

St John's Highbury Vale CE Primary School



'I can do all things through Christ who strengthens me' Philippians 4:13

Emergency and Business Continuity Policy

**Ratified: Summer 2026
Review Date: Summer 2029**

At the heart of our school vision is a desire for an authentic and life-giving relationship with ourselves, one another, our world, and with God. We believe that it is through Christ who gives us the strength, all can achieve within a learning environment where every child is valued as a unique individual created in the image of God, and where teaching and learning is of consistently high standard.

STJHV Statement of Intent

St John's Highbury Vale in Islington is committed to providing a nurturing and inspiring environment where every child is empowered to reach their full potential. Grounded in our Christian ethos and guided by our values, we strive to create a vibrant and dynamic educational experience that prepares our pupils to lead fulfilling lives and contribute positively to society.

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1. INTRODUCTION

Emergencies can and do happen and an organisation's ability to respond appropriately in emergencies depends on the forethought and planning that has already taken place. Further to the Civil Contingencies Act 2004, it is the responsibility of all public bodies to set in place emergency plans for the continuity of their service. The Local Authority (LA) considers it best practice that schools should have appropriate and effective emergency plans.

This document is designed to provide guidance to Head Teachers, Governors and staff in developing a suitable plan.

2. SCOPE

This document applies to all staff employed within schools, including teachers and school support staff.

3. EMERGENCIES IN SCHOOLS

While it is not possible to plan for every eventuality that might arise, incidents are grouped into three levels:

- Level 0 – Localised Incidents
- Level 1 - Localised Emergencies
- Level 2 - Major Community Emergencies

Levels 1 and 2 are distinguished by how wide-spread their possible effect may be and the action that needs to be taken, not necessarily their potential severity.

While the LA response and coordination is likely to take effect on the two higher levels only – *localised emergencies* and *major community emergencies*, it is considered worthwhile to include Level 0, since initial action taken is likely to be similar and recognition needs to be given to the unforeseen.

3.1 Level 0 - Localised Incident - Disruptive to routine but not an immediate threat to life or well-being.

An incident that can be dealt with locally and may, at most, require a limited closure of the school and includes limited disruption without involving risk to the well-being of individuals. Some support from the LA or other agencies may be necessary, and some incidents may require formal notification to the Local Authority (LA).

Examples (not exhaustive):

- Severe weather problems
- Services – power, gas, water cut off
- Failed heating system
- Flooding or other weather damage
- Fallen trees

- Minor earthquake tremor
- Water leak
- Vandalism
- Local industrial action
- Notifiable infectious outbreak.
- Travel or flight restrictions preventing normal return of school group from UK or overseas trips
- Viral epidemic
- ICT failure or disruption including:
 - Internet Connectivity outage
 - Email system not working
 - Theft of servers or major parts ICT infrastructure
 - Malicious (Virus, Denial of Service, hacking etc.) attack on ICT systems
 - Website down
 - Telephone Services not working (possibly linked to Internet service)

3.2 Level 1 - Localised Emergency - Localised emergencies may include any unexpected event which is likely to disrupt the normal functioning of the school.

These are more likely to be critical incidents involving a real threat of, or actual injury or death, where urgent and significant local authority and other agency support are needed.

Examples: In School

- A deliberate act of violence, such as the use of a knife, firearm or other weapon/implement
- A school fire or laboratory explosion/release of toxic chemicals/substances
- A pupil or teacher being taken hostage
- The destruction or serious vandalising of part of the school
- Fire
- Gas leak.

Outside School

- The death of a pupil or member of staff through natural causes or accidents
- A transport-related accident involving a large number of pupils and/or members of staff or resulting in death or serious injury
- Death or serious injuries on school journeys or excursions
- Civil disturbances and terrorism
- Large clusters of localised human to human viral infection which will trigger concerns of a likely epidemic.

3.3 Level 2 - Major Community Emergencies - Major emergencies may affect whole communities and typically involve Islington Emergency Planning Department

A serious incident in the local community which could have a significant impact on the school. School closure may be necessary dependent on the nature and proximity of the emergency. Islington Council's Emergency Planning Team will be involved in such incidents as well as guidance from the Department for Education.

Examples:

- Serious road or rail accident or spillage
- Aircraft crash
- Factory explosion
- Terrorist action
- A more widespread disaster in the community
- A flu epidemic or viral infection leading to national alert

As part of Islington Council's response to a major emergency certain schools and colleges have been identified as Emergency Rest Centres (ERC) for the temporary care of those made homeless by disaster. Such emergencies, and associated communications, will be coordinated through the emergency services (999) and Islington Council's Emergency Planning Team.

In the event of such an emergency, take necessary action locally and contact the Emergency Planning on 0207 527 2000.

This guidance supplements and updates advice contained in the Islington Emergency Planning Guidance. The main purpose of the guidance is to confirm communication arrangements between education establishments, including schools and children's centres, and the Authority in the event of an emergency.

4 SCHOOL EMERGENCY PLAN (SEP) (*Lockdown policy and Lockdown procedure*)

4.1 Scope of the School Emergency Plan (SEP)

STJHV has plans to manage a range of potential threats, incidents and emergencies which are then documented in the School Emergency Plan (SEP), ([Appendix 1](#)). This would include making a written assessment of the specific risks affecting the school and identifying any hazards which pose a particular risk, such as the proximity to an industrial estate, river or major road/transport hub, as well as taking account of other potential risks, such as;

- A violent intrusion onto school premises by malicious persons, either in person or by means of arson or explosive device
- Destruction or vandalism of part or whole of the school
- The school building becoming unsafe as a result of fire or flooding
- Severe weather
- Death of a pupil, member of staff or governor
- An epidemic
- Serious incidents on educational visits
- The release of hazardous substances near or on the school site.

Other events may also be deemed to be emergencies in schools because of the impact they have on teachers, pupils or other staff, sometimes for protracted periods of time:

- An incident in the community which is seen or experienced by pupils or staff
- An incident affecting relatives of pupils and which is known about within the school
- An incident involving allegations within the school
- An incident affecting a nearby or comparable school.
- Industrial action

Additional procedures for dealing with these types of emergencies should be accounted for in the SEP.

4.2 The Principles of an Emergency Response

There are typical tasks and actions that a school may need to undertake to manage a localised incident or emergency (Level 0 and Level 1), as well as supporting activity elsewhere during a major community emergency (Level 2).

The SEP should make it clear who will undertake each task for a range of possible scenarios.

The Head Teacher, or pre-agreed nominee, is responsible overall for the school's response to an emergency, however they should be supported by the School Emergency Management Team (SEMT).

The SEMT should consist of senior staff that are appropriately trained and willing to take key roles in an emergency, such as; communications, welfare, media management and resources, supported by admin and caretaking staff or facilities manager. Identifying these key staff members and delegating roles in advance will save time should an emergency occur.

To provide resilience during periods of absence of the primary designated member or during a protracted incident each member of staff nominated to take a key role in the SEP should so far as practicable also have an appointed deputy.

However, whilst the SEMT will coordinate the necessary actions at local level to minimise further risk as a result of an emergency, the LA and external services can be called upon at any time to provide help, advice and support to enable schools to carry out their day-to-day functions in extraordinary circumstances.

In smaller school, it may not be possible to nominate a full SEMT and most roles will be taken by the Head Teacher or nominee, with support from the office staff or premises manager. In these circumstances, it is particularly important to contact the LA and report the incident as soon as possible.

Islington Council Emergency Planning Team have dedicated staff who can offer support and guidance, in conjunction with the LA Business Continuity Plans which set out clear procedures and protocols for dealing with emergencies. These plans detail how the emergency services, local authority, health authority, voluntary agencies and other organisations work together to mitigate the effects of any emergency that threatens the community.

4.3 Roles and Responsibilities

It is important that all staff involved in the school's response to an emergency are made fully aware of the procedures detailed in the SEP, and **appropriate training** should be provided to ensure that staff know their role, are confident to carry out tasks assigned to them and have access to available resources and facilities.

The school response to any incident or emergency can be divided into three distinct stages and the roles and responsibilities at each stage will vary: ([Appendix 2](#))

- 1) Initial Actions
- 2) Ongoing actions once the incident/emergency response is established
- 3) Actions following the close of the incident/emergency, leading to restoration of normality, reoccupation of premises etc.

The role of the Head Teacher (or nominated deputy) is to agree/authorise implementation of the SEP and maintain senior oversight of the SEP is maintained in line with the strategic aims. Once implemented, the role of the Head Teacher is to maintain liaison with Local Authority, Civil Emergency Services, and School Governors.

A senior member of staff should be appointed to act as SEP Coordinator to maintain day to day supervision of the SEMT. Other members of staff will be designated to other roles, answering to the SEP Coordinator.

A list of suggested roles and responsibilities and required actions is also included at [Appendix 2](#). This list is not exhaustive but is designed to allow Head Teachers to focus on issues relevant to their establishment. Roles can be combined or separated further according to staff availability.

There are also a number of Emergency Job Cards which can be found at Appendix 9 which schools may find useful when assigning roles and responsibilities.

4.4 Training.

It is essential that all staff designated as members of the SEMT, and deputies, receive appropriate training to enable them to perform their respective duties effectively and efficiently.

The school will ensure:

- annual review of the Emergency and Business Continuity Plan;
- annual lockdown training and/or drill;
- regular fire evacuation drills in line with statutory requirements;
- induction training for new staff;
- safeguarding and emergency procedure updates for all staff;
- governors are informed of emergency planning arrangements.

Records of training, drills and reviews will be maintained by the school.

4.5 Grab Bag contents

A grab bag contains all the information and guidance that may be of use during a disruption. Grab bags should be stored securely; but easily accessible taking into account it will contain

personnel information.

There should be at least two grab bags each located in different parts of the school e.g. one in the school office and annex block b, in case the building becomes inaccessible.

The content of a grab bag can become heavy and cumbersome so you should avoid filling it with unnecessary items. Paper documentation should be together and you may want to consider a wheelie bag however a back pack is preferable.

The contents of the grab bag should be regularly checked and updated. A nominated person should be responsible for maintaining the grab bag e.g. Deputy Director of Operations

Suggested contents of a grab bag can be found at [Appendix 7](#).

5. ADDITIONAL INFORMATION

5.1 Media

In the event of any incident or emergency involving schools media interest, whether local or national, can be anticipated.

It may be useful to prepare a number of 'holding statements' which have been agreed in advance with the Islington Corporate Communication Team. This will allow some form of media release to be made and gain time for the Head Teacher and staff to understand exactly what has happened before a fuller statement is made.

See [Appendix 5](#) for further guidance.

5.2 Severe Weather

This document is intended to provide advice and guidance to schools in preparing emergency plans to deal with severe weather conditions which may result in school closures. School severe weather contingency plans should be prepared well before the bad weather season so that all staff, parents / guardians and pupils understand them. (See [Appendix 6](#))

It is therefore important that contingency plans are developed according to the local requirements of the individual establishment. Plans should include arrangements for issues such as roles and responsibilities, communication and media management, as well as how information about potential school closures and re-opening will be communicated to pupils, staff and parents.

5.3 School Closures

The decision to close the school is usually made by the Head Teacher and Governors having sought confirmation from the LA.

School closures should be avoided where possible but where it is unavoidable, for health and safety reasons or staffing issues, consideration should be given to the contacting procedures for parents and school transport. The procedures for school closures are

detailed in our SEP.

See [Appendix 6](#) for further guidance.

5.4 Insurance Claims

STJHV has local authority property owners insurance then they are covered against the following events: fire, lightning, explosion, aircraft, riot and civil commotion, malicious persons, earthquake, storm, flood, escape of water, impact own vehicle, sprinkler leakage, theft, breakage of fixed glass, escape of oil, aerials breakage, subsidence, ground heave and landslip, accidental damage.

Further advice on insurance matters can be obtained from Islington Risk and Insurance Sections or by contacting Steve Walsh (steve.walsh@islington.gov.uk)

5.5 Lockdown Procedures

STJHV has a lockdown policy which will be on our website and a lockdown procedure which has been shared with staff and governors only

Lockdown arrangements include:

- partial lockdown;
- full lockdown;
- invacuation procedures;
- communication systems for alerting staff;
- procedures for pupils, visitors and contractors;
- arrangements for pupils and staff with SEND or medical needs.

Lockdown drills will take place at least annually and following significant changes to the school site or procedures.

Following each drill or incident, a review will be undertaken to identify improvements and staff training needs.

**School Emergency Plan
(SEP)**

**St John's Highbury Vale Primary School
Conewood Street
London
N5 1DL
0207 226 4906**

Location description

The office is located at the main entrance to the school

The aim of this school emergency plan is to describe how the school will respond to an emergency in order to save lives, minimise the risk of injury to the school community in the event of a potential or actual life-threatening emergency and mitigate the effects of the event to the school community.

The OBJECTIVES of the school emergency plan are:

- To describe the locality in general, especially with regards to key locations.
- To describe the school geography in detail, especially with regards to key locations.
- To identify key responders (and deputies) including the School Emergency Management Team (SEMT).
- To identify possible hazards and identify appropriate strategies for managing the response.
- To identify potential triggers for plan activation.
- To identify how the SEMT Team will communicate with the extended school community.
- To identify the immediate actions of the responders and school community.
- To identify key locations relevant to the implementation of the plan.
- To identify a training and exercise schedule.
- To identify critical contact information.
- To identify a plan audit and review process.

**Person responsible for updating this
plan:**

Hasina Khan

Critical School Contact information: - See Appendix 8

<u>Plan Activation</u> The plan will be activated under the following circumstances.		• On activation of the fire alarm • On receipt of a telephone call by the emergency point of contact. • On being informed of a bomb threat. • On being informed of an external threat. • On being informed of an intruder within the school. • On being informed of a sudden illness in the school • On receipt of information that the Head Teacher considers the plan to be activated.		
Date of Issue:	May 2026	Date of next review:	May 2027	
Number of staff employed at school	23 + 3 regular agency staff	Number of pupils on roll	210	
Are accurate names, addresses, and Telephone numbers held for staff, governors and pupils?	Yes	Contact details last updated:	September 2025	
Who is responsible for updating the Contact details?	Clare Thomson and Emily Hynes			
How will Parents be kept updated on progress of the incident/emergency?	Text, e-mail, letter, website,			
How will Parents be kept informed of School closures and re-openings?	Text, e-mail, letter, website,			

The following addresses / contact details of important local institutions in the school neighbourhood:	Police Station: 2Tolpuddle Street, N1 0YY 101 for non emergencies and 999 for Emergencies Fire and Rescue Station: 278 Upper St, N1 2TZ Tel: 020 8555 1200 Hospital: Whittington Magdala Ave, London N19 5NF Tel: 020 7272 3070 GP Surgeries: Highbury Grange Health Centre 1-5 Highbury Grange N52QB Tel: 020 7226 2462 Also see Appendix 8	
Who holds copies of the Emergency Plan?	Senior Leadership team. Office staff , LA and grab bags at both sites.	
Are contact details for contact details for outside agencies Including the LA current and readily available?	Yes	
State the location of the following, it may be useful to attach a site plan to this plan:		
Water cut off valve:	Main site – behind fence in playground- there is a gate Maberley – on street 2m from hall	
Gas mains valve:	Main site - 3 valves – 1 valve in intervention cupboard of y2, 2 on left hand side of y3 meeting room Maberley – under sink in Maberley kitchen	
Electric meter:	Main site – next to front office desk Aberdeen Park – side passage in passage outside Maberley	
First incoming telephone point:	Main site is located: 301 and 303 (Clare and Emily's phones) VOIT telephone system based in the server room. Maberley - linked to main phone system	
What are the pre-planned arrangements for the following: Safeguarding Leadership During Emergencies The Designated Safeguarding Lead (DSL) during any emergency or business continuity incident is: • DSL: Petra Slater		

- Deputy DSLs: Hasina Khan and Arielle Slack

During any emergency, safeguarding procedures will remain in place and all concerns relating to the safety or welfare of pupils will continue to be recorded and responded to in line with Keeping Children Safe in Education and the school safeguarding policy.

Where the school is operating remotely, partially closed, or relocated:

- safeguarding communication systems will remain active;
- DSL/DDSs will remain contactable;
- vulnerable pupils will be monitored regularly;
- concerns will be logged using the school's safeguarding systems and escalated where necessary;
- appropriate information sharing with external agencies will continue.

If the DSL is unavailable, responsibility will transfer to one of the Deputy DSLs.

Rendezvous Points (RVP) for CES /external agencies:	Outside School Building
Evacuation routes (avoiding CES RVPs):	See attached Appendix 14 – separate document – Evacuation Maps
Assembly points (avoiding CES RVPs):	If we leave via the front then it is Christchurch If we leave via the back then it is Gillespie School
Disabled evacuation routes (avoiding CES RVPs):	This is the same route as in Appendix 14 – separate document – Evacuation Maps
What are the pre-planned arrangements for the following (attach written arrangements to this Plan if required):	
Loss of premises:	Short term arrangements, 1 or 5 days: Google classroom. Maintain telephone contact with the most vulnerable pupils and bring them into school. Long term arrangements, over 1 week: Seek support from LBI, and through them other schools and Local Authorities to find temporary premises or accommodation.
Loss of water supply:	Short term arrangements, 1 or 5 days: As above. Long term arrangements, over 1 week: As Above.

Loss of electric supply:	Short term arrangements, 1 or 5 days: As above. Long term arrangements, over 1 week: As Above.
Loss of gas supply:	Short term arrangements, 1 or 5 days: As per loss of premises. Long term arrangements, over 1 week: As per loss of premises.
Loss of Communications: Cyber Security and ICT Failure	Text, website, e-mail, mobiles, notices attached outside building. In the event of a cyber incident, ransomware attack, major ICT failure, or data breach, the school will: • immediately isolate affected systems where appropriate; • inform the Local Authority and ICT support provider; • contact the school's Data Protection Officer if personal data may have been compromised; • maintain safeguarding and communication systems through alternative methods where possible; • prioritise restoration of: 1. safeguarding systems, 2. pupil/staff contact systems, 3. communication systems, 4. teaching and learning platforms. Remote learning arrangements through Google Classroom may be used where appropriate and safe to do so. Any suspected data breach will be managed in accordance with UK GDPR and Data Protection Act 2018 requirements.
Deliberate act of violence:	See: Lockdown Procedure
Bomb threat or act of terrorism:	See: Lockdown Procedure and seek advice from Police / LBI
Death or serious injury at school or on excursion:	Pupil: Contact parent/carer/legal guardian. If not available, contact emergency contact, but give message and request parent/carer to contact the school. Never release reason for call. Staff or Governor: contact next of kin. Visitor or Parent: Contact emergency contact person or other parent for parents. Visitor's organisations would be called.

National Industrial Action – examples may include; Utilities, Fuel or Transport, Staff	If known in advance for staff unions, ask staff if they are likely to take action and use this to estimate absence. Then make a decision to open or close the school. Parents to be informed in writing, text, e-mail and website. Other strike action: Call staff briefing at 8.30. Take register. Extend pupil registration time. Count pupil and make a decision on whether to stay open or closed. Contact parents as above.
Large clusters of localised human to human viral infection – likely Epidemic	Seek advice from NHS, emergency services and look out for updates. Follow DFE guidance and local guidance if provided. Use lockdown procedures if appropriate. See safest way for students and staff to leave site and make way home or retain on site if advised to do so.
What are the pre-planned arrangements for the following Severe Weather Events (attach written arrangements to this Plan if required):	
Flooding:	Go to www.environment-agency.gov.uk/floodline to view the flood map for the area. Flooding is unlikely to happen for either site.
Heat wave:	Monitor temperature. Restrict access to outside. Ensure or extend access to drinking water for students and staff. Monitor student and staff wellbeing. Erect gazebos in the playground to provide shade. Follow LA advice as to whether school should be closed.
Snow:	We have sufficient supplies of salt unless snow lies for extended periods. Areas requiring salting: main entrances to both sites, pavements directly outside the premises, car park, entrances to kitchen, fire routes, playgrounds..
Arrangements for the management of young people and staff involved in visits and off-site activities(attach written arrangements to this Plan if required):	
Off-site visits Information	24 hour access to information about off-site group's e.g. Evolve (web based) or paper information about the visit Emergency contact details for off-site staff and parents
What processes are in place for continued learning during a prolonged Emergency (attach written arrangements to this Plan if required):	

Electronic teaching i.e. School learning platform:	The school uses Google Classroom which is cloud based. All pupils and staff have access to Google Classroom. Staff also have access remotely to onsite servers. The majority of pupils have access to computers at home. The school has a sufficient number of devices to provide for those who do not have access.
Other sources:	LBI Islington support
What are the pre-planned arrangements for safeguarding pupils and adults at Risk during an emergency?	
Vulnerable Children	Inclusion lead and SLT seek out and monitor well being and support through the period.
Pupils / Staff with Disabilities	As above

Appendix 2

Roles and Responsibilities

Role No.	ROLE	RESPONSIBILITIES
1	Head Teacher (or Deputy)	1) Agree/authorise implementation of the SEP. 2) Once implemented, to maintain liaison with Local Authority, civil emergency services (at senior level) and School Governors. 3) Ensure senior oversight of the SEP is maintained in line with the strategic aims. 4) Agree with LA Communications Staff/Governors a series of press holding statements. 5) Give press briefings (as required). 6) Appoint member of school admin as personal loggist/record keeper.
2	School Emergency Plan Coordinator (Director of Operations or another senior member of staff)	1) To undertake coordination of the SEP in accordance with Head Teacher direction. 2) Coordinate call-out/appointment of designated staff. 3) Liaise with LA regarding support required. 4) Notify civil emergency services, as required, that the SEP has been implemented (and why). 5) Ensure a member of admin staff is appointed to maintain formal log of decisions made and rationale (including issues considered and rejected and why).
3	Media /Communications Officer	1) Agree with Head Teacher appropriate media strategy/media briefing schedule. 2) As incident/emergency progresses, agree press releases with Head Teacher and LA/CES (where appropriate). 3) Ensure Head Teacher is properly briefed in advance of each scheduled press briefing. 4) Maintain control release of press statements as per briefing schedule
4	Parents/Pupils Liaison Officer	1) Maintain contact with parents and pupils throughout the incident/emergency. 2) Ensure parents and pupils receive appropriate briefings (before scheduled media briefings). 3) Ensure parents and pupils are made aware of closure/reopening timings. 4) Post incident, consider return to normality issues, memorial services, where appropriate. 5) Maintain liaison with transport providers re: school bus timetables etc.
5	Premises Manager	1) As directed by SEP Coordinator, open school premises/specific areas within the school as required. 2) Ensure school premises remain fit for purpose. 3) Maintain utilities throughout the incident/emergency.
6	Welfare Officer	1) Monitor all staff and persons involved in SEP are coping with pressure/tasks
7	Admin/Support	1) Provide admin support/loggist to SLT 2) As directed by SEP Coordinator, to undertake support functions, e.g. loggist/record keeper. 3) Ensure telephones are properly staffed. 4) Control access to school premises of all visitors.

Appendix 3 – ACTIONS TO BE TAKEN

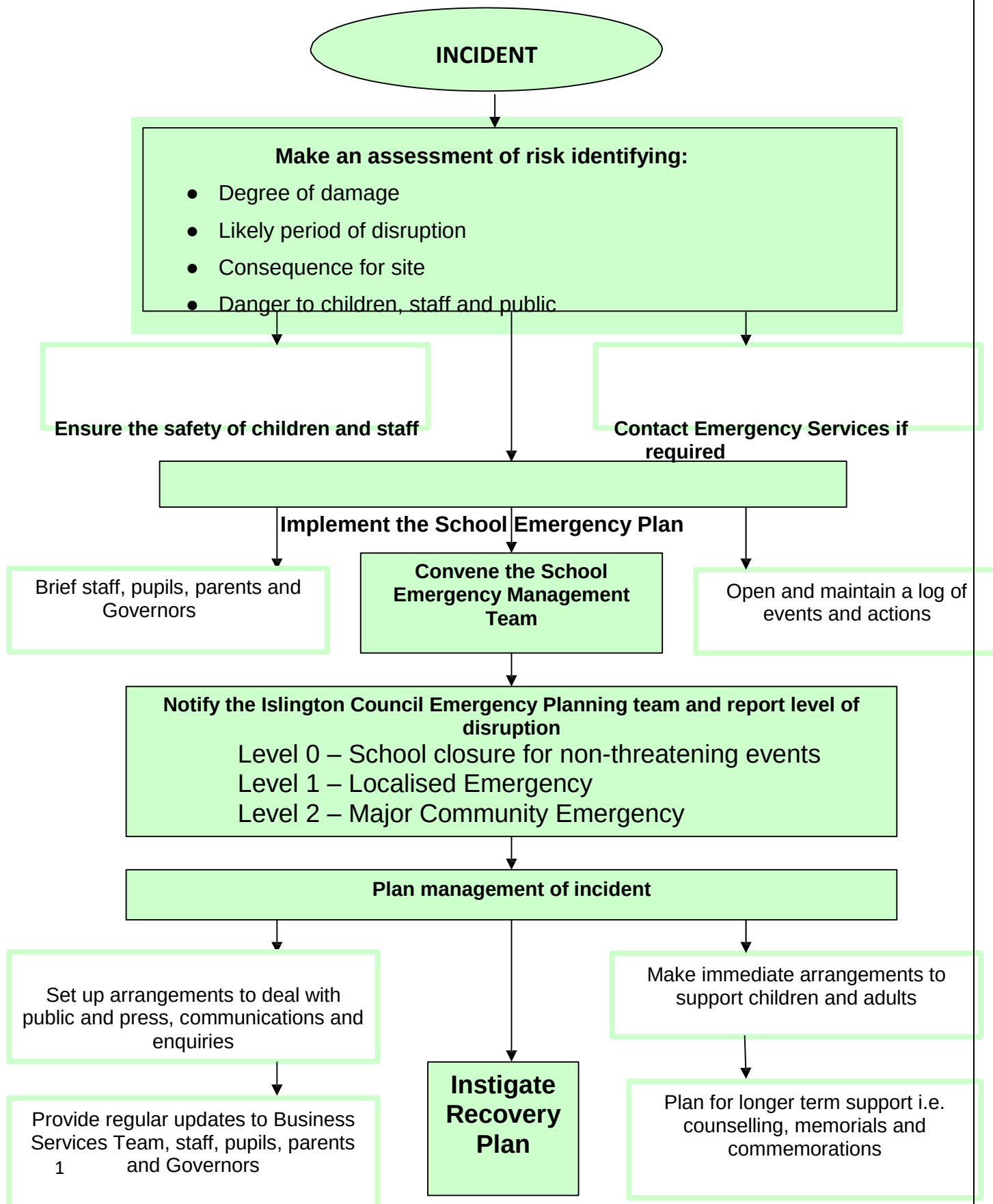
Stage	Action Required	Who is responsible
Stage 1 – Initial Actions	Agree/Authorise implementation of SEP	Head Teacher or AHT
	During term time consider whether to close the school, however unless there is overwhelming pressures, this should be avoided and you should endeavour to maintain normal routines and timetables.	Head Teacher or AHT
	Notify Governors	Head Teacher or AHT
	Implement SEP and initiate call-out (if outside school hours)/appointment of SEP role holders	School Emergency Plan Coordinator
	Open, and continue to maintain, a log of all factual information received, actions taken/rationale (including actions considered and discounted and why) and the time of those events (see appendix 10)	Admin team
	Make every attempt to clarify exactly what has happened	School Emergency Plan Coordinator
	Consider whether incident requires involvement of Local Authority Liaison Officer (It is requested that initial contact always be made with the Local Authority in emergencies in case they have wider significance)	Head Teacher or AHT or School Emergency Plan Coordinator
	Establish who will be the main point of contact throughout the incident and notify Local Authority of the details	School Emergency Plan Coordinator
	Identify any other telephone lines not generally known to the public, mobile or direct lines, which could be used for outgoing calls in an emergency as the main school number may quickly become jammed.	Premises manger

Stage	Action Required	Who is responsible
	In the event of a power failure, a powered switchboard system may not work, but a telephone plugged directly into the first telephone point coming from the exchange should provide a useable line. The location of this telephone should be identified in the plan.	Premises manager
Outside of term time consider	Arrange for the premises manager to open certain parts of the school as appropriate and to be available and responsive to requests	Head Teacher or AHT
	Arrange for immediate school administration support	School emergency plan coordinator
	Ensure staff designated to communicate with the media present themselves professionally and follow agreed media protocols	Head Teacher or AHT
	If the incident does attract media attention, postpone media comment until after the council's communications officer is consulted.	Head Teacher or AHT
	It is especially important that if names of those who may be involved in an incident are known DO NOT release – or confirm – them to anyone, before those identities are <u>formally</u> confirmed and parents are informed.	Media Communications officer
Stage 2 – Once incident is established	Brief School emergency plan coordinator on regular basis	Head Teacher or AHT
	Set up arrangements to manage visitors – arrange for their names to be recorded	Admin team
	Agree appropriate identification of staff by using badges	Admin team
	Set up arrangements to enable accurate information to flow into and out of the school	Admin team
	Ensure that staff manning phones maintain records of all calls received	Admin team
	Media calls are directed to the Media/communications officer	Admin team

Stage	Action Required	Who is responsible
	Arrange for staff not just teaching staff to be called in and, if necessary, briefed at an early stage.	Admin team
	Arrange subsequent briefings at least twice per day for 10 minutes	Headteacher
	Monitor how staff/colleagues are coping under pressure	SLT
	Pupils should be informed as soon as possible, if in term time, in small groups by an adult who is familiar to them by giving accurate, factual information	SLT/LMT
	In cases of a tragic incident the contact the Education Psychology Service who will be able to provide advice on the best way to inform pupils	SLT
	Brief SLT and all staff and pupils not to speak to the media	Headteacher
If pupils are involved	Notify parents if pupils are involved in an incident, (if it is a major incident the parents may well have already heard, so it may be appropriate to ask the parents to come to the school for a briefing and support)	SLT
	Maintain regular contact with parents	SLT/Admin team
	If incident is away from school, seek police advice whether parents should travel to scene, or whether children should be taken home	SLT
	Ensure staff have regular breaks	SLT/LMT
	Maintain regular contact with all staff	SLT/LMT
	Maintain contact with the local authority liaison officer for the duration of the incident	Headteacher
Stage 3 – Period	If appropriate seek advice from local authority emergency planning team	Headteacher or AHT

Stage	Action Required	Who is responsible
following the close of the incident	and local clergy on special assemblies/funeral/memorial services	
	Prepare report which should be a joint report if other agencies are involved	Head teacher or AHT
	Arrange for a member of staff to make contact with any pupils either at home or in hospital that have been affected	Headteacher or AHT
Stage 4 – Longer term issues	Work with staff to monitor pupils informally	Admin and SLT
	Remember to make any new staff aware of which pupils were affected and how they were affected	Head Teacher
	Remember that legal processes, inquiries and even news stories may bring back distressing memories and cause temporary upset with the school	Head Teacher

APPENDIX 4 – KEY TASKS AND ACTION FLOWCHART



Appendix 5 – MEDIA BRIEFINGS

The media are a fact of life and whether you like them or not they will be present at any incident or emergency and have to be accommodated. The media can be a very useful ally in ensuring your messages reach a wider audience but conversely, if they feel you are not being entirely honest and open with them they may take the matter into their own hands and become intrusive and possibly fill any gaps with speculation which can be counter-productive.

Following the initial holding statement, the media will expect regular briefings. To avoid the media intruding onto school premises it would be helpful if a pre-arranged media centre, off-site, is identified in conjunction with the Local Authority to which the media can be directed and a schedule of planned briefings published.

You should ensure that, so far as practicable, Governors, staff, parents, pupils and other persons connected with the school and involved in the incident or emergency are made aware of the content of any briefing before the media. There can be few more distressing moments for any parent than to hear details of an incident involving their child from the media rather than from the school authorities.

Media interviews - Points to note

Formal and informal media interviews should only be given by the nominated member of staff, who will have received appropriate training.

Do not allow the media onto the school premises or give them access to the children unless there is a specific reason and permission and consents are in place. In most serious cases, the Police are likely to take the lead when dealing with the media, and offer some protection against media intrusion.

Ensure that pupils, staff, governors and parents are given accurate, up-to-date information at regular intervals, in advance of any media release wherever possible, and encourage them not to speculate or to encourage rumours.

Further considerations should be:

- Have another person with you, if possible, to monitor the interview.
- If possible, agree an interview format i.e. establish what the interviewer wants to ask.
- Be prepared to think on your feet, but try to decide beforehand what you want to say. Do not read it out.
- Remember you could be quoted on anything you say to a journalist, even if it is not part of the formal interview.
- Be prepared to say you cannot comment.
- Don't over-elaborate your answers
- Refuse requests for photos or schoolwork of children/staff involved.
- Try to keep a grip on your emotions during interviews - especially if it is TV.
- Most journalists are responsible, but check where interview/camera team go, when interview is over.
- Ensure you remove any microphones which you may have been wearing for any interview and avoid 'off-camera' comments.

Appendix 6 – SEVERE WEATHER

Preparing for a Severe Weather event.

These guidelines are intended to inform schools of procedures for dealing with exceptional and emergency closures during severe weather. School closures disrupt children's education therefore schools should plan for severe weather on the assumption that they will generally stay open wherever possible, with closure always considered as the last resort.

School severe weather contingency plans should be prepared well before the bad weather season so that all staff, parents / guardians and pupils understand them.

They should contain:

- General information, such as how to contact pupils' families and staff.
- Maintaining stocks of salt or grit.
- Identifying which walkways or areas need to be kept clear to allow people to get around the premises safely. *(Provided staff follow the guidance provided by Islington Council, act in a responsible manner and do not create additional hazards they will be covered by the Islington Council Public Liability insurance).*
- Know how many staff members need to get in for the school to operate safely, if not to deliver the full normal curriculum.

It is therefore important that contingency plans are developed according to the local requirements of the individual establishment. Plans should include arrangements for issues such as roles and responsibilities, communication and media management, as well as how information about potential school closures and re-opening will be communicated to pupils, staff and parents. Points to remember when remaining open during Severe Weather:

Remaining open during severe weather may increase risks arising from less supervision, longer journeys to and from school, minor slips and bumps, etc. There may be practical steps you can take to manage these increased risks, for example:

- Reducing the extent to which children have to move between school buildings for different lessons.
- Bringing some classes together in the hall to ensure adequate supervision.
- Ending the school day early so that children do not get home too late (while making arrangements for children who cannot get collected by parents until later).

When severe weather coincides with public examinations, every effort should be made to remain open for examination candidates, even if the rest of the school is closed.

Points to remember when making the decision to close during severe weather:

Closing a school is never an easy option. In taking a decision to close a school, the safety of pupils, staff and visitors is of paramount importance.

The decision to close is delegated to school governing body and head teachers who will know local weather and ground conditions, and the likely impact of the weather on the numbers of staff and

pupils who will be able to get into school.

However before making the decision to close, the head teacher, in conjunction with the governing body should undertake a risk assessment and decide if there is significant risk of severe injury, ill health or inability to comply with relevant legislation which would then lead to their decision to close part or all of the school.

If the Council receives a severe weather warning this will be communicated to schools by e-mail. This does not mean that your school has to close. The decision to close must be assessed individually by each school and may relate to whether children live within walking distance or where most pupils travel by public transport.

The attendance of many pupils will depend on road conditions and the decision of transport providers whether or not to operate. Schools should liaise with transport contractors before making any decision as this will provide information on how many pupils to expect if the school remains open.

If the school decides to close, the contractors must be notified as soon as possible. However if this decision is made after school buses have begun their journey to school, it is important to remember that bus contractors arriving at school with the pupils on board are under no obligation to take pupils home again immediately. School staff must remain at school to supervise the pupils remaining on site until contractors can take them home.

In timing the decision, it will be important to balance the likely accuracy of weather forecasts against the benefits of early decisions to help parents and staff plan ahead; in many cases, decisions will however need to be taken in the hours immediately before the start of the school day. However it may sometimes be necessary for schools to close during the day; for example, if the weather is deteriorating and children may not be able to get home later.

Once the decision to close the school has been reached it will be necessary to communicate this message as promptly as possible to all relevant parties, including the local authority, local radio stations and any transport services.

School should have a variety of methods to get information to parents, staff and pupils about closures and re-opening.

These could include:

- Posting notices on the school gates
- Messages via the local media
- School and LA websites
- Staff telephone cascade
- Parent telephone cascade
- Text messaging,

Staff Attendance

Some members of staff will live some distance away from their schools and transport difficulties may prevent them reaching their school, however in the event of schools being closed to pupils, staff are still expected to report for work, unless notified differently by the Head teacher.

Head teachers should, in consultation with governors, staff, trade unions and professional associations, take into account, among other factors (including the well-being and family needs of staff); how/where staff could best support the school's approach to remote learning.

Supporting Learning during School Closure

Prolonged school closures could seriously affect children's education and schools have a '*legal duty to provide education at school or otherwise*' for children who for any reason, may not for any period, receive suitable education unless such arrangements are made for them".

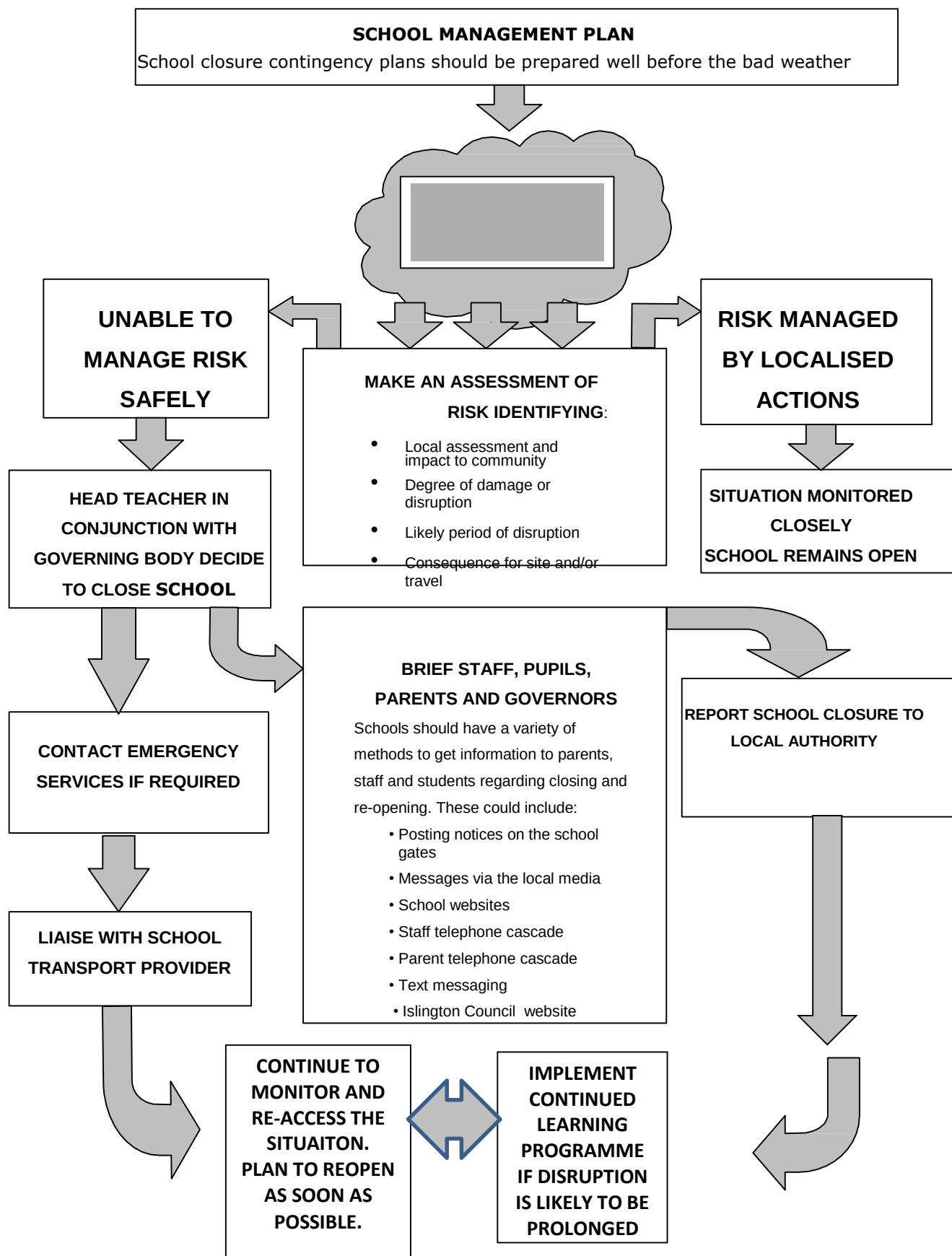
Schools should ensure that a reasonable level of education is provided for all children if pupils are unable to attend schools due to school premises being closed to students during term time.

In cases where schools decide to close for a temporary period it may be possible to support pupils' learning during the closure, though the extent to which this will be possible will vary from school to school and may depend on the length of the closure.

In considering this issue, schools need to take account of:

- a. The accuracy of contact details they have for pupils and their families;
- b. The proportion of children who have access to the internet and e-mail at home, and whether the school's IT systems allow those pupils with IT facilities to access the school's own systems from home;
- c. Security and child protection issues; for example, the personal addresses, e-mail and telephone details of staff should not be made available to pupils or their parents.

Severe Weather School Closure Flow Chart



Appendix 7 – SUGGESTIONS FOR CONTENTS OF A GRAB BAG

Recommended items

- School plans or drawings
- Log books, pens and blank paper
- School inventory
- Evacuation details and locations of evacuation points
- Alarm
- Copies of other key documentation e.g. insurance policies
- Contact information (this should ideally be kept in a folder in a sealed envelope so that it can only be opened at the time of disruption)
 - Pupil records, names, addresses and contact numbers
 - Information on pupils or staff with specific medical requirements
 - Parental contact details
 - Staff contact details
 - Governing body contact details
 - Islington council contact details
 - Utility company details

Useful items to consider

- Torch and batteries
- Multi purpose phone charger
- Notepads and pens for log keeping
- First aid kit
- Mobile phone

Appendix 8

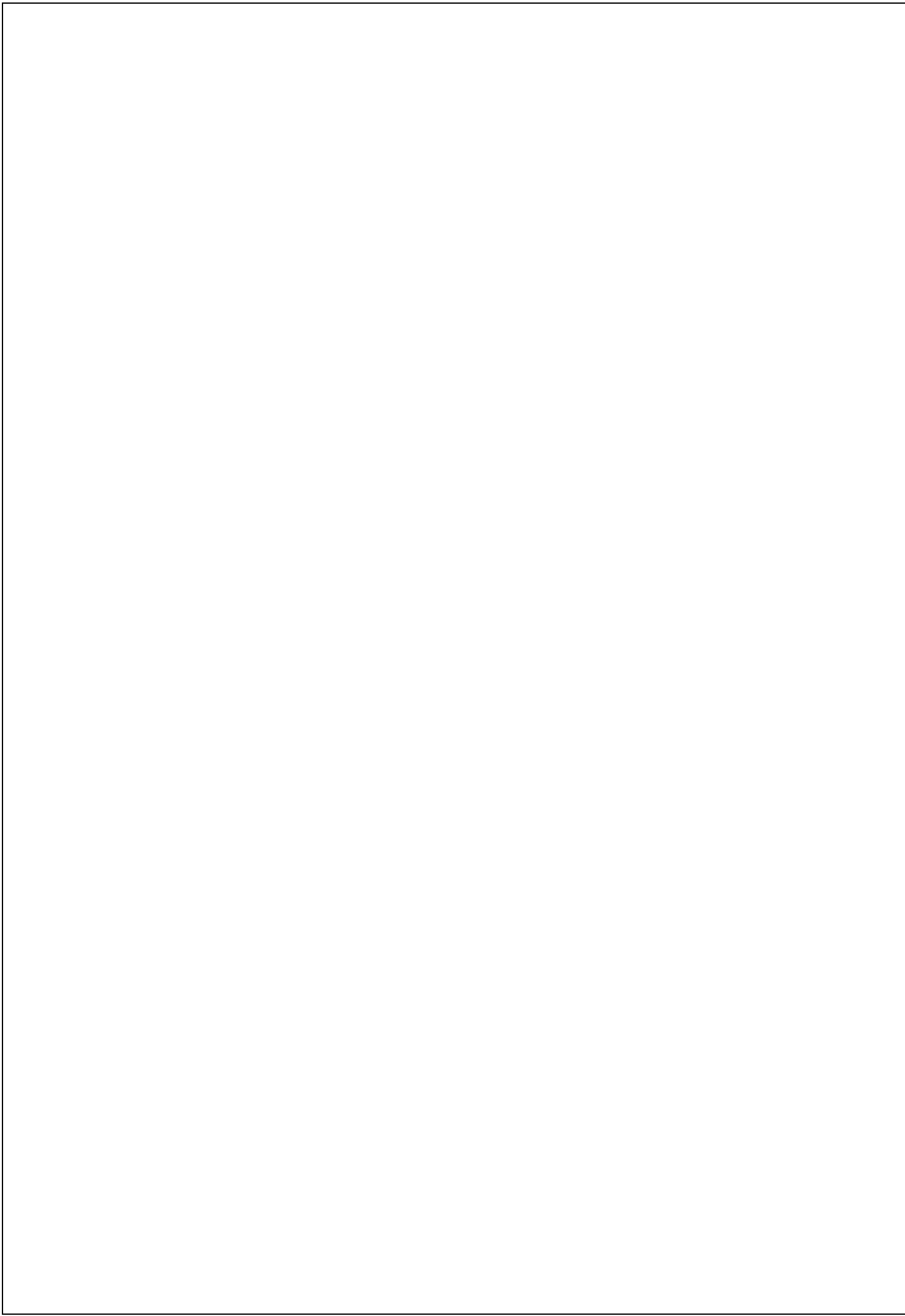
Emergency Contact Information

Confidential Contact Information

A confidential version of this plan containing personal contact details for key staff, governors, emergency contacts and external agencies is securely maintained by the Head Teacher and School Business Manager and is available within the school emergency grab bags.

This information is reviewed and updated regularly.

Islington Emergency Planning	020 7527 2000
Gino Di Franco, Senior Corporate Health and Safety Adviser	078250 98687
LDBS HR	020 38375148
Children's Services contact team	020 7527 7400
Islington's Insurance Manager – Steve Walsh	07939 201872
Health and Safety Executive	0845 300 9923
British Transport Police	0800 40 50 40
The Foreign Office (24hr helpline)	020 7008 5000
Environment Agency	0800 80 7060
Met Office Weather Call	0370 900 0100
Gas	0800 111 999
The Samaritans	116 123
Teacher Support Network	08000 562 561



Appendix 9

JOB CARD: INCIDENT MANAGER

PRIMARY FUNCTION: Coordinates the school response to the incident and manages the school team.

R E A C T	Establish a basic overview of the incident	
	Determine if blue light services are required	
	Determine whether to evacuate/invacuate premises	
	Gather basic information (Incident Information Sheet)	
	Inform Children's Services of the incident	
	Determine if evacuation of the site is required	
R E S P O N D	Determine if emergency plan requires activation	
	Identify who needs to be informed of the incident	
	Assign staff members to management team roles	
	Gather management team together at designated location	
	Ensure staff are clear on designated responsibilities	
	Re-assess the situation	
	Consider incident impacts and determine initial response	
	Ensure Decision Log is started	
	Implement Tactics: Communications	
	Implement Tactics: Educational Visits	
	Implement Tactics: School Closure	
	Implement Tactics: Reception Centre	
	Continue to liaise with other agencies/blue light services	
	Monitor the situation, continue to take decisions and record actions	
R E C O V E R	Assess the situation with other stakeholders (LEA, insurance etc)	
	Determine interruptions and disruptions and how long they will last	
	Identify potential impacts and action to be taken	
	Identify resources required to recover	
	Consider how normal school life may be maintained	
	Consider the need for remote learning	
	Ensure stakeholders are kept informed	
	Ensure post-incident support is available	
	Complete any necessary forms and paperwork	
	Arrange a debrief for staff	
	Represent the school at other debriefs and where necessary produce report	
	Review emergency plan	
	Share lesson learnt with other schools	

JOB CARD: PARENT LIAISON

PRIMARY FUNCTION: Acts as the link and point of contact between the school and the parents/guardians of school pupils.

R E A C T	Assist with evacuation/invacuation if parents on-site	
	Obtain up-to-date list of parent contact details for all pupils	
	Provide parent contact details to police where requested	
	Liaise with 'Casualty & Welfare' to identify pupils that may be casualties and provide parent contact details	
	Liaise with 'Casualty & Welfare' to identify pupils that may be vulnerable and provide parent contact details	
	Liaise with 'Casualty & Welfare' and emergency services to identify pupils that may be missing and provide parent contact details	
R E S P O N D	Liaise with 'Communications' to identify dedicated telephone for incoming calls from parents and answer calls to pre-prepared message (see Tactics: Communication)	
	Liaise with 'Communications' to prepare outgoing message/s for parents and method of delivery (see Tactics: Communication)	
	Liaise with 'Casualty & Welfare', 'Communications' and police over communication with parents of pupils who are casualties, missing or vulnerable	
	Implement 'School Closure' procedure where necessary (see Tactics: School Closure)	
	Liaise with 'Casualty & Welfare' and 'Educational Visits' to identify appropriate reception area for parents (on-site or off-site)(see Tactics: Reception Centre)	
	Identify appropriate number of staff required to manage the reception area	
R E C O V E R	Implement 'Remote Learning' plan where necessary	
	Keep parents informed of recovery procedures/school re-opening timetable	
	Where appropriate, obtain and offer further contact numbers to parents for support or additional information	
	Keep parents informed of memorials, sympathy arrangements etc	
	Inform parents of school re-opening procedures	
	Review procedures and attend debriefs	

JOB CARD: ADMINISTRATOR

Primary Function: Supports Incident Manager on initial actions. Maintains a central decision log and records any information received or relayed. Provides general support to other team members.

R E A C T	Contact emergency services when requested by Incident Manager	
	Initiates evacuation/invacuation procedures when requested by Incident Manager	
	Collect 'School Emergency Pack' (grab bag)	
	Collect copy of Emergency Plan and Guidance	
	Contact alternative evacuation site/s where necessary	
	Gather basic information and complete Incident Information Sheet with Incident Manager	
R E S P O N D	Inform relevant parties identified by Incident Manager of incident/plan activation	
	Ensure those with incident management roles/responsibilities meet at pre-arranged location	
	Ensure that refreshments, supplies and equipment required are available	
	Commence master log of decisions and actions taken	
	Continue to collate incident updates and relevant information	
	Provide support and assistance to other team members	
R E C O V E R	Arrange debriefs for staff involved in managing the incident	
	Attend debriefs and take notes	
	Review 'Administrator' procedures	
	Collate all relevant information, documentation and other related data	
	Ensure records and documents related to the incident are archived securely	
	Provide records and documents to relevant external agencies when requested	

JOB CARD: SITE

PRIMARY FUNCTION: Supports other team members with premises related issues and ensure the security of the site and those occupying the site.

R E A C T	Support 'Administrator' in implementing evacuation/invacuation procedures	
	Collect 'Premises Information' folder and provide information to emergency services	
	Meet emergency services and ensure that they can gain access where needed	
	Act as liaison between emergency services and management team if site is evacuated	
	Prevent access to the site by unauthorized persons or to ensure the safety of others	
	Ensure on-site assembly point remains secure and safe	
R E S P O N D	Liaise with 'Administrator' to ensure on-site facilities, if required have the necessary supplies and equipment	
	Liaise with 'Parent Liaison', 'Casualty & Welfare' and 'Educational Visits' to identify safe and secure reception areas	
	Prevent unauthorized persons/media from entering the premises	
	Assist in recording details of authorized visitors to the site and provide means of identification	
	Ensure parents/next-of-kin are directed to appropriate reception areas	
	Take action to secure premises if school is closed or points of access have been damaged	
R E C O V E R	Assist in identifying any damage or losses to the site, plant and equipment	
	Liaise with contractors, insurers, salvage experts and loss adjusters to make site safe and assess damage	
	Provide information to management team of estimated timescales for repair and restoration	
	Work with suppliers to replace plant and equipment lost or beyond repair	
	Identify suitable locations for leaving of sympathy message, flowers etc	
	Maintain security of premises during any period of extended closure	

JOB CARD: COMMUNICATIONS

Primary Function: Coordinates all communications functions and acts as liaison between school and local authority press officer.

R E A C T	Assist in evacuation/invacuation of the site and alerting staff of incident	
	Obtain details of incident from 'Administrator'	
	Liaise with emergency services in responding to immediate media enquiries	
	Liaise with 'Parent Liaison' in responding to immediate parent enquiries	
	Inform and seek support and information from LA communications officer	
	Report serious incidents to the appropriate authorities	
R E S P O N D	Prepare basic facts statement in conjunction with LA press officer and advise staff on talking to parents and press	
	Liaise with 'Parent Liaison' to identify dedicated telephone that can be used for incoming calls	
	Liaise with press officer to identify dedicated line that can be used for media incoming calls	
	Ensure those answering incoming enquiries are aware of the approved message to give	
	Liaise with 'Casualty & Welfare', 'Parent Liaison' and police over contacting parents of pupils who are casualties, missing or vulnerable	
	Identify strategy to be used to provide out going information on incident, school closure etc (see Tactics: Communication)	
	Liaise with 'Site' to ensure media do not gain unauthorized access to the site, staff or pupils	
	Liaise with 'Administrator' to gather information as incident progresses	
R E C O V E R	Monitor media response to incident in conjunction with press officer and react accordingly	
	Keep media informed of developments in the recovery process	
	Be aware of media interests/potential intrusion into memorials etc	
	Liaise with 'Parent Liaison' and 'Casualty & Welfare' to provide advice and guidance to parents on talking to the media	

JOB CARD: CASUALTY & WELFARE

PRIMARY FUNCTION: Coordinates initial response to casualties and acts as point of contact for next-of-kin/parents of pupils

R E A C T	Assist with any evacuation/invacuation of those with vulnerabilities	
	Coordinate actions involving first aid and administration of medicines	
	Ensure all persons are accounted for/report on missing persons	
	Identify any vulnerable persons directly/indirectly involved in the incident	
	Record details of those injured/missing etc and liaise with 'Parent Liaison'	
	Keep accurate records of anyone admitted to hospital or treated by the emergency services	
R E S P O N D	Establish arrangements necessary to meet welfare needs of pupils, staff, parents, visitors	
	Liaise with 'Communications', Parent Liaison' and police regarding contacting parents/next-of-kin of those harmed, missing etc	
	Organise for a member of staff to attend hospital/s where those harmed have been taken	
	Liaise with 'Parent Liaison' and 'Site' to ensure parents can collect vulnerable pupils at appropriate reception area	
	Monitor the on-going well being of pupils and staff directly involved but unharmed	
	Seek support and advise from LA educational welfare and educational psychologists	
R E C O V E R	Organize memorials/sympathy procedures	
	Organize appropriate on-going welfare and support to pupils and staff (see Tactics: Welfare and Support	
	Attend debriefs and keep managers informed of ongoing issues	
	Review procedures and share lessons learnt	

JOB CARD: EDUCATIONAL VISITS

PRIMARY FUNCTION: Acts as point of contact for group leaders undertaking educational visits at the time of the incident.

R E A C T	Identify any school trips being undertaken and collect relevant documentation	
	Determine what trips will be affected (directly or indirectly)	
	For trips directly involved, liaise with 'Administrator' to ensure that Incident Information Sheet is completed	
	Identify any vulnerable pupils on trips from documentation	
R E S P O N D	Liaise with 'Parent Liaison', 'Communications', 'Casualty & Welfare' to make arrangements to contact parents/next-of-kin of those harmed on trip	
	Determine if any parents need to travel to join the educational visit and how this will be achieved	
	Liaise with group leaders on a regular basis to update on developments and to offer re-assurance	
	Consider if trips will need to return and the arrangements required to achieve this	
	Liaise with appropriate stakeholders for trips that are overnight stays or overseas	
	Determine arrangements for notifying parents of arrangements to be adopted for returning trips	
	Liaise with 'Communications' over any media enquiries made directly to the group leader/visit site	
	Liaise with 'Parent Liaison' and 'Site' to identify appropriate reception areas for returning trips	
	Identify staff required to manage the reception area	
R E C O V E R	Arrange debrief with staff on trips	
	Liaise with 'Casualty & Welfare' in relation to on-going welfare issues of staff and pupils	
	Collate any paperwork from group leaders	
	Attend debrief with Incident Manager	
	Review procedures and share lessons learnt	

Appendix 10

Sources of further information

Health and Safety guidance, is available from Islington Corporate Health and Safety Team whose Senior Corporate Health and Safety Adviser is Gino Di Franco, tel: 020 7527 2767 or mobile: 078250 98687, email: Gino.DiFranco@islington.gov.uk or by email to corporatehealthandsafety@islington.gov.uk

Government Advice on emergency planning
<https://www.gov.uk/government/policies/emergency-planning>

Emergencies and Severe Weather: Schools and Early Years Settings
<https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings>

EMERGENCY EVENT LOG

APPENDIX 11 – EXAMPLE LOG SHEET

[illegible]

Appendix 12 Record of financial costs

[illegible]

Appendix 13

Glossary of Terms

BST	Business Service Team (Local Authority)
CCA	Civil Contingencies Act 2004
CES	Civil Emergency Services
LA	Local Authority
LALO	Local Authority Liaison Officer
SEMT	School Emergency Management Team
SEP	School Emergency Plan

Appendix 14 – Evacuation Map

