



Localised Business Continuity / Emergency Action Plan for initial stages: general reminders.

The **MAIN business continuity plan** can be found in the main office and Headteacher's office at both schools and at Rangemore in the Medical room also. It outlines incident management teams, has all of the main contacts necessary to deal with emergencies including how to activate county support. It outlines the procedures in 4 stages, Stage 1 – Immediate Actions required (held in this document) Stage 2 – First 24 hours; Stage 3 – 24 hours to 2 weeks; Stage 4 – Post Incident and it outlines reporting requirements. However, some 'emergencies' do not require such a process and a quick response in the initial stages is needed so we should not need to refer to the business continuity plan to effectively deal with it in the early stages. This local, emergency plan serves as a quick reminder for all and may need to be read in conjunction with our local fire action plan.

- **IN AN EMERGENCY ASSESS THE INCIDENT AND IMMEDIATE IMPACT IF NECESSARY DIAL 999 AND ENSURE KEY PERSONNEL ARE NOTIFIED.***
- **WHERE NECESSARY INSTIGATE EVACUATION BY SOUNDING ALARM AND FOLLOW STANDARD FIRE EVACUATION PROCEDURES.**
- **MAINTAIN RECORDS.**
- **WHERE NORMAL SERVICE WILL NOT BE RESUMED, INSTIGATE SNOW/EMERGENCY TREE PROCEDURES TO REMOVE PUPILS FROM SITE OR IF THIS IS NOT POSSIBLE, DECIDE WHETHER TO TRANSFER TO ANOTHER SITE I.E. RANGEMORE CLUB, BYRKLEY/**
- **ENSURE A PLAN IS MADE FOR WHAT PARENTS NEED TO BE TOLD.**

* School Incident Management Team and where necessary the Chair of Governors and the County Council's director on call.

Release of information It is especially important that if names of those who may have been involved in the incident are known DO NOT release – or confirm – them to anyone, before those identities are formally agreed and parents are informed **Media** Please always say that **'I am sure the Governing body will provide a comment for release in due course, thank you.'** Never respond.

REMEMBER TO MAINTAIN RECORDS THROUGHOUT PROCESS

In the event of

a fire	Secure emergency services and evacuate and ensure all children, staff, visitors etc. are safe Is the evacuated site safe or do we need to move? Is it warm enough to wait? Do we need to send children home early? Either: Wait to re-enter school and resume service or, close school using snow tree / emergency contact procedures.
a power cut	ARE CHILDREN AND STAFF SAFE? If no immediate threat, staff to carry on teaching and stay with class unless asked otherwise. No changes to timings of day or teaching other than no ICT use is necessary Headteacher and office staff to convene and make a plan. If no HT (and there isn't time / possibility for the HT to return to site) the office staff can request support of another member of staff if necessary. Staff to send mobiles with reception to the office (they will be reimbursed for any calls) or in EXCEPTIONAL emergency, the phone should be plugged into the alarm line in. Contact power services. Establish an estimated time power will return. Are meals part of the equation (an am event / not completed). Can alterations be made so a meal is provided? Do provisions need to be purchased?
a water cut	ARE CHILDREN AND STAFF SAFE? If no immediate threat, staff to carry on teaching and stay with class unless asked otherwise. No changes to timings of day or teaching. Headteacher and office staff to convene and make a plan. If no HT (and there isn't time / possibility for the HT to return to site) the office staff can request support of another member of staff if necessary. Contact water services. Establish the estimated time water will return Toilets will have one flush left, what time of day is it, will this be a problem? If long term does school need to close?

	<p>Hand washing will not be possible. Have hand wipes store available and hand gel. Drinking will not be possible, if short term, do we have enough in children's own bottles, is it a period where school needs to be closed? Water purchased / brought to school.</p>
an accident	<p>ARE CHILDREN AND STAFF SAFE? Is evacuation needed? <u>Managing injury</u> Lead First aid professional and first aid trained staff deployed to provide first aid to casualties whilst emergency services arrive – ensuring ratios in classrooms remain appropriate for all other pupils so they are supervised, comforted and where appropriate taught.</p> <ul style="list-style-type: none"> • Who is accompanying injured person(s) to hospital; • Provide accommodation; • Provision of immediate transport, assistance, and counselling. • Record the details of casualties and obtain relevant information <p>If no emergency evacuation. Staff to send mobiles with reception to the office (they will be reimbursed for any calls) or in EXCEPTIONAL emergency, the phone should be plugged into the alarm line in. Housekeeping considerations: If no evacuation was necessary, are meals part of the equation? Drinking water, toilets? Do children still need to be sent home? Does the County Council's director on call need to be notified A transport-related accident involving pupils and/or members of staff. Details with the visit planning includes who is on each bus. Ensure clear information is received about which but it is etc. and only release information when staff are sure who is involved.</p>
an epidemic	<p>Are emergency services needed? Seek advice from HPA does the school need to be closed? Follow advice if the school needs to be quarantined. Increase hygiene procedures for cleaning, and information to staff and pupils.</p>
An intruder	<p>ARE CHILDREN AND STAFF SAFE? An unauthorised person who enters the classroom/office. Secure emergency services. Is evacuation needed? Ask another staff member to accompany you before approaching intruder. Politely greet intruder, identify yourself, and ask intruder the purpose of his/her visit. Inform the intruder that all visitors must sign in at the office.</p> <ul style="list-style-type: none"> • If intruder's purpose is not legitimate, ask him/her to leave. <p>Accompany intruder to exit. If intruder refuses to leave: Warn intruder of the consequences for staying. Inform him/her that you have called the police. Give police a full description of the intruder. Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located, whether he/she is carrying a weapon or package, etc.) Police will issue an "all clear" when incident is under control.</p>
A pupil or teacher is kidnapped or taken hostage.	<p>ARE CHILDREN AND STAFF SAFE? Secure Emergency services. Ensure all children and staff are safe, is evacuation needed? Be prepared to provide a description of the kidnapper and person kidnapped.</p> <ul style="list-style-type: none"> • If a vehicle is involved, attempt to identify CYMBAL <p>C - colour of vehicle Y - year M - make B - body (2-door, type of vehicle)</p>

	<p>A - anything else of importance (direction of travel, etc.) L - license plate If kidnapper is unaware of your presence, do not intervene. Seal off area near kidnapping scene. Be prepared to provide information:</p> <ul style="list-style-type: none"> - Number of kidnappers - Description of kidnapper(s) - Type of weapon kidnapper has - Number and name(s) of person(s) kidnapped - Demands and instructions kidnapper(s) has given <p>If kidnapped: Follow instructions of kidnapper. Try not to panic. Treat the kidnapper as normally as possible. Be respectful to kidnapper(s). Ask permission to speak and do not argue or make suggestions.</p>
<p>A pupil or teacher taken hostage</p>	<p>ARE CHILDREN AND STAFF SAFE? If hostage taker is unaware of your presence, do not intervene. Secure emergency services. Give dispatcher details of situation. Seal off area near hostage scene. Is evacuation, or part evacuation needed? Be prepared to provide Police with:</p> <ul style="list-style-type: none"> - Number of hostage taker(s) - Description of hostage taker(s) - Type of weapon(s) hostage taker(s) has - Number and name(s) of hostage(s) - Demands and instructions hostage taker has given. <p>Ensure all other pupils and staff/visitors are safe and follow Police instruction.</p>
<p>Deliberate act of violence</p>	<p>Secure Emergency services. Ensure all children and staff are safe, Evacuate if this is the safest option. If exiting the building IS NOT possible:</p> <ul style="list-style-type: none"> • Go to the nearest room or office. • Close and lock the door. • Cover the door and windows. • Keep quiet and act as if no one is in the room. • DO NOT answer the door.
<p>Bomb Threat / suspicious package</p>	<p>Bomb Threat All bomb threats are to be taken seriously. Secure emergency If you receive a bomb threat by telephone, remain calm, write down the caller's exact words and note the time of the call. Ask the caller:</p> <ul style="list-style-type: none"> • When is the bomb going to explode? • Where is the bomb? • What does it look like?

	<ul style="list-style-type: none"> • What kind of bomb is it? • What will cause it to explode? • Did you place the bomb? • What is your name and address? <p>If you receive a bomb threat in written form:</p> <ul style="list-style-type: none"> •secure emergency services. • Do a quick visual inspection of your area. • Do not touch or move any suspicious objects. • Do not use radios, pagers, or mobile phones as they may trigger an explosive device. <p>If you are told to evacuate the area by authorised emergency personnel, take your notes about the call. Be prepared to tell Police the nature of the information contained in the threat.</p>
A more widespread disaster in the community or Civic disturbances and terrorism	<p>ARE CHILDREN AND STAFF SAFE? Is evacuation needed? Is school needed as a safe site for the community?, a hub for communication etc.? Assess next steps i.e. contact with parents.</p>
Other.....	<p>ARE CHILDREN AND STAFF SAFE? Manage injury? Is evacuation of premises needed? Do children, staff need to leave the site? Parent notification Establish priorities for salvage and advise emergency services and recovery team Media? Remember it may be something like the death of a pupil or member of staff through natural causes or accident. Preparation and emotional support will ne necessary.</p>
Does the County Council's director on call need to be notified – details below.	
Dependant on time scale and nature of incident continue to stage 2 or to post incident checklist of Business Continuity Plan. For many incidents once it is over there may be additional needs such as the physical site of school for business continuity, emotional needs will need to be addressed etc. Use the stages in the BCP to support and coping with a crisis.	

<p>Consider notifying the County Council, of the Incident, via the Director On Call emergency number: Page the Director On Call on 07659 599209 [In the unlikely event that the SCC Director On Call does not get back to you within a reasonable time period, then contact should be made with the Staffordshire Civil Contingencies Unit's Duty Officer. This can be done by calling 08451 213322. This number will put you through to Fire Control. Please ask Fire Control to page the CCU Duty Officer, leaving an appropriate message]. These numbers are not public numbers and should only be used in an emergency. Notify others, as required.</p>	<p>Phoning the number will activate support from the County Council, including notifying all relevant people / groups, and support officers from the County Council will attend the site as a matter of urgency, as necessary.</p> <ul style="list-style-type: none"> • County Improvement Officers; • Corporate Communications (Media) Officers; • Strategic Health and Safety Advisors. <p>E.g. County Improvement Manager, District Senior Educational Psychologist, Corporate Communications Team etc. (see Annex B – Emergency Contacts).</p>
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