

# TENTERDEN INFANT AND TENTERDEN CE JUNIOR SCHOOL

## School Emergency Management and Business Continuity Plan

<b>School Address</b>	Recreation Ground Road Tenterden Kent TN30 6RA
<b>School Contact Number</b>	01580 762086 / 01580 763717

Plan Administration		
Version number	1	
Date of issue	February 2018	
Electronic copies of this plan are available from	finance@tpf.kent.sch.uk	
Hard copies of this plan are available from	School Office	
Location of emergency grab bag(s)	School Office	
Date of next review	February 2019	
Person responsible for review	Headteacher and Governing Body	
Plan Distribution		
Name	Role	Issue Date
<b>Sam Crinnion</b>	<b>Executive Headteacher</b>	
<b>Tina McIntosh</b>	<b>Deputy Headteacher – Infants</b>	
<b>Nick Leggat</b>	<b>Deputy Headteacher – Juniors</b>	
<b>Vincent Reidy</b>	<b>Caretaking – Homewood</b>	
<b>Cathy Higginson</b>	<b>School Business Manager</b>	
<b>Sarah Goulden</b>	<b>Office Manager</b>	

***This plan is protected and confidential. Do not give any contact details or sensitive information to the media, pupils, parents/carers or members of the public.***

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## SECTION 1 – INTRODUCTION

### 1.1 Aims and Objectives

To provide a flexible response to an emergency or disruptive incident so that **Tenterden Infant and Tenterden CE Junior School** can:

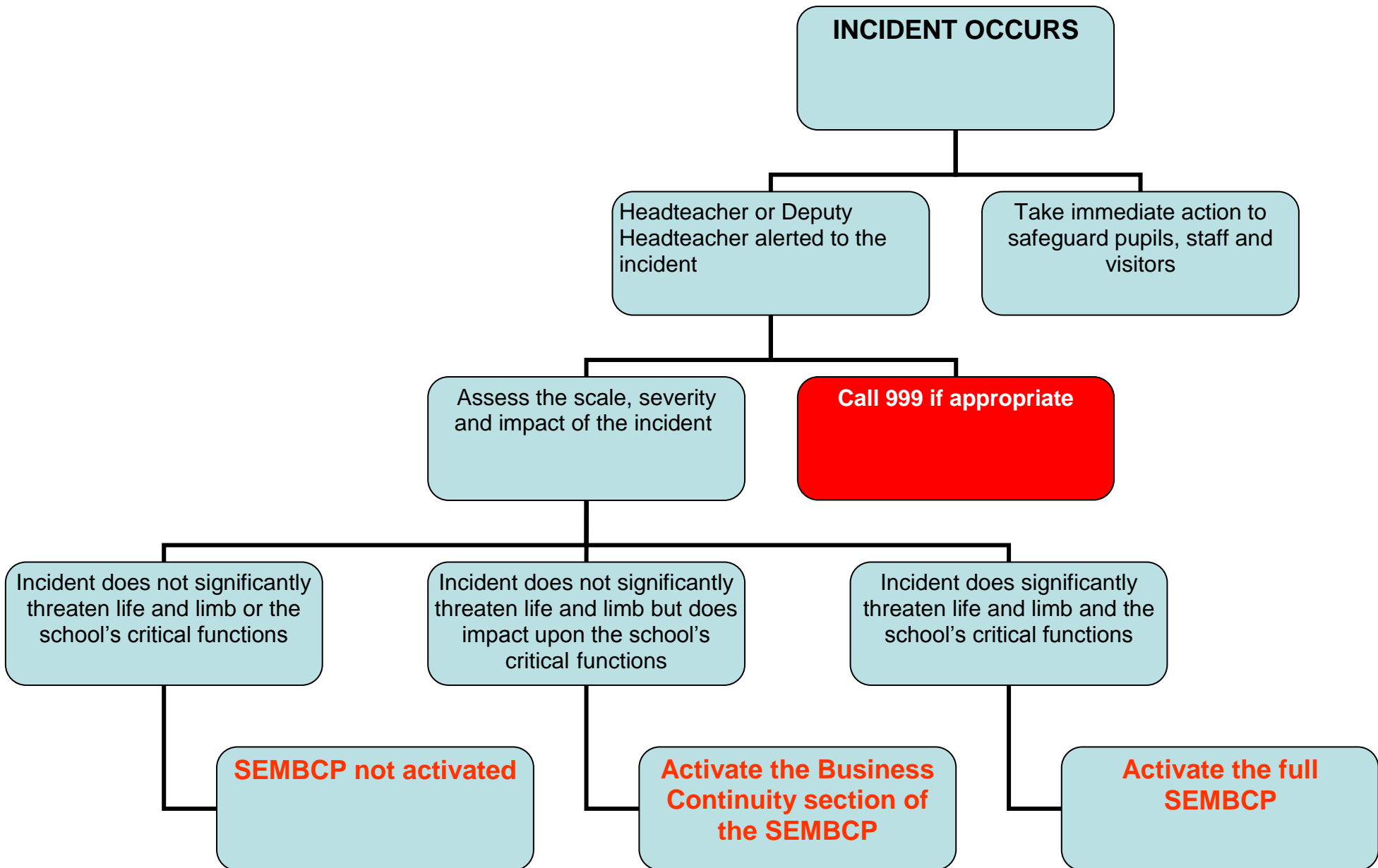
- minimise the impact of an emergency or major incident,
- ensure that the emergency incident is communicated quickly and clearly to supporting agencies and partners, enabling support arrangements to be rapidly activated,
- maintain high standards of welfare and duty of care arrangements for pupils, staff and carers,
- ensure that decision making and actions during the emergency situation are properly recorded,
- to minimise educational and administrative disruption within a school,
- to facilitate the return to normal working arrangements at the earliest time.

### 1.2 Scope of the Plan

This plan is designed to allow schools to cope in a wide range of emergencies, including those occurring:

- within the school during the school day,
- to the school outside of school hours,
- on school trips and journeys,
- to pupils on the way to or from school,
- from events immediately outside the school gates,
- from events that adversely affect an area wider than the school itself,
- Staff/parent transport challenges, (see appendix 1)
- Maintaining service delivery including food, fuel and essential contractors, (see appendix 1).

## SECTION 2 – ACTIVATION TRIGGERS AND INITIAL ACTION



## SECTION 3 – CONTACT DETAILS

3.1 School Emergency Management Team			
Name & Title	24hr Telephone Contact	Email	Address
Headteacher Sam Crinnion	07939 205016 01233 770531	headteacher@tpf.kent.sch.uk	c/o school
Deputy Headteacher Tina McIntosh	07919 805525	Deputyinfant@tpf.kent.sch.uk	c/o school
Office Manager Sarah Goulden	07990944413	office@tpf.kent.sch.uk	c/o school
Deputy Headteacher Nick Leggat	07894998150	Deputyjunior@tpf.kent.sch.uk	c/o school
Chair of Governors David Harding		dharding@tpf.kent.sch.uk	c/o school
Business Manager Cathy Higginson	07809 879099	finance@tpf.kent.sch.uk	c/o school

3.2 Local Authority			
Name & Title	24hr Telephone Contact	Email	Address
Area Education Officer	08458 247 247	<a href="mailto:david.adams@kent.gov.uk">david.adams@kent.gov.uk</a>	Kroner House Ashford Kent
Duty Emergency Planning Officer	01622 221321	<a href="mailto:emergency.planning@kent.gov.uk">emergency.planning@kent.gov.uk</a>	County Emergency Centre, 4 <sup>th</sup> Floor, Invicta House, Maidstone.
Contact Centre	08458 247 247		<b>Kent County Council County Hall Maidstone ME14 1XQ</b>

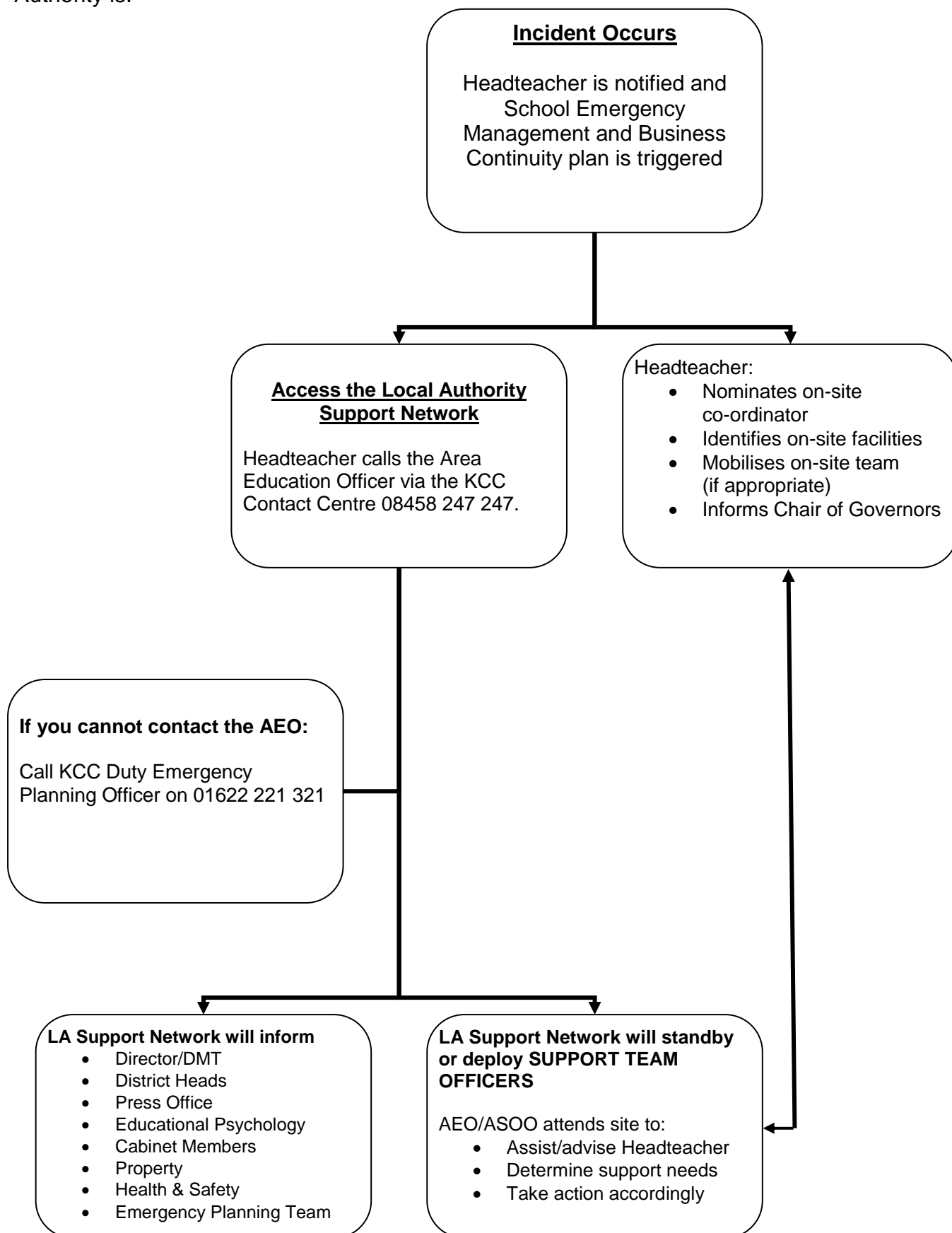
<b>3.3 Stakeholders and Extended Services</b>			
<b>Name &amp; Title</b>	<b>24hr Telephone Contact</b>	<b>Email</b>	<b>Address</b>
French Club	01233 633383	<a href="mailto:a.demarcy.leclubfrancais@outlook.com">a.demarcy.leclubfrancais@outlook.com</a>	31 Portland Close, Kennington Ashford TN24 9RT
Music Club	07775811774	<a href="mailto:clarehay@googlemail.com">clarehay@googlemail.com</a>	
Kent Music	01622 691212	<a href="mailto:info@kentmusic.com">info@kentmusic.com</a>	24 Turkey Mill Ashford Road Maidstone ME14 5PP
Premier Sports	01953 499040	<a href="mailto:info@premiereducation.com">info@premiereducation.com</a>	Old Apple Store Shropham Norfolk

<b>3.4 Other School Staff</b>			
<b>Name &amp; Title</b>	<b>24hr Telephone Contact</b>	<b>Email</b>	<b>Address</b>
Catering Manager Gemma Croucher	07961884072	<a href="mailto:groucher@tpf.kent.sch.uk">groucher@tpf.kent.sch.uk</a>	School Kitchen

<b>3.5 Other Organisations</b>			
<b>Name &amp; Title</b>	<b>24hr Telephone Contact</b>	<b>Email</b>	<b>Address</b>
Red Alert Alarms	01233 501999	<a href="mailto:infor@redalertuk.com">infor@redalertuk.com</a>	3 The Courtyard Orbital Park, Ashford
Brooknight Security	01732 782666	<a href="mailto:admin@brooknight.com">admin@brooknight.com</a>	Southon House Station Road Edenbridge TN8 5LP

# SECTION 4 – LOCAL AUTHORITY SUPPORT NETWORK

In the event of a school related emergency the proposed arrangement with the Local Authority is:



## SECTION 5 – ROLES AND RESPONSIBILITIES

The following checklist is provided to assist the School Emergency Management Team to carry out their roles and responsibilities once the SEMBCP has been activated. These checklists are a general guide, further actions may be required that are specific to the incident as it occurs.

### 4.1 Headteacher

Action	Completed by	Time
Activate the School Emergency Management Team.		
Commence a log of all action and decisions (see Appendix 1).		
Ensure safety/welfare of pupils and all adults in the care of the school.		
Identify any vulnerable pupils or adults needing specific support.		
Activate the Local Authority Support Network.		
Decide whether to keep pupils in classrooms and safe areas or consider evacuation (see Appendix 3).		
Consider activating school closure arrangements.		
Ensure that the SEMT are effectively carrying out their designated roles and responsibilities.		
Ensure that the school emergency grab bag has been collected.		
Liaise with the emergency services.		
Keep staff informed of the situation.		
Ensure Chair of Governors is kept informed of the situation and the response arrangements.		
Prepare information and advice to parents.		
Call meetings of the SEMT as required and ensure that the SEMT and LA receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		



## 4.2 Deputy Headteacher

Action	Completed by	Time
In the absence of the Headteacher adopt their roles and responsibilities.		
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT.		
Obtain as much information as possible from the Headteacher about the situation.		
Commence a log of all action and decisions.		
Lead arrangements to ensure safety/welfare of pupils and all adults in the care of the school.		
Lead and direct all school staff to support decisions taken by the Headteacher.		
Seek advice from the Headteacher on whether to keep pupils in classrooms and safe areas or consider evacuation.		
If directed by the Headteacher – make arrangements for the evacuation of the school to designated evacuation points or back up location.		
If directed by the Headteacher – make arrangements to activate closure arrangements.		
Keep staff informed.		
Assist the Headteacher in providing consistent advice/information to parents.		
Attend meetings of the SEMT as required, and ensure that you receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		

### 4.3 Office Manager/Secretary

Action	Completed by	Time
Obtain as much information as possible from the Headteacher and/or Deputy Headteacher about the situation.		
Commence a log of all actions and decisions.		
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT.		
Support the Headteacher and/or Deputy Headteacher in contacting all members of the SEMT and request they carry out their roles and responsibilities as described in the SEMBCP.		
Advise the Headteacher and/or Deputy Headteacher if any member of the SEMT is unavailable and cannot carry out their roles and responsibilities.		
Ensure copies of the SEMBCP are available for the SEMT.		
Ensure that pupil records and registers are available.		
Ensure that pupil medical records are available.		
Highlight to SEMT any pupils that may need specific support.		
Ensure that parental/carer records and contact numbers are available.		
Ensure that staff records and contact details are available.		
Ensure that the visitor and pupil signing in/out book is available.		
Lead the office staff in assisting the SEMT with information needs and the emergency response.		
Assist the Headteacher and/or Deputy Headteacher in providing consistent advice/information to parents.		
Where possible cancel any planned visitors to the school.		
Advise service providers of the interruption to the normal arrangement for provision of goods/services to the school (catering/transport etc).		
Attend meetings of the SEMT as required, and ensure that you receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		

## 4.4 Site Manager/Caretaker

Action	Completed by	Time
Obtain as much information as possible from the office manager/secretary about the situation.		
Commence a log of all actions and decisions.		
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT.		
Ensure that emergency services are able to access the incident quickly and without obstruction.		
Ensure all building and gate keys are available.		
If required <ul style="list-style-type: none"> <li>• Immobilise the gas supply, electricity or water supply (see Appendix 2).</li> </ul>		
If required assist with evacuation.		
Where possible assist with ensuring the security of the school site.		
Attend meetings of the SEMT as required, and ensure that you receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		

## 4.5 Chair of Governors

Action	Completed by	Time
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT.		
Obtain as much information as possible from the Headteacher and/or Deputy Headteacher about the situation.		
Commence log of all actions and decisions.		
Assist the Headteacher and/or Deputy Headteacher in providing consistent advice/information to parents.		
Attend meetings of the SEMT as required, and ensure that you receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		

# SECTION 6 – BUSINESS CONTINUITY

## 6.1 Purpose of the Business Continuity Phase

The purpose of the business continuity phase of your response is to ensure that critical functions are resumed as quickly as possible and/or continue to be delivered during any disruption. This may involve activating one or more of your business continuity strategies to enable alternative ways of working. During an incident it is unlikely that you will have all of your resources available to you, it is therefore likely that some ‘non critical’ functions may need to be suspended at this time.

## 6.2 Critical Function Analysis and Recovery Resources

Function Details					Resource Requirements				
	Critical Function	MTPD	RTO	Minimum Service Level	Staff	Data/ Systems	Premises	Equipment	3 <sup>rd</sup> Party Dependencies
1	<i>Deliver a timetable of education</i>	<i>7 days</i>	<i>1 day</i>	<i>1 member of qualified staff per 30 pupils with key resources</i>	<i>1 member of staff qualified to 30 standard per pupils</i>	<i>N/A</i>	<i>Heated room with access to water and toilet facilities</i>	<i>Tables / chairs / learning resources</i>	<i>N/A</i>
2	<i>Maintain Attendance Records</i>	<i>7 Days</i>	<i>1 day</i>	<i>Maintain paper records</i>	<i>1 trained member of staff</i>	<i>N/A</i>	<i>N/A</i>	<i>Paper record sheets Admin resources Table/chairs</i>	<i>Telephone</i>
3	<i>Maintain financial services</i>	<i>7 days</i>	<i>1 day</i>	<i>Maintain paper records</i>	<i>1 member of staff</i>	<i>SIMS/FMS if available</i>	<i>Heated area with access to facilities</i>	<i>Telephone Admin resources Working area</i>	

## 6.2.1 Strategies for Continuity of Services

	<b>Arrangements to manage a loss or shortage of Staff or skills</b> <i>Please add/amend/delete as appropriate</i>	<b>Further Information</b> (e.g. Key contacts, details of arrangements, checklists)
a.	Use of temporary staff e.g. Supply Teachers, Office Staff etc.	Jean Read Education 01233 610227 Supply Teachers Office staff from either school not affected
b.	Multi-skilling and cross-training to ensure staff are capable of undertaking different roles and responsibilities, this may involve identifying deputies, job shadowing, succession planning and handover periods for planned (already known) staff absence e.g. maternity leave.	
c.	Using different ways of working to allow for reduced workforce, this may include: <ul style="list-style-type: none"> <li>• Larger class sizes.</li> <li>• Use of Teaching Assistants, Student Teachers, Learning Mentors etc.</li> <li>• Virtual Learning Environment opportunities.</li> <li>• Pre-prepared educational materials that allow for independent learning.</li> <li>• Team activities and sports to accommodate larger numbers of pupils at once.</li> </ul>	Consider occupancy of either school that has not been affected by damage/incident.
d.	Using mutual support agreements with other Schools: emergency secondments.	Homewood School and Sixth Form and St Michaels Primary School
e.	Ensuring Staff management issues are considered i.e. managing attendance policies, job description flexibility and contractual requirements etc.	EIS 01622 672779 to activate Disaster recovery plan to obtain access to school data on back server and replacement of ICT equipment in office. Lloyds Bank – Claire Paparelli – 01902 719750 – Account Manager
f.	As a last resort, providing a child-minding (rather than educational) service using the above volunteers and	

	remaining staff (to less impact on local and wider economy).	
	<b>Arrangements to manage loss of technology / communication / data / power</b> <i>Please add/amend/delete as appropriate</i>	<b>Further Information</b> (e.g. Key contacts, details of arrangements, checklists)
a.	Back-ups of key school data e.g. CD or Memory Stick back-ups, photocopies stored on and off site, mirrored servers etc.	EIS 01622 672779 to activate Disaster recovery plan to obtain access to school data on back server and replacement of ICT equipment in office. KCC Leasing for Photocopiers – 0845 872 4234
b.	Reverting to paper-based systems e.g. paper registers, whiteboards etc.	Purchase of paper and equipment from KCC Supplies 0845 270 8811
c.	Flexible lesson plans.	Lessons on shared workspace – available from EIS backup
d.	Emergency generator e.g. Uninterruptible Power Supply (UPS).	HSS Hire – 01622 678125 M and J Hire – 01233 635371
e.	Contact the utility company responsible or appropriate repair contractor.	KCC Laser 01622 605460 Gas Emergency line 0800 111 999 Electricity Emergency line 0800 40 40 90
f.	Emergency lighting.	HSS Hire – 01622 678125 M and J Hire – 01233 635371
	<b>Arrangements to manage denial of access to your premises or loss of utilities</b> <i>Please add/amend/delete as appropriate</i>	<b>Further Information</b> (e.g. Key contacts, details of arrangements, checklists)
a.	Using mutual support agreements with other Schools.	Homewood School and 6 <sup>th</sup> Form
b.	Pre-agreed arrangements with other premises in the community i.e. Libraries, Leisure Centres, Colleges, University premises.	Tenterden Leisure Centre Recreation Ground Road Tenterden
c.	Virtual Learning Environment opportunities.	N/A
d.	Localising the incident e.g. isolating the problem and utilising different sites or areas within the school premises portfolio.	Section off damaged areas and use remaining safe area/classrooms/hall etc.

<b>e.</b>	Off-site activities e.g. swimming, physical activities, school trips.	Tenterden Leisure Centre
<b>f.</b>	Stagger lessons across break times and lunch to maximise use of available space, and extend the school day to expand the time available in classrooms.	Spare classroom in both schools, use of unaffected school hall. Lunch – use of kitchen at unaffected school.
	<b>Arrangements to mitigate the loss of key suppliers, third parties or partners</b> <i>Please add/amend/delete as appropriate</i>	<b>Further Information</b> (e.g. Key contacts, details of arrangements, checklists)
<b>a.</b>	Pre-identified alternative suppliers.	
<b>b.</b>	Ensuring all external providers have business continuity plans in place as part of contract terms.	Town and County – Junior School
<b>c.</b>	Insurance cover.	Supply Insurance – Absence Insurance Company Premises and Money via Department of Education RPA Disaster Recovery EIS
<b>d.</b>	Using mutual support agreements with other schools.	Homewood School and Sixth Form, St Michaels Primary School

## SECTION 7 – RECOVERY AND RESUMPTION

### 7.1 Purpose of the Recovery and Resumption Phase

The purpose of the recovery and resumption phase is to resume 'business as usual' working practises for the school as quickly as possible. Where the impact of the incident is prolonged, 'normal' operations may need to be delivered under new circumstances e.g. from a different location.

### 7.2 Recovery and Resumption Actions

	<b>ACTION</b>	<b>FUTHER INFO/DETAILS</b>	<b>ACTIONED? (tick/cross as appropriate)</b>
1.	Agree and plan the actions required to enable recovery and resumption of normal working practises.	Agreed actions will be detailed in an action plan and set against timescales with responsibility for completion clearly indicated.	<input type="checkbox"/>
2.	Respond to any ongoing and long term support needs of staff and pupils.	Depending on the nature of the incident, the School Emergency Management Team may need to consider the use of Counselling Services.	<input type="checkbox"/>
3.	Once recovery and resumption actions are complete, communicate the return to 'business as usual'.	Ensure all staff are aware that the SEMBCP is no longer in effect. Group call message via text (Contact Group) to all parents and governors and on the website and local radio station. Advise Local Authority – contact KCC Press Office	<input type="checkbox"/>
4.	Carry out a 'debrief' of the incident with staff (and possibly with pupils). Complete a report to document opportunities for improvement and any lessons learnt.	The incident de-brief report should be reviewed by all members of the School Emergency Management Team to ensure key actions resulting from the incident are implemented within designated timescales. Governors may also have a role in monitoring progress in completing agreed actions to further develop the resilience of the school.	<input type="checkbox"/>
5.	Review this SEMBCP in light of lessons learnt from incident and the response to it.	Implement recommendations for improvement and update this Plan. Ensure any revised versions of the Plan are read by all members of the SEMT.	<input type="checkbox"/>





## APPENDIX 2 - SITE INFORMATION

Utility Supplies	Location	Notes/instructions
Gas - Infants Juniors	Between two sheds By outbuilding in front car park	Main stopcock
Water Both Schools	Just outside Junior school gates for both schools	Main stopcock
Electricity - Infants Juniors	Caretakers cupboards Main electric cupboard through first set double doors	Main supply
Heating – Infants Juniors	Boiler Room outside kitchen Boiler Room off main car park	Main supply

Internal Hazards	Location	Notes/instructions
Asbestos	Various rooms/areas but all encapsulated	All details held in Docubox in each school office
Chemical Store (s)	Cleaners cupboards	Infants – by Class 9 Junior – opposite ICT suite

Pre-designated areas	Location	Notes/instructions
SEMT briefing area	Heads Office	To be conducted in which ever school has not been damaged by incident
Media briefing area	School Hall	To be conducted in which ever school has not been damaged by incident.

## APPENDIX 3 - EVACUATION

Signals	
Signal for fire evacuation	Fire alarm bells
Signal for bomb evacuation	Fire alarm bells
Signal for all-clear	Headteacher to direct return to school

Assembly points - fire evacuation	
Fire evacuation assembly point A	Playground
Fire evacuation assembly point B	Field

Assembly points - bomb evacuation	
Bomb evacuation assembly point A	Playground
Bomb evacuation assembly point B	Field

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

Pre-identified buddy school / place of safety / rest centre	
Name of premise	Tenterden Infant or Tenterden Junior School
Type of premise	School
Contact name and details of key holder(s)	See attached appendix 4
Address	Recreation Ground Road Tenterden TN30 6RA
Directions / map	Next to each other
Est. travel time (walking, with pupils)	2 minutes to Tenterden Leisure Centre
Est. travel time (by coach, with pupils)	n/a
Capacity (inc. sleeping)	Will only be used as a distribution point for pupils to be collected by their parents or teaching while incident school out of action
Facilities / resources	Toilets and kitchen
Notes	

School Closure	<a href="http://www.kentclosures.co.uk">www.kentclosures.co.uk</a>
Email	
Password	

## APPENDIX 4 – REST CENTRE

Tenterden Infant or Tenterden CE Junior School (whichever school is not affected by incident) is a designated rest centre.

### Activation arrangements

In the event that the whole school needs to be evacuated off site, the following procedures need to be adhered to.

The emergency off site premises will be either Tenterden CE Junior School or Tenterden Infant School (whichever school is not affected by damage/incident).

Should both schools be unsafe then the emergency off site premises would be the Tenterden Leisure Centre or the Tenterden Recreation Ground site.

The staff and children should evacuate to the main playground (if safe) where a full head count will be made. Once all children, staff and any visitors on site are accounted for and it is safe to do so, the whole school should evacuate the site via the main entrance. In an event that the main entrance is blocked or unsafe the route should be via the back gate in top playground or gate leading to Infant School (for Junior School). The Infant School should use gate leading to Juniors school in car park, or gate by Little Explorers Children's Centre.

Where possible the caretaker should remain on site to liaise with the emergency services.

### Key Holders – Contact Details

Name & Title	24hr Telephone Contact
Vincent Reidy Both Schools	07783 406793
Kimberley Craggs Infants	07971 109434
Nick Leggat Juniors	07894 998150
Tina McIntosh Infants	01233 860796
Cathy Higginson Infants	01233 634591 07809 879099
Sam Crinnion	01233 770531 07939 205016