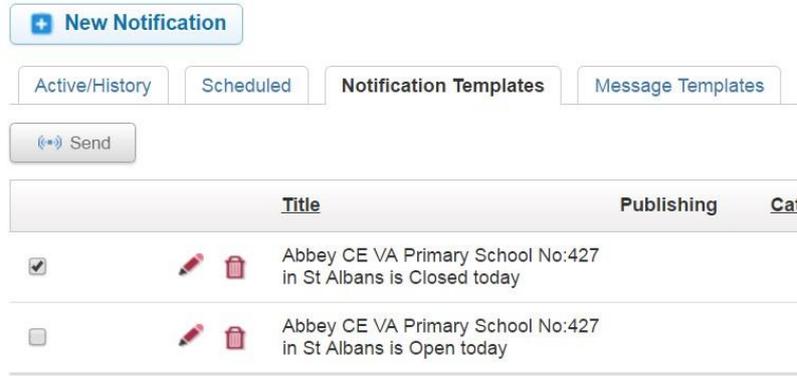
Once you have logged in you will be presented with a welcome screen:



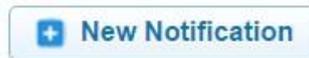
Click proceed and you will be taken to a screen that shows you the last 18 months of messages you and your colleagues have sent in regards to the status of your school, it also provides you access to audit information on these messages.

To send a school **open** or **close** message that has been pre-configured with the correct information, in the correct format, with the correct settings and set to go to the correct recipients:

Click on “**Notification Templates**” and put a tick next to the message you want to send, then click “**Send**”:



To send a new notification for other purposes, click on the “New Notification” button:



You will be taken to the notifications screen:

Create Message

High priority message  

* **Title**

Title/Subject

Body

Text

Message body

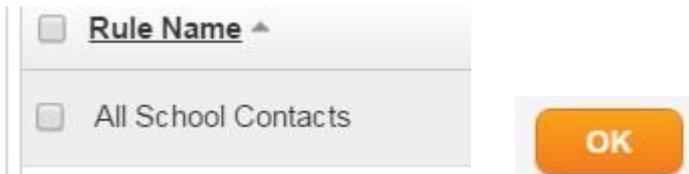
The notification subject must include the following to ensure that the correct information is conveyed

- School Name
- School Number
- Town (required for radio stations)
- OPEN/CLOSED

Include any other information you would like to convey in the “Body”.
Scroll down and click on “Rules”:



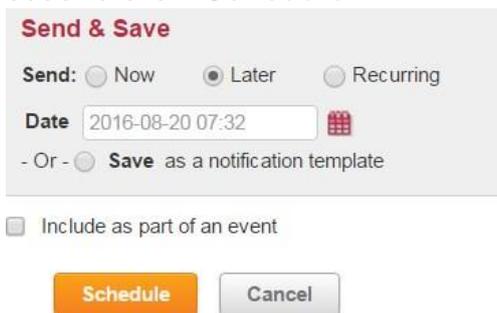
Select “All School Contacts” and click the OK button



Scroll to the bottom of the screen and click “Send” to send the message:



If you want the message to go out at a later date, you can click on “Later” located just above the send button and set the date and time when you would like the message to go out and click “**Schedule**”



Alternatively, click on “**Save as a notification template**” to save this for re-use, please remember you must configure all of the settings, the notification content and the recipients.

Sending messages via the mobile application

The mobile application is available for iPhone and Android - please search your application store for Everbridge and download the “ManageBridge” application.

Once you have downloaded the application, locate and click the icon:



You will be asked to login with your username and password that you set during your registration process:



everbridge
MANAGEBRIDGE

Username

Password

Save Username

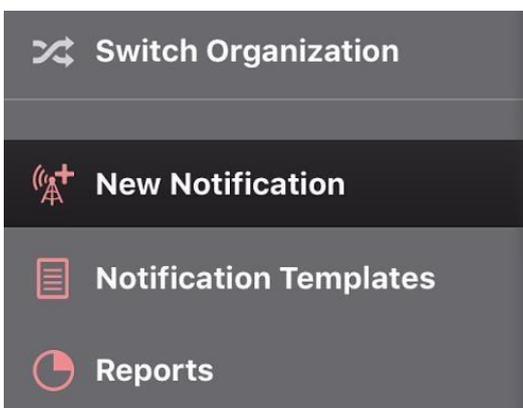
Login

Enter your details and click login; you can choose to save your username, but your password will not be saved.

To send a pre-configured school closed or open notification, click the three horizontal lines visible top left when you login:

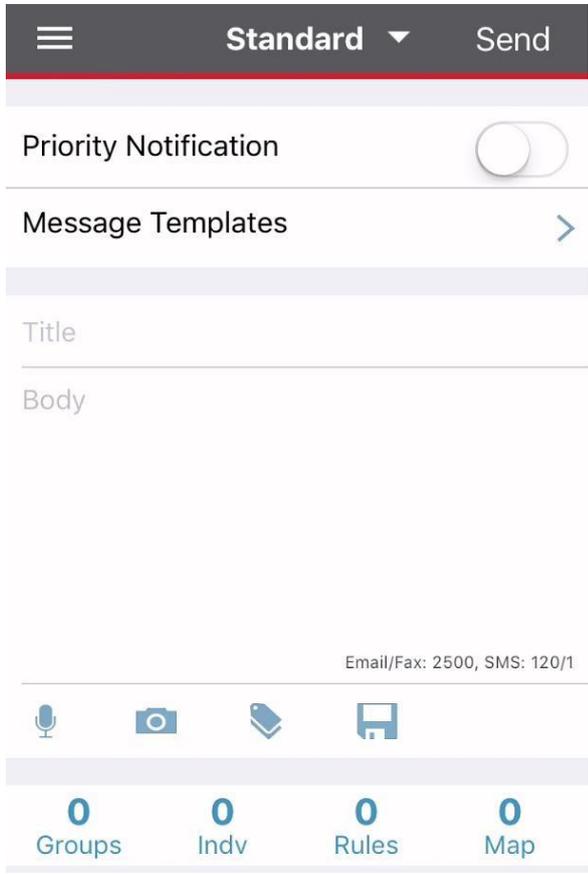


From here select "Notification Templates"



From the list select the “open” or “closed” template and click “send”. The notification will go.

To send an ad hoc notification you will need to utilise the “New Notification” option:



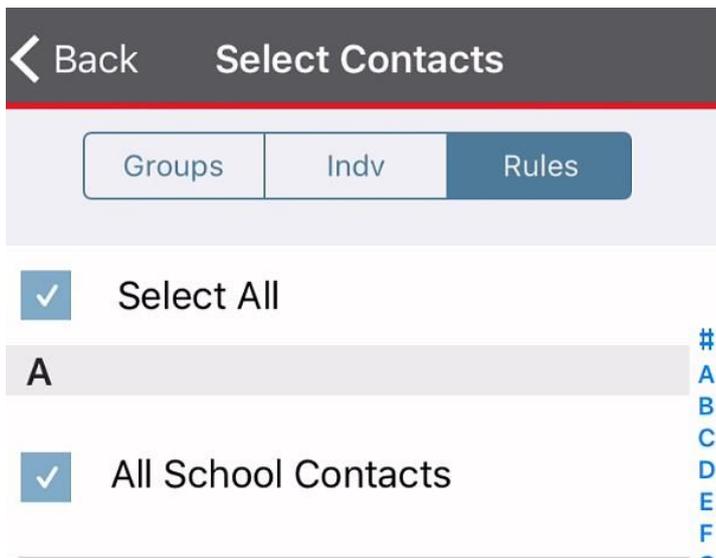
The notification subject must include the following to ensure that the correct information is conveyed

- School Name
- School Number

- Town (radio stations require this apparently)
- OPEN/CLOSED

Include any details that you wish to communicate in the “Body”, remembering to also include your school name in the message body, finally click on “Rules”.

This will give you the ability to select “All School Contacts”, which will automatically select all parents who have subscribed to receive your communications, the council, the radio stations and bus companies.



Click “Back” and click “Send”, your notification has now been sent. You will be presented with audit information on the message that you sent, which will detail the number of contacts your message was sent to.

Noticeboard

Please allow up to 10 minutes for the message to show on the noticeboard. If your message is not visible on the noticeboard 10 minutes after sending your message, you should email or call your nominated radio station(s) as a back-up. Email addresses and telephone numbers are in Appendix D. Please also report this to sandra.barley@hertfordshire.gov.uk

If the radio station asks you for a password, this is **Rainbow**.

Messages are cleared from the noticeboard each day at midday - schools will have to send an updated message each afternoon or early morning during severe weather or emergency situation in order to keep the noticeboard up to date and parents as informed as possible.

APPENDIX C

Radio station snow contact emails (to be used as a back up)

Heart 96.9 Home Counties

huw.james@heart.co.uk

mark.sadler@heart.co.uk

fcnews@heart.co.uk Telephone:

01582 676240

Covers: Letchworth, Hitchin and Baldock

Heart 97.6 Home Counties for Beds, Bucks and Herts

huw.james@heart.co.uk mark.sadler@heart.co.uk

fcnews@heart.co.uk Telephone: 01582 676240

Covers: St Albans, Stevenage, Hemel Hempstead, Hitchin, Berkhamsted, Harpenden

Heart 103 Cambridgeshire

huw.james@heart.co.uk

cambridgeshire.news@heart.co.uk Telephone:

News desk 01223 623830

Dedicated Snow Line 01733 281415

Covers: Royston

Heart 101.7 Essex for Harlow

news.essex@heart.co.uk Telephone:

01245 524550

Covers: East Herts including Hertford, Ware, Cheshunt, Broxbourne, Bishop's Stortford and Hoddesdon, Sawbridgeworth, Much Hadham

Heart 96.6 Hertfordshire

daniel.fox@heart966.com

john.darin@heart966.com

Telephone: 01923 205477 (dedicated snowline)

Covers: Watford, Hemel Hempstead, St Albans, Rickmansworth, Berkhamstead, Redbourn, Borehamwood, Kings Langley & Radlett

BBC Three Counties Radio 103.8fm(most of Herts), 92.1fm(Watford), 90.4fm(East Herts) and 630MW/1161MW

3crsnowline@bbc.co.uk

Telephone: 01582 636963 (news desk, open 4am to 8pm) Covers:

The whole of Hertfordshire

BOB FM Hertfordshire (106.7 and 106.9)

news@bobfm.co.uk

brettharley@me.com

Telephone: 01438 422106 (studio – can leave message 24 hours a day)

Covers: Stevenage, Letchworth, Welwyn Garden City, Hatfield, Hitchin, Ware, Hertford.

Mix 96 (96.2fm)

news@mix96.co.uk

studio@mix96.co.uk

Telephone: 01296 399396 (office – better number to call if necessary) or 01296 393396 (studio)

Covers: Tring and Berkhamstead

Radio Verulam 92.6

breakfast@radioverulam.com

badweather@radioverulam.com

Telephone: 01727 839926 or 01727 817026

Cover: St Albans District, Harpenden, London Colney, Colney Heath Radlett and Shenley.