



FINHAM PARK SCHOOL

A DFE Mathematics and Computing College

BUSINESS CONTINUITY PLAN

EMERGENCY & CRITICAL INCIDENTS POLICY



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ENSURE THAT EVERYONE WHO HAS A COPY OF THE EMERGENCY SCHEME IS ADVISED OF UPDATES AND AMENDMENTS

DISTRIBUTION LIST

	<u>Name</u>	<u>Designation</u>	<u>Address</u>
1	Mark Bailie	Headteacher	Finham Park School
2	Mandy Gilmore	School Business Manager	Finham Park School
3	Russell Plester	Deputy Headteacher	Finham Park School
4	Viv Maginnis	Deputy Headteacher	Finham Park School
5	Foorkan Kiddy	Assistant Headteacher	Finham Park School
6	Ros Atherton	Teacher Union Rep	Finham Park School
7	Vacant	Health & Safety Rep	Finham Park School
8	Jason Hart	Associate Staff Rep	Finham Park School
9	John Bennett	Facilities Manager	Finham Park School
10	Julie Ryan	Headteacher's P.A.	Finham Park School



FINHAM PARK SCHOOL EMERGENCY SCHEME

RECORD OF UPDATES

Update No.	Date Updated	Signature
1	8 th Nov '04	
2	11 th January '07	
3	23 rd February 2010	
4	16 th April 2013	
5		
6		
7		
8		
9		
10		



INTRODUCTION

A business continuity plan is a roadmap for continuing operations under adverse conditions such as a storm or a crime.

Emergency plans may never be used, but they will be worthwhile to ensure an immediate, effective and caring response to any major incident which may befall the school.

It is impossible to predict the exact form or effect of an emergency. Therefore, this emergency plan is meant to be a broadly applicable emergency document rather than specific detailed arrangements.

Emergency management arrangements must be flexible.

Potential hazards are numerous. However, the plan has addressed many of the more probable incidents and an assessment of their impact has been considered in drawing up this plan. A list of potential hazards that have been considered is attached as an appendix to this plan

Other relevant documents which have been considered alongside this emergency scheme are available online.

INFORMATION FOR ALL TEACHING AND ASSOCIATE STAFF

Be ready to respond to any potential hazard in and about the site.

- Power or IT failure or hacking
- Water shortage
- Severe weather
- Transport or fuel disruptions
- Diseases such as pandemic 'flu
- Terrorist incidents and sieges
- Chemical spillage
- Traffic/air/rail accidents
- Fires
- Water or food contamination
- A burnt-out or flooded building

Contact the School Business Manager in the event of any emergency, giving information about the:

Nature of the incident
Type of help required
Emergency service(s) required
Exact location of the incident
Number of casualties and nature of injuries (if applicable).

If necessary, evacuate the building, according to procedures set out in the Fire/Bomb Threats Procedures Document. (Appendix A of the Fire Procedures)



Maintain a calm atmosphere.

Respond to instructions given by members of the Crisis Management Team (CMT).

Do not speak directly to the media but refer all enquiries to the person responsible for contact with the media.



CRISIS MANAGEMENT TEAM (CMT)

Base:	E Block – Meeting Room
Reserve Base:	D17 – Community Room
Off-site reserve:	Finham Park Primary Sch., Green Lane, Coventry
Members:	Headteacher – Mark Bailie Deputy Headteacher – Russell Plester Deputy Headteacher – Viv Maginnis School Business Manager – Mandy Gilmore Assistant Headteacher– Foorkan Kiddy Health and Safety Rep – VACANT Teacher Union Rep – Ros Atherton Associate Staff Rep – Jason Hart Facilities Manager – John Bennett Headteacher’s P.A. – Julie Ryan

The Crisis Management team is responsible for the production, maintenance and development of plans for an integrated response to any major emergency. This involves working closely with the emergency services, other Council departments, other local authorities, voluntary agencies and industry to ensure that any response to a major incident is carefully managed to ensure a return to normality as quickly as possible.

The Head teacher has no specific role, to allow him to take on a more flexible role, overseeing the emergency response generally and responding to events as he deems necessary.

Several people are allocated to each of the eight jobs.

The person in charge of the Crisis Management Team will delegate responsibility for the seven tasks from the allocation list.

The person in charge will give each of the seven people a list of tasks to undertake.

All members of the team will have a complete file of information.

Laminated task sheets will be available to be displayed in the emergency base for quick reference the event of a major emergency.

It is planned that all members of the team will have initial instructions about their role(s); training; and regular “reminder sessions”.



PERSON IN CHARGE OF THE CRISIS MANAGEMENT TEAM:

Mandy Gilmore

RESPONSIBILITIES:

To co-ordinate and direct the activities of the Crisis Management Team;

To draw up an emergency plan/immediate course of action for the specific incident;

To delegate responsibilities and give task sheets to the chosen staff;

To provide a flexible response, based on the Emergency Procedures Document;

To keep a comprehensive incident log – pro-formas (Appendix E) kept in the Emergency Procedures file;

To consult with the Police and the person responsible for liaison with the media about the release of information to students, staff, parents, general enquiries and the media.

PERSON RESPONSIBLE FOR LIAISON WITH THE MEDIA:

Russell Plester

RESPONSIBILITIES:

Early establishment of central media point (a designated area to be determined);

To liaise and co-operate with the media and to answer their general*queries, as appropriate, about the arrangements being made for dissemination to the media;

*Note: It is anticipated that the head teacher will **NOT** be responsible for fulfilling the tasks set out on this page. Only the head teacher, or designated deputy in his absence, will give press statements and/or answer questions relating to the incident

To assist with the arrangements for press briefings (in consultation with the Council's Press Office who will take the lead role);

To assist the Council's Press Office with the preparation of press statements (the Council's Press Office who will take the lead role);

To liaise with the emergency services and the Council's Press Office over the setting up of a Media Centre;

To provide basic information about the school - refer to Appendix C ;



In association with the Council's Press Office, to liaise between the press and those affected about press interviews - seeking permission from parents/guardians of any pupils involved in interviews;

Ensuring that pupils involved in interviews have any necessary support;

In association with the Council's Press Office, asking the interviewer the questions to be asked in advance of the interview and undertaking any necessary research work;

To respond to directions from the person in charge of the Crisis Team or other personnel in control, e.g. Police, Emergency Planning Officer.

PERSON TO CONTACT EMERGENCY SERVICES:

Forkan Kiddy

RESPONSIBILITIES:

Contact as appropriate: (please remember to dial an outside line, prefix 9 to number)

Police	999
Fire	999
Ambulance	999
Local (Canley) Fire Station	0121 380 7524
Local (Coventry) Police Station	101

Be prepared to give the following information:

- (1) Emergency service(s) required;
- (2) Exact location of the incident;
- (3) Number of casualties;
- (4) Nature of injuries;
- (5) Location of telephone number where call is being made from;
- (6) Hazards which may be encountered by the emergency services at the site;
- (7) Your telephone number;

To respond to directions from the person in charge of the Crisis Team or other personnel in control, i.e. Police, Emergency Planning Officer.



PERSON TO CONTACT COUNCIL AND MEMBERS OF THE CRISIS MANAGEMENT TEAM:

Viv Maginnis

RESPONSIBILITIES:

- * **Council Emergency Telephone Operator:**
024 7683 2222 – 5pm to 8am and
024 7683 2205 – 8am to 5pm

Give the following information:

1. Your name.
2. Your telephone number.
3. The School's name: **Finham Park School**

Address: **Green Lane
Finham
Coventry
CV3 6EA**

Telephone: **024 7641 8135**

4. Details of the incident.
5. Nature of assistance required - dealing with the media; transport; catering; communications; administrative support.
6. Ask the operator to advise one of the named officers under the Council's Major Emergency Scheme - 024 7683 2066

Lower Ground Floor, The Council House, Earl Street, Coventry, CV1 5RR

E-mail: emergency.planning@coventry.gov.uk



Designation	Name
Headteacher	Mark Bailie
Deputy Headteacher	Russell Plester
Deputy Headteacher	Viv Maginnis
Assistant Headteacher	Foorkan Kiddy
School Business Manager	Mandy Gilmore

To contact the Education Department when directed by the Headteacher.

To respond to directions from the person in charge of the Crisis Management Team or other personnel in control, e.g. Police, Emergency Planning Officer.

PERSON TO OPEN APPROPRIATE BUILDINGS:

Nigel West or SSO on Duty

RESPONSIBILITIES:

Open the appropriate parts of the school

OR

If required, open the alternative emergency centre.

Considerations regarding alternative premises - in liaison with Police or Emergency Planning Officer

The person responsible for the tasks on this page should be fully conversant with the building facilities and services

To respond to directions from the person in charge of the Crisis Team or other personnel in control, i.e. Police, Emergency Planning Officer.



PERSON RESPONSIBLE FOR CHECKING CHANNELS OF COMMUNICATION:

Julie Ryan

RESPONSIBILITIES:

Check that all available communications and office equipment are working (telephones, fax, email facilities and copiers) in the designated emergency room.

Be ready to give the information to Emergency Planning Officer.

To respond to directions from the person in charge of the Crisis Team or other personnel in control, i.e. Police, Emergency Planning Officer.

PERSON TO CONTACT APPROPRIATE OTHERS:

H&S Rep (currently VACANT)

RESPONSIBILITIES:

To contact:

Chair of Governors:

Mr Peter Burns

Vice-Chair of Governors:

Mr Mercer Mottram

Member of Parliament:

Jim Cunningham MP

NOTE: In a major emergency, the Emergency Planning Officer may already have contacted Local Councillors, Education Department and MPs. Check before contacting them.

To respond to directions from the person in charge of the Crisis Team or other personnel in control, i.e. Police, Emergency Planning Officer.



PERSON RESPONSIBLE FOR IMMEDIATE ACTIONS TO SAFEGUARD STUDENTS AND STAFF:

Ros Atherton and Jason Hart

RESPONSIBILITIES:

To evacuate the building in accordance with the Fire/Bomb Procedures Document.

To liaise with the Crisis Management Team Leader and Emergency Fire Services, once the names of those present have been checked against attendance list.

The responsibility for rescue rests with the Fire Service.

To ensure that persons evacuated are afforded shelter as appropriate. The building identified for immediate shelter following evacuation is **the Sixth Form Centre located at the rear of the school in E Block.**

To liaise with **College Heads** to ensure that immediate reassurance and support is given for anyone who is distressed.

To respond to directions from the person in charge of the Crisis Team or other personnel in control, i.e. Police, Emergency Planning Officer.



WEEKENDS AND HOLIDAYS

It is a condition of any booking of the School’s facilities in the evenings, at weekends and during holidays that the person making the booking understands and takes responsibility for implementing the Emergency Procedures for their own party.

Full details are available in the Emergency Procedures file - a copy is always kept in the following locations -

Reception of the main school, Site Services Office, PLC Office and Adult Education Reception.

The person making the booking will take charge of the procedures until a member of the Crisis Management Team arrives.

The person making the booking will delegate the tasks outlined below - by giving the person the task details from the Emergency Procedures file.

1. Someone to contact emergency services.
2. Person to contact the Council and members of the Crisis Management Team.
3. Someone to open appropriate buildings.
4. Someone to be responsible for the immediate safeguarding of students and staff.

The following tasks will be undertaken by previously identified School staff:-

5. Person responsible for liaison with the media
6. Person to check communication channels.
7. Someone to contact appropriate others.

Exact details are in the File.

Please sign and return the slip below to the School Business Manager

✂Please cut along dotted line

Emergency Procedures

I confirm that I understand the Emergency Procedures, as detailed in the File, and that I will be responsible for initially implementing the procedures.

Signed:

Date:



Appendix B

IDENTIFIED STAFF FOR VARIOUS DUTIES

RESPONSIBILITY	OPTION 1	OPTION 2	OPTION 3
In charge of the Crisis Management Team	M Gilmore	R Plester	V Maginnis
Liaison with the Media	R Plester	M Bailie	V Maginnis
Contact Emergency Services	F Kiddy	J Ryan	J Bennett
Contact with the Council and members of the Team	V Maginnis	R Plester	VACANT H&S
Opening appropriate buildings	N West/SSO on duty	J Bennett	R Plester
Checking channels of communication	J Ryan	R Atherton	J Hart
Contact appropriate others	VACANT H&S	J Ryan	M Gilmore
Immediate safeguarding of Students and staff	R Atherton	VACANT H&S	J Hart



Appendix C

BASIC INFORMATION ABOUT THE SCHOOL

Finham Park School

Green Lane, Finham, Coventry, CV3 6EA

024 7641 8135

For a map of the school please see the site service office.

Details of Senior Staff:

Headteacher: **Mr Mark Bailie**

Deputy Headteacher: **Mr Russell Plester**

Deputy Headteacher: **Mrs Viv Maginnis**

School Business Manager: **Mrs Mandy Gilmore**

Assistant Headteacher: **Mr Foorkan Kiddy**

Insurance company Zurich Municipal and the interests of the school are managed through West Midlands Academies Insurance Group.

Steven Simonds | Insurance & Loss Control Officer
Solihull MBC,
Insurance & Loss Control,
PO Box 9, Council House,
Manor Square, Solihull,
B91 3QB
Tel: 0121 704 8411 | Email: stsimonds@solihull.gov.uk



Appendix D

OUR SECURITY STRATEGY

Our School is open from **7.00** a.m. to **9.30** p.m. every weekday, and by arrangement at weekends

The following measures are intended to provide for security:

- | | |
|-----------------------------------|--|
| Fire alarm system | Main panel located in main reception area.
System maintained/monitored by Diamond Fire 0844 8001684 |
| Intruder alarm system | Activated by sensors – diverts to ESU, maintained and monitored by
Status Alarms 024 7668 5523 |
| Security lighting | Time clock operated – maintained by Site Services |
| Visitor signing in/out procedures | All visitors requested to report to the Main Reception.
Record book kept during school opening hours – 8.15am to 4.15pm |
| Visitor badges | Issued to all visitors and contractors when signing in as per the above procedure. |



Appendix E

INCIDENT LOG

Incident:

Location of incident:

Date: Time:

The following section to be maintained as the incident progresses:

Date	Time	Event/Action Taken	Reason(s)

Name

Designation



There is always the possibility of an incident whilst pupils are away from school and incidents involving mini-bus crashes have highlighted the need for arrangements to be in place in the event of such an incident.

Before all trips, regardless of duration, a list will be compiled of names, addresses and home telephone numbers of all staff and pupils making up the party. One copy will be retained by the senior member of staff going on the trip (the supervising teacher) and another copy given to a member of staff not going on the trip (the home contact teacher).

The name and telephone number of the home contact teacher will be clearly marked on the list being taken by the supervising teacher.

The home contact teacher should be prepared to be continuously available for the whole duration of the trip, although a rota system could be used for extended trips.

Where possible, the supervising teacher will have with him/her a mobile telephone, the number for which is known to the home contact teacher.

Although this is an extremely onerous task, the School feels that it is worthwhile to allay anxieties, particularly of parents, should an incident occur or the trip is significantly delayed on its return.

Careful consideration should be given to the guidance issued by the DCFS relating to school visits and any guidance issued by the Authority.



Appendix G

EQUIPMENT /FACILITIES REQUIRED IN THE CONTROL CENTRE

Item	Where located	Notes
Telephone(s)	Already in control centre	
Mobile phones	Mandy Gilmore Russell Plester Viv Maginnis Mark Bailie	
Fax	Reception Office	024 7684 0803
Photocopier	Already in control centre	
Television	E Block (Music room)	
Radio (battery operated)	E Block Admin Office	
Whiteboards or flip chart	Already in control centre	
Computer with internet/email	E Block Admin Office PLC Room S11	Enter personal logging on
Stationery, supply of incident logs, emergency plans, contact lists, maps and plans etc	Already in control centre	



Appendix H

Hazards identified and specific actions required

Hazard/incident	Specific actions
Accidents at school	Dependent on severity. RIDDOR procedures if required
Accidents away from school	Procedures detailed in School Visits document
Accidents on school trip	Procedures detailed in School Visits document
Fire	Procedures detailed in Fire Evacuation document
Damage to school	Dependent on severity
Loss of key staff	*
Death of staff/pupil	*
Suicide	*
Violence	Dependent on severity. Inform police if deemed necessary
Loss of water supply	Assess estimated length of loss of supply and close school if extended period estimated
Loss of gas supply	Dependent on time of year/weather conditions. Close school if extended period of cold weather predicted
Loss of electricity supply	Assess estimated length of loss of supply and close school if extended period estimated
Loss of telephones	Backup systems in place together with availability of mobile phones
Hazardous areas (laboratories)	*
Health incidents	City Council instructions
Incident at neighbouring school	City Council instructions
Weather related incidents	Apply severe weather conditions procedures

* Careful consideration should be given to any specific hazard identified and actions which might need to be taken as a result. Questions to ask in compiling the plan include – is this a credible risk, who do we tell, who would we ask for help, are there any immediate and specific actions we need to take, are there any actions to mitigate the effects etc. Additionally, what would be the knock-on effects of any actions the School might take e.g. effects of closing the school.



EMERGENCY & CRITICAL INCIDENTS POLICY

Insert date	24 January 2003
Revised	8 November 2004
Revised	11 January 2007
Revised	23 February 2010
Revised	April 2013
Reviewed	September 2014

Review date: September 2015

Approved by Governors: 21.10.14

Signed:

MARK BAILIE
Headteacher

Date: 21.10.14

Signed:

PETER BURNS
Chair of Governors

Date: 21.10.14