



NUTFIELD CHURCH PRIMARY SCHOOL

EMERGENCY PLAN

This plan is protected. Do not give any contact details or sensitive information to the media, pupils, parents/carers, or members of the public.

If there is an EMERGENCY right now:

ONSITE GO TO 3.1 Notification of Incident, **Page 8**

OFFSITE GO TO 3.3 Operation Duke, **Page 10**

Plan Admin	
Version Number	1
Date of Issue	Spring 2024
Electronic copies available from	Admin Shared/Policies/Emergency & Business Continuity Plan
Hard copies located	School Business Manager's Office grab bag, KS2 Corridor grab bag
Location of emergency grab bags	School Business Manager's Office and KS2 Corridor
Date of Next Review	Spring 2025
Person responsible for review	Headteacher and School Business Manager

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SECTION 1- INTRODUCTION

The aim of this plan is to give guidance to schools on how to effectively respond to and manage emergencies. It should allow them to coordinate the response and ensure continuity of their services.

The plan relates to:

- a) An event which threatens the safety of children and/or staff, or a crisis which might affect the public reputation of the school,
- b) Where the head teacher believes that the school would benefit from receiving additional (external) support for an incident affecting the school,
- c) Where the community in which the school is based is affected by an emergency.

The plan provides generic guidance on the actions that should be considered by the head teacher and school emergency management teams (SEMT), in the case of an emergency in the school or local community, or on an educational visit.

Any emergency affecting a school may afterwards be the subject of a detailed inquiry. It is important that accurate written records are kept, and that no piece of information about either the planning or the response to the incident is lost. Records may also be in the form of a recording made via a telephone or on an answer machine. The records should be retained after the incident for future reference.

Aims and Principles

The school is committed to providing a safe and secure environment for pupils, staff, parents/carers and any visitors involved in school related activities.

The aim of this plan is to enable this school to provide a structured response to a critical incident or major emergency and to manage and co-ordinate such emergency with the safety of pupils and staff as paramount, whether on or off site; and takes account of actions to be taken to ensure continuity of service.

In considering our policy and the detailed procedures that support it the following issues have been taken into account:

- Staff and governor awareness of their roles and responsibilities
- Clear communication channels for parents/carers, staff and external support services
- Compliance with current safety legislation
- Actions aimed at containing incidents to minimise escalation
- Support for those involved or affected by the incident
- Actions to facilitate future recovery – emotional and functional
- Use of external agencies where appropriate such as the LA, Southwark Diocesan Board of Education, Strictly Education 4S, and the Emergency Services

SECTION 2- CONTACT DETAILS

2.1 School Information

Name Of School	Nutfield Church (C of E) Primary School
Type Of School	Voluntary aided school
School Address	59 Mid Street South Nutfield Redhill Surrey RH1 4JJ
Operating hours (including extended services)	7:45am – 5:30pm
Approx number of staff	27
Approx number of students	202
Age range of students	5 to 11

2.2 Contact Details- School Emergency Management Team

SEMT Role	Name	Business as Usual (BAU) Role	School Ext.	Mobile	Home	Key Holder?
Lead Coordinator Communications & Media Management Welfare	Imogen Woods	Headteacher	01737 823239	07979 812715	-	Yes
Welfare Lead Coordinator	Anna Benjamin	Deputy Headteacher	01737 823239	07921 287659	-	Yes
Continuity and Recovery Premises and Resources Administrative Support	Daniel Walker-Cheetham	School Business Manager	01737 823239	07711 090738	-	Yes
Continuity and Recovery Premises and Resources Administrative Support	Serena Fowler	School Office Manager	01737 823239	07429 248550	01737 821544	No
Continuity and Recovery Administrative Support	Carmela Charalambous	School Office Assistant	01737 823239	07917 060584	-	No
Premises and Resources	Fred Kolndreu	Premises Manager	01737 823239	07906 905405	01737 822913	Yes

2.3 Other School Contacts

e.g. teachers/essential staff who do not make up a part of the central SEMT, but may be needed during an incident.

Name	BAU Role	School Ext.	Mobile	Home	Key Holder?
Sam Nicholls	Chair of Governors	-	-	01737 823209	No
Jane Vorster	Vice Chair Foundation Governor	-	07512 414741	01737 823206	No

2.4 External Contacts

(NOT TO BE SHARED PUBLICLY)

Role	Name & Landline & Mobile
The Diocese of Southwark	020 7939 9400
Area Schools Officer (ASO) - South East	Ann Panton – 07976924186 ann.panton@surreycc.gov.uk
SCC Emergency Management Duty Officer	07831473039
SCC Emergency Management Team (office hours only)	020 8541 9160
SCC Property helpdesk	Via ASO
SCC Contact Centre	Via ASO
SCC County Press Office	Via ASO
Buddy establishments	Christ Church, Kings Cross Lane, South Nutfield, Surrey, RH1 5NG Vicar: Revd Len Abrams - 01737 822211
School Insurance company	Block Property Insurance – Aston Lark, 01420 81488 PLI and Employers Liability – Zurich via Surrey County Council
Teacher Support Network (trained support and counsellors available 24hrs)	08000 562 561
Health and Safety Executive - to report fatalities and major incidents only	http://www.hse.gov.uk/riddor/report.htm
Advisory Team	0345 300 9923
The Foreign Office (links with British Consulates etc)	020 7008 1500
Met Office	0370 900 100
Water supplier	SES Business Water - 0203 750 9300 Account number: 162314-X Meter number: 08423715

