

BUSINESS CONTINUITY PLAN

Boroughbridge High School

General Statement

Boroughbridge High School's Business Continuity Plan, based on that of the Hands Service, has been developed to be used in conjunction with the Boroughbridge High School **Emergency Plan (Appendix 2)**.

Objectives

The aim of this Business Continuity Plan is to assist the School in dealing with, however unlikely, a number of disasters that could affect the ability to operate on a day to day basis.

The most likely scenarios in such an event are:

- Loss of whole premises for an extended period through fire or flood or storm damage.
- Partial loss of premises, through fire, flood, storm damage i.e. loss of a classroom or admin offices.
- Large scale loss of property and equipment through fire, flood or theft, particularly IT equipment.
- Loss of information through a catastrophic IT failure.
- Mass unavailability of staff e.g. pandemic.
- Temporary closure at short notice (due to severe weather or loss of utilities etc.)

The School's Emergency Plan details relevant actions to take and the various people and agencies that school should co-ordinate with in the event of an emergency situation arising, and deals with specific issues such as Evacuation and Lockdown, Bomb Threats, Terrorist Attacks etc.

The Emergency Plan is located:

**School's Intranet (Policies)
Emergency Planning Folder (Headteacher's Desk)**

This Business Continuity Plan aims to demonstrate that all relevant considerations have been made and attempts to illustrate a potential way forward with regard to the School's own roles and responsibilities, particularly at a level where matters can be determined by the responsible person themselves.

Procedures

In the event of ANY critical incident on site the following steps should be followed:

Step 1 - Continually assess the situation for the level of impact.

Step 2 - Ensure that all persons are not in any imminent danger.

Step 3 - Call for support:

- Dial 999, if appropriate OR

During office hours

- Call the NYCC Children and Young People's Service on: 01609 532234 to inform them of the situation and request help, if required. If the main switchboard is out of order use 01609 534375.

Out of office hours

- Call the NYCC Emergency Planning Unit on the confidential number (which can be found in the secure area of the CYPs Info website or within the emergency response guide). Inform them of the situation and request help, if required. They will contact the on-call Assistant Director from the Children and Young People's Service.

These numbers should only be used in an emergency. Please do not give them to the media, parents or members of the public.

Step 4 - ensure that you:

- Log all communications and actions as and when required as evidence.
- Assemble the Emergency Management Team and relieve them of their normal duties. (See Appendix 1 below for details).
- Refer to the full list of emergency contact numbers in the Emergency Plan (Appendix 2).

Where possible, try to avoid closing and try to maintain normal routines.

Where Adverse Public Interest has arisen, the Headteacher, SLT or SEMT should immediately seek advice from the NYCC Emergency Planning Unit using the numbers shown above.

Governors, Staff and Pupils should not discuss any incident with the media and any media representatives should be referred directly on to the NYCC Press Department on each occasion.

1. Loss of Premises through Fire or Flood

It is anticipated that the organisation would not be able to influence the outcome of this eventuality and that matters would be taken over by the NYCC Emergency Planning Unit. This would probably involve the sourcing and fitting out of alternative temporary premises pending a re-build of the building.

Should there be a need to evacuate the premises it is envisaged that, following normal evacuation procedures, staff would escort their pupils to the pre-arranged destination.

Muster Point:

Rear of Tennis Courts

2. Partial Loss of Premises

This could be the loss of a single room or area as a result of a fire or a burst pipe, flood etc. It is anticipated that this would put the area in question out of bounds for a considerable length of time but would not, on the whole, severely disrupt the day to day operation of the School.

The School would again liaise closely with the NYCC Emergency Planning Unit and their Insurers, but would also anticipate assistance in establishing temporary accommodation arrangements in the short term where possible in conjunction with the NYCC Emergency Planning Unit.

It would be the intention, in the first instance, to designate temporary areas. For example, if an area was temporarily out of use a further area would be used, that has computer access and also visitors can be let in to the building safely and securely.

If the kitchen is temporarily unavailable arrangements will be made to cook at an alternative site and transport meals to site as long as is required.

3. Large Scale Property Loss, Particularly IT Equipment

A significant threat to the satisfactory operation of the School would be a large scale loss of IT equipment, such as whiteboards, projectors, PCs, laptops, tablets and/or networking or Wi-Fi.

Due to the layout and size of the building it may be that certain areas would still be in use whilst some areas closed and if so maybe utilised in the short to medium term.

In liaison with the NYCC Emergency Planning Unit, their Insurers/ Risk Protection Arrangement (RPA) and ICT Services it is anticipated that being able to re-order and replace lost items as a matter of urgency will be a priority and would expect to be back up and running within at least one month, if not sooner.

A partial loss only of equipment would be accommodated by a re-distribution of remaining resources and loaned items may be made available.

Wi-Fi, laptops and tablets could be used if a loss of hard-wiring is unavailable through a power surge.

4. Loss of Information Through Catastrophic IT Failure

Rather than the loss of actual equipment, this would involve the loss, or destruction, of the Server and all the school data and information that is stored on it.

Backups

Backups for Non-Critical data are performed over the network on a daily and/or weekly basis as appropriate. The data is stored on two Network Attached Storage (NAS) devices located in the secure access server room.

Covering Critical & Essential Data

All school critical data (student and staff documents etc) are backup up on a daily basis to a secure Storage platform based in main server room and secondary back up in PE block.

5. Mass Unavailability of Staff (e.g. Pandemic)

It is likely that in such a scenario the School may not be the only ones affected.

In the first instance advice will be available from the Headteacher and Director of Business Services, from NYCC Children & Young People's Service or the Health & Safety Risk Manager at NYCC and the local Public Health England, (telephone numbers available in within the emergency response folder).

The School will obtain advice and pass it on to parents as appropriate. The School will then consider the opening/closing arrangements having regard to ensuring the safety of all pupils and existing staff, visitors, contractors on the premises.

In an effort to staff the school business, the following procedures would be invoked:

- Existing Supply Staff used by the School in the ordinary course of events
- Other Supply Agencies
- Borrowing staff from partner school
- Recently retired staff still covered by DBS/safer recruitment requirements used as available

It is recognised, however, that subject to the scale of the pandemic in the locality and the availability of staff from any of the above sources, it may not be possible to fully operate and at that point a decision would be taken whether to partially, or fully, close the building and for how long.

At all times the safety of both children and staff would be of paramount importance, although every effort would be made to keep the site open and functioning.

6. Closure at Short Notice (due to severe weather, loss of utilities, internal flooding etc.)

The School may decide that in the interests of safety it is appropriate to send pupils home early. The School may also be contacted by one or more operators suggesting that an early departure is advisable where severe weather or road access are perceived to be hazardous. These representations will be taken into account to determine the appropriate course of action.

The priority of the School will be to inform staff, parents and the LA in this order of any closure as soon as is possible.

The following procedure is identified via the **Unavoidable Closure – Checklist – See Appendix 4:**

- All staff will be informed verbally if during the day and by personal telephone call if at another time.
- All parents will be informed by text, or email.
- The LA will be informed by phone call or email by the Responsible Person (see separate information attached).
- Local radio will be informed of the circumstances.
- Any transport booked for that day will be informed by the Responsible Person.

Reviewed by:	Ben Ambler (Assistant Business Manager)
Date:	
Review Date:	

APPENDIX 1 – EMERGENCY MANAGEMENT TEAM & ROLES

For details of the Emergency Management Team, please refer to Appendix 2, Emergency Plan.

Roles	In School Hours	Out of School Hours
Responsible Person(s) Headteacher SLT Director of Business Services Assistant Business Manager Teacher(s)	Assess and authorise any closure Concentrate on pupils and staff safety and wellbeing with regard to either a closedown situation or an evacuation of the premises Accompany pupils and staff to temporary agreed premises	To assess and authorise any closure Contact Emergency Management Team Contact relevant Officers at LA Inform Chair of Governors
Deputy Headteacher Director of Business Services	Assist the Headteacher or the role of the Headteacher in their absence	Assist the Headteacher or the role of the Headteacher in their absence
Assistant Business Manager / Caretaker(s)	Ensure premises secure Assist with emergency services access	Ensure premises secure Assist with Emergency Service Access Ensure the Director of Business Services is aware of the issue
Headteacher / Director of Business Services / Assistant Business Manager / PA to Headteacher	Complete phone calls, text messages and emails for: <ul style="list-style-type: none"> ➤ Emergency services ➤ Parents ➤ Local Authority ➤ Radio ➤ Transport ➤ Contractors ➤ Contact Supply Agencies ➤ Governors ➤ Volunteers ➤ Memorial Hall ➤ Children’s Centre 	Complete phone calls, text messages and emails for: <ul style="list-style-type: none"> ➤ Emergency services ➤ Parents ➤ Local Authority ➤ Radio ➤ Transport ➤ Contractors ➤ Contact Supply Agencies In the event of a premises issue manage the crisis ensuring procedures are followed.

	In the event of a premises issue manage the crisis ensuring procedures are followed.	
Pastoral Officer(s)	Take a written record of events Assist Safeguarding Lead with phone calls, texts and emails.	Take a written record of events Assist Safeguarding Lead with phone calls, texts and emails.

APPENDIX 2 – EMERGENCY PLAN

Housekeeping

Person at school who is responsible for updating this guide

Name:	Ben Ambler	Contact No:	01423 323540
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Version control

Version Number	Date Issue / Amendment	Section Amended/Added
1	May 2021	Complete review and reissue
2		
3		

Distribution list

Organisation	Department	Title
BHS	Senior Leadership (SEMT)	Head (and PA to Head), Deputy Head, Assistant Heads
BHS	Site Team (SEMT)	Assistant Site Manager, Site Team
BHS	Business Services Team (SEMT)	Senior Network Manager, Catering Manager, Office Manager
NYCC	HANDS	Chloe Rhodes, Safety Risk Advisor Dale Barton, Head of H&S
BHS	All staff	Workforce

This plan does not supersede or replicate the NYCC plans which are in place. It is designed to be a supplementary document to complement existing procedures but equally could be relied on in the event of:

- School closure
- Death or serious injury as a result of violence
- Accident, self-harm and/or sudden traumatic illness to staff and/or students
- Major fire

- Building or wall collapse
- Riot, demonstration and or civil disorder
- Gun or dangerous weapon incident
- Loss of some or all utilities (gas, electricity, water, telephones) (including shut off)
- Natural incidents such as flood
- Earthquake
- Local air crash
- Official missing person(s)/abduction
- Terrorism
- Serious criminal activity
- Bereavement
- Major health incident including pandemic

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- Appendix 2.9 - [Directory and Emergency Planning Folder \(Headteacher's Desk\)](#)

Emergency Management Team (EMT)

The Emergency Management Team will normally comprise the following people:

- Headteacher
- Deputy Headteacher
- Assistant Headteachers
- Assistant Business Manager
- Emergency Services

This plan will cover incidents which may be defined as any of the following:

- a) An occurrence which constitutes serious disruption, with little or no warning, to the capacity of the school to operate under normal conditions and requires the assistance of the Emergency Services and/or North Yorkshire County Council
- b) An event which threatens the safety of students and/or staff, the school premises or a crisis which might affect the public reputation of the school
- c) An event in the local community which may have an effect on the school, students, staff or parents

These events may occur in a variety of places and may involve students and/or staff:

- On school premises
- Off site whilst students are taking part in school activities or travelling to or from school, including whilst abroad
- Within the local community involving students or staff from the school or their relatives and friends

Out of Hours Emergencies – and Educational Visits

For events out of school hours, the staff member in charge is issued with an emergency telephone number. They should notify this person immediately:

Justin Waters - Director of Business Services
07970 784 267

In addition, in certain circumstances, some or all of the following may be included:

- Headteacher
- Deputy Headteacher
- Chair and/or Vice Chair of Governors
- Assistant Headteachers
- Form Tutors/Other Teaching Staff
- Headteacher’s PA
- Senior Network Manager
- Other professional advisors or bodies
- Emergency Liaison Officer (Local Authority)

Model for Critical Incidents

Any Critical Incident is to be managed in three phases:

1. Immediate actions
2. Managed response
3. Return to normality

Phase 1 - Immediate Action (within hours of the incident)

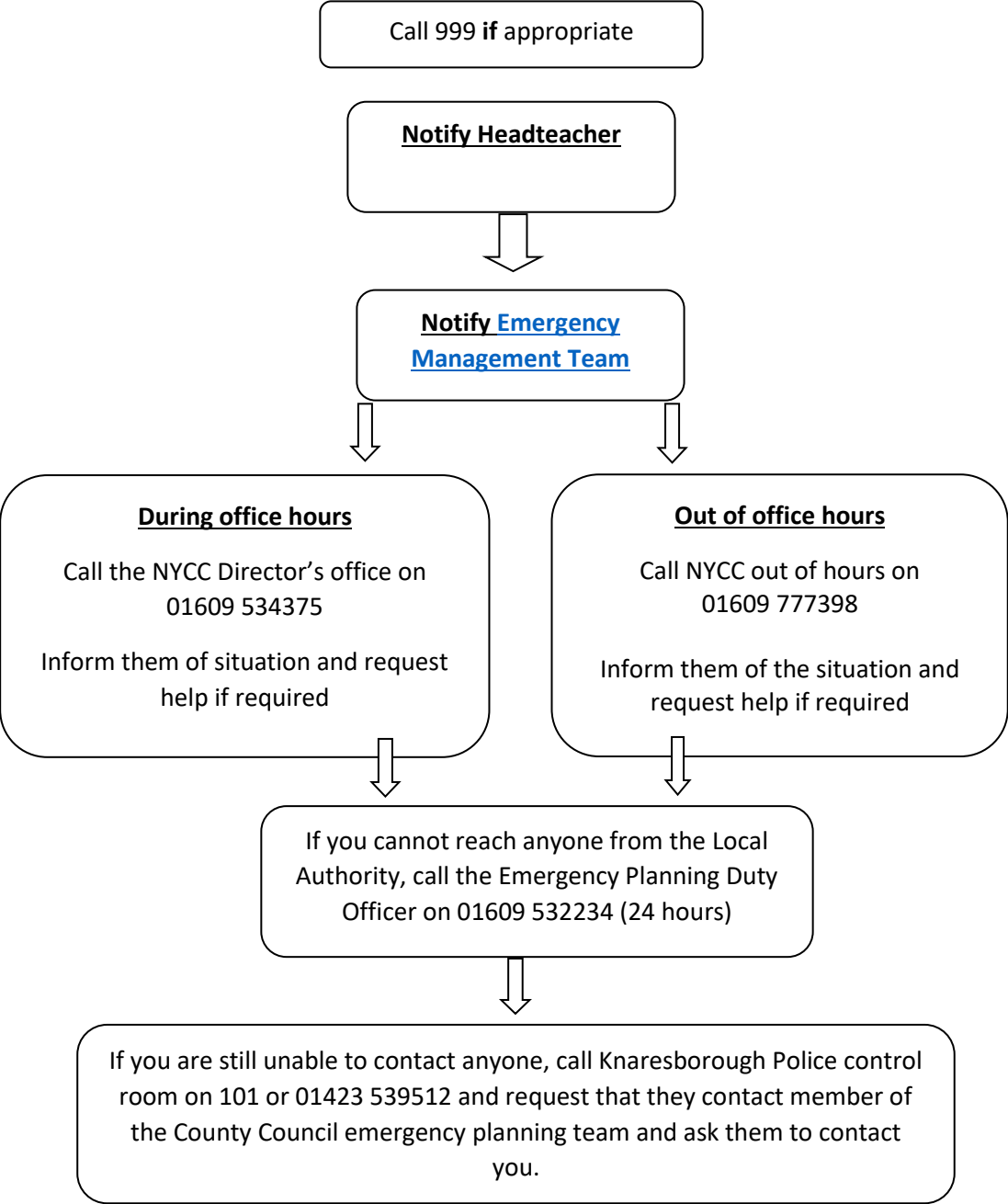
1. Obtain, collate and log information relating to the incident. It is vital that information is accurate and that any possible continuing risk is considered.
2. Gather and brief the Emergency Management Team (EMT) and allocate roles and responsibilities.
3. Trigger support from Local Authority (LA) by contacting the Director of Children’s Services and/or Emergency Liaison Officer (ELO) on **01609 532234**, together with other appropriate contacts from the emergency list. It should be clear who is responsible for making contact with those required to assist.
4. Set up an incident management room and if applicable, a dedicated phone line to deal with calls from anxious parents etc. The EMT should agree a factual statement to be given out in order to avoid

rumour and speculation. Mobile phones are not secure and should not be used to pass on sensitive and confidential information or details of events and/or casualties.

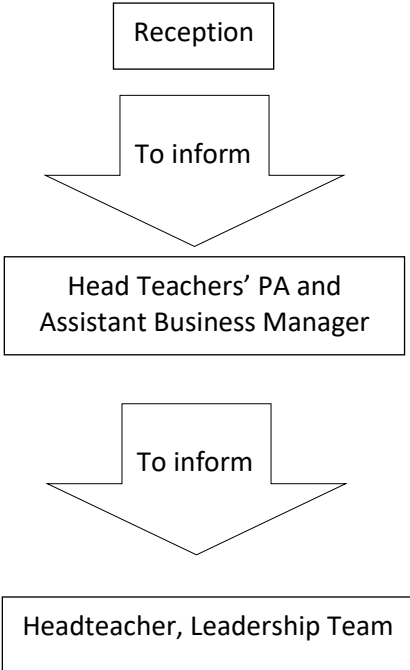
5. Contact any families affected in a prompt and sensitive manner. Ensure information is consistent. It may be appropriate for families to come to school in order to offer them immediate emotional support.
6. Make arrangements to contact other parents. Advice may need to be taken from the LA especially if there is a possibility of legal liability. EMT may wish to send a letter to parents, or prepare a leaflet.
7. Inform other school staff and governors as they will need to be briefed about talking to the media or responding to questions from reporters. Those in close contact with students should be kept well informed and feel secure in handling questions from them.
8. Inform students in an appropriate manner taking care to protect children and adults closely involved. Ensure a consistent account is given in keeping with the students' ability to understand.
9. Liaise with Headteachers/Principals in other local schools if their pupils, parents and/or staff are affected.

Checklist of Initial Action

- A. Assess situation
- B. Take immediate action to safeguard students, staff and the public
- C. Notify Headteacher
- D. Log information about the incident, actions and communications
- E. **Call for assistance as required**



Emergency Response Communication Tree



To meet in Headteacher's office with 10 minutes

Action Checklist for Phase 1

Headteacher (or other person co-ordinating EMT) – Immediate Actions

Tick

Ensure accurate, factual information is recorded and available for those arriving at the scene

Liaise with emergency services, LA and other relevant agencies from the contact list. Act as the main contact to ensure a co-ordinated response

Inform Chair of Governors/Headteacher

Inform ALL staff and parents/partners of any injured parties

Decide with EMT how to inform other parents and the wider community. Leave the emergency services to deal with the media wherever possible

Allocate tasks to the EMT depending on skills and availability

EMT - immediate actions

Tick

WELFARE

Take action to ensure safety of students and staff. This may be by evacuation or by remaining in place (sheltering)

Ensure First Aid is available and administered before emergency services arrive

Ensure any casualties travelling to hospital have someone to accompany them

Complete any accident forms and keep a factual log of actions and incidents

COMMUNICATIONS & MEDIA

Ensure media access is restricted and that the emergency services deal with them wherever possible. Any information given should be factual but not of a confidential nature. A log should be kept

Emergency phone line for incoming calls is **01423 323540** and reception.

Phone line for outgoing calls is **01423 323540** and is located in the Headteachers office.

Liaise with LA emergency planning if a public helpline is needed

RESOURCES

Ensure emergency services have access they require in getting to and moving around the site

Turn off utility services as appropriate

Assist in establishing an incident room if necessary

Ensure site remains secure

Maintain a log of actions taken and observations

Headteacher (or other person co-ordinating EMT) – Managed Response

Tick

Keep staff, trust, council and other relevant parties informed with regular briefings

Continue to work closely with the emergency services

Collate events from staff logs so that a full report can be prepared

Allocate ongoing roles for EMT members

Phase 2 - Managed Responses

- Wherever possible seek advice from EMT or Headteacher before speaking to the media. Where this is not possible the EMT should prepare an agreed text for release and a designated spokesperson should be briefed and prepared in order to respond on behalf of the school in line with the above.
- EMT should devise a plan to help those involved deal with their reactions and feelings. This may involve outside professionals to support and debrief those affected. Typical reactions include – denial, distress, guilt, anger and helplessness.
- Monitor and support staff and students as a matter of priority, particularly those directly involved, using outside agencies where appropriate (this should include members of the EMT). If the crisis persists over a long period individuals may become tired, weary and upset and this could affect their ability to make sensible or rational decisions.
- Reunite students and staff with families. This may need to take place at the scene of the incident in order to understand how to deal with the emotions of those involved and affected by the incident.
- Encourage those involved or affected by events to talk with counsellors about the incident. Outside agencies should be used as appropriate.

Action Checklist for Phase 2

EMT – Managed Response (all areas will need to communicate with each other)

Tick

WELFARE	<p>Ensure that counsellors are available prior to informing students of events</p> <p>Establish a staff rota for those managing the incident to ensure regular rest breaks are taken</p> <p>Identify and monitor students and staff who may have been most affected by events and may need extra support, including those managing the incident</p> <p>Arrange for students and parents to be reunited. This may need to be at the incident scene to help when dealing with the emotional stress</p> <p>Ensure the appropriate religious groups are involved</p>
COMMUNICATION & MEDIA	<p>Once counsellors are available inform students (in small groups where appropriate) of events and outcomes, taking advice from relevant professionals</p> <p>Inform parents whose children are not directly involved as decided by the incident leader</p> <p>Liaise with LA to prepare a press statement in conjunction with the Headteacher</p> <p>If required to speak with the media ensure that a statement is prepared and agreed upon by EMT and that it only contains relevant, factual and non-confidential information. A spokesperson should be selected</p>
RESOURCES	<p>Ensure repairs are made as soon as possible to enable the school to continue normal operations</p> <p>Arrange for private areas for counselling or where parents and students can be reunited</p> <p>Arrange for personal effects to be returned to individuals</p> <p>Arrange temporary accommodation or facilities as appropriate</p>

MAINTAIN VITAL COMMUNICATIONS WITH COLLEAGUES AT ALL TIMES

DO NOT ALLOW STUDENTS TO TALK TO THE MEDIA UNLESS THE EMT AND PARENTS HAVE GIVEN THEIR PERMISSION

Phase 3 - Return to Normality

- Consider a debrief meeting for staff, students, parents and governors to clarify what happened, to share reactions, to reassure people that these reactions are normal and to mobilise resources such as support groups. Ideally this should be led by an outside person with the appropriate professional training.
- If the school, outlying buildings and IT data are destroyed, encrypted backups (up to 2 days) are available in the server room.
- The computer servers are located near IT managers office and 6th form block.
- Data will be restored in line with SLT requirements regarding priority.
- Arrange for formal and informal recognition of the incident so that expressions of sympathy can be made.
- Plan for the return to school of those involved or affected by the incident, particularly if there has been a prolonged period of absence. Consider having professionals on hand to provide support.
- Consider providing information leaflets for students, staff and parents outlining possible delayed reactions which can be experienced. Ideally these should have details of support services available.
- Ongoing monitoring of how those involved in the incident are coping should be made, with an emphasis being placed on anniversaries. Events or ceremonies to commemorate the incident should also be considered.
- If any staff, governors or students are involved in any legal process following events they may need support to cope with the extended nature of the incident.
- Consideration should be given to including loss or bereavement counselling into staff training and/or the curriculum.

Action Checklist for Phase 3

Return to Normality

Tick

Liaise with parents and carers regarding attendance at funerals, memorials etc.

Arrange a debrief and ongoing support for staff and students

Arrange a debrief and ongoing support for Headteacher, EMT and others involved in managing the incident

Identify those who need either individual or group support

Assist affected students in returning to school

Arrange for expressions of sympathy/ acknowledgement of what has happened

Seek advice from LA regarding legal issues

Review effectiveness of BCP, evaluate school's response and revise plan as appropriate

EMT, SLT and those involved should consider whether and how to mark anniversaries

Ensure new staff are made aware of who has been affected by the event/incident

Appendix 2.1 - Emergency Telephone Group

NAME	TITLE	TELEPHONE	ALTERNATIVE NO.
Kathryn Stephenson	Headteacher	07767473441	01904 613862
Rob Grierson	Deputy Headteacher	07476 045154	
Justin Waters	Director of Business Services	07970 784267	01977 322190
Ben Ambler	Assistant Business Manager	07984492240	

Extended Group 1

NAME	TITLE	TELEPHONE	ALTERNATIVE NO.
Malcom Dawson	Chair of Federation Governors	07968 281322	
Sarah Bloomfield	Assistant Headteacher	07429191090	01904 594791
Sue Wilson	Assistant Headteacher	07393502623	01423 862027
Penny Town	Assistant Headteacher	07875 505540	01423 548429
Tammy Godsell-Wright	Assistant Headteacher	07946708554	

Extended Group Operational

NAME	TITLE	TELEPHONE	ALTERNATIVE NO.
Colin Anderson	Assistant Site Manager	07368 442872	
Phil Hemstock	IT Manager	07912480469	
Tina Chittock	Head Chef	07760 437683	01423 869853
Liz Nelson	Headteacher's PA	07889 498209	



Boroughbridge High School, Boroughbridge

EMERGENCY EVACUATION AND LOCKDOWN

The following instructions are intended to help with the safe and speedy evacuation of the school.

It is the responsibility of all members of staff to remain familiar with evacuation procedures. Staff are to familiarise themselves with emergency routes from their place of work/classroom.

1. Actions on Identifying Emergency

In the event of an emergency, a member of staff should activate the EVACUATION ALARM by breaking the glass of the nearest red alarm point. This will activate all alarms throughout the school. The same member of staff should ensure that the main school reception has been notified of the location of the incident.

2. Actions on Hearing Alarm

- a. When the evacuation alarm sounds THE WHOLE SCHOOL MUST BE EVACUATED.
- b. On hearing the alarm a member of the site team will notify students and personnel in the Performing Arts.
- c. Staff and Pupils will walk in SINGLE FILE to the NEAREST exit from the building. Fire doors should never be left open. Where possible staff should close classroom windows and doors so long as this does not cause delay. Members of staff, including those providing cover, will remain in charge of their classes until they arrive at the assembly points.
- d. Students and staff must not re-enter the building once they have left. This may mean taking a longer route to the assembly point.
- e. It is the responsibility of the site team to alert the Emergency Services, if required.
- f. Pupils undertaking exams will follow instruction from their Invigilator.

3. Building Clearance

- a. Heads of Department will sweep their own departments including all classrooms and staff hubs. Head of DT to check Art corridor. Drama and Music teacher to check their buildings. Each department needs a nominated deputy to sweep in the absence of the Head of Department.
- b. Caretakers will sweep as directed by the Emergency Evacuation Co-Ordinator (EEC).
- c. Circumstances permitting, the EEC will initially establish him/herself at Reception before moving to the carpark located at the front of school.
- d. These staff will report to the Headteacher or designated person located on the sports field, when they are satisfied that their area of responsibility is clear.
- e. The EEC (in descending order) will be Business Service Assistant – Premises and Contracts and Site team.
- f. The Head, Deputy Head or Assistant Head will coordinate the evacuation of the staff and pupils from the coordination point on the sports fields.

4. Site Team

On the sounding of the alarm the Site team should confirm the alarm point source and report to EEC for further tasking.

5. Assembly Points

- a. Students will assemble on the sports fields in Tutor Groups, along with their tutor. See the attached plan. Teaching Assistants to remain with class attached with.
- b. All non-tutors, supply staff, associate staff, learning Support staff and visitors will assemble on the sports field (see attached plan). The Receptionist will check and report any anomalies within the associate and teaching staff to the Head.
- c. In the event of an emergency evacuation, lifts must not be used. Refuge points are to be occupied if there are no alternative means of escape.
- d. Wherever possible, disabled students should be evacuated with their teaching group. If this is impractical, they should seek sanctuary at the nearest refuge point and inform reception by mobile or school telephone and wait for rescue.
- e. The Head or EEC will inform the Chief Fire Officer and Police of any concerns and the location of the emergency refuge points.

6. Reception

- Check presence of any visitors/contractors, print off pupil registers and report to Headteacher at Assembly point.

7. Catering Team

- Check presence of catering staff and report to Headteacher at Assembly point.

8. Pastoral Managers

- Obtain registers for your Year groups from the Office Staff and distribute to tutors.
- After tutors have registered pupils collect registers and check against list of exeats held by Office staff.
- Report any missing pupils as soon as possible.

9. Form Tutors

- At assembly point register tutor group and report any absentees to Pastoral Managers.
- Remain with tutor group and await further instruction.

10. Reoccupying Buildings

- Staff must not re-enter the building until the Head, Deputy Head or EEC has indicated that the emergency has passed.
- Teaching staff must remain with their tutor groups throughout the emergency.

11. Assembly Point

- The Assembly Point referred to in these instructions is situated to the rear of the main school. It is the field area adjacent to the tennis courts.
- Students should assemble here, in register order, facing the school and in single line.

Lock Down

Shelter in the school may be appropriate if there is a toxic release or the threat from an intruder on the grounds or within the vicinity of the school. The procedure will be as follows:

- a. Signal for commencing lockdown procedures will be given.
- c. The emergency management team will decide if the situation necessitates a lock down or evacuation.
- d. The lockdown signal will be:

The lesson bell sounded 10 times in 5 second duration with 3 second intervals pause twice. If possible, a

secondary air horn will be used to clear the playing field.

e. Signal for an 'all clear' will be given when the incident is dealt with.

The lesson bell will be sounded once for 15 second duration.

f. Then an email will be sent to all staff confirming that the situation has been resolved.

ASSEMBLY PLAN

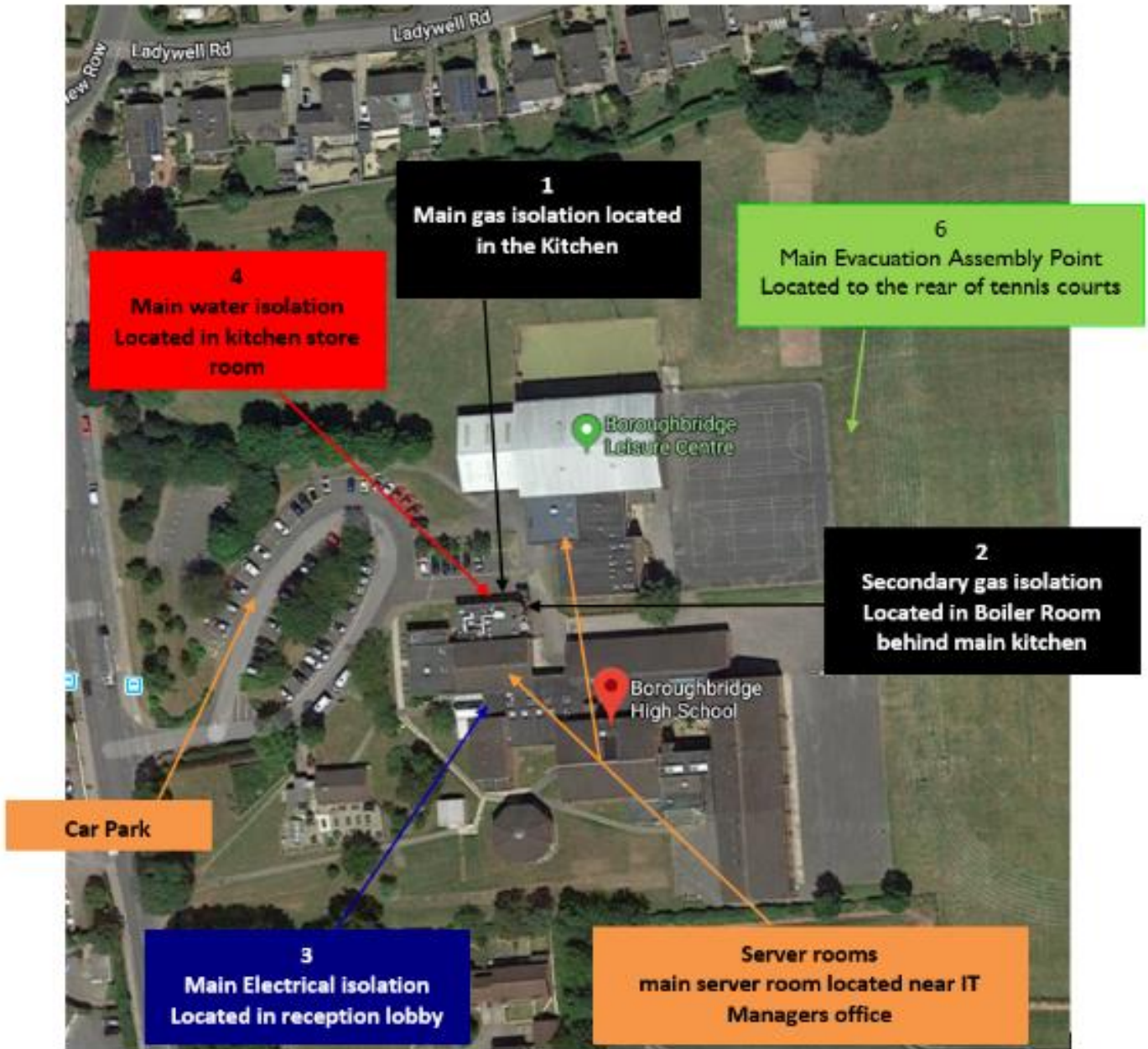
PLAYING FIELDS

First student on register						
Year 7	Year 8	Year 9	Year 10	Year 11	Year 12/13	All non-tutors, Supply staff, Associate staff, Visitors

Tennis Courts						
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Appendix 2.3 - Emergency Utility Shut-off and Site Hazard Assessment (Flammable and Chemical)

Below is a plan detailing the location of KJS cut-off valves and switches for gas, water and electricity, and information on the drainage system:



Emergency Access Points

The school is served by Wetherby Road. In the event of an incident gates are located at the front of school leading straight of the main road. Services will be advised of what entrance to use.

Specific Hazards on site

- There is asbestos in the fabric of the building in particular the front of the building.
- There are no oil or gas storage tanks on site.
- Chemicals and small amounts of radioactive material are retained by the Science Department within their Chemical Store and are stored correctly in accordance with CLEAPPS guidance i.e. separated by type and stored in flammable cabinets – access is restricted.
- A single Medical Oxygen cylinder is stored in the first floor office on the Science Corridor for personal use by one staff member (temporary) – access is restricted.
- There are cleaners cupboards located throughout the building which hold small amounts of chemicals i.e. aerosol sprays or flammable materials – access is restricted.

Appendix 2.4 - Terrorist Threats and Bomb Threats

Bomb threat prompt card for Reception staff

If you take a telephone call from someone who claims to have information about a bomb:

	TICK
1. Stay calm	
2. Let them finish the message without interruption. Try to record EXACTLY what they say, especially any code word they might give	
3. Make a note of: <ul style="list-style-type: none"> • the exact time of the call • the caller's sex and approximate age • Any accent the person has, or any distinguishing feature about their voice e.g. speech impediment, state of drunkenness etc. • Any distinguishable background noise 	
4. When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller: <ul style="list-style-type: none"> • Where is the bomb? • What time is it due to go off? • What kind of bomb is it? • What does it look like? • What will cause it to explode? • Why are you doing this? • What is your name? • What is your address? • What is your telephone number? 	
5. Dial 1471 - you may get the details of where the phone call was made from, especially in the case of a hoax caller	
6. Report the call to the police and the Director of Business Services immediately . In the extremely unlikely event that there was a code word with the message, and the location of the bomb was given as a location other than the school, follow the same procedure – report the call immediately to the police, and then notify the Director of Business Services who will notify the EMT	

Appendix 2.5 - Guidance on Suspect Packages

The likelihood of a school receiving a postal bomb or suspected biological/chemical package is very low, however, you should be aware of the immediate steps to be taken if you receive a suspect package or come into contact with a biological or chemical substance.

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

- Grease marks or oily stains on the envelope or wrapping
- An unusual odour including but not restricted to almonds, ammonia or marzipan
- Discoloration, crystals on surface or any powder or powder-like residue on the envelope or wrapping (suspect biological/chemical threat)
- Visible wiring or tin foil
- The envelope or package may feel very heavy for its size
- The weight distribution may be uneven
- Delivery by hand from an unknown source or posted from an unusual place
- If a package, it may have excessive wrapping
- There may be poor hand writing, spelling or typing
- It may be wrongly addressed, or come from an unexpected source
- No return address or postmark that does not match return address
- There may be too many stamps for the weight of the package

If you suspect that a letter or a package may contain a bomb:

	TICK
1. Stay calm	
2. Put the letter or package down gently and walk away from it Do not put the letter or package into anything (including water) and do not put anything on top of it	
3. Ask everyone to leave the area (including classes if necessary)	
4. Notify the police and the Headteacher/Deputy immediately Do not use mobile phones or sound the alarm using the break glass call points	

Appendix 2.6 - Monitoring Terrorist Attack and Implications for International Trips

Terrorist attack before a trip departs

Check with the LA to assess the threat level. Should the threat levels change or significant incident happen a trip may be cancelled by a member of the Emergency Management Team at time (including at a ferry port or airport).

Terrorist attack during a trip

Should there be an incident whilst on a trip – the trip leader information contact is the designated EVC. The EMT members should also ensure the EVC is aware of any significant incidents from new broadcasts.

Justin Waters, EVC / Director of Business Services
Mobile - 07970 784267 or Landline (not to be disclosed) 01977 680399

Measuring the terrorist threat

The measures are used to monitor the threat level:

- The Foreign and Commonwealth Office (FCO) website will be checked daily by the Local Authority Educational trips expert and the Director of Business Services following a significant attack
- Professional advice considered from the Local Authority, Insurance and Travel Company
- The news headlines will be checked daily for information
- Emergency procedures and contacts in place
- Itinerary not to include stops in high risk town
- All leadership team will act as emergency contacts in the event of a local incident
- Director of Business Services and safety expert on call 24 hours
- Local Authority available 24 hours

Measures of risk assessment for terrorist attack

The measures below are to be taken into consideration and support a trip leader's risk assessment for offsite travel, non-direct supervision, residential, accommodation, transportation of young people, visit on foot from hotel and residential risk analysis.

Activity - accessing overall trip risk following terrorist attacks

Hazards and Risks - delay or cancellation of visit due to unplanned incident

Control measures

1. Dynamic assessment meaning the coach could be called back any time before boarding the ferry or flying
2. Secondary arrangements in place by trip leader highlighting a secondary meeting place for each activity should the primary meeting place be unavailable

Appendix 2.7 – Bereavement

After the death of a child or young person

Issues for senior staff in schools or settings to resolve after the death of a child or young person.

Communications

Informing other staff and pupils

- what arrangements are planned for holding assemblies?
- what will you tell children and young people?
- which year groups need to be told specifically?
- who will do this? Headteacher, heads of year, form tutors?

Contacting parents of the child/young person, chair of governors and other significant individuals

- how and when will the Headteacher do this?
- would this be by letter, phone call, in person?
- what should the content be?

Advising all parents

- how and when will the Headteacher do this? – is this required?
- would this be by letter, email, in person?
- what should the content be?

Taking registers

- when taking the register for the first time with a group in which the child would have been, pause, acknowledge that would have been his/her space and carry on.

Dealing with personal and school property

- collect exercise books, personal property, empty lockers etc and explain to children who ask, that the family will decide what to do with belongings.

Seating arrangements in classes

- if the child would usually have sat in a particular place in any lesson, then decide how to manage that or ask other pupils how they wish to manage it.

Sports teams and clubs

- agree with other team members what to do about position in team or shirt number.

School uniform vs “mourning” wear

- make a decision as to whether black/mourning clothing is acceptable and, if so, for how long or on what occasions and explain the reasons for your decision.

Curriculum activities

- If the curriculum throws up “sensitive” subjects, do not avoid them but use the emotion and energy that they generate to explore the issues.

Grieving process

Support for grieving

- agree arrangements for pupils to be out of class, where they can go, how they will be supervised, and at what point they should return to class.
- consider whether you want to make a room available for young people to sit quietly or talk together without necessarily having an adult with them.
- be aware that this may be difficult to close again unless some substitute means for a small group of young people is offered.

Funeral arrangements

- discuss with the family what they would like and then make suitable arrangements in school.

Administrative tasks

- taking off school roll (nb particular issues with electronic and whiteboard registration).
- examination entries.
- transport arrangements.
- ensure that relevant sections of the Local Authority are informed e.g. transport and/or admissions.

Commemorations

Book of condolence

- agree where this should be and how young people may access it, either to write in or read it.

Memory box

- allow other young people to make or collect items that provide a reminder of the deceased: pictures, photos, poems, small tokens of significance etc.

Blogs, internet site

- consider whether you want this as part of the school website or not. If you don't, then be certain that someone will post something on the internet anyway.

Memorial services

- talk to staff and children about how you might remember the person and then discuss with the family, when appropriate, how they would like to arrange, or be part of, a service.

Permanent memorials

- many people may have an opinion about this, but the family should have the final decision at a suitable time in the future.

After the death of a staff member

Issues for senior staff in schools or settings to resolve after the death of a staff member.

Communications

Informing other staff and pupils

- what arrangements are planned for informing colleagues?
- what will you tell children and young people? – is this required?
- which year groups need to be told specifically?
- who will do this? Headteacher, Human Resources?

Contacting key family member(s) of the staff member, chair of governors and other significant individuals

- who will do this? Headteacher, Human Resources?
- how and when will the Headteacher do this?
- would this be by letter, phone call, in person?
- what should the content be?

Advising all parents

- how and when will the Headteacher do this? – is this required?
- would this be by letter, email, in person?
- what should the content be?

Dealing with personal and school property

- collect work diaries, personal property, empty lockers etc and explain to people who ask, that the family will decide what to do with belongings.
- decide the best strategy for return of school equipment (ie iPad)

Seating arrangements

- if the staff member would usually have sat in a particular place, then decide how to manage that or ask other colleagues how they wish to manage it.

School uniform vs “mourning” wear

- make a decision as to whether black/mourning clothing is acceptable and, if so, for how long or on what occasions and explain the reasons for your decision.

Curriculum activities

- If the curriculum throws up “sensitive” subjects for affected pupils, do not avoid them but use the emotion and energy that they generate to explore the issues.

Grieving process

Support for grieving

- provide all employees with information relating to the Health Assured support service.
- ensure in school Human Resources service available to all staff.
- agree arrangements for pupils to be out of class if appropriate, where they can go, how they will be supervised, and at what point they should return to class.

Funeral arrangements

- discuss with the family what they would like and then make suitable arrangements in school.

Administrative tasks

- taking off employee records.
- ending payroll records (including notification to pension scheme).
- death in service HR form.
- ensure that relevant sections of the Local Authority are informed (ie HR Advisory).

Commemorations

Book of condolence

- agree where this should be and how colleagues may access it, either to write in or read it.

Blogs, internet site

- consider whether you want this as part of the school website or not. If you don't, then be certain that someone will post something on the internet anyway.

Memorial services

- talk to staff and pupils (if appropriate) about how you might remember the person and then discuss with the family, when appropriate, how they would like to arrange, or be part of, a service.

Permanent memorials

- many people may have an opinion about this, but the family should have the final decision at a suitable time in the future.

Appendix 2.8 - School Closure

(Procedure for unavoidable school closures plus emergency LA and local radio station contact numbers).

Whilst your priority is to inform parents first, it is also critical that you make the Local Authority (LA) aware of the school closure as early as possible in order that they can publicise this information on the County Council website and social media feeds (used by parents, members of the public and the media to check on the status of individual schools) and respond to individual parental enquiries or complaints. In addition the LA is often required to provide daily school closure lists to the DfE for the Secretary of State's information.

If the school is unfortunate enough to be involved in any incident, remember that the Local Authority is available to help with advice and support or to provide assistance with media enquiries.

Emergency Closure Password (1 December 2020 to 1 December 2021): RAINBOW

To be used for unavoidable school closures for all media contacts.

Report a closure by:

- emailing marion.sadler@northyorks.gov.uk (including the words "School Closure" in the subject line; or

Seek advice/guidance on a possible closure by:

- going to the school closures page on CYPsinfo at <http://cyps.northyorks.gov.uk/school-closures>
- emailing marion.sadler@northyorks.gov.uk (including the words "School Closure advice request" in the subject line
- ringing **01609 532234**

NYCC CYPs website password: boroughbridge303

Login to access secure content: <https://cyps.northyorks.gov.uk/user/login>

NORTH YORKSHIRE COUNTY COUNCIL CHILDREN AND YOUNG PEOPLE'S SERVICE

UNAVOIDABLE CLOSURE OF SCHOOLS – CHECKLIST

There will be occasions, for instance due to adverse weather or loss of utilities etc, when you need to take the decision to close your school at short notice. This checklist provides key contact information for you to use.

Who do I inform?

Action 1 – Inform Parents and staff

- 1.1 Inform parents/staff by your normal channels. This may be by letter (if you have more than 24 hours notice of a closure), text message, school website, telephone or by the local radio. The following radio stations may be able to help. Remember you will need to have the password.

Radio Station	Contact Telephone Number
BBC Radio York www.bbc.co.uk/york (updated throughout the day but Radio York prefers schools to call and talk to someone)	Call 01904 622033; a member of the BBC team will ask: 1) Name of caller 2) Full name of school 3) Contact number 4) Password 5) Closure status & details - full closure, partial etc. and any additional details (eg. Open for year 10 only)
BBC Tees	Email tees.news@bbc.co.uk or call 01642 340668
BBC Leeds	Please email radioleeds@bbc.co.uk or call 0113 224 7300
TFM Radio	Email 0191 230 6100; studio – 01642 616666
Heart FM	0113 238 1114
Heart North Lancashire and Cumbria	studio 01524 848969
Greatest Hits Radio Harrogate and the Yorkshire Dales (formerly Stray FM)	You can submit closures through our website – the NYCC password will be required. We do not accept closures via social media/phone/text/email. We only publicise school CLOSURES, not those open or re-opening. You must inform us daily of closures.
Greatest Hits Radio York & North Yorkshire (formerly Minster FM)	Submitting via website: Search one of these phrases online to find your local station website: <ul style="list-style-type: none"> ▪ “Greatest Hits Radio Harrogate” ▪ “Greatest Hits Radio York” ▪ “Greatest Hits Radio Yorkshire Coast”
Greatest Hits Radio Yorkshire Coast (formerly Yorkshire Coast Radio)	<ul style="list-style-type: none"> ▪ Click through and you’ll see School Closures on the home page. It can also be found under the ‘Local’ click button which you’ll see near the middle of the home page. ▪ Click ‘Let us know your school is closed’ & then fill out the form. Under more information you can let us know, for example, if you are still open to certain year groups. ▪ Once the form is complete, click submit. This will then arrive with our team who will add to our confirmed closure list for both online & on air. Please inform parents/carers to check our website & listen on air for the latest information on the impact of severe weather.

The Bay FM (Lancaster)	Email snow@thebay.co.uk or call 01524 848747, giving DfE number and password
Viking FM	newsdesk@vikingfm.co.uk or call 01482 320903 or studio 01482 226222

- 1.2 If staff need to be informed “out of hours”, it is useful to have organised a staff “telephone tree” in advance. At times of emergency, you do not want to be organising this on an “ad hoc” basis whilst you have other things to think about.

Action 2 – Home to School Transport Contractors

- 2.1 Inform the bus/taxi contractors responsible for those children at your school who travel on Home to School Transport services. Where feeder services are in operation you should also notify those contractors and then inform the Integrated Passenger Transport Team at County Hall, telephone **01609 533133** or email ipt.compliance@northyorks.gov.uk.

Action 3 – Inform the Local Authority

- 3.2 **Whilst your priority is to inform parents first, it is also critical that you make us aware of your school closure as early as possible** in order that we can publicise this information on the County Council website, which is used by parents, members of the public and the media to check on the status of individual schools and respond to calls from individual parental enquiries or complaints. We are also often required to provide school closure data to the DfE for information.

3.3 Report a closure by:

- emailing marion.sadler@northyorks.gov.uk (including the words “School Closure” in the subject line; or

3.4 Seek advice/guidance on a possible closure by

- going to the school closures page on CYPInfo at <http://cyps.northyorks.gov.uk/school-closures>
- emailing marion.sadler@northyorks.gov.uk (including the words “School Closure advice request” in the subject line
- ringing 01609 532234

Note that as many staff are currently working from home in line with government guidance, the phone may at times be diverted. If the line is engaged, please leave a message and we will get back to you. If you cannot make contact by phone you can contact us via email to marion.sadler@northyorks.gov.uk or stuart.carlton@northyorks.gov.uk.

If you require advice from the NYCC Press Office regarding media enquiries: media@northyorks.gov.uk

Action 4 - Request Out of Hours Emergency support outside normal office hours (8.30-5.00 pm Monday to Thursday and 8.30 am to 4.30 pm Friday) and weekends/bank holidays

- 4.1 **For non-buildings related Out of hours Emergencies please ring 0845 0349437.** This is the first point of contact outside normal office hours for the County Council support which you need. **This is the Resilience and Emergencies Team contact number which is for significant emergencies or incidents only and MUST NOT BE DISCLOSED to members of the public. It should not be used for minor issues, to report a school closure due to extreme weather or for buildings related emergencies.**

Telephone Numbers for Building Repairs

Within office hours

(Monday to Thursday, 8.30am to 5pm and Friday 8.30am to 4.30pm)

Call the property service centre: **01609 53 2020** Option 2

Emergency repairs outside of normal office hours

Property service centre: **01609 53 2020**

Option 1, out of hours property menu - further options following first stage:

Option 1	Option 2	Option 3	Option 4	Option 5
West Area - Tom Willoughby East Area - Esh	HCS	Tom Willoughby	Ace Elevators	GEM

Major emergency incidents: flood, storm, vandalism, fire, building element failure.

01609 772 062 West (Tom Willoughby)

0808 169 8383 East (Esh)

Fixed mechanical equipment: 01609 773 999 (HCS)

Heating, air conditioning, thermostatic mixer valves, commercial catering, sewage pumps, waste disposal units, fume and dust extraction.

Alarms: (fire and intruder) **01609 772 062** Tom Willoughby

Lifts: (lifts, stair lifts and hoists) **0330 332 6259** Ace Elevators

Schools who are not members of the MASS Scheme should ensure that they have made appropriate arrangements to enable them to have maintenance works undertaken outside of normal working hours in the event of an emergency. (The three contractors above can be contacted direct by non-MASS schools. However, it should be noted that emergency cover is limited, and if contractors are able to respond then arrangements for ordering/payment will sit with the school).

Property during Christmas closedown/February Half-Term

Please ensure that your property is managed and protected during closure periods to ensure that there is no interruption to the delivery of educational services when buildings re-open.

Please monitor weather forecasts and particularly severe weather warnings. Ensure that your property is protected during cold spells and when unoccupied – i.e. heating systems set to 10 degrees Celsius, and if there are prolonged spells of heavy rain/flooding, ensure that your property is checked, particularly if you have basements/boilers located in basements. General information

If pupils need to be sent home early

- **parents of primary school pupils** should be informed so that they can make arrangements for the collection and supervision of their child. If there is doubt about the arrangements, the child must be kept in school and supervised;
- in the case of **secondary school children**, you need to be satisfied that no child will be put at risk by an early departure.

Home to School Transport - checklist for Schools

Read guidance at

https://www.northyorks.gov.uk/sites/default/files/fileroot/Education%20and%20learning/School%20closures/Provision_of_school_transport_in_severe_weather.pdf

- Keep a note of telephone numbers for all contractors including those operating connecting/feeder services in relation to your school.
- Contact the bus/taxi contractors, giving as much notice as possible. NB. Due to other commitments during the day it is not always possible for them to respond immediately to requests for early departures. You should ensure that there is someone to receive the child at home prior to the contractor departing the school grounds
- Where a transport service connects with another service, ensure that the connecting service is operating.

Information sources

School transport timetable information

<https://www.northyorks.gov.uk/bus-timetables>

Code of Conduct and Bad Weather leaflets

https://www.northyorks.gov.uk/sites/default/files/fileroot/Education%20and%20learning/School%20closures/Provision_of_school_transport_in_severe_weather.pdf

<https://www.northyorks.gov.uk/school-and-college-transport-code-conduct-and-general-guidelines>

Contractor details

<https://www.northyorks.gov.uk/bus-operator-details>

North Yorkshire County Council school closure list:

www.northyorks.gov.uk/schoolclosures

North Yorkshire County Council gritting and road conditions information:

<https://www.northyorks.gov.uk/winter-service>

Twitter Gritter

See our latest gritting plans via twitter: @northyorksc #nygrit

Business Continuity Plan

CYPsinfo School closure guidance and advice

<https://cyps.northyorks.gov.uk/school-closures>

The following websites may also be of assistance –

BBC Weather

<http://www.bbc.co.uk/weather/>

BBC Road Closures

<http://www.bbc.co.uk/travelnews/york>

Appendix 2.9 - Directory and Emergency Planning Folder (Headteacher's office)

The following documents are available in the Headteacher's office, Directory and Emergency Planning folder and will be kept up to date:

1. Duty Rota
2. Lunchtime Staff Supervision
3. Duty Manager List
4. Staffing Lists
5. Tutor Team Rooms
6. Staff Contact List
7. Business Continuity Plan
8. Emergency Plan
9. Adverse Weather Plan
10. Key Emergency Contacts
11. Text Message Service Procedures
12. Unavoidable School Closure Checklist
13. Exams Protocol Without Teacher
14. Guides for Accidents and Emergencies
15. Floor Plan
16. Leadership Roles and Responsibilities
17. Governors Contact Details
18. NYCC Contacts
19. Secure Email (Egress) Procedure

APPENDIX 3

NYCC CYPS: UNAVOIDABLE CLOSURE CHECKLIST

There will be occasions, for instance due to adverse weather or loss of utilities etc. when you need to take the decision to close your site at short notice. This checklist provides key contact information for you to use.

Action 1 – Inform Parents and Staff

1.1 Inform parents/staff by your normal channels. This may be by email (if you have more than 24 hours' notice of a closure), text message, website, telephone and or by the local radio. The following radio stations will make announcements for parents:

Radio Station	Contact Details
Greatest Hits Radio Harrogate and the Yorkshire Dales (formerly Stray FM)	Notify via their website on line form: https://planetradio.co.uk/greatest-hits/harrogate-yorkshire-dales/local/school-closures-harrogate-the-dales/ 1) Your name 2) Role at school 3) Email address 4) Contact number (available on now) 5) Name of school 6) Password 7) Close or partially closed 8) Reason for closure 9) Any more details (e.g. Open for year 10 only) 10) Your local area: Harrogate & The Yorkshire Dales

1.2 Inform staff using text message via the School's MIS system.

Action 2 – Transport Contractors

2. Inform the transport contractors responsible for children on site. Remember to include all feeder services (also inform the Integrated Passenger Transport Unit at County Hall, telephone **0845 8727374** if applicable).

Action 3 – Inform the Local Authority

3.1 Whilst the priority is to inform parents first, it is also critical to make the NYCC Hands Service of the School's closure as early as possible in order that they can publicise this information on the County Council website (which is used by parents, members of the public and the media to check on the status) and provide daily school closure lists to the DfE for the Secretary of State's information.

3.2 Report a closure by:

- emailing marion.sadler@northyorks.gov.uk (including the words "School Closure" in the subject line; or
- Ringing **01609 532234**.

Please leave a voicemail message, stating your school's name, DfE number and your name/job role, if your call is not answered immediately or the line is engaged.

3.3 Seek advice/guidance on a possible closure by:

- going to the school closures page on CYPs info (<http://cyps.northyorks.gov.uk/index.aspx?articleid=13795>)
- Ringing 01609 532218 or 01609 532740.

Again if the line is engaged, please leave a message and an officer will call you back.

3.4 In the rare event that the County Hall switchboard is experiencing difficulties please use the Director's Emergency Number 01609 534375, email marion.sadler@northyorks.gov.uk , or fax a message to **01609 773756**. Please note that there is no voicemail facility on this emergency number.

Action 4 – Request Out of Hours Emergency Support Outside Normal Office Hours

(8.30-5.00 pm Monday to Thursday and 8.30 am to 4.30 pm Friday) and weekends/bank holidays.

4.1 For non-building related out of hours Emergencies please ring Emergency Planning Duty Officer via the number provided in the School Emergency Response Guide.

This is the first point of contact outside normal office hours for the County Council support which you need.

Action 5 – Emergency Building Repairs. Contact Numbers:

Service	Company	Contact Number
Fire alarms, emergency lighting and security alarms	Monks Security	0113 2310848
Stair lifts, hoists and lifts	Otis	0800 181363
Plumbing	HCS Mechanical Services	01609 773 999
Building	Tom Willoughby	01609 772062
Gas heating, thermostatic mixing valves and fan convactor waste	HCS Mechanical Services	01609 773 999
Electrician	JCT	07872 932762
Kitchen extractor fan	HCS (catering Division)	01609 773999
Fume cupboards, dust, chip and heat extraction	Technology Supplies	0845 567 0000
Air conditioning	KSR	07720 846573
Roof	Premier	0113 2747201

General information

If pupils need to be sent home early:

- As a **secondary school**, ensure that no pupil will be put at risk by an early departure.

Home to School Transport - checklist for Schools and Contractors:

- Note telephone numbers for all Contractors including those operating connecting services.
- All drivers on school transport should carry contact details of the school(s) they operate to/from as well as contact details for Integrated Passenger Transport.

Radio Stations	Ben Amber to contact: Stray FM 01423 522972 Email: studio@strayfm.com Radio York 01904 622033 Minster FM 01904 486598	
Website	Liz Nelson 01423 325029 07889 498209	
Texts to Parents	Liz Nelson 01423 325029 07889 498209	
Contracted Staff Catering Staff IT Support Cleaning Staff	Ben Amber to contact: Tina Chittock (Head Chef) 07760437683 Tina Chittock to contact catering Staff Craig Lawton 07801051278 Colin Anderson 07368442872 Colin to contact Cleaning staff	

Initial Teacher Training (ITT) Students	Natalie Cummins: 07786140119 To contact relevant people	
Support Staff Admin Learning Support	Liz Nelson 01423 325029 07512 565419 Sue Wilson: 07393502623	
Cover Supervision & Supply Staff	Liz Nelson: as above	
Examination staff	Di Johnstone: 07964669146	
Expected Visitors School Nurse Ed Psych Peripatetic music staff Other visitors	Liz Nelson to contact the Nurse: Sue Wilson to contact: Relevant people Sarah Skillbeck to contact: Relevant people Person arranging visit	
Chair of Governors	K Stephenson to contact: Malcolm Dawson 07968 281322	

Local Authority Personnel	K Stephenson	
LA (CYPS Director)	01609 532218 01609 532740	
Emergency Planning Officer Out of hours	01609 761888	
Marion Saddler	01609 532 234	

If any of the staff are unavailable, the lead person and those with responsibility should contact next person on the list, if that is not possible use their initiative.

This record is to be completed and kept to be used in coordinating meetings to confirm who, how and when people were contacted.