



C20: EMERGENCY RESPONSE PLAN

Last reviewed: May 2010	Next Review: May 2012
Approved by Governors Personnel	Date: 10/5/10

In the event of a serious incident the following have been identified as 'Incident Managers'.

- Headteacher S Samwell
- Deputy Headteacher T Jordan
- Premises Manager C Knight
- Site Supervisor C Hollick

Headteacher to lead in the event of a crisis and liaise with the Emergency Services and CSF.

In the event of a crisis all staff will be notified as soon as possible and the school office would be used as the central liaison point for communications.

The Hertfordshire Customer Service Centre will be used to assist in contacting parents and other key people. This service is available by telephoning 01438 737261:

Monday - Friday	8.00 - 20.00
Saturday	9.00 - 16.00

At other times 0800 547547 should be used.

- The following individuals will be involved in dealing with a critical incident: HT; DHT; School Manager; Premises Manager, Site Supervisor; Head's PA; Chair of Governors, Network Database Administrator and Network Manager.
- Incident managers should have a copy of the Critical Incident Recovery Plan for schools for guidance in the event of a critical incident.
- Texting service, website and radio stations used (as in case of closure due to snow) to alert students, parents, staff and contractors to school closure.

Data

- All current staff and pupil data is held digitally on the school network.
- All data is backed up daily on servers located in the room opposite resources and in the office next to Physics 1. Data tapes are created daily and stored in a fireproof, lockable cabinet in the IT technicians' office.



In the event of a critical incident up-to-date information will be available on and off site as required:

Information Required	Person 1	Person 2	Person 3	In Place
Telephone numbers of all staff	HT	DHT	School Manager	✓
Details of names, location, significant medical information and contact details, relating to all pupils and staff off site on school outings at any time	Trip Contact	AHT i/c educational visits	HT	✓
Student information e.g. reports, exam records etc	Network Database Administrator	Network Manager		✓
Contact list of all people and groups used by the school e.g. suppliers, contractors	School Manager	Premises Manager		✓
Contact list of all people, groups or organisations who visit or use your school and would need to be informed.	Site Supervisor	School Manager		✓
Telephone numbers of all governors	Head's PA	HT		✓
Back up disks for all accounts	Network Database Administrator	Network Manager		✓
Location of keys to school safe	School Manager	HT		✓
Names of keyholders (probably including Incident Managers)	HT	Site Supervisor	Assistant Caretaker	✓
Location of keys to mini bus and key code number	Premises Manager	School Manager	HT	✓
Premises and sites plan of the school, including critical locations; e.g. chemical storage, key salvage priorities	Premises Manager	Site Supervisor	HT	✓
Gas, Electric and Water Mains control positions	Premises Manager	Site Supervisor	HT	✓
Copy of Asbestos Log	Premises Manager	Site Supervisor	HT	✓
School bank details, account number and sort code	School Manager	HT	DHT	✓
Copy of schemes of work	LLs (off site or on network)			✓
Copy of policies	HT/HT's PA	Chair of Governors	DHT	✓

All of the above information will be updated on at least a termly basis or more regularly if deemed necessary by the plan co-ordinator.