

# Trust Procedure

---

School Emergency Plan

2018/19

---



# School Emergency Plan 2018/19

Plan Information	
Version number	V1.0
Date of issue	June 2018
Electronic copies of this plan are available from	Shared Drive / Nova Gateway
Hard-copies of this plan are available from	Staff Base (School Building)
Location of emergency grab bag(s)	Staff Base (School Building)
Date of next review	September 2019
Person responsible for review	A Pettit / J Braithwaite

**This document must be read in conjunction with:**

**Nova Education Trust Business Continuity Plan**

**Emergency Planning Documents: Initial Response Phase**

**Emergency Planning Documents: Business Continuity Phase**

**Grab Bag Specification**

**Script: Notification of Incident**

**Script: Bomb Threat Script**

**Script: Contacting the Police Script**

**Educational Trips and Visits Policy**

**Health and Safety Policy**

**First Aid Policy**

# Content

<b>1.0 General Information</b>	<b>4</b>
1.1 School Details	4
1.2 Site Information	5
1.3 Contact details - Nova	6
1.4 Contact details - emergency services, government etc.	7
1.5 Contact details - local radio stations	8
1.6 Contact details - other organisations	9
<b>2.0 Initial Response Phase</b>	<b>10</b>
2.1 Lockdown	11
2.2 Shelter	11
2.3 Fire and Bomb	11
2.4 Evacuation and Emergency Dispersal	12
2.5 School Trip	13
2.6 School Closure	13
<b>3.0 Business Continuity Phase</b>	<b>14</b>
3.1 Roles and responsibilities	15
<b>3.2 Critical Response Team (CRT)</b>	<b>15</b>
3.2.1 Staffing	15
3.2.2 CRT Roles and responsibilities	15
3.2.3 Remit	16
<b>3.3 Operational Continuity Team (OCT)</b>	<b>17</b>
3.3.1 Staffing	17
3.3.2 OCT Roles and responsibilities	17
<b>3.4 Educational Continuity Team (ECT)</b>	<b>17</b>
3.4.1 Staffing	19
3.4.2 OCT Roles and responsibilities	19
<b>3.5 Communication Strategy</b>	<b>20</b>
3.5.1 Print and Online Media	20
3.5.2 TV Media	20
3.5.3 Radio Media	20

# 1.0 General Information

## 1.1 School Details

School details	
Name of school	The Suthers School
Type / category of school	Academy (Secondary)
School address	The Banks, Bingham, Nottingham, NG13 8BL
School operating hours (including extended services)	8:00 – 17:00
Approximate number of staff	12
Approximate number of pupils	100
Age range of pupils	11-18 (Currently Year 7 and Year 8 only)

Office contact details	
Office telephone number	01636 957690
Office fax number	N/A
Office email address	contact@suthersschool.co.uk
Text messaging Service details	N/A

Designated telephone lines	Contact number	Location of telephone
Incoming calls	01636 957690	Staff Base / A2
Outgoing calls	01636 957690 / 07701 008064	School mobile held by SB

Emergency Mobiles	Contact number	Location of telephone
Mobile 1	07701 008064	Staff Base (Held by JBR)
Mobile 2	N/A	N/A

Useful websites	
School website	<a href="http://www.suthersschool.co.uk">www.suthersschool.co.uk</a>
Nova Gateway	www.novagateway.co.uk
National Health Service	<a href="http://www.nhs.uk/111">www.nhs.uk/111</a>
Department for Education	<a href="http://www.gov.uk/dfes">www.gov.uk/dfes</a>
Foreign & Commonwealth Office	<a href="http://www.gov.uk/fco">www.gov.uk/fco</a>
Environment Agency	<a href="http://www.gov.uk/ea">www.gov.uk/ea</a>
Met Office	<a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a>
Health and Safety Executive	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>

## 1.2 Site Information

Utility supplies	Location	Notes / instructions
Fuel	N/A	N/A
Gas	Front of building 1 under SLT office windows	Shut down the whole site Supplier: Corona (0800 804 8599)
Water	Main Stop cock located at the bottom of the drive on The Bank. To isolate building supply, use stop cock in cleaners' cupboard (ground floor)	Shut down the whole site Supplier: Water Plus (0345 072 6072)
Electricity	A3	Main distribution board Supplier: EDF (0845 300 4904)

Internal hazards	Location	Notes / instructions
Asbestos	Removed during refurb	Register held at Toot Hill
Chemical store(s)	Science Room (A1)	Chemical list attached and can be found on <a href="http://Crl/staff/healthandsafety/healthandsafety2017-2018/science/ra/chemicalstocktake">Crl/staff/healthandsafety/healthandsafety2017-2018/science/ra/chemicalstocktake</a>

Paper-based records	Where are they stored?	Effect of loss (short-term, medium-term, long-term)	Back-up measures / restorative arrangements
Coursework	N/A	N/A	N/A
Examination papers	N/A	N/A	N/A
Asset registers / equipment inventories	Toot Hill School	Potential disruption and/or loss of curriculum resources	Digital copies

# 1.3 Nova Contact details

## Nova Education Trust—Central staff



NAME	POSITION	INITIALS	BASE	OFFICE	CONTACT NO.	EMAIL
<b>Executive</b>						
John Tomasevic	Chief Executive Officer	CEO	UNIP	Executive	—	—
Dave Hooker	Vice CEO / Executive Head Teacher (Secondary)	VCEO	UNIP	Executive	—	dhooker@novaeducationtrust.net
Ash Rahman	Vice CEO / Executive Head Teacher (Secondary)	VCEO	UNIP	Executive	—	arahman@novaeducationtrust.net
Chris James	Senior Executive Head Teacher (Secondary)	SEHS	UNIP	Executive	—	cjames@novaeducationtrust.net
Helen Duffy	Executive Head Teacher (Primary)	EHP	UNIP	Executive	—	hduffy@novaeducationtrust.net
Vicky Hayles	Executive Head Teacher (Primary)	EHP	UNIP	Executive	—	vhayles@novaeducationtrust.net
Mat Harnan	Chief Operations Officer	COO	UNIP	Executive	07803 207073	mharnan@novaeducationtrust.net
Allison Ingram	Company Secretary / Executive Assistant to CEO	CSE	UNIP	Executive	07769 295171	alingram@novaeducationtrust.net
<b>Finance</b>						
Sue Maycock	Chief Finance Officer	CFO	UNIP	Finance/HR	07769 294910	smaycock@novaeducationtrust.net
Jeni Barker	Vice Chief Finance Officer	VCFO	UNIP	Finance/HR	07769 294798	jbarker@novaeducationtrust.net
Steve Orton	Vice Chief Finance Officer	VCFO	UNIP	Finance/HR	07769 294918	sorton@novaeducationtrust.net
Mary Lai	Finance Officer	FO	UNIP	Finance/HR	0115 807 7760	mlai@novaeducationtrust.net
Sarah Ramchurn	Finance Officer	FO	UNIP	Finance/HR	0115 807 7760	sramchurn@novaeducationtrust.net
<b>Human Resources</b>						
Cate Holmes	Director of HR	DHR	UNIP	Finance/HR	07769 295430	cholmes@novaeducationtrust.net
Harprit Samrai	Trust HR Manager	HRM	UNIP	Finance/HR	07769 295258	hsamrai@novaeducationtrust.net
Karen Kelley	Trust Payroll Manager	PPM	UNIP	Finance/HR	07769 294876	kkelley@novaeducationtrust.net
Jen Tomasevic	Trust HR Assistant	HRA	UNIP	Finance/HR	0115 807 7780	jentomasevic@novaeducationtrust.net
Sarah Woods-Flack	Trust HR Assistant	HRA	UNIP	Finance/HR	0115 807 7780	swoodsflack@novaeducationtrust.net
<b>Information Technology</b>						
Dan Fenton	Director of IT	DIT	UNIP	Central Services	07801 253240	dfenton@novaeducationtrust.net
Luke Headland	Trust IT Technician	ITT	UNIP	Central Services	07769 295225	lheadland@novaeducationtrust.net
Russell Oldham	Trust IT Infrastructure Administrator	ITI	UNIP	Central Services	07701 007610	rolldham@novaeducationtrust.net
<b>Data</b>						
Steve Scott	Director of Data	DDA	UNIP	Central Services	07769 294903	sscott@novaeducationtrust.net
Natalie Miller	Data and Assessment Officer	DAO	UNIP	Central Services	0115 807 7777	nmiller@novaeducationtrust.net
<b>Marketing and Communications</b>						
Dan Miller	Design and Marketing Officer	DMO	UNIP	Central Services	07921 479960	dmiller@novaeducationtrust.net
<b>Estates</b>						
Leisa Pateman	Head of Estates	HOE	UNIP	Central Services	07769 294907	lpateman@novaeducationtrust.net

## 1.4 Emergency Services, Government and Voluntary Organisations

Organisation	Contact details
Police Emergency	999
Police Non-emergency (24 hour, non-emergency number)	101
Local Beat officer	PC 1490 Nick Stenner (Newark)
Local Police Station	101 Ext 800 3162
Fire & rescue service	999
Ambulance service	999
National Health Service	111
Department for Education (office hours, general enquiries)	0370 000 2288
Foreign & Commonwealth Office (24 hour, consular assistance)	0207 008 1500
Environment Agency (24 hour, floodline)	0845 988 1188
Met Office (24 hour, weather desk)	0370 900 0100
Health and Safety Executive (office hours, incident contact centre)	0845 300 9923
Health and Safety Executive Duty Officer (24 Hour)	0151 922 9235
Health and Safety Executive Duty Press Officer (24 Hour)	0151 922 1221
Teacher Support Network (24 hour)	08000 562 561



## 1.5 Local Radio Stations

In the event of a closure, all schools are asked to contact BBC Radio Nottingham (via NG Alerts) in the first instance once the school has received confirmation from the Trust; this is to ensure a complete list of school closures for the entire county is maintained. After notifying the BBC, schools should consider contacting other local radio stations as appropriate.

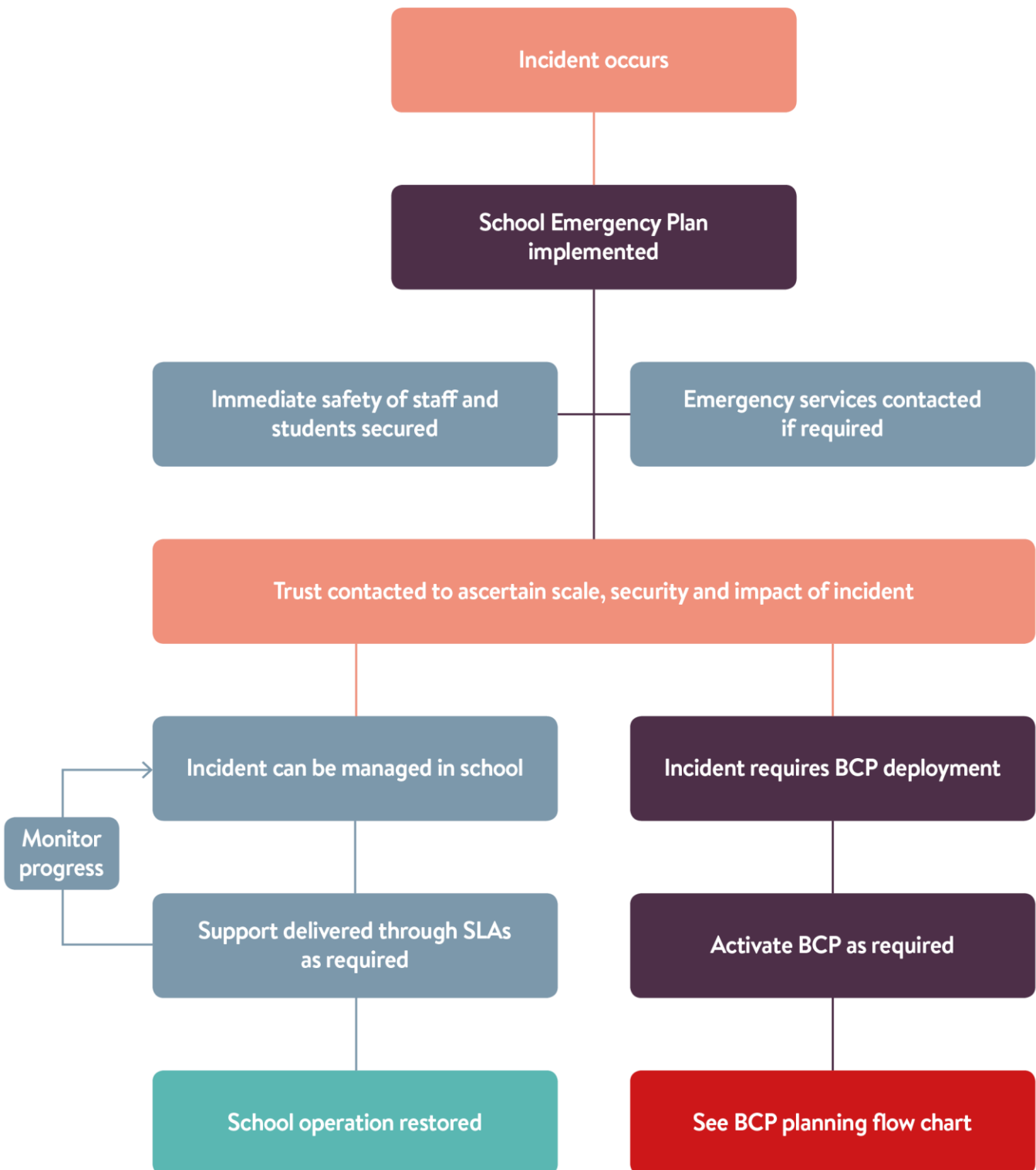
Contact arrangements for each radio station vary - some prefer to be notified online, others by telephone or email. Where there is more than one method of contact possible, these have been listed in order of preference. For security reasons, please quote your school's DfE number (and the appropriate radio station password, if necessary) when reporting a closure.

Radio station	Contact details	Frequency	Coverage
BBC Radio Nottingham	Website: <a href="http://www.ngalerts.co.uk/">http://www.ngalerts.co.uk/</a>	95.5 FM, 103.8 FM	Nottinghamshire
BBC Radio Sheffield	Tel: 0114 267 5440 (approximately 6am - 9pm)	88.6 FM, 104.1 FM	North Nottinghamshire (Worksop area)
Lincs FM	Website: <a href="http://www.lincsfm.co.uk/news/school-closures/">http://www.lincsfm.co.uk/news/school-closures/</a> Website password for 2015 / 2016: Star  Tel: 01522 549 900 (approximately 8am - 6pm) Tel: 01522 549 977 (approximately 6am - 6pm)	102.2 FM	Newark area (and Lincolnshire)
Mansfield 103.2	Tel: 01623 666 003 (approximately 6am - 6pm) Email: <a href="mailto:news@mansfield103.co.uk">news@mansfield103.co.uk</a>  Mansfield 103.2 would prefer to be contacted via e-mail.	103.2 FM	Mansfield and Ashfield (and Bolsover)
Trax FM	Website: <a href="http://www.traxfm.co.uk/news/school-closures/">http://www.traxfm.co.uk/news/school-closures/</a> Website password for 2015 / 2016: Star  Tel: 01302 341 166 (approximately 8am - 5.30pm) Email: <a href="mailto:enquiries@traxfm.co.uk">enquiries@traxfm.co.uk</a>	107.1 FM, 107.9 FM	Bassetlaw area (and Doncaster)
Capital FM (East Midlands)	Website: <a href="http://www.capitalfm.com/eastmids/preview/headsreport/">http://www.capitalfm.com/eastmids/preview/headsreport/</a> Website username for 2015 / 2016: SchoolSnow Website password for 2015 / 2016: Kerphigg  Tel: 0115 873 1520 (approximately 5.30am - 7pm) Email: <a href="mailto:emschools@capitalfm.com">emschools@capitalfm.com</a>	96.2 - 96.5 FM	Nottinghamshire (and Derbyshire and Leicestershire)

## 1.6 Other Organisations

Organisation	Contact details	Notes
Supplier (transport)	Sharpes of Nottingham 0115 989 4466 / 4555	School Bus Provider
Supplier (catering)	Toot Hill School 01949 863054	Andrea Jarvis (Catering Manager)
Supplier (cleaning)	Toot Hill School 01949 875 550	Simone Cudmore (Site Manager)
Supplier (temporary staff)	Teaching Personnel 0115 845 6408	Blair Lawrence-Broughton
Supplier (fuel)	N/A	N/A
Utility supplier (gas)	Corona Tel: 0800 804 8599	Contract with Toot Hill School
Utility supplier (water)	Water Plus Tel: 0345 072 6072	Contract with Toot Hill School
Utility supplier (electricity)	EDF Tel: 0845 300 4904	Contract with Toot Hill School

## 2.0 Initial Response Phase



## 2.1 Lockdown

Signals	
Signal for lockdown	School bell ringing continuously but broken sound
Signal for all-clear	Internal email communication

Lockdown	
Rooms most suitable for lockdown	Pupils to go to last timetabled lessons
Entrance points which should be secured (e.g. doors, windows)	Front Entrance
Communication arrangements	Internal emails Verbal instructions to staff
Notes	Out of school hours pupils should be taken to staff room and lockdown procedures followed

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

## 2.2 Shelter

Signals	
Signal for shelter	N/A
Signal for all-clear	N/A

## 2.3 Fire and Bomb

Signals	
Signal for fire evacuation	Continuous bell
Signal for bomb evacuation	Alternate bell
Signal for all-clear	Verbal instruction to staff

Assembly points - fire evacuation	
Fire evacuation assembly point A	Sports Field
Fire evacuation assembly point B	Astro Turf

### Assembly points - bomb evacuation

Bomb evacuation assembly point A	Sports Field
Bomb evacuation assembly point B	Astro Turf

If the premises have 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. a nearby school or leisure centre).

## 2.4 Evacuation and emergency dispersal

### Signals

Signal for emergency dispersal	Verbal instruction to staff
Signal for all-clear	Verbal instruction to staff

### Dispersal

Possible safe access / egress routes	Leave via footpath opposite Suthers School building and/or the footpath opposite the leisure centre
Communication arrangements	2-way Radios
Notes	

### Pre-identified place of safety / rest centre

Name of premises	Bingham Library/Sure Start Centre
Type of premises	Community facility
Contact name and details of key-holder(s)	Bingham library – Patrina Buckley (01949 837905) Children's Centre – Kathy Wilkins (01949 863840)
Address	Eaton Place Bingham Nottingham Nottinghamshire NG13 8BE
Directions / map	Head north towards The Banks Continue onto Fisher Lane Cross at the zebra crossing on Long Acre Turn right onto Newgate Street Turn left into Eaton Place Arcade Continue to venue which is on the left hand side next door to Boots
Estimated travel time (walking, with pupils)	15mins
Estimated travel time (by coach, with pupils)	N/A

Capacity	100
Capacity (sleeping)	N/A
Facilities / resources	Food and shelter
Notes	The Bingham library is closed from 12pm on Wednesday and so the Sure Start centre next door is to be used during this time

## 2.5 School Trip

In the event of a serious incident occurring on a school trip the Trust should be contacted immediately and a **Critical Response Team** will be formed along with support from the **Evolve** team at NCC

Guidance for Trip Organisers and staff can be found in the **Emergency Planning Guidance** for Staff document.

## 2.6 School Closure

### School closures - initial response

Assess the need for closure.

**Contact Exec Head and COO** to discuss whether any mitigation measures are possible, such as:

- Partially opening the school to some pupils
- Asking another school for assistance
- Purchasing infection control supplies (in the event of a public health incident).

Follow the general school closure procedures found in the Trust Procedure

Seek support from other organisations (e.g. Nottinghamshire County Council) as appropriate.

Ensure that everyone who needs to be aware of the closure is notified on the advice of the Nova Comms Team. It may be appropriate to inform:

- Pupils
- Parents / carers
- Staff
- Governors
- Extended services
- Local radio stations
- Nottinghamshire County Council or Nottingham City Council.

If the closure takes place during the school day, arrange transport for pupils as necessary.

If the closure takes place outside school hours, at least one member of staff should be present at the school entrance at the beginning of the school day. This is to ensure that any pupils who do arrive are informed of the closure and are able to return home safely.

Make alternative arrangements for exams if necessary.

If the school is likely to be closed for a significant period of time, consider the actions below.

### School closures - ongoing response

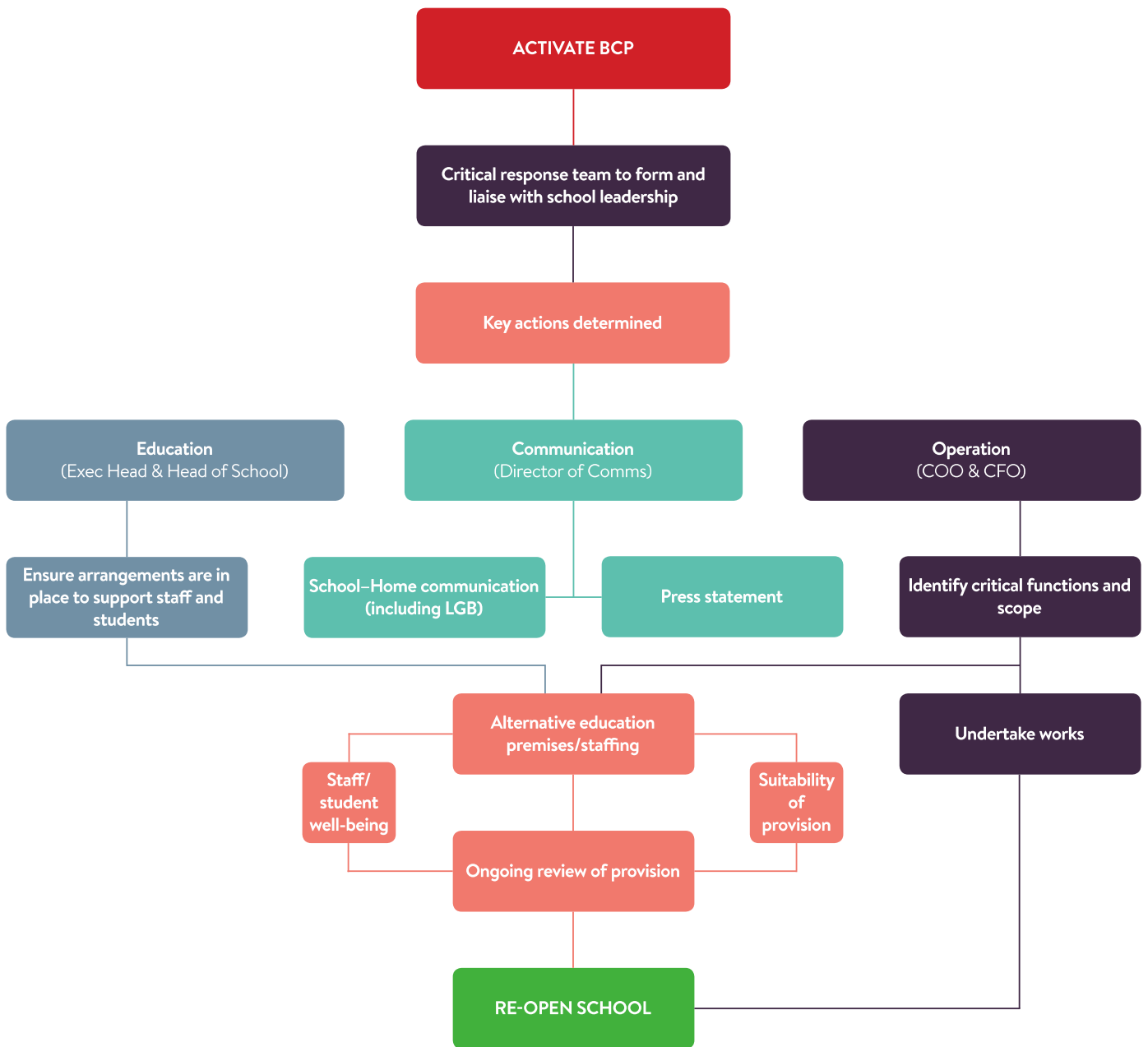
Ensure pupils, parents / carers, governors and the media are regularly informed of developments through Nova Comms Team if external media being used.

Consider how pupils with Special Educational Needs (SEN) or medical needs may be affected if the school remains closed for an extended period of time.

Ensure the security of the school premises.

Put in place arrangements for remote learning (please see section 5).

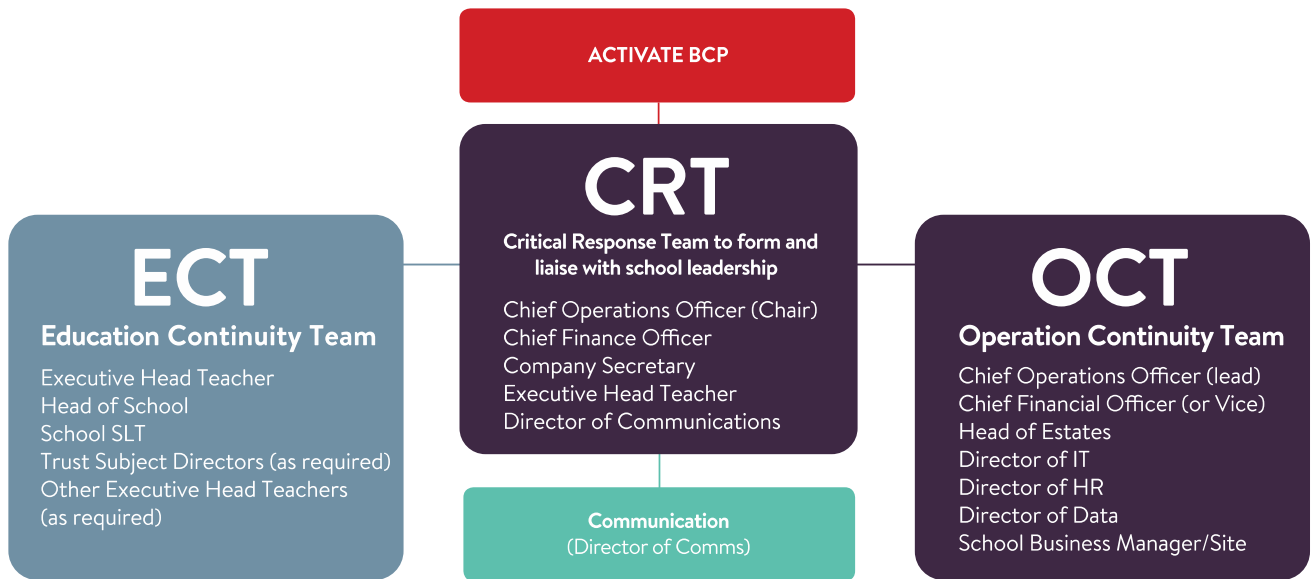
### 3.0 Business Continuity Phase





### 3.1 Roles and Responsibility

In the event of the **Business Continuity Plan** being implemented the following roles and responsibilities have been identified.



### 3.2 Critical Response Team (CRT)

Should the **Business Continuity Phase** be implemented a **Critical Response Team** will be formed by key members of the Trust leadership team.

This team will be lead the **Chief Operations Officer**, **The Chief Finance Officer** and the **Executive Head Teacher** responsible for the school. Other members of the team will be drawn from the school and central services staff as required by the nature of the emergency. It is the expectation that the **Head of School**, if available, will liaise with the **Critical Response Team** from the School.

The **Critical Response Team** will be formed upon the activation of the **Business Continuity Phase** with a core staffing comprising of:

#### 3.2.1 Staffing

- *Chief Operations Officer (Chair)*
- *Chief Finance Officer*
- *Company Secretary*
- *Executive Head Teacher*
- *Director of Communications*
- *Chief Executive Officer (Optional as required)*

### 3.2.2 Roles and Responsibilities

#### **Chief Operations Officer (Chair)**

- Declaring that an 'incident' is taking place
- Activating the **Business Continuity Plan**
- Leading the initial and ongoing response to an incident
- Leading the **OCT**
- Managing resources deployment with the **CFO**

#### **Chief Finance Officer**

- Managing financial deployment of resources
- Managing insurance claim

#### **Company Secretary**

- Communication with **Directors**
- Communication with the **ESFA** and **DfE**

#### **Executive Head Teacher**

- Providing direction and leadership for the whole school community
- Welfare of pupils
- Staff welfare
- Leading the **ECT**

#### **Director of Communications**

- Notifying relevant stakeholders, LA and media of the incident, plan activation and ongoing response actions
- Undertaking response and communication actions as required

#### **Chief Executive Officer (Optional as required)**

- Oversight of the **BCP** deployment and communication with **Directors** and **RSC**

### 3.2.3 Remit

Other central Department Heads and school staff will be seconded as required dependent on the nature of the discontinuation.

The **CRT** will lead the activation of all required actions to ensure business continuity is secured at the earliest possible juncture.

The **CRT** will oversee the **Operational Continuity Team (OCT)** and the **Education Continuity Team (ECT)** in the delivery of their objectives as agreed with the **CRT**.

The **CRT** will report to the **CEO** and the **Board of Directors** through the **Finance and Operations Sub Committee** in the first instance.

The **CRT** will also form once a year to undertake a live system test of the Trust **Business Continuity Plan** and a Secondary and Primary **School Emergency Plan**.

## 3.3 Operational Continuity Team (OCT)

In the event of discontinuity of business within a school and the implementation of the **BCT**, two working groups will be formed to support the operational reinstatement of the school and the continuation of educational delivery.

### 3.3.1 Staffing

The **Operational Continuity Team (OCT)** will work to ensure the operational reinstatement of the school. It will be staffed as follows:

- *Chief Operations Officer (lead)*
- *Chief Financial Officer (or Vice)*
- *Head of Estates*
- *Director of IT*
- *Director of HR*
- *Director of Data*
- *School Business Manager/Site Manager*

### 3.3.2 Roles and Responsibilities

#### **Chief Operations Officer (lead)**

- To lead the deployment of the **OCT**
- To record all key decisions and actions taken in relation to the incident
- To report to the **CRT**
- The provision of suitable, safe and secure accommodation to enable the delivery of education and to meet duty of care and health and safety requirements etc
- The provision of suitable catering facilities and staff to enable preparation of school meals

#### **CFO or VCFO**

- Deployment of emergency fiscal resources as required
- Medium and long term financial recovery plan
- Managing the insurance claim

#### **Head of Estates**

- Alternative accommodation secured and infrastructure installed
- School transport providers contacted
- Liaison with external agencies, emergency services, health and safety
- Liaison with utility providers to ensure continuity of delivery or alternative provision
- The provision of suitable catering facilities
- Analysis of building status and plan for rapid reinstatement of service
- Ongoing project management of reinstatement of school premises and services

#### **Director of Data**

- Reinstatement of MIS services
- Reinstatement of school performance data
- Providing resources to enable pupils to sit examinations

#### **Director of HR**

- Staff welfare and employment issues
- Staff absence management
- Secure suitable staff for the delivery of education
- Secure suitable staff for the preparation of school meals
- Secure suitable staff for school operation

- Counselling and staff support processes implemented
- Urgent recruitment where required

**Director of IT**

- Recovery and reinstatement of IT facilities
- Recovery of MIS, finance and user data from the previous working day
- Provision and deployment of temporary IT equipment

**School Business Manager/Site Manager**

- To liaise and support the **Head of Estates** and the **Chief Operations Officer**
- To ensure site security and safety in an incident
- To link with the **OCT** on any building/site issues
- To liaise and work with any appointed contractors

## 3.4 Education Continuity Team (ECT)

In the event of discontinuity of business within a school two working groups will be formed to support the operational reinstatement of the school and the continuation of educational delivery.

The **Educational Continuity Team (OCT)** will work to ensure the operational reinstatement of the school. It will be staffed as follows:

### 3.4.1 Staffing

**Executive Head Teacher**

**Head of School**

**School SLT**

**Trust Subject Directors (as required)**

**Other Executive Head Teachers (as required)**

### 3.4.2 Roles and Responsibilities

**Executive Head Teacher**

- To lead the deployment of the **ECT**
- To record all key decisions and actions taken in relation to the incident
- To report to the **CRT**
- Ensure the provision of a suitable number of qualified teaching staff
- Ensure the provision of a suitably qualified and experienced support staff to assist in the education of pupils and running of establishment services

**Head of School and School SLT**

- Day to day leadership of the school
- Pastoral care of students and staff
- Managing staff and facilities to enable pupils to sit examinations
- Information management for Parents and LGB in consultation with **Director of Communications** and **CRT**
- The creation and safe keeping of coursework including electronic documentation and items such as textiles, design and technology work pieces

**Trust Subject Directors (as required)**

- To delivery educational delivery support when and where required

**Other Executive Head Teachers (as required)**

- To offer additional support as requested and required

## 3.5 Communication Strategy

In the event of a significant event within a Trust school, all communications will be managed and deployed through the **Director of Communications** and the **CRT** if in session.

The Director of Communications, in consultation with Executive Head Teachers and Heads of School, will provide oversight in matter of **all external communications**.

During an emergency the Press Office, Marketing Office and Web Infrastructure Team will provide support to Trust schools and institutions in outward facing press and marketing communication.

### 3.5.1 Print and Online Media

In the event of any media or press contact with a school, the contact should, in the first instance, be referred to the **Director of Communications**.

If a member of staff receives an individual request for media comment, the request should, in the first instance, be referred to the **Director of Communications**. Staff should never contact media organisations independently.

No employee of the Trust should offer comment or respond to the press in any way other than through the **Director of Communications**.

The **Director of Communications** may, in certain instances be required to block media or press engagement or requests.

### 3.5.2 TV Media

All enquiries from television media outlets, whether received in school or centrally, should be referred to the **Director of Communications** in the first instance.

Television appearances and interviews should not be undertaken by any member of Trust staff without consultation with the **Director of Communications**.

In the event of an emergency please refer to item 7 of this section.

### 3.5.3 Radio Media

All enquiries from radio media outlets, whether received in school or centrally, should be referred to the **Trust Press Office** in the first instance.

Pre-arranged radio appearances and interviews should not be undertaken by any member of Trust staff without consultation with the CEO and Director of Communications.