



Westcott Church of England School

High Street, Westcott, Aylesbury, Buckinghamshire HP18 0PH

01296 651360

office@westcott.bucks.sch.uk

www.westcott.bucks.sch.uk

Headteacher **Mr Barry Grace**

Westcott Church of England School

Disaster Management and Recovery Plan

April 2020

Date of Review : January 2022

To be reviewed by Bursar / Safeguarding Governor and Chair of Finance and Buildings Committee.





Introduction

The formulation of this plan is intended to provide the school with a structure for an immediate, effective and caring response to any disaster or major incident by formulating a Crisis Recovery Kit. This will minimise disruption to normal school activity and guide the school management through the recovery process.

As it is not possible to predict the exact nature of a disaster or major incident the Crisis Kit will provide clear, generic guidance to the management of the school in the event of a crisis. Some actions and responsibilities will not apply to all situations but by including them all, hopefully nothing will be overlooked.

The Crisis Recovery Kit aims to:

- Lay down a generic framework for each School Emergency Response Team member to follow in the event of incidents on or off-site.
- Clarify responsibility areas for the School Emergency Response Team (SERT).
- Highlight necessary communication paths.
- Identify support mechanisms available to cope with the short and long term effects of any such incident.
- Provide recording sheets to ensure that necessary information is retained.

It is important to note that the kit must be seen as 'live' and should be reviewed and updated regularly to preserve its validity and usefulness.

Types of Disaster/Crisis

A disaster or crisis can be clarified as an unexpected event which affects the schools community and which causes disruption on a scale which is beyond the normal coping capability of the school. Some events which could trigger the implementation of this plan are:

- Serious injury or death of a child or school staff as a result of an act of violence, illness, suicide or a serious accident.
- Severe weather conditions such as floods, heavy snow, storms and high winds.
- Fire
- Structural damage to the building.
- Medical epidemic e.g. flu, meningitis or other infectious diseases.
- The release of hazardous substances on or near the school premises.
- Abduction/Missing pupil.



Westcott Church of England School

High Street, Westcott, Aylesbury, Buckinghamshire HP18 0PH

01296 651360

office@westcott.bucks.sch.uk

www.westcott.bucks.sch.uk

Headteacher **Mr Barry Grace**

- Violent intrusion possibly involving firearms or explosives.

These events could occur in school, during an educational visit or during an after school activity.

We must also remember that these events could occur away from our school but still have serious implications for our school community:

- Any event listed above that has been witnessed by our pupils or staff.
- A serious incident or death involving family and friends of our pupils and staff.
- Serious incidents at nearby schools or in the local community.

In these situations we need to remember that although the full recovery plan will not need to be implemented, some involvement from support agencies and pastoral care will be necessary to help pupils and staff deal with the long and short-term effects of such incidents.

School Emergency Response Team (SERT)

A School Emergency Response Team (SERT) is essential to manage the aftermath of any disaster or crisis. At Westcott Church of England School it is made up of;

- Chair of Governors – Mr Stephen Catchpole
- The Headteacher – Mr Barry Grace
- Bursar – Mrs Karen Harvey
- Additional Staff – Mrs Lindsay Austin
- ICT – Updata – (Governor Mr James Petty^[SC1])
- A Governor (Jonathan Lewin or Mr Peter Good^[SC2])



There are two basic types of disaster to consider:

- Disaster to property.
- Disaster to people.

The following responsibilities may need to be allocated to SERT members depending on the nature of the event:

- Inform the emergency services.
- Evacuate or lock-down the building.
- Immobilise utilities.
- Inform the Headteacher, Local Authority and Chair of Governors.
- Inform all members of the School Emergency Recovery Team.
- Ensure access is free for emergency services.
- Take a roll call.
- Relocate children and staff/visitors to an alternative safe location in the case where shelter is **needed**^[SC3]
- Liaise with the emergency services.
- Contact insurance section
- Ensure security / remote access of IT data and backup is located in a sure place off-site.
- Contact staff and parents. Before contacting parents it should be agreed by at least 2 members of the SERT as to exactly what is to be said. A log of parents who have been contacted should be kept.
- Decide on next steps, e.g. close the school, lock-down and secure safety of children and staff etc.
- Liaise with the media including making use of a prepared statement agreed by the SERT for the press. Ensure that staff and pupils are protected from media attention and take advice from the LA.
- Contact services and suppliers.
- Meet with support services.
- Meet or other communication with specific parents where necessary.
- Keep staff and pupils informed of developments.
- Identify any pupils or staff needing specific support.
 - In the case of SEN/vulnerable children ensure adequate support is provided through advice and guidance, specific differentiated educational packages, home visits to ensure safeguarding
 - Prepare provision of alternative free school meals service – food bank or delivery service
- Visit site of disaster if off site.
- Ensure the continuing function of the school as normal as possible.



- In the event of a prolonged school closure the school will make arrangements for a plan of work to be provided through internet connections and/or supported by printed materials to ensure the continuity of educational delivery. Advice and guidance will be provided to parents/carers on the methods of support to ensure the effectiveness of completion of the work.
- Distribute incident log sheets and parent contact sheets.
- Record details of the event on an incident log sheet.
- Arrange memorial services where appropriate.

When the make-up of the SERT has been finalised, checklists will be prepared for each team member to give clear guidance in the event of an incident.

Contents of the Crisis Kit

The following information will make up the Crisis Kit and should be held in school and duplicated at an off-site location^[SC4]. The information and any equipment must be kept up to date and staff should know how to access it:

- A copy of the school's Disaster Management and Recovery Plan and details of responsibilities and contact details for SERT members.
- A list of pupils names, addresses, contact numbers and known medical conditions.
- A list of staff names, addresses, contact details and mobile numbers.
- A list of the governing body's addresses, contact details and mobile numbers.
- A list of numbers for support services.
- A list of local emergency services contact numbers.
- A list of LA contact numbers for emergency use.
- A list of LA numbers for dealing with the press and media.
- A detailed site plan of the school buildings and grounds.
- Site plans indicating evacuation routes, fire exits, fire alarm activation points, isolation points, assembly points, fire extinguisher points, and storage areas for flammable and hazardous products.
- Information on how to cut off the electricity and water supplies and contact details for the service providers.
- Keys to all main doors.
- Details of alarm/security codes.
- Identification of and contact details for an agreed place of safety.
- Location of the nearest helicopter landing site.
- Details of who is responsible for dealing with the media, updating the plan, keeping the inventory up to date and off site and creating and storing computer back up tapes off site.



Westcott Church of England School

High Street, Westcott, Aylesbury, Buckinghamshire HP18 0PH

01296 651360

office@westcott.bucks.sch.uk

www.westcott.bucks.sch.uk

Headteacher **Mr Barry Grace**

- A programme of testing the plan and details of monitoring and evaluating such tests.
- Actions to be taken by person receiving a call about an off-site emergency affecting the school.
- Incident log sheets.
- Parent contact sheets.
- High visibility jackets and safety/emergency lighting^[SC5]
- First Aid Kit^[SC6]s
- Pens and paper.
- Packs for each SERT member containing checklists for their actions/responsibilities and all necessary contact numbers^[SC7].



Westcott Church of England School

High Street, Westcott, Aylesbury, Buckinghamshire HP18 0PH

01296 651360

office@westcott.bucks.sch.uk

www.westcott.bucks.sch.uk

Headteacher **Mr Barry Grace**

All contact details should apply 24 hours a day and not just during office hours.

EMERGENCY CONTACT NUMBERS

FIRE

Emergency Services
999

Head **Teacher**^[SC8]

Mr Barry Grace
(01296) 651360/ 07815800014

INSURANCE AND LOSS CONTROL

Buildings/Contents/
Employers Liability/
Pupil Insurance
(01482) 613565

Bursar Mrs Karen Harvey
(01296) 651360/ 07801802389

ALARM SERVICES

EXPERT SECURITY
0800 211 8413

Chair of Governors
Mr Stephen Catchpole
01296 770603 / 07801 502484

ELECTRICAL / MECHANICAL

CNR Gilbert Electrical Services
(01296) 770770, 07769 501927

BUILDING SURVEYOR

Tim Alley
Diocese of Oxford
(01865) 208281 / 07920 273316

Power cut

Electricity
0800 3163105 or simply 105

ELECTRICAL FAULTS

N Power
A/C no K9970096
0845 0748988/ 0800 733000

Thames Water

0800 714614

ICT (Computers/Server)

UPDATA
(01737) 224422