



## **EMERGENCY PLANNING**

Date agreed by the Governing Body	
Date to be reviewed	
Governors Committee accountable for review	
Senior Leadership Team member accountable for review	

### **1. Aims & Objectives**

1.1 The aim of the School Emergency Plan is be to mitigate the effects of any emergency on the school, staff and pupils.

The contributing objectives are to:

- Prevent / minimise the loss of life and injury(negative health impacts) to pupils and staff.
- Alert relevant parties e.g. emergency services, the County Council, parents and school Governors.
- Take control at the scene until the emergency services arrive.
- Minimise disruption to the normal daily routine of staff and pupils.
- Support staff, pupils and parents in the aftermath of an incident.
- Ensure effective working with the media.

1.2 This document describes the actions to be taken in the event of an emergency affecting the school.

1.3 Every emergency situation is unique and, necessarily, the response will be different in detail. However, this document provides a clear expectation of the key actions to be taken, particularly to ensure that clear lines of communication can be established and maintained between all affected parties throughout the response.



1.4 There are other policies and procedures that will guide our responses. Copies of all the key documents are available on the school website:

The key documents are

- Buckinghamshire Council's Educational Visits Policy and Guidance.
- School Closures due to severe weather, heating failure, etc.
- Risk Management in Educational Establishments for security, fire and building safety / maintenance issues.

1.5 Members of the Senior Leadership Team and all other keyholders should hold a copy of this document at home and at school. They should also hold copies of emergency contact details for staff and students and the section of the Council's Trips and Visits manual that covers emergencies.



## 2 Types of Emergency / Identification of Risk

### 2.1 In School:

- A deliberate act of violence, such as the use of a knife or firearm.
- A school fire or laboratory explosion.
- A pupil or teacher being taken hostage.
- The destruction or serious vandalism of part of the school.
- Public health threats (e.g. meningitis).
- A fire
- A bomb alert

### 2.2 Outside School:

- The death of a pupil or member of staff through natural causes or accidents.
- A transport-related accident involving pupils and / or members of staff.
- A more widespread emergency in the community, for example, the release of hazardous substances, severe weather, health pandemic etc.
- Death or injuries on school journeys or excursions.
- Civil disturbances and terrorism.

2.3 Any of these emergencies may occur within school time or out of school hours. Each will need a different set of actions but there will be a common approach to all.

## 3. Immediate Response

3.1 The staff member witnessing or first discovering or hearing of an incident will be responsible for initiating the immediate response to the threat. This may entail:

- Summoning help / calling the emergency services (dial 999).
- Alerting the Headteacher, Deputy or most senior member of staff in their absence.
- Take charge at the scene until further support arrives.
- Securing the immediate welfare of pupils and staff
- Collating relevant information such as the location and time of the incident, numbers and details of those involved, summary of events, etc and at the earliest opportunity making a written record of these points.

3.2 The Headteacher or most senior member of staff available will take a decision as to whether the incident is serious enough to be classified as an emergency.

## 4. Evacuation and Lockdown Procedures

4.1 A decision to evacuate the school or to retain students within the buildings will be made by the most senior member of staff on site and will be announced by one of two signals.



#### Fire alarm

4.2 A continuous bell will herald an evacuation for fire. On hearing the bell students and staff should leave their rooms, closing doors and windows behind them and leaving bags. They should follow the signed route and assemble on the tennis courts. Silence should be maintained in order that fresh instructions can be given. Emergency Services will be contacted.

#### Lockdown

4.3 This procedure may be used when there is an evident danger students' safety and well-being either through the actions of a potentially dangerous intruder or an air pollution emergency. An intermittent bell will indicate an instruction for all members of the community to stay indoors and to keep away from windows. In some circumstances it will be appropriate to keep students under tables.

4.4 Windows should be closed, blinds closed and doors locked if possible. Extractor fans should be switched off if there is an air pollution threat. If students are outside when the signal is given then they should be directed into the nearest convenient building and follow the instructions above. Emergency services will be contacted.

4.5 Communication (including an all-clear notification) will be made with 'all clear bell' and by runners, as a last resort, only if it is safe to do so.

4.6 Debriefing of students should be done as soon as possible after the all-clear announcement.

#### Bomb alert

4.7 If it should be necessary to evacuate the school in response to a bomb threat then a message will be communicated by a network of "runners" co-ordinated by the headteacher or the person acting in their absence. Evacuation in this instance should involve students taking their bags and coats with them so as to make a search procedure more efficient.

#### Evacuation off-site

4.8 If it is felt necessary to move all students off site then they will be escorted to the top field, along the bus road. If the route to the top field is unusable then students will be escorted to public car park at the bottom of the hill.

4.9 Registers will be taken before leaving the site and again at the assembly point.

4.10 If Emergency Services have been called then the Headteacher will nominate a member of staff to wait in a safe place to greet them on arrival.



4.11 If appropriate the school may have to be closed. In this case the school closure procedures should be followed.

## 5. Roles & Responsibilities

5.1 The Headteacher or the person deputising for them will establish an **Incident Response Team** as quickly as possible without compromising the safety of pupils (if during school hours).

5.2 The size, role and responsibilities of this team will vary according to the nature and circumstances of the incident although some suggestions are provided below.

5.3 In the most serious circumstances the County Council will send an Incident Support Team to the school to work alongside those involved in the initial response and if appropriate take over the overall management of the incident

5.4 Roles and responsibilities for the school's Incident Response Team include:-

Role	Responsibilities	Personnel in this role
Incident Manager	<ul style="list-style-type: none"> <li>Consider the need to alert other colleagues and external agencies.</li> <li>Establish an Incident Response Team and allocate roles.</li> <li>Collate all relevant information relating to the emergency.</li> <li>Co-ordinate the emergency response strategy, liaising with relevant agencies, e.g. the emergency services, County Council, School Governors as appropriate.</li> <li>Monitor the emergency response.</li> <li>Provide regular staff / team briefings.</li> <li>Authorise any additional expenditure</li> </ul>	Headteacher or in their absence/unavailability a senior leader.
Deputy Incident Manager	<ul style="list-style-type: none"> <li>Assists Incident Manager.</li> <li>Co-ordinates and manages staff in the Incident Response Team.</li> <li>Monitors staff welfare and organises staff roster.</li> </ul>	Headteacher or in their absence/unavailability a senior leader.
Parent Liaison Officer(s)	<ul style="list-style-type: none"> <li>Advises parents and provides information.</li> <li>Provides point of contact.</li> </ul>	An nominated member of SLT with Headteacher's PA



	<ul style="list-style-type: none"> <li>• Arranges on site co-ordination of visiting parents.</li> <li>• Maintains regular contact with parents where appropriate.</li> </ul>	
Administrators	<ul style="list-style-type: none"> <li>• Man telephone lines.</li> <li>• Help to collate information.</li> <li>• Relay incoming and outgoing messages by telephone, email, fax, etc in a prompt manner.</li> <li>• Provide admin support to the Incident Manager and Deputy Incident Manager.</li> <li>• Maintain a master log of key events and decisions, including expenses incurred.</li> </ul>	School Front Office staff including Admin Manager
Communications Officer / Media Spokesperson	<ul style="list-style-type: none"> <li>• Acts as point of contact for media enquiries.</li> <li>• Works with the County Council's Communications team to prepare media statements / interviews.</li> <li>• Assist with internal communications.</li> </ul>	Senior Leader
Teachers	<ul style="list-style-type: none"> <li>• Maintain supervision.</li> <li>• Ensure the safety and security of pupils.</li> <li>• Provide information and offer reassurance.</li> <li>• Monitor pupils' physical and psychological welfare.</li> </ul>	
Site team	<ul style="list-style-type: none"> <li>• Ensure site security at all times.</li> <li>• Provide information about site facilities / layout as necessary.</li> <li>• Assist with access / egress to the school.</li> </ul>	Overseen by Site Manager
Liaison Officer	<ul style="list-style-type: none"> <li>• To represent the school at the County Council's Emergency Operations Centre if needed.</li> <li>• Communicate with colleagues at the school on a regular basis and receive updates / progress reports.</li> <li>• Relay information to and from the County Council.</li> </ul>	Assistant Headteacher

## 6. Procedures



## 6.1 . On Site Incidents

6.1.2 When the Incident occurs during 'school opening' hours.

The staff member witnessing or first discovering an incident will be responsible for initiating the immediate response.

6.1 3 This may entail

- Summoning help / calling the emergency services (dial 999).
- Alerting the Headteacher (or Senior leader in their absence).
- Securing the immediate welfare of pupils and staff.
- Taking charge at a scene until the emergency services arrive and / or the School Incident Manager assumes control.
- Recording relevant information such as the location and time of the incident, numbers and details of those involved, summary of events, etc (blank incident log sheet at Annex 2).

6.1.4 The Headteacher or the most senior member of staff available will decide whether the incident should be classified as an emergency.

6.1.5 The Headteacher (or the person deputising as Incident Manager) should then contact the Buckinghamshire Council by calling the County Emergency Number:

**01296 395959**

Which is operated by the Buckinghamshire Fire and Rescue service and is available 24 hours a day throughout the year. The Fire and Rescue Service will contact the Duty Emergency Planning Officer.

6.1.6 On receiving this information the EPO will arrange for a senior officer/ adviser to call the school back

6.1.7 Once a senior officer has been contacted decisions will be made in liaison with the School Incident Manager on the appropriate response and support. This will include the co-ordination of the actions that need to be taken to ensure the effective management of the situation. In all cases it will involve the Communications Team at County Hall and, as appropriate, other relevant services such as building maintenance, insurance, legal, education psychology and health and safety.

6.1.8 The County Council has purpose-built facilities for dealing with emergencies at County Hall in Aylesbury and these can be made available 24 hours a day. In cases where the Incident Control Centre is established there, a member of the school may



be asked to join the County Incident Response Team to provide a continuous communication link with the school.

#### 6.1.9 When the incident occurs outside school opening hours:

The Site Team or designated person on witnessing or first discovering an incident will be responsible for initiating the immediate response to the emergency situation.

#### 6.1.10 This may entail:

- Summoning help / calling the emergency services (dial 999).
- Evacuating the premises immediately where necessary e.g. if a letting or other activity is taking place.
- Alerting the Trust Facilities Manager or Headteacher if not contactable.
- Contacting the County Council by calling the County Emergency Number:

**01296 395959**

And follow the guidance above.

6.1.11 If this form of communication appears to have failed then, as a last resort, Thames Valley Police Headquarters should be contacted on **01865 846000**.

An incident log should be started.

## 6.2 Off-Site Incidents

6.2.1 Details of the procedures to be followed and supporting guidance is contained in the Educational Visits Policy and Guidance (Section D). Group Leaders should take a copy of the full procedures with them on any off-site activity. A copy should also be kept by the senior member of staff who is the named contact for the trip.

6.2.2 Group Leaders, having ensured that they have accounted for all party members and delegated a responsible adult to take care of uninjured members of the party should assume immediate authority for activating the emergency procedures by calling the County Emergency number:

**0044 (0) 1296 395959**

And follow the guidance in 6.1 above.





6.2.3 If this form of communication appears to have failed then, as a last resort, Thames Valley Police Headquarters can be contacted on 01865 846000.

6.2.4 The Educational Visits guidance provides for schools to identify in their planning School Contact(s), details of whom may be available to the County Council on the visits database. If School Contact details are not available the Headteacher will be contacted. (The suggested role for the School Contact(s) is set out in Section D of the Educational Visits Policy and Guidance).

6.2.5 A log of actions taken and conversations held should be maintained by the Group Leader who may also seek further details of the incident, how and why it happened, so far as can be established.

6.2.6 As with an on-site incident, early liaison between the Group Leader and the County Council will enable an assessment to be made of the appropriate actions to be taken to manage the incident response and support the party, the schools and parents.

6.2.7 Depending on the circumstances of the incident, an Incident Control Centre may be established at County Hall to form a continuous link between the party, the school and parents, the media, rescue agencies, tour operators, insurance companies etc. As appropriate it would arrange for the return of the party or arrange transport for parents to the location where pupils are unable to travel home soon after the incident.

6.2.8 Depending on the circumstances, a Home Support Team might be established, involving the headteacher and / or other senior staff, possibly on the school premises or at an Area office, to provide a contact point for information exchange and support for all families.

### **6.3 School Closures**

6.3.1 Decisions about school closures will most often be taken in response to:

- Severe weather conditions or other reasons preventing many staff and pupils from getting to school safely.
- Heating failures.
- A pandemic that affects such a large number of staff, students or the wider population that makes it impossible to keep the students safe.

6.3.2 The decision about a school closure is the responsibility of the Headteacher but having, as far as reasonable and practical, consulted the Co-Chairs of Governors.



Where, for whatever reason, consultation is not possible, the Headteacher can make that decision alone, but should notify the Co-Chairs of Governors and the Buckinghamshire Council via Schools Closure website, as soon as possible.

6.3.3 It is important that any decision to close a school is communicated quickly to all relevant parties e.g. parents and Passenger Transport. The Headteacher or their Senior Leaders will confirm a school closure by submitting details immediately using the web form accessible on SchoolsWeb. This will then trigger an e-mail alert to the Passenger Transport team and to relevant radio stations (as agreed with the school). The Headteacher or Senior Leaders will put a notice on the school web site.

## **6.4 Incidents Involving Home to School Transport**

6.4.1 A major incident involving Home to School Transport is defined as an incident to which the Emergency Services are called. The Emergency Services will take control of the incident on site.

6.4.2 The Buckinghamshire Council Passenger Transport / Specialist Transport Teams will act as a focus of communications, collating information about the incident and relaying it to those who need to know, for instance:

- Liaising with the transport contractor and arranging alternative transport, either with them or with another operator.
- Informing the Headteacher(s), Area Senior Adviser, Communications Team, Emergency Planning Team and other relevant Schools' and Transportation Staff and Members.
- The Area Senior Adviser will arrange for an officer / adviser to attend the scene and will liaise with the school to ensure that all children involved in the accident are accounted for, and that parents are advised of the situation as soon as possible.

6.4.3 Should an incident be reported to the school, by anyone other than the Passenger Transport / Specialist Transport Teams, the person receiving the information should contact them immediately on 01296 383737 to ensure that they have instigated the necessary procedures.

## **7. Personal safety of Keyholders**

7.1 Persons nominated as keyholders may need to attend school buildings following a fire or burglary outside school opening hours.



7.2 It is particularly important that they should not put themselves, or others, at risk and keyholders need to ensure that they follow simple guidelines as indicated below.

- Only attend the site if it is considered safe to do so. Incidents that may occur at night may pose particular risks and keyholders must be accompanied, either by a colleague or a member of the emergency services.
- Keyholders should keep in touch with someone else where necessary and carry a mobile phone if possible.
- It is important for the keyholder to have basic information about the property, including knowledge of the location of electrical switch gear, gas stop valves, chemical storage etc.

## **8. Communication**

8.1 Any media enquiries should be directed to the appointed person on the Incident Management Team. No other person should initiate or respond to the news media.

8.2 All dealings with newspaper, radio or television journalists in connection with an emergency should be handled by the Headteacher (or in their absence/or as delegated to a Senior Leader) with the advice and support of the Communications Team at County Hall.

8.3 Communication within the Incident Team should be as frequent and as full as necessary. Notes should be kept by everyone involved in incident management.

8.4 In the initial stages it is likely that most communication will be via telephone. If there is a large number of calls coming into the switchboard then it may be helpful to use mobile telephones for outgoing calls.

8.5 All calls should be logged.

8.6 The Deputy Incident manager will prepare a consistent message to be shared with parents and other interested parties. This message should not be varied.

8.7 Regular communication between the Incident Team and the County Council Communication staff. County Council staff should be asked for advice on every potentially contentious communications issue.

8.8 The Communications Team will give accurate and periodic information through press releases and arrange necessary interviews, and try to reduce the media pressure on the school and parents.



## **9. Regular Routines to support Incident Management**

9.1 Evacuation Procedures will be practiced at least once each academic year. The date of the drill and the lessons learned will be recorded in a log in reception by the Senior Leadership Team – Fire Marshall and or Site Manager.

9.2 An emergency kit containing

- High Visibility vests
- Megaphone
- Pens and paper
- Contact list of essential numbers
- Copy of Emergency Plan
- Copy of all emergency contact lists for tutor groups and staff

Will be kept at Reception. This kit will be checked at the same time as each evacuation drill.

9.3 At least once every year all staff will be reminded of the Emergency Planning procedures including the lockdown signal and procedures.

9.4 The emergency contact details of all students will be checked once each year, along with the regular check of personal data.

9.5 In the first week of term an emergency contact chain for each tutor group will be constructed.

9.6 All members of the Senior Leadership Team will keep at home and at school

- a copy of the staff contact list,
- the Emergency Planning Document and
- the section on emergencies in the Bucks CC trips and Visits guidance



## Appendix 1: Action Cards

### Emergency Response Action Card Incident Manager

<b>When Alerted</b>	
<p><b><u>Attempt to clarify what has happened</u></b></p> <ul style="list-style-type: none"> <li>● Name of caller and telephone number they can be contacted on</li> <li>● Nature of the incident, what has happened?</li> <li>● To whom?</li> <li>● Where?</li> <li>● When?</li> <li>● Numbers of those injured or affected</li> <li>● Location of those affected</li> <li>● Whether there is still a continuing danger or not</li> <li>● What has happened since?</li> <li>● Which emergency services are involved?</li> </ul>	
Start a written log of all information received, relayed and actions taken.	
Alert the County Council and determine who else needs to be informed of the incident, for example, Chairman of Governors.	
<p>Establish an Incident Response Team. Consider the following roles</p> <ul style="list-style-type: none"> <li>● Deputy Incident Manager</li> <li>● Liaison officer – Parents</li> <li>● Administrators</li> <li>● Communications &amp; Media Spokesperson</li> <li>● Teachers</li> <li>● Facilities / Site Management</li> </ul>	
During non-school hours, arrange for the school premises to be opened up if necessary.	
Arrange initial staff / team briefing.	



<b>Continuing the response....</b>	
Continue to collate incident updates and all relevant information.	
Ensure that all decisions are communicated to relevant internal and external parties.	
Arrange further regular staff briefings as appropriate.	
<b>Longer term</b>	
Give people the opportunity to talk about their experiences.	
Conduct a debrief meeting.	
Monitor staff and pupils informally.	
Ensure that there are procedures in place for referring people to relevant agencies for further support.	
Continue to keep a record of continuing issues and actions.	
Advise any new staff of what has happened and potential effects so that they can be aware.	



## Emergency Response Action Card Deputy Incident Manager

<b>When Alerted</b>	
Start a written log of all information received, relayed and actions taken.	
Assist the Incident Manager in alerting colleagues and establishing the Incident Response Team.	
Help to alert all other staff of the incident.	
<b>Continuing the response</b>	
Ensure that all staff are aware of each other's incident response role & responsibilities.	
Assist the Incident Manager as required.	
Help to keep all staff regularly updated.	
Organise a staff roster and ensure that staff breaks are scheduled.	
Monitor staff responses and arrange support where necessary.	



## Emergency Response Action Card Administrators

<b>When Alerted</b>	
Start incident log of information received, relayed and actions taken.	
<b>At the School....</b>	
<p>Allocate telephone numbers for incoming calls</p> <ul style="list-style-type: none"> <li>● Parents Enquiries</li> <li>● Media Enquiries</li> <li>● External responding agencies</li> <li>● County Council / School Governors</li> </ul> <p>And designate phones for outgoing lines.</p>	
Ensure that staff are aware of designated telephone numbers used above.	
Ensure that there is a stock of blank log sheets.	
Collate relevant information e.g. parent / next of kin contact details.	
<p>Log all incoming and outgoing calls and ensure that messages and notes are passed to the Incident Manager and relevant staff promptly. Note</p> <ul style="list-style-type: none"> <li>● Date and time of call</li> <li>● Name of caller / person called</li> <li>● Organisation</li> <li>● Message</li> <li>● Response</li> <li>● Action Taken</li> </ul>	
Maintain a record of any costs incurred, for example, extra staff hours, refreshments, transport.	
Assist in recording details of visitors to the site and in providing means of identification.	
Assist the Incident Response Team as directed.	





## Emergency Response Action Card Parents Liaison Officer(s)

<b>When Alerted</b>	
Start an incident log of information received, relayed and actions taken.	
<b>At the School</b>	
Obtain briefing by Incident Manager and agree information / briefing, possibly a prepared text, so that a consistent message is given out to all callers.	
Confirm contact details and be ready to act as first point of contact for incoming enquiries.	
Where appropriate, obtain and offer further contact numbers for support and additional information.	
Ensure that all incoming and outgoing calls are logged. Details to include: <ul style="list-style-type: none"> <li>● Name of caller / person called</li> <li>● Time and date</li> <li>● Message received / given</li> <li>● Response</li> <li>● Further action taken.</li> </ul>	
Arrange a Meeting / Greeting Point on site for any parents & relatives visiting the school.	
Ensure that the names of all visitors are recorded.	
Make arrangements to ensure that parents / relatives are not left alone on site.	
Consider the need for additional support for visiting parents & relatives, for example, tea & coffee, School Clergy.	
Where appropriate and if families give their consent, offer the contact numbers of other families involved in the crisis. <i>(Wherever possible, parents of all other children in the school should be warned that the school has experienced a crisis and that their child may be upset.)</i>	



Attend staff briefings and ensure that all information and briefings are updated regularly.	
---	--

**Emergency Response Card  
Facilities Manager**

<b>Actions</b>	
Start incident log of all information received, relayed and actions taken.	
Check access and egress for visiting parents and consider any special instructions which may need to be communicated.	
Liaise with the Incident Manager and Communications Officer to ensure that media are not being intrusive.	
Arrange a specific area for media briefings / visitors. Ensure there is sufficient segregation.	
If necessary, collate plans of school premises and relevant information regarding utilities.	
Ensure that all staff and visitors are wearing correct identification throughout their visit.	



## Emergency Response Action Card Communications Officer

<b>Actions</b>	
Start log of all information received, relayed and actions taken.	
Liaise with the County Council's Communications Unit and Incident Manager to agree media strategy. Offer media support of the Communications Unit to parents.	
Ensure that all relevant parties are aware of your contact details and provide first point of contact for all media enquiries.	
Make arrangements for regular internal communication to members of staff.	
Prepare briefing notes and media statements in conjunction with the County Council's Communication Unit and Incident Manager.	



**Appendix 2: Incident Log sheet**

**Incident Log:**

**Date:**

**Name:**

**Sheet no.**

Time	From	To	Information given / received and Actions Taken



--	--	--	--

### Appendix 3. EMERGENCY CONTACTS AT THE COUNTY COUNCIL

This document provides schools with a list of officer contact numbers which should be used for specific single issues which may require an urgent response/support from officers e.g. media interest, HR issues and property incidents.

For dealing with critical incidents/major emergencies and school closures please refer to the back page of this document

#### SCHOOL IMPROVEMENT SERVICE

Operations Managers and Area Advisers should be contacted in the event of school closure caused by severe weather or heating failure etc, or other urgent/confidential matters. Once a school closure has been agreed it should be logged - please refer to “school closures” on page 4 for more information.

Position	Name	Work number	Home number	Mobile number
<b>Northern Area Office</b>				
Operations Manager	David Cousins	01296 383333	01628 440940	07984 615007
Area Adviser	Dan China	01296 383526	01280 821198	07718 839904
<b>Southern Area Office</b>				
Operations Manager	Bob Gibbard	01494 475328	01628 484871	07860 104501
Area Adviser	David Preston	01494 475337	01494 528210	07738 024428

#### PROPERTY RELATED INCIDENTS

These numbers should be used in the event of an occurrence outside normal office hours. Incidents might include fire, storm damage, major leak, building movement or heating and electrical failures. Please note however that these numbers should only be used in the event of an approved contractor not being able to attend or remedy the situation. Procedures for dealing with urgent/emergency work out of office hours are sent to schools separately by Property Services.

Position	Name	Work number	Home number	Mobile number
Building Surveyor and Maint. Mgr	Nigel Sexton	01296 382525	01438 821018	07850 933740



Operational Maintenance Manager	Peter Edington	01296 382511	01494 862314	07850 981557
Principal Building Surveyor	George Thompson	01296 382595	01296 730020	07585 677292
Principal Building Surveyor	Robert Walter	01296 382516	01296 487484	07850 936053
Electrical Engineer	Charlie Tomlin	01296 382984	01296 580631	07860 396621
Electrical Engineer (AV & Chiltern)	Alec Payne	01296 382924	01869 323614	07860 429833
Mechanical Engineer (AV and Chiltern)	David Eagles	01296 382569	01908 606784	07734 734318
Building Surveyor	John Crockett	01296 382812	01296 733738	07860 114206
Electrical Engineer (Wyc. & S.Bucks)	Eddie Davies	01296 382901	01494 440727	07860 114441
Mechanical Engineer (Wyc. & S. Bucks)	Keith Pearson	01296 383032	01494 447754	07850 953935

### HOME-TO-SCHOOL TRANSPORT ISSUES

Schools would be expected to contact the officers below in situations that would include school closure and other serious incidents (excluding bad weather) which require transport contracts to be temporarily suspended at short notice; road traffic collision or injury to passenger(s) involving Bucks County Council arranged home-to-school transport; out-of-county residential special schools e.g. where the transport has not arrived to transport pupils home or parents are found not to be at home to receive the child.

Position	Name	Work number	Home number	Mobile number
Passenger Transport, Group Manager (mainstream schools)	Helen Halfpenny	01296 383745	01865 515484	07710 617688
Team Leader, Mainstream Passenger Transport	Andy Clarke	01296 383468	07734 132411	07734 132411
Team Leader, Swan Rider	Graham Norris	01296 383746	01993 880621	07860 735185
Group Manager, Specialist Transport	Gordon McKendry	01296 382403	01280 821447	07793 666365
Team Leader SEN Transport	Phil Dyson	01296 383140	01296 338636	07710 048545



## MEDIA CONTACTS

There may be times when a situation or incident may attract media attention but is not classed as an emergency. Examples might include urgent HR issues or the death of a pupil which is not directly related to school activity. If you need to contact an officer out of hours please initially try the general mobile number below followed by individual numbers as listed.

Out of hours mobile number				07825 430978
Media Relations Manager	Sheila Macdonald	01296 382365	01908 660800	07724884157
Communications Officer	Viv Saunders	01296 382673	01844 343152	07918176268
Communications Officer	Sian Hester	01296 382149	01494 589321	07814 303922
Communications Officer	Lucy Stratton	01296 382625		



#### **Appendix 4. Management of Pandemic Influenza**

A pandemic is caused when a new strain of flu emerges that is sufficiently different from existing strains that there is limited immunity among the population.

No-one can predict when a pandemic may occur but once a pandemic arrives it is likely that it will spread through the country in a matter of weeks.

The issues for the school are

- a) Protecting members of the school community from infection as far as is possible
- b) Maintaining a safe environment for students if a large number of staff are ill.
- c) Helping the school community to deal with grief should the pandemic be serious enough to cause death.

The school will follow advice from central and local government about whether the risk in the local community is sufficiently serious to justify school closure as a preventative measure. The decision to close the school will be made by the Headteacher in consultation with the Chair of Governors.

The normal emergency contact communication system will be used to advise parents of any closure and of a subsequent re-opening.

While the school is open staff and students will be advised to stay away from school if they have influenza symptoms.

Staff who show signs of infection will be asked to go home. If students are showing signs of infection then their parents will be asked to collect them.

Special infection control measures will be introduced when the existence of a pandemic is announced. A meeting will be held with the school's cleaning contractors and site team to discuss issues such as tissue disposal and cleaning routines.

If a large number of staff are absent, even if the Local Authority has not recommended closure, the Headteacher in consultation with the Chair of Governors may decide to close the school. In this event the normal emergency closure systems will be used.

If the pandemic is so severe that several members of the school community are grieving the loss of family members and friends then the school will seek advice from The Educational Psychology Service as to the best way to support the students and staff through their grief.