



FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

Disaster Recovery Plan

Name of Unit/Premises/Centre/School	Four Marks CE Primary School
Date of Last Policy Review	January 2025
Review Schedule	Bi-annually
Date of next Review	January 2027
Name of Responsible Manager/Headteacher	Veronica Stoodley
Signature of Responsible Manager/Headteacher	

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 or 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.
- 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 and suggest that it could be made up as follows:

- Chair of Governors
- The Headteacher
- Assistant Headteacher
- Administration Managers
- A Governor (who is a member of the parent community) – to be decided at the point of incident.
- Caretaker

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 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.
- Liaise with the emergency services.
- Contact insurance section.
- Contact staff and parents.

Before contacting parents it should be agreed 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.

- Liaise with the media including making use of a prepared statement 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 with specific parents where necessary.
- Keep staff and pupils informed of developments.
- Identify any pupils or staff needing specific support.
- Visit site of disaster if off site.
- Ensure the continuing function of the school as normal as possible.
- Arrange memorial services where appropriate.
- Distribute incident log sheets and parent contact sheets.
- Record details of the event on an incident log sheet.

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. The information must be kept up to date and senior staff should know how to access it:

- A copy of the school's Disaster 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 gas, 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 off site/in the cloud.
- 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.
- Pens and paper.
- Packs for each SERT member containing checklists for their actions/ responsibilities and all necessary contact numbers. All contact details should apply 24 hours a day and not just during office hours.

Loss of Premises through Fire or Flood

It is anticipated that the organisation would not be able to influence the outcome of this eventuality and that matters would be taken over by the SERT team. This would probably involve the sourcing and fitting out of alternative temporary premises pending a re-build of the building. Should there be a need to evacuate the site it is envisaged that following normal evacuation procedures staff would escort their pupils to the pre-arranged destination of Four Marks Village Hall or Church of the Good Shepherd.

Partial Loss of Premises

This could be the loss of a single room or area as a result of a fire or a burst pipe, flood etc. It is anticipated that this would put the area in question out of bounds for a considerable length of time but would not, on the whole, severely disrupt the day to day operation of the business. The school would again liaise closely with the SERT team and their Insurers, but would also anticipate assistance in establishing temporary accommodation arrangements in the short term where possible. It would be the intention, in the first instance, to designate temporary areas. For example, if an area was temporarily out of use a further area would be used, that has computer access and also visitors can be let into the building safely and securely. If the kitchen is temporarily unavailable arrangements will be made to cook at an alternative site and transport meals to site as long as is required.

Large Scale Property Loss, Particularly IT Equipment

A significant threat to the satisfactory operation of the business would be a large scale loss of IT equipment, such as whiteboards, projectors, PCs, laptops, tablets and/ or networking or Wi-Fi. Due to the layout and size of the building it may be that certain areas would still be in use whilst some areas closed and if so maybe utilised in the short to medium term. For example if EYFS were closed, a temporary classroom could be set up in the school hall, as could other classrooms.

In liaison with the SERT team, their Insurers and ICT Services it is anticipated that being able to re-order and replace lost items as a matter of urgency will be a priority and would expect to be back up and running within at least one month, if not sooner. A partial loss only of equipment would be accommodated by a re-distribution of remaining resources and loaned items may be made available. Several electronic copies and a hard copy of the inventory are kept. Wi-Fi, laptops and iPads / tablets could be used if a loss of hard-wiring is unavailable through a power surge.

Loss of Information Through Catastrophic IT Failure

Rather than the loss of actual equipment, this would involve the loss, or destruction, of the Server and all the school data and information that is stored on it. To safeguard against this eventuality the Server is backed up on a daily basis through the 'cloud'.

Backups

Backups are performed on the network (curriculum server each day as a matter of course). Covering Critical & Essential Data The office computer is linked to the school server and backed up through the 'cloud'. Many programmes used by the office staff are web based and backed up automatically. Schools ICT can recover files on request.

Mass Unavailability of Staff (e.g. Pandemic)

It is likely that in such a scenario the organisation may not be the only one affected. In the first instance advice will be available from the on-call Assistant Director, from NYCC Children & Young People's Service or the Health & Safety Risk Manager at NYCC and the local Public Health England (telephone numbers available within the crisis response folder). Once advice had been obtained and passed on to parents as

appropriate the organisation will then need to consider the opening/closing arrangements having regard to ensuring **the safety of all** pupils and existing staff, visitors, contractors on the premises. In an effort to staff the business, the following procedures would be invoked: • Existing Supply Staff used by the organisation in the ordinary course of events.

- Recently retired staff still covered by DBS/safer recruitment requirements used as available.
- Other Supply Agencies

It is recognised, however, that subject to the scale of the pandemic in the locality and the availability of staff from any of the above sources, it may not be possible to fully operate the business and at that point a decision would be taken whether to partially, or fully, close the building and for how long. At all times the safety of both children and staff would be of paramount importance, although every effort would be made to keep the site open and functioning.

Closure at Short Notice (due to severe weather, loss of utilities, internal flooding etc.)

The organisation may decide that in the interests of safety it is appropriate to send pupils home early. The organisation may also be contacted by one or more operators suggesting that an early departure is advisable where severe weather or road access are perceived to be hazardous. These representations will need to be taken into account to determine the appropriate course of action. The priority of the organisation will be to inform Staff, Parents and the LA in this order of any closure as soon as is possible. All staff will be informed verbally if during the day and by personal telephone call/email if at another time. All Parents will be informed by text/email or phone. The LA will be informed by phone call or email by the Responsible Person. Local Radio will be informed of the circumstances. Any transport booked for that day will be informed by the Responsible Person.

EMERGENCY CONTACT NUMBERS

Fire	Emergency Services	999
Local police		0845 0454545 or 101
HCC Insurance and Loss	Contents/ Employers Liability/ Public Liability/ Pupil Insurance	02380 814047
HCC emergency out of hours Emergency Planning Unit		023 9226 5113 01962 846846
HCC press office Communications Team		01962 847368 01962 847368
Alarm Services	Corrigenda	01962 847952 or 01962 26760
Gas Leak	National Gas Emergency Services	0800 111 999
Local water company		0800 820999
Electricity Emergency	National Grid	0800 404 090
Local electricity company		0800 7838866
Electrical/ Mechanical	Corrigenda	01962 847952 or 01962 26760
Buildings	Mountjoy	01962 847952 or 01962 26760
Trees	HCC arboriculture and Grounds Team	01962 847952 or 01962 26760
Property Services Property Services emergency out of office hours		01962 847778 0870 2422220
Employee Support Line		02380 626606
Children's Services Health & Safety Team	(Reporting & Enquiries)	01962 876220
District council		02380 688000