



Ashton Community Science College

SCHOOL EMERGENCY PLAN

October 2025

Page left intentionally blank

Plan administration	
Version number	5
Date of issue	29 th September 2025
Electronic copies of this plan are available from	K-Drive- Staff handbook
Hard copies of this plan are available from	Schools Operations Managers Office
Location of emergency grab bag(s)	Main Office JHE office
Date of next review	29 th September 2026
Person responsible for review	Abbie Tannock – Operations Manager responsible for H&S

This plan is confidential. Do not give any contact details or sensitive information to the media, pupils, parents / carers or members of the public without permission.

Plan Sign-off:		
Role	Signature	Date
Head Teacher	Miss S Asquith	
Chair of Governors	Mr J Swindells	

Page left intentionally blank

CONTENTS

SECTION 1 - CONTACT DETAILS.....	8
1.1 School information.....	8
1.2 Contact details - school staff.....	9
1.3 Contact details - school governors.....	11
1.4 Contact details - extended services.....	13
1.5 Contact details - local authority	14
1.6 Contact details - local radio stations.....	17
1.7 Contact details - other organisations	18
1.8 Contact details – Parents / Carers	21
SECTION 2 – SITE DETAILS	22
SECTION 3 - ACTIVATION	24
3.1 Plan Activation Decision Tree	24
3.2 Notification of incident.....	25
3.3 Initial action.....	25
APPENDIX A – INCIDENT LOG SHEET	26
APPENDIX B – ROLES AND RESPONSIBILITIES.....	32
B1 Roles and responsibilities: Co-ordination	32
B2 Roles and responsibilities: Business continuity	35
B3 Roles and responsibilities: Communications.....	37
B4 Roles and responsibilities: Log-keeping	39
B5 Roles and responsibilities: Media management	40
B6 Roles and responsibilities: Resources.....	42
B7 Roles and responsibilities: Welfare	44
APPENDIX C - BUSINESS CONTINUITY	45
APPENDIX D - EVACUATION.....	48
APPENDIX E - SHELTER.....	50
APPENDIX F - LOCKDOWN	51
APPENDIX G - SCHOOL CLOSURE.....	55
APPENDIX H - COMMUNICATIONS	57
APPENDIX I - BOMB THREATS.....	59
APPENDIX J - SUSPICIOUS PACKAGES	61
APPENDIX K – PUPIL PRESUMED DECEASED	62
APPENDIX L – FLOODING.....	66
APPENDIX M - POST INCIDENT SUPPORT	69
APPENDIX N – COSHH INVENTORY	Error! Bookmark not defined.

Page left intentionally blank

SECTION 1 – CONTACT DETAILS

1.1 School information

School details	
Name of school	Ashton Community Science College
Type of school	Secondary (Maintained)
School operating hours (including extended services)	6am – 5.30pm Evening Lettings as booked
Approximate number of staff	170 September 2025
Approximate number of pupils	840 September 2025
Age range of pupils	11 – 16

Office contact details	
Office telephone number	01772 513002
Office fax number	N/A
Office email address	enquires@ashtoncsc.com

Useful websites	
School website / extranet	https://www.ashtoncsc.lancs.sch.uk
Local authority	www.lancashire.gov.uk
Department for Education	www.education.gov.uk
Foreign & Commonwealth Office	www.gov.uk
Environment Agency	www.environment-agency.gov.uk
Met Office	www.metoffice.gov.uk
Health and Safety Executive	www.hse.gov.uk
Teacher Support Network	www.teachersupport.info

1.2 Contact details – school staff

* Leave this field blank for use during an emergency; you may need to record alternative contact details.

Name	Job title	School Emergency Management Team role(s) (if applicable)	Contact details	Alternative contact details *	Notes (e.g. first aid trained)
Headteacher- Sharon Asquith	Incident Manager Responsible for Co-ordination	01772 730250	07977 532495		
Deputy Headteacher (1) – Janet Hoyle	Incident Manager Responsible for Co-ordination	01772 730260	07729 133678		
Deputy Headteacher (2)- Will Clarke	Resources	01772 730256	07816 492744		
Assistant Headteacher (1)- Sarah Connon	Business Continuity	01772 730251	07779 278619		
Assistant Headteacher (2)- Michelle Pilkington	Business Continuity	01772 730258	07816 544212		
Business Manager- Pamela Cummins	Resources	01772 329700	07791 976245		

Name	Job title	School Emergency Management Team role(s) (if applicable)	Contact details	Alternative contact details *	Notes (e.g. first aid trained)
Associate Assistant Headteacher (1)- Claire Parkinson	Welfare	01772 730255	07748 813591		
Associate Assistant Headteacher (2)- Cheryl Parker	Log Keeping	01772 730275	07939 159892		
Associate Assistant Headteacher (3)- Josh Murray	Communications	01772 730282	07715 308992		
Associate Assistant Headteacher (4)- Paula Barrow	Media Management	01772 730281	07401 550513		
Data Manager – Emily Loughran	Communications	01772 730263	07340 326973		
Network Manager- Tom Bleasdale	Communications	01772 730266	07710 416721		
Attendance Officer- Tracey Walsh	Communications	01772 703267	07538 040819		
Site Supervisor- Paddy O'Rourke	Resources	01772 513002	07792 676187		

Name	Job title	School Emergency Management Team role(s) (if applicable)	Contact details	Alternative contact details *	Notes (e.g. first aid trained)
Operations Manager- Abbie Tannock	Log Keeping	01772 513002	07771 365320		
Deputy DSL- Debi Bradshaw	Welfare	01772 730271	07866 699211		

1.3 Contact details – school governors

* Leave this field blank for use during an emergency; you may need to record alternative contact details.

Name	Type of Governor	Responsibilities (e.g. committee chair)	Contact details	Alternative contact details *	Notes (e.g. key holder)
Mr J Swindells	LA Appointed Governor	Chair of Governors	07789 072230		
Miss C Doolan	Co-opted	Vice Chair of Governors	07877 823524		
Mr M Catterall	Parent Governor	Chair of Curriculum & Personnel Committee	07860 355372		

Name	Type of Governor	Responsibilities (e.g. committee chair)	Contact details	Alternative contact details *	Notes (e.g. key holder)
Miss S Asquith	Headteacher Governor		01772 730250	07977 532495	
Mr B Rollo	Co-opted		01772 720149		
Mr A Hird	Co-opted		07917 765966		
Mr D Maddox	Co-opted	Chair of Resources Committee	07786 927367		
Mr O Mollart	Co-opted		07411 595766		
Mr W Clarke	Co-opted		01772 513002	07816 492744	
Mr S Fern	Staff Governor		07710 653530		
Mrs J Hoyle	Co-opted		01772 513002	07729 133678	
Mr D Holden	Parent Governor		07955 584766		
Mr C Moore	Co-opted		07930 650789		
Mrs R Gordon	Parent Governor		07534 458324		
Mrs D Murphy	Parent Governor		07706 907166		

Commented [AT1]: GLENDA PLEASE CAN YOU ADD IN THESE NUMBERS

1.4 Contact details – extended services

* Leave this field blank for use during an emergency; you may need to record alternative contact details.

Name	Type / description of extended service	Operating hours	Contact details	Alternative contact details *	Notes
Mr S Fern	Evening Lettings Supervisor	As required	07710 653530		
Mr W Sweeney	Evening Lettings Supervisor	As required	07412 427637		
Miss E Kelley	Evening Lettings Supervisor	As required	077644 472556		
Miss A Tannock	Evening Lettings Supervisor	As required	07771365320		
Ms M Spence	Evening Lettings Supervisor	As required	07756 406677		
Mr C Calvert	Evening Lettings Supervisor	As required	07562 491987		
Mr J Rothwell	Evening Lettings Supervisor	As required	07488 263672		

1.5 Contact details – local authority

Contact	Operational Hours	Phone	Email
General Enquires			
Customer Access Service	Monday to Friday: 8:00am to 5:00pm	0300 123 6701	-
Building Maintenance – urgent reactive repair and maintenance			
BECON Service	7 days a week: 24 hours	0300 123 6783	-
Social Care Emergencies and Critical Incidents			
Customer Access Service	Monday to Friday: 8:00am to 5:00pm	0300 123 6720	-
Emergency Duty Team	Monday to Friday: 5:00pm to 8:00am Saturday to Sunday: 24 hours	0300 123 6722	-
Lancashire School Improvement School Advisor and Senior Advisor – the school advisory service's officer to your school for day-to-day issues			
Lancashire School Advisor			
Julie Fryer Senior Advisor (Primary School)	Monday to Friday: 8:45am to 5:00pm	07810 252372	julie.fryer@lancashire.gov.uk
Jane Phythian Senior Advisor (Primary School)	Monday to Friday: 8:45am to 5:00pm	07795 812716	jane.phythian@lancashire.gov.uk
Elaine Cluet Senior Advisor (Secondary School)	Monday to Friday: 8:45am to 5:00pm	07435 253669	elaine.cluet@lancashire.gov.uk
Lancashire School Improvement Service Admin Office	Monday to Friday: 9:00am to 5:00pm	01257 516 166	
Lancashire School Nurses			

Commented [AT2]: GLENDA PLEASE CAN YOU ADD IN THIS INFO

Contact	Operational Hours	Phone	Email
HCRG Care Group	Monday to Friday: 9:00am to 5:00pm	0300 247 0040	vcl.019.singlepointofaccess2@nhs.net
Critical Incident Psychological First Aid (CIPFA) – telephone consultation service available for head teachers following a traumatic incident affecting pupils.			
North Area SEND Office	Monday to Friday: 9:00am to 5:00pm	01524 581200	inclusion.north@lancashire.gov.uk
South Area SEND Office		01772 531597	inclusion.south@lancashire.gov.uk
East Area SEND Office		01254 220553	inclusion.east@lancashire.gov.uk
Educational Off Site Visits			
Educational Visits Team	Monday to Friday: 8:30am to 5:00pm	01772 532702	educationalvisits@lancashire.gov.uk
School Transport – School Bus Services			
Faye Scholes	Monday to Friday: 8:00am to 5:00pm	01772 534565	faye.scholes@lancashire.gov.uk
Andrew Glover	Monday to Friday: 8:00am to 5:00pm	01772 533527	andrew.glover@lancashire.gov.uk
Integrated Transport Services – home to school transport for students with Special Educational Needs and Disabilities (SEND), and transport to Pupil Referral Units for excluded students.			
East Lancashire	Monday to Friday: 7:30am to 5:30pm	01282 831858	itseast@lancashire.gov.uk
Chorley / West Lancashire		01695 587420	itschorleywestlancs@lancashire.gov.uk
Preston / South Ribble		01772 705055	itsprestonsouthribble@lancashire.gov.uk
Fylde / Wyre		01772 537290	itsfyldewyre@lancashire.gov.uk
Lancaster / Morecambe		01524 581260	itslancastermorecambe@lancashire.gov.uk
Winter Weather – Equipment / Manpower			
Kirstie Williams	Monday to Friday: 8:00am to 4:00pm	01254 538500	kirstie.williams@lancashire.gov.uk
Ridwan Musa	Monday to Friday: 8:00am to 4:00pm	01772 538500	ridwan.musa@lancashire.gov.uk

Contact	Operational Hours	Phone	Email
Winter Weather – Grit Supplies			
Mick Dand	Monday to Friday: 8:00am to 4:00pm	01772 531216	mike.dand@lancashire.gov.uk
Legal and Democratic Services – legal advice and assistance to schools			
School's Advice Line	Monday to Friday: 9:00am to 5:00pm	01772 530849	education.legaladvice@lancashire.gov.uk
Communications / Media Support – manage any negative news and let people know about the exceptional things happening in your school. Draft press releases. Field enquiries from journalists.			
Fran Winrow		01772 535933	francesca.winrow@lancashire.gov.uk media@lancashire.gov.uk
Insurance for Schools			
Neil Mountford	Monday to Friday: 8:00am to 5:00pm	01772 534512	neil.mountford@lancashire.gov.uk
Maureen Taylor	Monday to Friday: 8:00am to 5:00pm	01772 530104	maureen.taylor@lancashire.gov.uk
Deborah Power	Monday to Friday: 8:00am to 5:00pm	01772 532384	deborah.power@lancashire.gov.uk

1.6 Contact details – local radio stations

* Delete/add/amend details as appropriate to the school and the stations that cover the required area(s).

Radio station	Frequency	Areas Covered	Name / role of contact (if applicable)	Contact details
BBC Radio Lancashire	104.5 FM	North Lancashire		
	95.5 FM	East Lancashire		
	103.9 FM	Central and West Lancashire		
Hits Radio Lancashire & Magic 999	FM97.4	Preston & Blackpool		
Heart Radio	FM105.4	North West England		

1.7 Contact details – other organisations

* Leave this field blank for use during an emergency; you may need to record alternative contact details.

Organisation	Name / role of contact (if applicable)	Contact details	Alternative contact details *	Notes
Police		999 101 – non emergency		
Fire & Rescue Service				
Ambulance Service				
Department for Education	General Enquiries	0370 000 2288		
Foreign & Commonwealth Office	Consular Assistance	+44 20 7008 5000 (24 hour)		
Environment Agency	Floodline	0345 988 1188 (24 hour)		
Met Office	Customer Centre	0370 900 0100 (24 hour)		
Health and Safety Executive	Incident Contact Centre	0345 300 9923		Mon-Fri: 08:30-17:00
	Duty Officer	0151 922 9235 (24 hour)		
Insurance company				
Trade union	Unison NUT NASUWT ASCL	01772 533072 020 3006 6266 03330 145550 0116 299 1122		

Organisation	Name / role of contact (if applicable)	Contact details	Alternative contact details *	Notes
Transport Supplier	Coach Firms	Cosgrove's 01772 460748 Platinum Coaches – 0800 7313806 Redline Travel – 01772 747877		
Catering Supplier	LCC	01772 730273 Ruth Baybutt - 07854 184213		
Agency Staff Supplier	Vida Hays	Mike 01253 966170 (VIDA) Neil McGregor 01772 201513 (HAYS)	07956 177723 (VIDA) 07715 061383 (HAYS)	
Gas Utility Company	Total Gas and Power British Gas	0800 111 999 0333 202 9802		
Water Utility Company				
Electricity Utility Company	NPower British Gas	0800 111 999 0333 202 9802		
Heating Contractor	Wildings James Mercer Group	Paul – 07989 322664 01772 775700		
Premises Management / Property Services	LCC Prop Group	Mark Routledge -		
ICT provider	Schudio	Ian Richardson (Director) 033355770753	Ben Bedford (Operations Manager) 033355770753	

Organisation	Name / role of contact (if applicable)	Contact details	Alternative contact details *	Notes
Education Support	Helpline	08000 562 561 (24 hour)	0208 987 6212	For concerns including; managing difficult feelings or situations; advice on boundary setting and self-care; getting the best out of your work relationships; planning for or processing difficult conversations; and any challenging personal matter.

1.8 Contact details – Parents / Carers

This section should include the process for obtaining contact details of pupils' parents/carers in an emergency. Where in the school this information is kept and how it can be accessed.

Parents will be contacted by various methods depending on the situation:

- Answer Machine Message – The Data Manager will be set up the answer machine for a message only. The message will be updated regularly with information on the emergency to reassure / inform parents and carers;
- School Website – the Network Manager will update the website regularly with information on the emergency to reassure / inform parents and carers. If necessary the web-site can be used for two-way communication;
- Text Message - the attendance officer will send out text messages with information on the emergency to reassure / inform parents and carers;
- Letters Home – If appropriate then letters home notifying parents / carers will be sent home.

The information to be sent / advertised will be co-ordinated by the Headteacher and SEMT responsible for Communications.

SECTION 2 – SITE DETAILS

Premises Name:	Ashton Community Science College		
Premises Address:			
Map Grid References:	Easting (x):		Northing (y):
	what3words:		what3words:

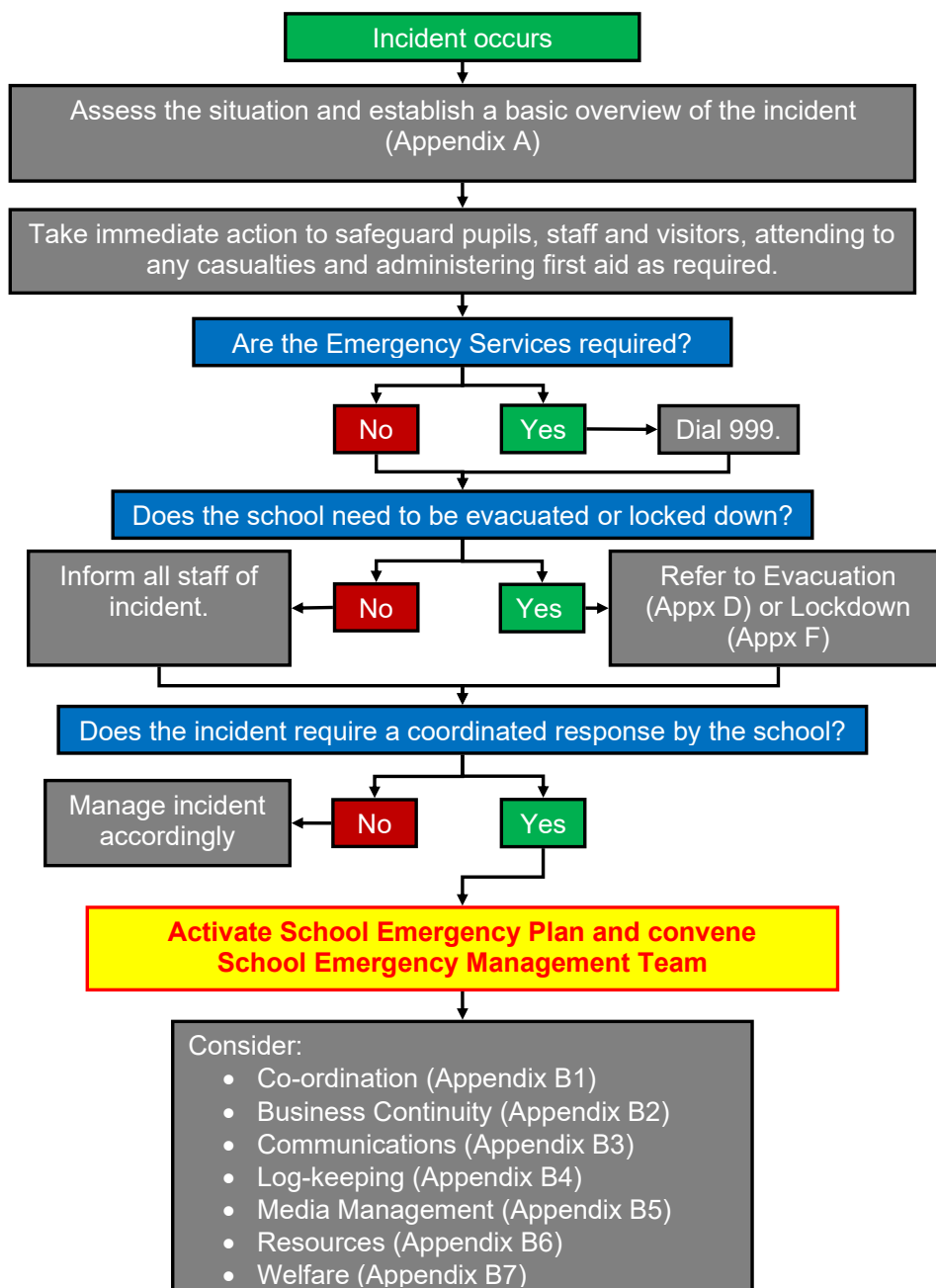
Responsible Persons:	
Fire Warden(s):	Aldwych Drive Ashton Preston PR2 1SL
First Aider(s):	Miss A Tannock, Miss P Woodhouse, Mr T Thatcher, Mr R Latham, Mr A Barrow, Mrs B Marshall, Mr C Calvert, Mrs J Yates, Miss L Dawson, Miss N Keurschner, Mrs S Westlund, Mr S Fern, Miss C Pongourou, Miss T Bennion, Mr D Evans, Miss J Lucas.

Utility supplies	Location	Notes / instructions
Gas	Boiler house by door 6 and gas meter point behind The Hive / outside door 6	
Water	Both Stop taps are on Blackpool Road: Main building – level with 3G pitch The Hive / H&B – level with 6 th form building	
Electricity	Boiler House by Door 6	
Heating	Boiler House by Door 6.	

Internal hazards	Location	Notes / instructions
Asbestos	As per report and map in Asbestos file. Stored in SBM office.	
Chemical store(s)	Prep Room – see utility map for location	Note reference to COSHH Inventory – this inventory is kept on the O Drive. File Ref COSHH. (Science is updated by VHY and Site is updated by POE)

SECTION 3 – ACTIVATION

3.1 Plan Activation Decision Tree



3.2 Notification of incident

Information about an incident may come from a number of sources (e.g. member of staff, pupil, parent / carer, member of the public, the emergency services, the local authority). Whoever receives the alert should ask for, and record, as much information as possible.

- + **Maintain a written record of your actions using this form and a log book. You may wish to record any new contact details in section 1.**
- + **Offer reassurance and support. Be aware that all those involved in the incident (both directly and indirectly) may be suffering from shock or may panic.**
- + **Find out what has happened. Obtain as clear a picture as you can.**
- + **Discuss with the informant what action needs to be taken and by whom.**

3.3 Initial action

Immediately inform the headteacher or nominated emergency contact. If neither is able to respond (they may be involved in the incident) the senior person present should follow the instructions below.

- + **Assess the situation and establish a basic overview of the incident.**
- + **Take immediate action to safeguard pupils, staff and visitors.**
- + **Attend to any casualties and administer first aid, if appropriate.**
- + **If appropriate, dial 999 for the emergency services and provide them with an overview of the situation. If in doubt, dial 999.**

The emergency services notify each other of incidents but consider speaking directly to each organisation required. This will ensure that each service has the information they need to respond appropriately.

- + **Fetch any equipment that may prove useful (e.g. first aid kit, grab bag).**
- + **Log all communications and actions.**
- + **Notify school staff. Consider assembling a School Emergency Management Team (SEMT) to assist with the response.**
- + **Refer to the list of emergency contact numbers for additional support if required.**
- + **Where possible, avoid closing the school and try to maintain normal routines.**

APPENDIX A – INCIDENT LOG SHEET

Incident Details (1 of 4)			
Name of Informant:		Date and Time of Call:	
Contact Details:		Date and Time of Incident:	
Exact Location of Incident:			
Details of Incident:			
Which Emergency Services are involved?			
Police	Fire & Rescue	Ambulance	Mountain Rescue
What advice have the emergency services given?			

Incident Details (2 of 4)

What arrangements are in place for people not directly involved in the incident?

Who has been informed?

- | | |
|--|--|
| <input type="checkbox"/> Headteacher | <input type="checkbox"/> Police |
| <input type="checkbox"/> School staff | <input type="checkbox"/> Fire & Rescue Service |
| <input type="checkbox"/> Governors | <input type="checkbox"/> Ambulance Service |
| <input type="checkbox"/> Pupils | <input type="checkbox"/> Local authority |
| <input type="checkbox"/> Parents / carers | <input type="checkbox"/> Health and Safety Executive |
| <input type="checkbox"/> Extended services | <input type="checkbox"/> Foreign & Commonwealth Office |
| | <input type="checkbox"/> Media |
| | <input type="checkbox"/> Insurance company |
| | <input type="checkbox"/> Trade union |
| | <input type="checkbox"/> Diocese/Church Authority |

Does anyone else need to be informed?

Are there other actions required?

--

Incident Details (3 of 4) – Educational/Offsite Visit	
<i>If the incident happened on an educational visit complete the following table:</i>	
Name of Visit Leader:	Number of Pupils on Visit:
Nature of Visit:	Number of Staff on Visit:
Exact location of educational visit:	
If the incident happened abroad, have the Foreign & Commonwealth Office been informed?	
Other information:	

APPENDIX B – ROLES AND RESPONSIBILITIES

B1 Roles and responsibilities: Co-ordination

Ref	Co-ordination - initial response	Tick / sign / time
C1	Establish a basic overview of the incident.	
C2	If the incident has occurred on an educational visit: <ul style="list-style-type: none"> ▪ Liaise with the educational visit leader on a regular basis ▪ Consider sending extra staff to support the educational visit leader ▪ Discuss with the educational visit leader the arrangements for notifying parents / carers ▪ Consider how parents / carers and pupils will be reunited. 	
C3	Wherever possible, assign members of staff to relevant School Emergency Management Team (SEMT) roles: <ul style="list-style-type: none"> ▪ Business continuity ▪ Communications ▪ Log-keeping ▪ Media management ▪ Resources ▪ Welfare. 	
C4	Remember to: <ul style="list-style-type: none"> ▪ Allocate tasks amongst the SEMT ▪ Ensure that staff are clear about their designated responsibilities ▪ Establish the location and frequency of SEMT / staff briefings ▪ Ask staff to maintain a log of actions made and decisions taken ▪ Assign a log-keeper to provide administrative / secretarial support. 	
C5	Inform all other staff of the incident. Ensure staff are briefed (and given tasks) on a regular basis.	
C6	Take action to protect property.	
C7	Work closely with other organisations (e.g. emergency services, local authority) as required. Provide accurate and factual information to those arriving on-scene.	
C8	Ascertain the whereabouts of all pupils, staff and visitors (using timetables, registers and visitor books may help). Ensure the emergency services are aware of anyone who is unaccounted for.	
C9	Inform governors as appropriate.	
C10	Decide the most appropriate method of contacting relatives of pupils / staff affected by the incident. If the matter is very serious (such as a fatality) liaise with the Police about informing next of kin.	

Ref	Co-ordination - ongoing response	Tick / sign / time
C11	Act as the main contact for co-ordination of the response. Continue to liaise with the emergency services and other organisations.	
C12	Continue to allocate tasks amongst the SEMT. Work closely with the SEMT to co-ordinate their actions and help to resolve any complications or difficulties that arise.	
C13	If the response is likely to last for a significant amount of time, consider staff rotation / shift patterns.	
C14	Ensure that regular briefings are given to: <ul style="list-style-type: none"> ▪ Staff ▪ Pupils ▪ Parents / carers ▪ Governors ▪ Extended services. 	
C15	Work closely with the County Council Media Team to provide regular briefings to the media. Seek support from other organisations if necessary.	
C16	Check that everyone who should have been notified of the incident has been informed.	
C17	In the event of a serious injury or fatality, report the incident to the Health and Safety Executive (HSE) as soon as possible.	
C18	Seek advice on legal and insurance issues, if appropriate.	
C19	If the incident is a crime scene (or subject to a fire investigation) seek advice from the Police and / or Fire & Rescue Service.	

Ref	Co-ordination - recovery	Tick / sign / time
C20	Act as the main contact for the recovery process. Continue to allocate tasks amongst the SEMT and other staff.	
C21	Ensure that post incident support is available to all who may require it (please refer to appendix 1 for more information).	
C22	Work closely with the 'resources' role in organising remedial work to property and liaise with insurance companies, salvage specialists and loss adjusters as appropriate.	
C23	Complete any necessary forms / paperwork.	
C24	Arrange a debrief for school staff involved in the response.	
C25	Represent the school at other debriefs which may take place (e.g. one organised by the local authority or Local Resilience Forum).	
C26	Initiate a review of the school emergency plan.	

C27	Consider contacting the head teachers of nearby schools to inform them of any important issues relating to the incident.	
-----	--	--

B2 Roles and responsibilities: Business continuity

Please refer to appendix 'C' for more information on business continuity arrangements.

Ref	Business continuity - Initial response	Tick / sign / time
BC1	Assess the nature of the incident, e.g.: <ul style="list-style-type: none"> ▪ Loss of utility supply ▪ Loss of supplier ▪ Loss of premises ▪ Loss of personnel ▪ Loss of telecommunications. 	
BC2	Establish what effect the emergency will have on the operation of the school. Try to ascertain how long the disruption will last.	
BC3	Consider how the incident will affect any extended services that use the school premises. Liaise with these services as necessary.	
BC4	Attempt to recover important documentation, records and equipment if safe to do so (consult the emergency services for advice if necessary).	
BC5	If appropriate, contact organisations which can assist in document restoration.	

Ref	Business continuity - ongoing response	Tick / sign / time
BC6	Minimise any disruption to the provision of education. Put arrangements in place to keep the school open and try to maintain normal school routines (e.g. teaching, exams) wherever possible.	
BC7	Seek support from other organisations (e.g. buddy schools, the local authority, suppliers / contractors) as required.	
BC8	Work with the 'communications' role to ensure staff, pupils and parents / carers are informed of any changes to the school routine.	
BC9	In the event of a public health incident (e.g. pandemic influenza), consider ordering infection control supplies and increasing the cleaning regime.	

Ref	Business continuity - recovery	Tick / sign / time
BC10	Work with school staff and other organisations to restore the usual school routine as a matter of urgency.	
BC11	Put in place arrangements for remote learning, if necessary.	

BC12	Make an inventory of any equipment which has been damaged. Arrange for important items / documentation to be salvaged, restored or replaced.	
------	--	--

B3 Roles and responsibilities: Communications

Please refer to appendix 6 for more information on communication arrangements.

Ref	Communications - initial response	Tick / sign / time
CO1	Dedicate telephone lines for incoming and outgoing calls. Arrange extra support at reception if necessary.	
CO2	Record a new message on the school answer phone if appropriate. Consider setting it to 'answer only' mode.	
CO3	Support staff with any communication needs they may have.	
CO4	Inform those involved in the response of any communication difficulties (e.g. poor mobile signal in the area).	

Ref	Communications - ongoing response	Tick / sign / time
CO5	Ensure regular information is provided to: <ul style="list-style-type: none"> ▪ Pupils ▪ Parents / carers ▪ Governors ▪ Extended services. 	
CO6	Consider the most effective arrangements for contacting pupils and parents / carers (please refer to appendix 6). Ensure that records of calls made to parents / carers are maintained.	
CO7	Liaise with the 'media management' role about contacting local radio stations.	
CO8	Update the school answer phone and website on a regular basis.	
CO9	Liaise with the 'co-ordination' role in sending a letter home to parents / carers. This could include information on: <ul style="list-style-type: none"> ▪ What has happened ▪ How their child was involved ▪ The actions taken to support those involved ▪ Who to contact if they have any concerns or queries. 	
CO10	In the event of a major emergency, seek support from the local authority; they may be able to establish a helpline for enquiries from the public.	

Ref	Communications - recovery	Tick / sign / time
CO11	Provide regular briefings to pupils and parents / carers.	
CO12	Assist the 'business continuity' role in providing remote / virtual learning.	

CO13	Check that any information in the public domain (e.g. website content) is accurate and up-to-date.	
------	--	--

B4 Roles and responsibilities: Log-keeping

Please refer to appendix 9 for more information on log-keeping.

Ref	Log-keeping - initial response	Tick / sign / time
LK1	Attend SEMT briefings. Keep a log of important information, actions taken and decisions made.	
LK2	Ensure that each member of staff keeps an incident log.	

Ref	Log-keeping - ongoing response	Tick / sign / time
LK3	Provide administrative / secretarial support to the SEMT.	
LK4	Keep accurate records of anyone admitted to hospital or treated by the emergency services.	
LK5	Record details of any expenditure incurred by the school.	

Ref	Log-keeping - recovery	Tick / sign / time
LK6	Collate all incident logs, making copies if necessary.	
LK7	Ensure records related to the incident are archived securely but make these available to authorised staff for future reference (e.g. in the event of a debrief or enquiry).	

B5 Roles and responsibilities: Media management

Ref	Media management - initial response	Tick / sign / time
M1	Seek support from the County Council's media team other in responding to media requests and throughout the duration of the emergency.	
M2	Ensure media access to the site, staff and pupils is controlled. Do not let the media onto the school site or give them access to pupils unless there is a specific reason for doing so and permission / consents are in place. Ask for support from the Police if necessary.	
M3	Designate a specific area for the media away from the main entrance to the school, so they do not prevent or intimidate people entering and leaving the site.	
M4	Work with the County Council's media team to draft a brief media statement (designed to provide information and reassurance) on behalf of the school. Information given must be limited until the facts are clear and all parents / carers have been notified.	
M5	Arrange for an appropriate member of staff to act as a spokesperson for the school (probably the headteacher or chair of governors).	
M6	Be prepared to be interviewed by the media if appropriate and in consultation with the County Council's media team.	

Ref	Media management - ongoing response	Tick / sign / time
M7	Gather information from the SEMT, Emergency Services and other organisations as appropriate, working with the County Council's media team to respond to ongoing media requests.	
M8	Provide regular statements to the media in consultation with the County Council's media team and ensure each message conveys an accurate, consistent and reassuring message.	
M9	Advise staff on where to direct media enquiries. Instruct staff not to speak directly to the media and advise pupils and parents to do the same, or at least, do not be drawn into speculation.	
M10	Try to prevent the spread of misinformation (especially through the use of mobile phones and social media).	

Ref	Media management - recovery	Tick / sign / time
M11	Via the County Council's media team, keep the media informed of developments in the recovery process. Present a positive and reassuring image to the public.	

M12	Be aware of media interest in memorials or anniversaries of the event.	
-----	--	--

B6 Roles and responsibilities: Resources

Ref	Resources - initial response	Tick / sign / time
R1	Take action to protect property. Consider turning off utility supplies.	
R2	Ensure the emergency services can access / egress the school without hindrance. Consider sending a member of staff to the school entrance to prevent people restricting access by parking in unsuitable places.	
R3	Advise the emergency services of any property related issues / hazards (e.g. asbestos, chemical stores). Consider providing personnel with a site map.	
R4	Work with other staff and the emergency services to control access to the school: <ul style="list-style-type: none"> Advise staff and governors that they might have to prove their identity before the emergency services will grant them access. Provide authorised visitors with identification badges and ensure they sign-in and sign-out. Ensure that media access to the site is controlled. 	

Ref	Resources - ongoing response	Tick / sign / time
R5	Liaise with utility suppliers as required.	
R6	Establish safe and secure areas to assist the response. E.g.: <ul style="list-style-type: none"> SEMT briefing room Briefing area for parents / carers Media briefing room. 	
R7	Work closely with staff and other organisations to provide access to facilities and resources as required. This may involve opening or closing parts of the school.	
R8	Ensure the school site is secure (e.g. provide temporary fencing around damaged areas, arrange for broken windows to be boarded).	
R9	Work with the 'business continuity' role to arrange temporary accommodation, if required.	

Ref	Resources - recovery	Tick / sign / time
R10	Work closely with the 'co-ordination' role in organising remedial work to property and liaise with insurance companies, salvage specialists and loss adjusters as appropriate.	

R11	Arrange a site visit with relevant personnel (e.g. emergency services, utility suppliers, local authority) involved in the recovery phase.	
R12	Procure temporary classrooms if appropriate.	

B7 Roles and responsibilities: Welfare

Ref	Welfare - initial response	Tick / sign / time
W1	Establish arrangements to meet the welfare needs of pupils, staff, parents / carers, visitors and responders.	
W2	Identify pupils who may require additional support: <ul style="list-style-type: none"> Those with Special Educational Needs (SEN) Those with medical needs Those with Personal Emergency Evacuation Plans (PEEPs) Anyone who may be particularly vulnerable or badly affected (e.g. those who were involved in, or witnessed, the incident). 	

Ref	Welfare - ongoing response	Tick / sign / time
W3	Assess the welfare and emotional needs of all those involved. Continue to monitor and support those who may be particularly affected by the incident.	
W4	Make arrangements for reuniting pupils with their parents / carers. Ensure that a member of staff is present to meet and greet them.	
W5	In groups as small as practicable, inform pupils about the incident. Consider the best way to convey bad news. In the event of a tragic incident, consider seeking support from educational psychologists about the best way to inform and support pupils..	
W6	Where possible, every child should be spoken to, and asked if they are alright, before they leave school.	
W7	Take account of religious and cultural factors. Consider contacting religious leaders within the community for support.	
W8	Ensure that staff take regular rest periods.	

Ref	Welfare - recovery	Tick / sign / time
W9	Please refer to appendix 1 for information on welfare arrangements and post incident support after the emergency response.	

APPENDIX C – BUSINESS CONTINUITY

Important paper-based records should be kept in a secure location (e.g. a fire-proof safe). During an emergency do not attempt to recover any records or equipment unless safe to do so.

Paper-based records	Where are they stored?	Effect of loss (short-term, medium-term, long-term)	Back-up measures / restorative arrangements
Coursework	In classrooms	Short-term	<p>Not being able to assess exam grade, contact would be made with the exam board to notify them of the loss. Exam grades would be assessed on teacher grades that have been stored electronically.</p> <p>Back up measure - course work grades are recorded electronically. Digital pictures taken and stored on the school network.</p>
Examination papers	Fire Proof cabinet in the exam store	Short-term	<p>In the short term if exam papers were destroyed additional papers would be requested and the exams could continue. If we had a loss of venue then another venue would be sought for the students to sit their exams.</p> <p>Completed exam papers are posted on the date of the exam so there should never be a loss of completed manuscripts.</p>

Asset registers / equipment inventories	Web based application	See electronic back up below	See electronic back up below
Insurance documentation	Web based application – school portal	See electronic back up below	See electronic back up below

Electronic records	Where are they stored?	Effect of loss (short-term, medium-term, long-term)	Back-up measures / restorative arrangements
Coursework	School Network (Local server)	Short-term	Daily backup to storage located in Room 21 server room, a remote backup to a server in the business centre and a replication of the server to a backup server in The Hive centre (remote building) and also a daily off site backup Virtue Technologies (tel : 01695 731244)
Contact details	School Network (Local server)	Short-term	Daily backup to storage located in Room 21 server room, a remote backup to a server in the business centre and a replication of the server to a backup server in The Hive centre (remote building) and also a daily off site backup Virtue Technologies (tel : 01695 731244)

Financial information	School Network (Local server)	Short-term	Daily backup to storage located in Room 21 server room, a remote backup to a server in the business centre and a replication of the server to a backup server in The Hive centre (remote building) and also a daily off site backup Virtue Technologies (tel : 01695 731244)
Medical information	School Network (Local server)	Short-term	Daily backup to storage located in Room 21 server room, a remote backup to a server in the business centre and a replication of the server to a backup server in The Hive centre (remote building) and also a daily off site backup Virtue Technologies (tel : 01695 731244)

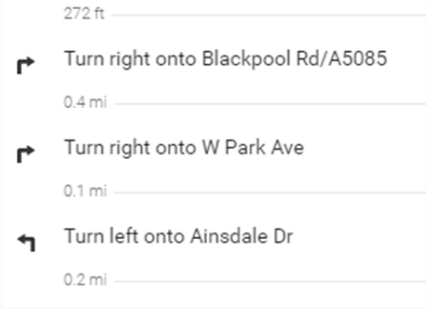
Remote learning	Notes / instructions
Website / extranet	The school website is hosted offsite by Schudio, (Tel:03335770753)
Email	The school email system is hosted by Microsoft (Office 365), in the event of a disaster communication will still be possible via email.
Post	The school post is delivered daily Monday – Friday. In the event of a disaster all post would be re-directed to a venue nominated by the Headteacher.
Remote learning	The School uses Microsoft Teams, Office 365 and various online platforms to allow classes to continue their learning and to allow staff to continue to communicate with their colleagues and students – see Assistant Headteacher for Remote Learning Policy.

APPENDIX D – EVACUATION

Signals	
Signal for evacuation	FIRE ALARM
Signal for all-clear	CONTROLLED BY SLT – RELEASED BY FORM

Assembly points – on-site evacuation	
On-site evacuation assembly point A	TENNIS COURTS
On-site evacuation assembly point B	ALL WEATHER PITCH

If the school has been evacuated and pupils are not able to return into school (or go home) it may be necessary to relocate temporarily to another building (e.g. buddy school or place of safety).

Pre-identified buddy school / place of safety	
Name of premise	ASHTON PRIMARY SCHOOL
Type of premise	PRIMARY SCHOOL
Contact name and details of key holder(s)	Mrs Craig 01772 728052 head@ashton.lancs.sch.uk
Address	AINSDALE DRIVE ASHTON PRESTON PR2 1TU
Directions / map	OS GRID REFERENCE SD501307 
Estimated travel time (walking, with pupils)	15 MINUTES
Estimated travel time (by coach, with pupils)	5 MINUTES

Notes	
-------	--

APPENDIX E – SHELTER

Signals	
Signal for shelter	2 LONG (3 seconds) RINGS ON THE SCHOOL LESSON CHANGE BELL
Signal for all-clear	CONTROLLED BY SLT STAFF. STUDENTS RELEASED FROM SHELTER BY FORM

Upon hearing the shelter signal, take the action below.

Ref	Initial response - shelter	Tick / sign / time
S1	Ensure all pupils are inside the school building.	
S2	If appropriate, move pupils away from the incident (e.g. to the other side of the building).	
S3	Dial 999, if appropriate. Dial once for each emergency service that you require.	
S4	If sheltering from an environmental hazard (e.g. a smoke plume) ensure all doors and windows are closed and ventilation / air circulation systems are switched off.	
S5	Check for missing / injured pupils, staff and visitors.	
S6	Reassure pupils and keep them engaged in an activity or game.	
S7	Notify parents / carers of the situation.	
S8	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

APPENDIX F – LOCKDOWN

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff, pupils and visitors to the school. The following procedures aim to minimise the disruption to the learning environment whilst ensuring the safety of all involved.

These lockdown procedures may be activated in response to any number of situations which could pose a risk to the staff, pupil and visitors to the school and could include:

- A reported incident or civil disturbance in the local community;
- An intruder on the school site;
- A warning being received regarding a nearby air pollution risk (smoke plume, gas cloud, etc.);
- A major fire in the vicinity of the school;
- A dangerous animal (e.g. large dog) roaming loose near/on the school grounds.

As not all potential circumstances which may lead to a school lockdown can be foreseen, it is important that any plans/actions are dynamic and able to deal with an ever changing risk/threat.

Lead Responsible Person	
Designated Senior Person	Miss S Asquith
Deputy Designated Senior Person(s)	Mrs J Hoyle / Mr W Clarke / Miss P Cummins

Signals	
Signal for Lockdown	One long ring of the lesson change bell
Signal for All-clear	SLT will circulate to indicate the all-clear

Lockdown	
Entrance points (e.g. doors, windows) which should be secured	<p>ALL external doors will be locked down centrally by IT Technicians using NET2 after the 60 second lockdown bell finishes ringing.</p> <p>The main gate will be released on arrival of Emergency Services by the receptionist.</p>
Communication arrangements	<ul style="list-style-type: none">▪ Two-way radios▪ Classroom telephones▪ Mobile phones▪ Instant messaging / email

Upon hearing the lockdown signal, take the actions below if it is safe to do so. Personal safety takes priority and no-one should put themselves or anyone else in danger.







If someone is taken hostage on the premises, consider an evacuation of some or all of the site.

Ref	Initial Actions	Tick / sign / time
L1	SOUND THE LOCKDOWN SIGNAL.	
L2	Anyone outside the school buildings should be brought inside as quickly as possible.	
L2	All staff and pupils to return to their classrooms as quickly as possible. <i>(Staff should not leave classroom to find out what is going on)</i>	
L3	Lock / secure all entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
L4	Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> ▪ Lock internal doors/windows if possible ▪ Block access points (e.g. move furniture to obstruct doorways) ▪ Sit on the floor, under tables or against a wall ▪ Keep out of sight ▪ Draw curtains / blinds ▪ Turn off lights ▪ Stay away from windows and doors. 	
L5	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	
L6	Complete Appendix 'A' with details known so far.	
L7	Dial 999 and report the incident to the Police.	

Ref	Secondary Actions	Tick / sign / time
L8	Undertake a register as soon as possible.	
L9	Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for.	
L10	Try to establish as much information regarding the incident as possible.	
L11	Dial 999 and update the Police if required.	
L12	If safe to do so, check all corridors and toilets.	
L13	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.	
L14	If possible, check for missing / injured pupils, staff and visitors.	
L15	Staff should encourage pupils to stay calm as far is possible.	
L16	If possible, try to restrict use of social media by staff/pupils and outside contact until the full details of the incident are known.	

L17	Notify parents/carers as soon as possible and when it is safe to do so. Instruct parents not to attend school as pupils will not be released during a lockdown.	
L18	Continue to follow advice/instructions from the Emergency Services.	

Classroom Aide Memoir:

EMERGENCY LOCKDOWN PROCEDURE	
SIGNALS	
Signal for Lockdown	
Signal for All-clear	
On hearing the above signal for a school lockdown take the following actions:	
ACTIONS	
	Return to your classroom with pupils, as quickly and safely as possible.
	Close all doors and windows, lock if able to.
	Block any access points into the classroom by moving furniture in front of door.
	Draw all curtains/blinds and switch off lights.
	Sit on floor, against a wall if possible.
	Undertake a register as soon as possible. Report any missing pupils to the office by telephone.

STAY IN	Remain inside with doors locked until the all-clear has been given, or unless told to evacuate by the emergency services. DO NOT leave the classroom to find out what is happening.
KEEP CALM	Keep pupils calm by offering constant reassurance. Keep as quiet as possible.

APPENDIX G – SCHOOL CLOSURE

There are some exceptional and emergency circumstances that may arise when it is necessary to temporarily close the whole or part of the school.

Guidelines

1. The decision to close rests with the Headteacher and Governing Body. Possible alternatives to closure will always be considered.
2. Common reasons for closure are:
 - ☐ Premises
 - Breakdown of major equipment (e.g. boiler)
 - Fire
 - Flood
 - Major damage and vandalism
 - ☐ Environmental Health Issues
 - Pandemic
 - Epidemics
 - Infestations
 - ☐ Emergencies
 - Extreme/Adverse weather
 - Bomb alert
 - Police action
 - Death on site
 - Health & Safety
 - ☐ Personal Issues
 - Excessive staff absence
 - Industrial action
 - Post-accident/incident trauma
3. Once a decision has been made some possible options for method of notification will be:
 - ☐ Text messaging service
 - ☐ Email
 - ☐ School Website
 - ☐ Twitter
 - ☐ Local radio
4. Should the decision be made to close the school to students, staff should make every reasonable effort to get into school using their own/public transport.

5. Where school is closed to students, work should be made available on the school's website minimize disruption to learning.

For further information and advice contact Sharon Asquith.

APPENDIX H – COMMUNICATIONS

Designated telephone lines	Contact number	Location of telephone
Incoming calls	01772 513002	Main reception
Outgoing calls	01772 513002	Main reception

All relevant parties should be updated at regular intervals on the incident; even if no significant developments have occurred since the last time of contact.

Methods of communication	Notes / instructions
Answer phone	n/a
School website / extranet	ICT network manager would update the website accordingly. This can be done remotely or on site.
Text messaging system	Synergy is used for text messaging; this can be used remotely or on site. ICT Network Manager can contact all parents via this channel.
Local radio stations	Instructions for reporting school closures.
Telephone tree	Directed by Progress Leaders if whole school communication is needed
Sign at school entrance	As directed by Media Management from SEMT
Newsletter	As directed by Media Management from SEMT
Email	As directed by Media Management from SEMT
Letter	As directed by Media Management from SEMT
School notice board	n/a

Preferred methods of communication are included below (although these may change depending on the exact nature of the incident).

Group	Preferred method of contact	Contact details are available from
Pupils	Phone / text / letter	Pupils
Parents / carers	As above	Parents / carers
Governors	Email / Phone	Contact List on page 3
Extended services	Phone	Contact List above/ Abbie Tannock

APPENDIX I – BOMB THREATS

+ If you receive a telephone call from someone who claims to have information about a bomb, record as much information as possible.

Bomb Threats (1 of 2)	
Time of call:	Telephone number you were contacted on:
Exact wording of the threat:	

+ Stay calm. Being cautious, and without provoking the caller, try to ask the questions below.

Where is the bomb right now?	What will cause it to explode?
When will it explode?	Did you place the bomb? If so, why?
What does it look like?	What is your name?
What is your telephone number?	What is your address?

+ Try dialling 1471. You may get information on where the phone call was made from.

Did dialling 1471 work?	Time the call ended:

+ Contact the Police (999) and headteacher / nominee immediately.

+ Carry out further actions based on Police advice.

Bomb Threats (2 of 2)

What gender was the caller?

- ☐ Male
☐ Female

Approximately how old was the caller?

Did the caller have an accent?

Did the caller use a codeword?

Did the caller sound familiar?

What sort of voice did the caller have?

- | | | |
|------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Well spoken | <input type="checkbox"/> Impediment |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Poorly spoken | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Quiet | <input type="checkbox"/> Deep | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Whispered | <input type="checkbox"/> High pitched | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Hoarse | <input type="checkbox"/> Other |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Nasal | |

At what pace did the caller speak?

- ☐ Normal ☐ Quick ☐ Slow

What manner did the caller have?

- | | | |
|-----------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Upset | <input type="checkbox"/> Irritated |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Angry | <input type="checkbox"/> Muddled |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Rational | <input type="checkbox"/> Other |
| <input type="checkbox"/> Laughing | <input type="checkbox"/> Irrational | |

Were there any distinguishable background noises?

Any other notes/thoughts:

APPENDIX J – SUSPICIOUS PACKAGES

Postal bombs or biological / chemical packages might display any of the following signs:

- Excessive wrapping
- Grease marks or oily stains on the envelope / wrapping
- An unusual odour including (but not restricted to) ammonia, almonds or marzipan
- Discolouration, crystals or powder-like residue on the envelope / wrapping
- Visible wiring / tin foil
- Heavy weight for the size of the package
- Uneven weight distribution
- Too many stamps for the weight of the package
- Poor hand writing, spelling or typing
- Delivery by hand from an unknown source
- Wrongly addressed or come from an unexpected / unusual source
- No return address or a postmark that does not match the return address.

The likelihood of a school receiving a postal bomb or biological / chemical package is low. However, if you do receive a suspicious package carry out the actions below.

Ref	Initial response - upon receiving a suspicious package	Tick / sign / time
SP1	Remain calm.	
SP2	Put the letter / package down gently and walk away from it: <ul style="list-style-type: none">▪ Do not touch the package further▪ Do not move it to another location▪ Do not put the package into anything (including water)▪ Do not put anything on top of it.	
SP3	Note its exact location.	
SP4	Evacuate the building, keeping people away from the room as far as possible. Ensure that any assembly points are located away from the danger of flying glass.	
SP5	Notify the Police (999) and the headteacher / nominated emergency contact immediately.	
SP6	Do not use mobile phones, two-way radios or sound the alarm using the break glass call points.	

If anyone is exposed to a potentially hazardous substance carry out the actions below.

Ref	Initial response - if exposed to a potentially hazardous substance	Tick / sign / time
SP7	Keep all persons exposed to the material separate from others, and available for medical examination. Ask them to remain calm and avoid touching their eyes, nose or any other part of their body.	

SP8	Ensure that ventilation / air circulation systems in the building have been turned off and that all doors (including internal fire doors) and windows have been closed.	
SP9	Anyone experiencing symptoms of chemical exposure (e.g. streaming eyes, coughs and irritated skin) should seek medical attention urgently.	

APPENDIX K – PUPIL PRESUMED DECEASED

Procedures to follow in the case of a pupil presumed deceased whilst in the care of the school or setting.

The following procedures are recommended for use in the event that a pupil is presumed deceased.

Please also check that any action taken is in line with the recommendations contained in any Health Care Plan which may have been prepared for the pupil in question.

Ref	Initial actions	Tick / sign / time
PD1	Request Ambulance and Police presence immediately via a 999 call.	
PD2	Do not attempt to move the pupil presumed deceased to another location.	
PD3	Remove all other pupils from the area as quickly as possible and provide and manage the appropriate support/supervision. Be aware of the need to manage the use of mobile phones and other social media.	
PD4	Ensure that the pupil presumed deceased is supervised until the arrival of the emergency services.	
PD5	Inform the Head Teacher/Deputy Head Teacher/Teacher-in-Charge of the circumstances. The Head Teacher/Deputy Head Teacher/Teacher-in-Charge should aim to be at the location as quickly as possible if they are not already on site.	
PD6	The emergency services would normally remove the body in order to have the death confirmed by hospital based medical staff.	
PD7	The pupil's parents/carers must be informed of the circumstances as soon as possible. The police will usually take the lead in contacting parents/carers and arrangements should be made for an appropriate member of staff from the school or unit (usually the Head Teacher or Teacher-in-Charge) to accompany the police on this visit or later visits.	

PD8	If the school is considering a full or partial closure on the day of the pupil's funeral, please refer to the Authority's 'Guidelines on Unavoidable Closures'. Please see link below: Unavoidable School Closures Guidelines	
PD9	A record should be kept of the names and addresses of any witnesses.	
PD10	Do not discuss any matter relating to the incident with the media. Requests for comments from the media should be referred to the Media/Communications Team (01772 532781).	

Ref	Intermediate actions	Tick / sign / time
PD11	Inform the following as soon as possible: <ul style="list-style-type: none"> ▪ Chair of school's Governing Body/Management Committee. ▪ In the case of voluntary aided schools, the relevant Diocesan/Church Authority. ▪ The school's General Practitioner (RESIDENTIAL SCHOOLS ONLY). School should agree a dedicated telephone line for dealing with this incident.	
PD12	School staff and pupils should be verbally informed at a time deemed appropriate by the Head Teacher/ Deputy Head Teacher / Teacher-in-Charge.	
PD13	Seek support from the County Council's media team in responding to media requests. Ensure media access to the site/staff/pupils is controlled. Instruct staff not to speak directly to the media.	
PD14	If the police wish to remove any items of evidence from the location (including items of paperwork) a receipt should be obtained.	
PD15	A full report on the circumstances of the pupil's death should be prepared by the Head Teacher/Teacher-in-Charge and forwarded to the Executive Director for Children and Young People.	

Ref	Ongoing actions	Tick / sign / time
PD16	Subject to agreement with the deceased pupil's parents, a letter briefly outlining the situation may be sent to the parents/carers of other pupils on the school roll.	
PD17	In order to ensure that inappropriate communications are not sent to parents/carers the school may need to consider that, as a matter of urgency, all records concerning the pupil are retrieved. Appropriate actions to be taken in relation to the school roll and any formal transport arrangements for the pupil should be cancelled immediately.	
PD18	A full report on the circumstances of the pupil death should be presented to the next meeting of the school's Governing Body/Management Committee.	

PLEASE NOTE:

- At all times senior staff should respond with dignity and sensitivity to the situation whilst giving their attention to the continued smooth running of the school in what will be difficult circumstances.
- Members of staff who are employed by other agencies (eg school nurses, therapists etc) should note that the responsibility for carrying out these procedures rests with the senior staff who are employed by the Local Authority.
- If the pupil is from a particular faith background, the school may wish to involve a minister of religion at any appropriate stage in these procedures.

CONFIDENTIAL - FOR USE BY < INSERT SCHOOL NAME HERE > ONLY

- Legal liability should not be discussed or admitted.
- Be as compassionate as possible with anyone involved.

APPENDIX L – FLOODING

Procedures to follow in the event of flooding on the school grounds, in the school premises or within the local area which may affect the normal running of the school.

Notification of actual or potential flooding could come from a variety of sources, such as:

- Receipt of an Environment Agency Flood Alert / Flood Warning / Severe Flood Warning;
- Local trigger, such as river levels;
- Reports of actual flooding;
- Met Office weather reports.

Ref	Immediate action	Tick / sign / time
F1	Call 999 if anyone is trapped or in danger and await instructions from the emergency services. DO NOT ENTER FLOOD WATER	

Ref	Initial actions – before a flood	Tick / sign / time
F2	Monitor the situation to determine the level of flood risk and either: <ul style="list-style-type: none"> a) Move to intermediate actions if the school is at risk of flooding; or b) Initiate internal monitoring arrangements to continually determine the risk. 	
F3	If time permits: <ul style="list-style-type: none"> ▪ Disconnect/isolate utilities (Gas, Water, Electric); ▪ Unplug electrical items, moving critical equipment to a higher area if possible; ▪ Collect personal belongings including insurance details; ▪ Move animals, valuables and sentimental items to a high place; ▪ Raise furniture off the floor; ▪ Weigh down any loose items outdoors where possible; ▪ Move vehicles away from the affected area, but only if you can do this without driving through flood water. 	
F4	Call Environment Agency Floodline on 0845 988 1188 for information and advice.	
F5	Contact your Local Authority informing them that you have activated your flood plan (as per Section 1.5)	
F6	Watch/listen to local news for information and updates.	

Ref	Intermediate actions – during a flood	Tick / sign / time
F7	Continue to listen to situation updates on your local radio and via Floodline on 0845 988 1188	
F8	<p>If evacuation becomes necessary, stay calm and do not panic.</p> <p>a) Evacuate the school (as per Appendix D) away from the location of the flood, but only if you can do this safely without crossing flood water; or</p> <p>b) Assemble everyone in safest area, ideally the highest ground possible.</p>	
Note: Police officers and/or other officials will try to visit all properties at risk to advise on the requirement to evacuate.		
F9	Locate School Emergency Grab Bag.	
F10	If road conditions permit, move staff vehicles to unaffected areas and ask neighbouring schools/businesses if you can share their parking facilities.	
F11	Inform parents/carers of any actions taken by the school via emergency communications procedures (i.e. parent texting service).	
F12	Listen to any advice of the authorities and follow any instructions to leave your premises if required.	

Ref	Ongoing actions – after a flood	Tick / sign / time
F18	Contact your insurers as soon as possible and follow their advice. Most insurers have a 24hr helpline. Do not throw away damaged goods until your insurer has authorised you to do so. If possible, take photographs of the damage.	
F19	Contact your local authority Buildings/Premises team for advice on checking the premises.	
F20	Check the safety of electricity and gas before use. A qualified electrician needs to check any electrical equipment and circuits that have been exposed to floodwater.	
F22	Check with your local water supply company that the water supply has been declared safe.	
F24	If possible, disinfect any toys or equipment that the pupils may use.	
F25	Dispose of any contaminated food, including tinned food, defrosted food, and packaged food that have been exposed to floodwater.	
F27	Ventilate the premises whilst taking care for security.	

NOTE:

- Keep dry and out of floodwater if possible. Do not allow anyone to re-enter the school premises until deemed safe to do so;
- If it is necessary to walk through shallow floodwater, take care for hidden holes, obstacles and other hazards;
- Do not walk on river banks, sea defences or cross bridges over torrential rivers;
- Avoid contact with any remaining floodwater or items having had contact with floodwater unless wearing protective gloves / clothing and wash any exposed parts before handling food or attending to wounds;
- Wash your hands frequently with bottled water if your supply has not been declared fit for use;
- Do not throw rubbish and furniture outdoors; wait for an organised collection from your local authority;
- Bogus / cowboy builders / traders frequently offer their services. Make sure that you get a written quotation that is on letter headed paper with a landline contact number and address.

APPENDIX M – POST INCIDENT SUPPORT

Ref	Post incident support - assistance for pupils and parents / carers	Tick / sign / time
P1	Introduce a strategy to monitor pupils and staff who may be particularly affected by the incident. Ensure that staff are aware of this strategy.	
P2	Offer pupils and staff the opportunity for psychological and emotional support. In the immediate aftermath of an incident strong emotions such as grief and shock would be expected. After a period of time (e.g. a couple of weeks) it may be appropriate to offer counselling for those whose grief or shock remains problematic.	
P3	Consider which pupils need to be briefed, how, and by whom.	
P4	Provide opportunities for pupils to discuss their experiences (e.g. promoting discussion during class, arranging a special lesson). Do not discourage pupils from talking about their experiences, but arrange where possible for such discussions to be in the presence of an adult who is aware of what information is factual and can be shared.	
P5	Consider providing relevant books in the school library.	
P6	Arrange for a member of staff to visit those affected (at home or at hospital). Ask for consent from parents / carers before doing this.	
P7	Make arrangements to express sympathy to those who have been hurt. Consider encouraging pupils to send cards / messages to those affected.	
P8	Be sensitive about the demands practical issues might make on pupils (e.g. deadlines for coursework, imminent exams).	
P9	Send a letter to parents / carers with information on: <ul style="list-style-type: none"> ▪ The nature of the incident ▪ How their child was notified of the incident ▪ Arrangements for support organised by the school ▪ Who to contact if they would like additional support. 	
P10	Maintain regular contact with parents / carers.	
P11	Do not make public any sensitive / confidential information about individuals unless consent has been given by pupils and parents / carers.	
P12	Consider organising an event for parents / carers to discuss any issues or concerns they might have.	
P13	If pupils who were particularly affected by the incident leave school (e.g. transferring from primary to secondary education) consider, sensitively and confidentially, notifying the headteacher of the new school.	

Ref	Post incident support - general actions	Tick / sign / time
P14	Request support from educational professionals trained in psychological debriefing, bereavement counselling and trauma management if appropriate.	
P15	Consider requesting support from other organisations. E.g.: <ul style="list-style-type: none"> Teacher Support Network Samaritans Cruse Bereavement Care. Inclusion and Disability Support Service. Inclusion and Disability Traded Service (e.g. counselling). Employee Welfare. 	
P16	Manage any distress that could be caused by ongoing Police enquiries, legal proceedings and media attention.	
P17	Cancel or rearrange any events which are inappropriate.	
P18	Plan appropriate support for staff to enable them to cope with any questions or discussions pupils might have about the incident.	
P19	Ensure that any new roles given to staff do not place too great a burden. Over time, staff may need to be relieved of any additional responsibilities given to them.	
P20	Ensure that new staff are aware of the incident, which pupils were involved and how they were affected.	
P21	Consider any actions which can be taken to support the local community if affected by the incident (e.g. fund raising).	

Ref	Post incident support - returning after a period of absence	Tick / sign / time
P22	Negotiate with parents / carers a suitable date for returning to school after a period of absence.	
P23	Consider if any additional support could be provided which would make the return easier. E.g.: <ul style="list-style-type: none"> Initial part-time attendance Alternative methods of teaching A sanctuary that pupils could use if upset during the school day. 	
P24	Brief pupils who may be able to help in the process of resettling (e.g. close friends).	
P25	Ensure that all staff are aware of the need for sensitivity. Put in place special arrangements for: <ul style="list-style-type: none"> Missed work Rescheduling projects Exams. 	

Ref	Post incident support - funeral arrangements	Tick / sign / time
P26	Contact bereaved families to express sympathy on behalf of the school.	
P27	Take account of religious and cultural factors (e.g. some faiths wish to hold funerals within 24 hours of death). Consider contacting religious leaders within the community for support.	
P28	<p>Consult parents / carers sensitively about funeral arrangements. Try to establish if representatives from the school will be invited to the service. It may be useful to consider:</p> <ul style="list-style-type: none"> ▪ Closing the school on the day of the funeral as a mark of respect ▪ A senior member of staff attending the funeral on behalf of the school ▪ If staff and pupils can be allowed time off school to attend the funeral (it is advisable for pupils to attend funerals either with a member of staff or their parents, but not to attend without adult support) ▪ Providing transport to take pupils and staff to the funeral ▪ Providing pupils with information about what happens at funerals ▪ Arranging floral tributes and/or donations ▪ It may be appropriate to arrange for a commemoration within school rather than having large number of staff and pupils attending the funeral. School will need to be guided by the wishes of the family. 	

Ref	Post incident support - remembrance	Tick / sign / time
P29	<p>Taking into account the wishes of the family, consider providing a suitable memorial at the school:</p> <ul style="list-style-type: none"> ▪ Garden ▪ Seating area / bench ▪ Tree ▪ Book of condolence ▪ Fountain ▪ Sculpture ▪ Painting ▪ Photograph ▪ Prize (e.g. a sporting / academic trophy for older children). 	
P30	<p>Be aware of important dates which may need to be prepared for. E.g.:</p> <ul style="list-style-type: none"> ▪ Birthdays ▪ Christmas ▪ Mother's day ▪ Father's day ▪ Anniversary of the event. 	
P31	<p>Discuss with governors, staff, parents / carers and pupils how to mark anniversaries and other important dates. E.g.:</p> <ul style="list-style-type: none"> ▪ Commemorative service ▪ Special assembly ▪ Concert ▪ Display ▪ Sports event. 	
P32	Be aware of renewed media interest near anniversaries of the event.	