

CRADLEY C OF E VA PRIMARY SCHOOL

DISASTER RECOVERY POLICY

Vision Statement: Enriching Lives

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<u>Dates</u>				
Written	March 2013			
Reviewed			Autumn 2021	
Amended				
Next Review	March 2016	June 2017	Autumn 2024	

CRADLEY C of E VA PRIMARY SCHOOL

1, Purpose of Disaster Recovery Plan

- 1.1, Cradley CE Primary School is committed to ensuring that, in the event of a major emergency or incident, the school will provide an effective emergency response to minimise the impact of the emergency and ensure the wellbeing and safety of all children and adults in the school's care.
- 1.2, This plan will be supported by existing emergency response arrangements with the Local Authority, the emergency services and the local authority emergency planning team.

2, Definition

- 2.1, An emergency incident or crisis can be clarified as an unexpected event which affects the school community, and which causes disruption on a scale, which is beyond the normal coping capability of the school.
- 2.2, The emergency incident may involve significant threat, damage or injury to property and individuals, and may have a long term impact on pupils, staff, governors and parents.
- 2.3, The following are examples of emergency incidents that may impact on the school and require activation of this disaster recovery plan;
- Fire or flood to buildings and contents
 - Death, accident or assault to members of staff or pupils
 - Natural major emergency incident within the local community
 - Missing person(s)/abductions
- 2.4, The Disaster Recovery Plan cannot list each type of emergency situation but will provide a framework for emergency response that can be used in most emergency situations.
- 2.5, It is important that the Disaster Recovery Policy is understood by those with responsibility for implementation and activated immediately and effectively.

3, Aims of the Disaster Recovery Policy

- 3.1, To provide effective emergency response arrangements that will ensure the wellbeing and safety of all children and adults in the care of the school.

4, Objectives of the Disaster Recovery Policy

- 4.1, The following objectives form the key components of effective Disaster Recovery;

- Establish an effective framework of emergency response
- 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 actions and decision making during the emergency incident are properly recorded
- To minimise educational and administrative disruption within school
- To facilitate the return to normal working arrangements at the earliest time.

5, Roles and Responsibilities Check List

5.1, Headteacher

- Assess the information and the situation
- Instruct the school secretary/bursar to request the appropriate emergency services
- Activate the disaster Recovery Policy
- Advise the school secretary/bursar to activate the School Emergency Response Team (SERT)
- Commence log of all actions and decisions
- Ensure safety/welfare of pupils and all adults in the care of the school
- Advise the Local Authority/Associates/Nick O’Sullivan
- Alternatively contact the Herefordshire Council Emergency Planning Team
- Decide whether to keep pupils in classrooms and safe areas or consider evacuation.
- Consider evacuation of the school to the designated evacuation points
- Consider evacuation of the school to the designated back up location
- Consider activating school closure arrangements
- Identify any pupils or adults needing specific support
- Ensure that the SERT are effectively carrying out their designated roles and responsibilities.
- Ensure that the school emergency grab bag has been collected
- Liaise with emergency services
- Consider emergency roll call of all pupils and adults in the care of the school
- Ensure all media enquiries are passed to the LA
- Ensure Chair of Governors is kept informed of situation and emergency response arrangements
- Prepare information/advice for parents, website, SMS notices etc
- Call meetings of the SERT as required and ensure that the SERT and LA receive regular situation updates
- Consider arrangements to assist the school in making a speedy return to normal functions
- Ensure insurance providers have been contacted

5.2, School Secretary/Bursar

- Request the attendance of the emergency services as directed by the Headteacher
- Assist and support the Headteacher to activate the Disaster Recovery Plan
- Obtain as much information as possible from the 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 SERT.
- Contact all members of the SERT and request that they carry out their roles and responsibilities as described in the Disaster Recovery Policy.
- Identify room for the SERT to work from, where appropriate
- Advise the Headteacher if any member of the SERT is unavailable, and cannot carry out their roles and responsibilities. Identify a substitute.
- Ensures copies of the Disaster Recovery Plan are available for the SERT
- Access and retain the Emergency Grab Bag
- Ensure that pupil records and registers are available
- Ensure that pupil medical records are available
- Highlight to the SERT any pupils that may need specific support
- Ensure that parent/carer records and contact details are available
- Ensure that staff records and contact numbers are available
- Ensure that the staff, visitor and pupil signing in/out books are available
- Ensure that the Headteacher is advised of all media requests
- Assist the 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 arrangements for provision of goods and services to the school (Catering, transport etc)
- Attend meetings of the SERT as required, and ensure that you receive regular situation updates
- Consider arrangements to assist the school in making a speedy return to normal functions

5.3, Deputy Headteacher

- Assist and support the Headteacher to activate the Disaster Recovery Policy
- Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of SERT
- Obtain as much information as possible from the Headteacher about the situation
- Commence a log of all actions and decisions
- Lead arrangements to ensure safety/welfare of pupils and adults in the care of the school
- Lead and direct all school staff to support decisions taken by the Headteacher and seek advice from the Headteacher on whether to keep pupils in classrooms and safe areas or to consider evacuation
- If directed; make arrangements for the evacuation of the school to designated evacuation points
- If directed; make arrangements for the evacuation of the school to the designated back up location
- If directed: make arrangements to activate closure arrangements
- Identify any pupils or adults requiring support
- Carry out emergency roll call of all pupils and adults in the care of the school
- Keep staff, and if appropriate pupils informed of the situation
- Ensure that the Headteacher is advised of all media requests
- Assist the Headteacher in providing consistent advice/information to the parents

- Attend meetings of the SERT as appropriate, and ensure that you receive regular updates
- Consider arrangements to assist the School in making a speedy return to normal functions

5.4, Cleaner in Charge

- Assist and support the Headteacher to activate the Disaster Recovery Policy
- Obtain as much information as possible from Secretary/Bursar 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 SERT
- Ensure that all emergency services are able to get to the scene of the incident quickly and without obstruction
- Ensure that all building and gate keys are available if required. If required immobilise utility supplies
- If required assist with evacuation
- Be available to liaise with the emergency services and Headteacher
- Ensure the Headteacher is advised of all media requests
- Attend meetings of the SERT as required and ensure that you receive regular situation updates
- Consider arrangements to assist the school in making a speedy return to normal functions

5.5, Chair of Governors

- Assist and support the Headteacher to activate the Disaster Recovery Policy
- Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of SERT
- Obtain as much information as possible from the Headteacher about the situation
- Commence a log of all actions and decisions
- Assist the Headteacher in providing consistent advice/information to parents
- Attend meetings of SERT as required, and ensure that you receive regular situation updates
- Consider arrangements to assist the school in making a speedy return to normal functions

5.6, Local Authority/SLA providers

- Assist and support the Headteacher to activate the Disaster Recovery Policy
- Obtain as much information as possible from the Headteacher about the situation
- Commence a log of all actions and decisions
- Provide advice and support to the Headteacher to ensure safety/welfare of pupils and adults in the care of the school
- Ensure that Herefordshire Council Emergency Planning Team is advised of the situation and provided with updates
- Request additional support from emergency planning as required
- Assist the Headteacher with media requests
- Assist the Headteacher in providing consistent advice/information to parents
- Attend meetings of the SERT as required and receive regular situation updates

- Consider arrangements to assist the school in making a speedy return to normal functions

5.7, Hereford Council Emergency Planning Team

- Assist with co-ordinating the Emergency response
- Liaise with the emergency services
- Assist the Headteacher and LA/SLA providers with arrangements to ensure the safety and welfare of pupils and adults in the care of the school
- Activate multi agency communication and response arrangements
- Assist with the provision of shelter, food and transport
- Assist with co-ordinating the media response to ensure continuity of advice and information
- Consider arrangements to assist the school in making a speedy return to normal functions

6, School Emergency Grab Bag

6.1, The school emergency grab bag is located in the school office

6.2, The grab bag will be maintained by the School Secretary and retained by the School secretary/Bursar in the event of the Disaster Recovery Policy being activated.

6.3, Contents of the grab bag are:

- Disaster Recovery Policy
- Map of school
- Pupil records – names, addresses, contact numbers
- Pupil medical records
- Staff contact details – names, addresses, contact details and next of kin
- Governing Body contact details
- Emergency contact numbers
- Utilities contact details
- Catering contact details
- Building and Gate keys
- Alarm arrangements
- Details of evacuation locations
- Torch

7, School Utility and Other Services

7.1, Utility Location Switch off arrangements

Gas = meter box at the end of the footpath in meet and greet

Electricity – cleaning cupboard, hall store, kitchen store and the boiler house.

8, School Alarm

8.1, The alarm is located in the entrance way

9, Evacuation

9.1, The main evacuation point is the school field

9.2, In the event of danger to the rear of the school buildings then evacuation point is the school playground or grass to side of staff car park.

10, Media

10.1, The Headteacher or other nominated person will speak to the media

10.2, All media requests will be forwarded to the LA and the media team for a co-ordinated and agreed response. All local and most national media organisations are fully aware of this policy.

11, Existing Policies and Procedure

11.1, The following existing policies and procedures support the Disaster Recovery Policy;

- Accident reporting procedures
- Risk assessments
- Health and Safety Policy
- Asbestos Register
- Fire procedures

12, Useful Phone Numbers and Links

- Gas – WMS -01743 231101 – Transco 0800 111999
- Electric – WMS 01743 231101 – Western Energy – 0800 3281111
- Water – 0800 0520130
- Fire Alarm – Ian Bailey – 01886 884682
- Burglar Alarm – 24 Seven 01568 615500
- Colin Birks – 01584 890293 Mob 07772 790193
- Edutec – Joe Langston 07450890110
- Dysons – 01684 575673
- Spa Gas – 01905 772020
- Diocesan Office – 01432 373330
- Health & Safety Team – 01432 261881 (Council)
- Fire and Health and Safety Management Nick Mobile: 07557 802110 or nick.osullivan@fandrms.co.uk
Office Tel: 01432 367303
Bryan Mobile: 07879 997670 or bryan.morgan@fandrms.co.uk
- Office Tel: 01432 357772

Appendix A

<u>ACTION LOG SHEET</u>	
From:	To:
Date:	Time:
Message	
Response	