



# Continuity Plan

**Approved by the Management Committee  
Hawkswood Group**

**Date of Next Review: September 2023**  
**Ratified for: 2021-2022**

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## Aim and objectives

The aim of this emergency response plan is to mitigate the effects of any major emergency situation on the school, staff and pupils etc.

The supporting objectives are to:

- Prevent/minimise the loss of life and injury to pupils and staff;
- Alert and work with relevant parties as necessary to provide guidance and reassurance e.g. Emergency Services, Parent/Carers, School Governors, Children Services Business Support Section etc;
- Manage the situation until the relevant support arrives;
- Minimise disruption to the normal daily routine of staff and pupils;
- Ensure appropriate working with the media; and
- Support staff, pupils, parents/carers in the aftermath of the incident.

This document has been prepared in conjunction with the London Borough of Waltham Forest Major Emergency Response Plan (MERP),

Copies of this plan are held on the school site at the following location

Server: x & U Drive and on the school website [www.hawkswoodgroup.org.uk](http://www.hawkswoodgroup.org.uk)

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Copies of this plan should be issued to relevant staff and be held at a secure place off site at accessible of site via remote session on drives. Copy issued to the headteachers.

Staff are informed of the contents of this Emergency Response Plan and relevant updates via Staff team meetings

**Headteacher's signature:** .....

Liz Rattue– Burnside Secondary

**Headteacher's signature:** .....

Nathalie Fitzgerald – Hawkswood

**Date:** 30.06.2021

Chair of Governor's signature.....

Date .....

The school Emergency Response Team consists of the following personnel:

Name	Job title	Contact details	Notes
<b>HAWKSWOOD PRIMARY</b>			
Nathalie Fitzgerald	Head Teacher Hawkswood Primary PRU	0208 289 4641 ext 104  07950248655	Paediatric first aider Fire Marshall Evac chair
Carole Coleman	Admin Officer Hawkswood Primary PRU		Emergency 1 <sup>st</sup> Aid at Work Fire Marshall
Lucy Mattison	Deputy Head Teacher Hawkswood Primary PRU	0208 289 4641 ext 112	Paediatric first aider Fire Marshall
Ripandeep Kaur	Teacher Hawkswood Primary PRU	0208 289 4641	Paediatric first aider
Lauren Bishop	Teacher Hawkswood Primary PRU	0208 289 4641	Paediatric first aider
David McGovern	Teacher Hawkswood Primary PRU	0208 289 4641	Paediatric first aider
Shaniqua Edwards- Hayde	Teacher Hawkswood Primary PRU	0208 289 4641	Paediatric first aider
Michael Richards	LSA Hawkswood Primary PRU	0208 289 4641	Emergency 1 <sup>st</sup> Aid at Work
Maureen Jarrold	LSA Hawkswood Primary PRU	0208 289 4641	

Donna Sinclair	LSA Hawkwood Primary PRU	0208 289 4641	Emergency 1 <sup>st</sup> Aid at Work
Robert Barrett	Site Manager Hawkwood School	0208 289 4642 ext 115	Fire Warden
Jimmy Dauti	Site manager Hawkwood school	0208 289 4642 ext 115	Fire warden
<b>HAWKSWOOD SECONDARY</b>			
Nathalie Fitzgerald	Head Teacher Hawkwood Primary & Secondary	0208 289 4642 ext 105 W Mobile:07794394438	Designated Safeguarding Lead First aider Fire Marshall
Carole Coleman	Admin Officer Hawkwood Secondary	0208 289 4642 ext 102	Fire Marshall First Aider
Sarah Smith	Deputy Head Hawkwood Secondary	0208 289 4642 ext 105 W Mobile:07841989914	Fire Marshall Evac Chair
Tasha Roby Cantwell	Deputy Head Hawkwood Secondary (Maternity Cover)	0208 289 4642 ext W 105 Mobile:07841989914	Fire Marshall
Hannah Bruney-Burney	Teacher Hawkwood secondary	0208 289 4642	Paediatric first aider Fire Marshall
Jessie Russell Donn	Teacher Hawkwood secondary	0208 289 4642	Paediatric first aider
Anthony Lowe	Teacher Hawkwood secondary	0208 289 4642	Paediatric first aider
Vishnu Jaggessar	Teacher Hawkwood secondary	0208 289 4642	
Ruth Peter	Lead Thrapist Hawkwood Secondary	0208 289 4642 ext 106	
Huw Bellott	HLTA - Hawkwood Secondary	0208 289 4642	Emergency 1 <sup>st</sup> Aid at Work

Robert Barrett	Site Manager Hawkswood School	0208 289 4642 ext 115	
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<b>BURNSIDE SECONDARY SCHOOL PRU</b>			
Liz Rattue	Headteacher Burnside Secondary School PRU	020 8289 4742	Senior Fire Warden Deputy Designated Safeguarding Lead
Dave Cook	Deputy Headteacher Burnside Secondary School PRU	020 8289 4743	Fire Warden KS3 Designated Safeguarding Lead
Leah Nava-croft	Teacher Burnside Secondary School PRU	020 8289 4740	
Luke Doyley	Learning Mentor Burnside Secondary		
Kiera Yates	Instructor Burnside Secondary	020 8289 4740	
Rebecca Mushiya Veronique	Instructor Burnside Secondary	020 8289 4740	
Jelani Jackson	Instructor Burnside Secondary	020 8289 4740	
Wendy Kelly	Learning Support Coach Burnside Secondary	020 8289 4740 ext 209	Designated Safeguarding Officer Fire Marshall First Aid Trained
Jason Yates	Learning Mentor Burnside Secondary School PRU	020 8289 4740 ext 208	Fire Warden KS4 First Aid Trained Trips Coordinator
Naheed Razzaq	Admin Officer Burnside Secondary School PRU	020 8289 4740	
Shannonann O'Neill	Admin Assistant Burnside Secondary School PRU	0208 289 4741	

Shayden Watts	LSA Burnside Secondary School PRU	020 8289 4740	First Aid Trained Trips Coordinator
Shpetim Dauti	Site Services Officer Burnside Secondary School PRU	020 8289 4740 ext 213	Fire Marshall
Roger Woods	Teacher Burnside Secondary School PRU	020 8289 4740	

<b>Governors Hawkswood Group</b>		
Jason Green	Chair /	Acting Chair
Andy Stone	Community Governor	
James Thompson	LA Authority Governor	Safeguarding Link
Lynnette Parvez	Community Governor	Education
Abdus Rujubali	Community Governor	
Joshua St Luce	Community Governor	
James Glosopp	Community Governor	
Liz Rattue	Headteacher	
Lucy Mattison	Staff Governor	
Jason Green	Parent Governor	

Individual roles and responsibilities are outlined as below:

ROLE	RESPONSIBILITY	PERSON(S) RESPONSIBLE
Incident Manager	<ul style="list-style-type: none"> <li>• Consider the need to alert other colleagues and external agencies</li> <li>• Establish an Emergency 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, eg the emergency services, Children Services Business Support Section, school governors as appropriate</li> <li>• Evacuate buildings/ close school as necessary</li> <li>• Monitor the emergency response</li> <li>• Provide regular staff/ team briefings</li> <li>• Authorise any additional expenditure</li> </ul>	Headteacher Deputy Headteacher Business/Office Managers Senior Staff Members
Deputy Incident Manager	<ul style="list-style-type: none"> <li>• Assists Incident Manager</li> <li>• Co-ordinates and manages staff in the Emergency Response Team</li> <li>• Monitors staff welfare and organises staff roster</li> </ul>	Deputy Headteacher or Senior Member of staff
Parent/Carer Liaison Officer(s)	<ul style="list-style-type: none"> <li>• Advises parents/ carers and provides information</li> <li>• Provides point of contact</li> <li>• Arranges on site co-ordination of visiting parents/ carers</li> <li>• Maintains regular contact with parents/ carers where appropriate</li> </ul>	Senior members of staff School Governors
Administrators	<ul style="list-style-type: none"> <li>• Staff the telephone lines</li> <li>• Help to collate information</li> <li>• Relay incoming and outgoing messages by phone, fax, email, etc. in a prompt manner</li> <li>• Provide admin. support to the Incident Manager and Deputy Incident Manager</li> <li>• Maintain a log of key events</li> </ul>	School office staff Teaching Assistants



	and decisions, including expenses incurred	
Communications Officer/Media Spokesperson	<ul style="list-style-type: none"> <li>• Acts as point of contact for media enquiries</li> <li>• Works with Corporate Communications Team to prepare media statements/ interviews</li> <li>• Assist with internal communications</li> </ul>	Senior member of staff or School Governor
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>• Take roll call where necessary</li> <li>• Monitor pupils physical and psychological welfare</li> </ul>	Assisted by Teaching Assistants
Facilities Manager	<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>	Caretaker/ Site Manager
Liaison Officer	<ul style="list-style-type: none"> <li>• Communicate with colleagues at the school on a regular basis and receive updates/ progress reports</li> <li>• Relay information to and from the Property Repairs and Maintenance Team Tel: 020 8496 8962/8053.</li> <li>• Also, the Health and Safety Team: 020 8496 3408/6932/3413.</li> <li>• Children's Support Services – Business Section on Tel: 020 8 496 3593.</li> </ul>	Senior member of staff

## Major Emergency e.g. Fire or Bomb Treat:

The staff member witnessing or first discovering the emergency situation will be responsible for initiating the immediate response to the threat. This may involve:

- In case of a Fire, activate the Fire Evacuation Procedure, see LCoP guidance document no:34.
- Summon help/ call for the emergency services (dial 999)
- Taking charge of the scene until further support arrives
- Securing immediate welfare of pupils and staff eg through shelter or evacuation
- Alerting Headteacher, Deputy Head or most senior member of staff in their absence
- Logging relevant information eg location and time of emergency, details of persons involved, summary of events, etc.
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EMERGENCY PLANNING RESPONSE NUMBERS	
Emergency Services	999
Waltham Forest Direct 24/7 And ask to be put through to the Borough Emergency Control Centre. Premises Helpdesk for R&M Property and Programmes. Children Services Business support Section	020 8496 3000
Health and Safety Team	020 8523 4221 020 8496 8962/8053 Email:BuildingsRepairs&MaintainanceGroup@walthamforest.gov.uk 020 8496 3593/2 020 8496 3408/3413/6931/3259.                      Mobile: 07772 141210

Once the initial alert has been made, consideration must be given to who else should be informed eg school governors, parents/carers etc. It is imperative that contact details are maintained (including out of hours) and be readily accessible.

A cascade system of alerting relevant persons should be considered as this allows information to be distributed quickly by several people.

**Emergency Telephone/Mobile Phone/Fax/email /address list or location where information is held:**

Title	Contact details	Notes
Staff	Held on SIMs	
Parent / Carer	Held on SIMs <a href="https://login.eduspot.co.uk/public/portal/school/?app=teachers2parents">https://login.eduspot.co.uk/public/portal/school/?app=teachers2parents</a>	Password held by Admin Officers APP school mobile
Governors	Server and Governor Services Donna Miller London Borough of Waltham Forest Room 306, Sycamore House, Walthamstow Fellowship Square, Forest Road, London E17 4SU Mob: 07741 628 086 <a href="mailto:donna.miller@walthamforest.gov.uk">donna.miller@walthamforest.gov.uk</a>	
Police	Tel: 999 (24 hour) Tel: 101 (24 hour, non-emergency number)	
Fire & rescue service	Tel: 999 (24 hour)	
Ambulance service	Tel: 999 (24 hour)	
National Health Service	Tel: 111 (24 hour)	
Department for Education	Tel: 0370 000 2288 (office hours, general enquiries) DFE Coronavirus helpline 0800 046 8687	
Foreign & Commonwealth Office	Tel: 0207 008 1500 (24 hour, consular assistance)	If abroad, please dial: +44207 008 1500
Environment Agency	Tel: 0345 988 1188 (24 hour, floodline) 03708 506 506	
Met Office	Tel: 0370 900 5050 (24 hour, weather desk)	<a href="mailto:enquiries@metoffice.gov.uk">enquiries@metoffice.gov.uk</a>
Health and Safety Executive	Tel: 0300 790 6787 (office hours, incident contact centre) Tel: 0151 922 9235 (24 hour, duty officer) Tel: 0151 922 1221 (24 hour, duty press officer)	LBWF HealthandSafety <a href="mailto:healthandsafety@walthamforest.gov.uk">healthandsafety@walthamforest.gov.uk</a>

Teacher Support Network	England: 08000 562 561 (24 hour) Txt 07909 341 229 Wales: 08000 855 088 (24 hour) Scotland: 0800 564 2270 (24 hour)	The Teacher Support Network can provide practical and emotional support to staff in the education sector and their families.
Insurance company	<b>Maven Public Sector insurance</b>  <b>LBWF contact: Andrea Nitschke</b>  <b>Insurance &amp; Risk Manager</b>  <b>Tel 020 8496 4289 / 07730 289 151</b>  <b>E-mail insurance-section@walthamforest.gov.uk</b>	<b>Policy No.</b> P21CASLFG00006 (primary) P21CASXSL00005 (Excess EL)
Trade union	Unison Union representative: Anna Stanford Tel: 0208 496 4874 <a href="mailto:Annabelle.Stanford@unisonwalthamforest.org.uk">Annabelle.Stanford@unisonwalthamforest.org.uk</a>  NUT Representative: Steve White Tel: 020 8523 5460 <a href="mailto:STEPHEN.WHITE@neu.org.uk">STEPHEN.WHITE@neu.org.uk</a>	
Supplier (transport)	CTPlus - 0208 509 9140 - Primary Switch board 0330 0880 618	
Supplier (catering)	Thomas Ridley - Meat, Frozen and dry food	
Supplier (cleaning)	Atlantic cleaning – Andrea Weedle 01992 713187	
Supplier (temporary staff)	Protocol education – 0203 219 7745 Michael Oduniyi <a href="mailto:Michael.oduniyi@protocol-education.com">Michael.oduniyi@protocol-education.com</a> <u>Step teachers:</u> T: 020 8882 6246 <a href="mailto:MiqueIR@stepteachers.co.uk">MiqueIR@stepteachers.co.uk</a>	
Utility supplier (gas) & Electric	Laser 0800 484 0840	
Utility supplier (water)	Castle Water 01250 718 718	
Utility supplier (electricity)	Laser 0800 484 0840	
TRANSCO	<b>0800 111 999</b> - 24 hours a day	

Children Services Business Support Section	EBE Helpdesk <a href="mailto:EBE.Helpdesk@walthamforest.gov.uk">EBE.Helpdesk@walthamforest.gov.uk</a>	
Other Local schools	Yardley Lane – Hawkswood Crescent E4 7PH; 0208 529 3671 Salisbury Manor, 4 Burnside Ave, E4 8YJ 0208 527 7433	
Electricity Contractor	Campion Electrics Ltd <a href="mailto:campionelectrics@btconnect.com">campionelectrics@btconnect.com</a>	
Catering	Christine Cornall <a href="mailto:Christine.Cornall@walthamforest.gov.uk">Christine.Cornall@walthamforest.gov.uk</a>	
Roofing Contractors	NPS <a href="mailto:Darryl.taylor@nps.co.uk">Darryl.taylor@nps.co.uk</a> 0208 5236222	
Security Guards	OM Security : 08447 748 161   F: 01784 898 360 W: <a href="http://www.omsecurity.co.uk">www.omsecurity.co.uk</a>   E: <a href="mailto:jay@omsecurity.co.uk">jay@omsecurity.co.uk</a> The Atrium   31 Church Road   Ashford   Middlesex   TW15 2UD	
Post Office	104 Station Rd, London E4 6AP Phone: 020 8524 2721	
Glaziers	M&G Construction Ltd Orders <a href="mailto:mgconstructionorders@yahoo.co.uk">mgconstructionorders@yahoo.co.uk</a> M&G Construction Ltd Gilbert House, Stanley Road, Ilford, Essex, IG1 1RB Web: <a href="http://www.mandgconstruction.co.uk">www.mandgconstruction.co.uk</a> Tel: 020 84777339	
Coach hire	CT Plus HCT Group Operations 2 Walthamstow Avenue Walthamstow E4 8ST Telephone: 020 8509 9140 Email: <a href="mailto:wfinfo@hctgroup.org">wfinfo@hctgroup.org</a>	

## **Grab Pack Information:**

School Grab Pack contents (to be issued to relevant staff)

Grab Packs held on school site at school office

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Grab Packs held by following staff off-site:

Jennifer Michaels – Burnside

Carole Coleman – Hawkswood

Elaine Clark – Hawkswood House

## **Contents of Grab Pack to include:**

Mobile phones/charger

In car phone adaptor

High Visibility vests/ ID badges

School Emergency Plan

Pen/Paper/Clipboard/blank log sheets

Local map

A4 school plan

List of essential contact numbers

Torch

Whistle

A large-scale map showing nearest:

- Public telephones
- Police, fire, ambulance stations
- Accident and Emergency Hospital
- Alternative parking facilities

### **Can be located at:**

U:\Policies\All Policies in name order\Continuity plan Emergency plan

X:\Admin\Policies\All Policies in name order\Emergency Response Plan

A small-scale site plan of the school showing:

- Fire call points
- Fire assembly locations
- Fire hydrants
- Chemical stores
- Electricity, gas and water services cut off points

### **Can be located at:**

U:\Policies\All Policies in name order\Continuity plan Emergency plan

X:\Admin\Policies\All Policies in name order\Emergency Response Plan

**Useful information:**

Hawkswood ICT server is located Server Room along the main Corridor  
Burnside ICT server is located Server Room Main hall

ICT systems are backed up daily via auto back up

Relevant back-ups of all computer records are kept off site via: NAS box is in the House upstairs in the same room as the House switches

The assets register record is kept off site via: Remote access X:\Admin\Asset Register

The school manages Educational Visits via: EVOLVE  
[https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=walthamforestvisits.org](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=walthamforestvisits.org)

Lettings arrangements are organised and managed via: Headteacher  
.....

The school arrangements for dealing with the threat of flooding are as follows:

Refer to document in the event of flooding located at  
O:\Admin\Policies\All Policies in name order\Emergency Response plan

# Off Site Evacuation Plan

Although it may be unprecedented for a whole school site evacuation, Senior Managers and staff should recognise the possibility and have drawn up the following contingency arrangements to implement this scenario:

- Transport details

CT Plus  
HCT Group Operations  
2 Walthamstow Avenue  
Walthamstow  
E4 8ST Telephone: 020 8509 9140  
Email: [wfinfo@hctgroup.org](mailto:wfinfo@hctgroup.org)

- Alternative location(s) details
  - reciprocal arrangements with another school, church, community hall?
  - Waltham Forest Council facility as part of Major Emergency Response Plan

- Pupil supervision/registration arrangements

- SEN/Medical needs arrangements and support

- Staff liaison with Children Services Business Support Section

- School Grab Pack locations/contents

- Communications/liason arrangements with
  - Phones & Network supplier LGFL 0208 255 5555 option 3
  - IT Strictly Education 0330 123 2544 option 2

- Contact with Waltham Forest Insurance Sections to arrange mobile classrooms, etc.



Insurance: [Andrea.Nitschke@walthamforest.gov.uk](mailto:Andrea.Nitschke@walthamforest.gov.uk) 0208 496 4258 / 4376

Assets: **Angela Ferdinand-Sergeant**

Schools Asset Manager

**Direct Line:** 0208 496 8081 **Mobile:** 07740 900541

**e-mail:** [angela.ferdinand-sergeant@walthamforest.gov.uk](mailto:angela.ferdinand-sergeant@walthamforest.gov.uk)

Twitter: [@wfcouncil](https://twitter.com/wfcouncil) Website: [www.walthamforest.gov.uk](http://www.walthamforest.gov.uk)

School arrangements to supervise pupils beyond normal school hours due to an emergency situation are as follows:

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School arrangements to respond to emergency situations outside working hours are as follows:

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# **BOMBS**

## **DEFUSING THE THREAT**

- ❖ Encourage your staff to be alert at all times for suspicious objects and people-both inside and outside your building.
- ❖ Always ensure that details of the premises key holders are kept up-to-date and are available to the Council's Emergency Service.
- ❖ Try and reduce the number of places in which a bomb could be concealed. Lock all cupboards and unused rooms. Do not let rubbish accumulate and do not let shrubbery become overgrown.

### **1. If you find a suspicious package :-**

- ❖ you should evacuate the premises to a predetermined assembly area at least 150 meters from the building and out of its line of sight.
- ❖ inform the police by dialling 999.
- ❖ doors and windows should, whenever possible, be left open.
- ❖ lights should be left on to assist any subsequent search.
- ❖ the person finding the suspicious object should be available immediately for interview by the police.

### **2. The Telephone Threat**

- ❖ obtain as much information from the caller as possible. A checklist of the action to be taken by anyone receiving a threatening call is attached. It should be completed by whoever received the bomb threat. It may assist police to trace the caller as well as locate the bomb.
- ❖ you will need to make an assessment of the call and decide to :- i)
  - evacuate the building immediately or
  - ii) search first before considering evacuation.
- ❖ notify the Police and Local Authority immediately. They will advise you on searching, evacuation and re-occupation.

### **3. Re-occupation**

- ❖ when you have evacuated without a search and no explosion occurs, you will in due course have to consider re-occupation.
- ❖ do not allow staff or the public to return before the building has been thoroughly searched (if a time of explosion was given over the phone, you must allow at least 30 minutes to elapse before undertaking a search).

**ACTION CHECKLIST FOR ANYONE RECEIVING A TELEPHONE BOMB THREAT**

*If possible immediately alert someone else (so that the Site Manager can be informed)  
But **DO NOT PUT DOWN THE HANDSET OR CUT OFF THE CONVERSATION.***

Obtain as much information as you can.

Try to keep the caller talking (apologise for bad line, ask him to speak up.)

Complete this form as you go along, asking questions in sequence as necessary.

MESSAGE (exact words)

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Where is it ? \_\_\_\_\_

What time will it go off? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb is it?  
(type of explosive) \_\_\_\_\_

Why are you doing this? \_\_\_\_\_

Who are you ? Name : \_\_\_\_\_

Address : \_\_\_\_\_

Time of call : \_\_\_\_\_

**WHEN THE CALL HAS FINISHED GIVE THIS FORM TO THE SITE MANAGER,  
WHO WILL DECIDE WHAT TO DO. THE MORE INFORMATION YOU GET, THE  
EASIER IT WILL BE TO DECIDE WHETHER THE WARNING WAS GENUINE OR  
NOT.**



# SCHOOL EMERGENCY RESPONSE PLAN

COMPLETE THE FOLLOWING AS SOON AS

## PRACTICABLE DETAILS OF CALLER

Man ----- Woman----- Child -----  
--- Old/Young ----- Not known -----  
-----

## SPEECH

Intoxicated----- Rational ----- Rambling -----  
-- Speech Impediment ----- Laughing -----  
--- Serious----- Accent -----  
-- Was the message read or spontaneous ? -----  
-----

## DISTRACTIONS

Call box pay  
Any noise on the line ? ----- tone or coins -----  
--- Operator ----- Interruptions ----  
-----  
Anyone in background ? -----  
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## OTHER NOTES

Traffic ----- Talk ----- Typing ----- Machinery -----  
Aircraft ----- Music ----- Children ----- Other -----  
Person receiving call -----  
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# SCHOOL EMERGENCY RESPONSE PLAN

Number of telephone on which call was received.

## After the emergency – counselling

The school recognises that the effective management of our emergency response includes the provision of support, where necessary, after the event. The recovery timeline will focus on the individual needs for continuing support.

As the initial response is completed, school senior managers will complete a debrief to allow a review of actions taken. Pupils, parents/carers and staff will be given the opportunity to talk through their experiences with colleagues and counsellors.

Details of Counselling Services, etc:

<b>SERVICE</b>	<b>CONTACT DETAILS</b>
Property Services	Tel: 020 8496 8962/8053
Director of Children & Young People's Services	Tel: 020 8496 3501/3500
Children and Young people's Business Support Service	Tel: 020 8496 3593/4
Health and Safety Unit	Tel: 020 8496 3408/6931/3413
Insurance and Risk Manager	Tel: 020 8496 4289/4698
Press and Publicity	Tel:020 8496 4202/4859
Educational Psychologists	Tel:
LBWF Occupational Health	Tel:0160487088
LBWF Counselling Service	Tel: 0800 243 458
Community Groups:	
Faith Groups:	



# SCHOOL EMERGENCY RESPONSE PLAN

## Log of Actions Taken

Time (use 24 hour clock)	Action Point	Person making log entry	Action required	Further comments

## SCHOOL EMERGENCY RESPONSE PLAN

### Aide-Memoire

ISSUE	YES	NO	COMMENTS/ACTION
Does the school have an Emergency Response Team (ERT)?	✓		
Has the ERT established roles and responsibilities?	✓		
Has the School Emergency Response Plan been implemented after discussions with staff?	✓		Staff Breifing
Are procedures established to ensure contact details are maintained and updated for: <ul style="list-style-type: none"> <li>• Parents/carers</li> <li>• Staff</li> <li>• Pupils</li> </ul>	✓ ✓ ✓		
Do your ICT systems back-up daily activities?	✓		
Are back-ups of all computer records kept off site?	✓		NAS Box
Is a copy of the assets register kept off site?	✓		Remote long on credentials details can be accessed
Is a fireproof safe used for relevant records?	✓		
Do you have site plans showing gas/water/electricity cut-off locations?			
Are details of staff/pupils on Educational visits and work experience known to relevant staff?	✓		Populated on EVOLVE
Have risk assessments been undertaken and control measures implemented to reduce the risk (H&S Manual)?	✓		
Have precautions been taken to maintain security and to reduce the threat of arson?	✓		
Are arrangements in place to introduce counselling to pupils, staff, parents and carers as necessary?			Staff can access WORKPLACE Options Freephone : <b>0800 243 458</b> Email: <b>assistance@workplaceoptions.com</b> Website <b>www.workplaceoptions.com</b> Outside the UK: <b>+44 (0) 20 8987 6550 •</b> Minico m: <b>020 8987 6574</b>

NB: the Health and Safety Unit at Walthamstow Town Hall, Forest Road, London E 17 4JF should be notified of any major emergency situation affecting the health and

## **SCHOOL EMERGENCY RESPONSE PLAN**

safety of the staff and pupils at the school via Tel: 020 8496 3408/6931/3413,  
mobile: 07772 141210 or email :joan.manning@walthamforest.gov.uk