



Barnham Primary School – Crisis Management Procedures

This plan relates to:

- An event which threatens the safety of children, staff or the educational establishment premises
- An incident which affects the community within which the educational establishment is based
- A crisis which might affect the public reputation of the educational establishment.

Levels of Emergency

Sad Event

An emergency of a minor nature that can happen on a regular basis. Incidents of this type involving people can be classed as a Sad Event and will normally be managed by establishment staff under normal day-to-day arrangements. Minor emergencies affecting premises are also dealt with in this way.

Critical Incident

A Critical Incident is of a more serious nature than a Sad Event. Managing the response will require some assistance, but not so serious as to warrant a full major emergency response.

Major Emergency

A Major Emergency would include incidents at educational establishments (including off-site trips) in which children, staff or the community have suffered a traumatic event, life-threatening injuries or are in danger. These types of incidents will require a full major emergency response and support from our agency partners.

To provide appropriate support to educational establishments, the Trustees have defined the term 'major emergency' as:

'An event which seriously threatens the safety of adults and children which requires a coordinated response'

Documents:

1. On-site Emergency Plan
2. Communication Strategy
3. Immediate Actions Plan
4. Bomb Scare Plan
5. Emergency Contact Arrangements
6. Business Continuity Priorities



1. On-Site Emergency Process

In the event of an emergency the following process is to be followed:

Contact numbers

999 for emergencies or 101 for non-urgent

Person	Activity
Head Teacher or lead member of staff	<ul style="list-style-type: none"> - Bring together Deputy Head Teacher, Business Manager and Inclusion Co-ordinator – brief on situation as known - Contact police or relevant body to ascertain full details of situation - Reconvene group as soon as more incident details are known - Next steps will depend on incident but may include <ul style="list-style-type: none"> o Staff briefing o Assembly o Contacting parents o Evacuation o Securing of building o Lockdown
Deputy Head	<ul style="list-style-type: none"> - To take responsibility for pupil related safety and communication
School Business Manager	<ul style="list-style-type: none"> - If required to ensure building is secure - Communicate and co-ordinate individual staff if required - Communicate with kitchen staff, volunteers and any other visitors
Inclusion Co-ordinator	<ul style="list-style-type: none"> - Plan for Orchard Children - Communicate to BSAs if required

In the event of a situation where children and staff may be in danger, if possible, safe and appropriate the following Lockdown plan is to be followed.

In-School Emergency Communication

Partial Lockdown procedures will be initiated by first attending member of staff and will be communicated verbally via the radio system using the emergency channel either by the member of staff or SLT. Office Staff are responsible for communicating the situation to the kitchen staff.

Full lockdown procedures will be initiated in the same way.

Full Lockdown Procedure

In the event of a 'Full Lockdown' which is in the event of an immediate threat to the school, it's staff and pupils; the immediate actions will be:

All outdoor activity to cease, with pupils and staff returning in doors if this is the safest option. All external doors and windows to be shut and where possible locked, and blinds will be drawn. All lights to be switched off and children and staff to remain silent away from windows. It is the responsibility of the class teacher to carry out this process.



All situations are different and once pupils and staff are safely in doors, SLT will conduct an ongoing assessment based on advice from emergency services and take appropriate steps in line with designated roles as set out above.

Staff and pupils would remain in Lockdown until its been lifted by a member of SLT or emergency services. If the situation escalates an emergency evacuation may take place in line with the procedures set out in this document.

Partial Lockdown

In a partial lockdown all staff and pupils must remain in the school building and all outside activity is to cease. All doors leading to the outside and windows must be locked. Class teachers are responsible for this. Teaching and work should continue as usual, if practicable.

Response to threat

The response to the threat will depend on the type of threat eg marauding attacker (knife), unknown person, shots fired. Responses will include – evacuation or full/ partial lockdown.



2. Communication Strategy

Emergency Response Plan
Communication Strategy
Goal: To ensure that all stakeholders are communicated with to ensure that they feel confident in the organisations ability to handle the incident appropriately.

Staff and Pupils		
Verbal		
Leadership Team to instruct Year Leaders	Year Leaders to cascade to Class Teachers	Class Teachers to cascade to pupils

Families		
Email via Teachers to Parents Login: librarynschofield197 Password: barnham74	Text via Teachers to Parents Login: librarynschofield197 Password: barnham74	Website via Visual Mile
Internet Access Required	SPH, Community Hall, Wifi from school building	
SIMs Access Required but not essential		
Tablet/ Phone Required	Emergency Box/ Staff Phone	

Trustees	
Text to Chair of Trustees Contact: Tony Occleshaw – 07432 089211 occleshaw@me.com	
Chair to cascade to board of Trustees	
Phone Required	Emergency Box/ Staff Phone

WSCC	
In working Hours – 01243 642104 or Out of Hours 07623 512200	
Phone Required	Emergency Box/ Staff Phone

RSC	
Via ESFA	
Phone Required	Emergency Box/ Staff Phone

RPI	
03300 585566	
Phone Required	Emergency Box/ Staff Phone

Company Number: 9604912
DFE Number: 938 2138



3. Immediate Actions

Emergency Response Plan
Immediate Response
Goal: To keep both pupils and staff safe and ensure that they return home to their families as quickly and efficiently as possible.

Incident Occurs		
JE takes lead – NS acts as Deputy		
NS, MD, JE, KS Convene at an appropriate location	AW takes on role as Emergency Response team liaison	
JE begins Running Record of events and decisions taken	Registers of children and staff taken and shared with leadership team	

Emergency Response Strands Begin		
Communication	Pupil and Staff Well Being	Logistics
JE - lead	KS - lead	MD - lead
Blue	Yellow	Red
Deputy in Absence	Deputy in Absence	Deputy in Absence
Nicky Schofield	Robbie Collins	Sam Parkin



4. Evacuation Plan

Action	Who	Notes
Threat Received	JE/NS – pull together Emergency Team JE/NS call SPH NS/JE – whole school co-ordination and liaison with Emergency Services	
Year Groups Evacuated to SPH (community centre)	MD – to have overall coordination of evacuation SP – lead evacuation for Year R, 1 and 2 MB – lead evacuation for Year 3/4 RC – lead evacuation for Year 5/6 KS – lead evacuation of Orchard pupils Office staff to lead evacuation of Office and Kitchen	Take registers/clipboards to classes Meds
Next Steps once Evacuated	Emergency Response Plan activated	How long? Refreshments and Activities?



5. Emergency Contact Arrangements

In the event of an emergency, the following are the internal lines of communication.

Position	Contacts to be made
Head Teacher	Deputy Head School Business Manager Inclusion Co-ordinator Chair of Trustees /Vice Chairs
Deputy Head	Team Leaders Rec Yr1/2, Yr3/4, Yr5/6
School Business Manager	Premises Manager Office Staff Premises Staff
Team Leaders	Year teams
Inclusion Co-Ordinator	BSAs

Contact Details

James	EVERETT	111 Grove Road, CHICHESTER, PO19 8AR		07789 645570 School Mobile – 07516 564188
Martin	DRAPER	10 Trundle View Close, Barnham, BOGNOR REGIS, West Sussex, PO22 0JZ	01243 555408	07502 330680
Nicky	SCHOFIELD	111 Grove Road, CHICHESTER, PO19 8AR		07779 100670
Sam	PARKIN	10 Spinney Walk, Barnham BOGNOR REGIS, West Sussex PO22 0HR		07717 711015
Maura	BRIGDEN	Woodlands, 55 Elm Grove Barnham, BOGNOR REGIS West Sussex, PO22 0HJ		07909 071788
Robbie	COLLINS	8 Boleyn Drive, Paghham BOGNOR REGIS, West Sussex PO21 3LG		07738 861754
Katie	SCOTT	28 Lindum Road, WORTHING, West Sussex, BN13 1LU	01903 609321	07967 529410
Karen	PATRICK	50 Orchard Way, Barnham, PO22 0HY	01243 555187	07974 786210 School Mobile – 07516 545955
Tony	OCCLESHAW	Poachers, Eatergate Lane, Eastergate, PO20 3SJ	01243 545043	07432 089211



Business continuity planning

Our priorities

This table lists the key activities / services we provide and the maximum time within which they need to be restored.

Activity number	Key activity / service	Description	Is this a statutory duty?	When do you aim to have this reinstated by?	When must it be reinstated by?
1	Pupil Education	Education of 310 Pupils	Yes	As soon as Safely possible	As soon as safely possible

Impact of failing to deliver key activities / services

This table describes what will happen if the key activities / services are not provided and the likelihood and impact of the failure to occur. Provision could be interrupted by a loss of people, premises, technology, information, supplies or stakeholders.

Activity number	Description of failure to deliver activity / service	Likelihood Low/Medium/High	Impact Low/Medium/High	Evaluation
1	Children unable to receive education	Low	High	BPS would work with WSCC/ESFA - RPA Insurers to reinstate the school services asap

Actions to be taken in the event of disruption affecting key activities / services

Disruption to People

Timeframe	Business continuity strategy	Actions list
< 4 hours	Ascertain how many teachers are unavailable and from which areas	HT to consider the following actions: <ul style="list-style-type: none"> - amalgamate classes to ensure student safety - close school - seek support from locality schools
< 24 hours	To ensure normal staff levels are restored	HT to source alternative staff <ul style="list-style-type: none"> - Possible part time staff increase duties to full-time Possible supply staff from Classcover Agency

Disruption to premises

Timeframe	Business continuity strategy	Actions list
< 4 hours	Decide whether or not to open or / keep open all or part of establishment or to close all or part of it.	HT to <ul style="list-style-type: none"> - ascertain which parts of the establishment have been affected - Inform staff, students and parents / guardians and media if school is closed - seek support from locality schools
< 24 hours	If closed, decide when each area will be reopened	HT to <ul style="list-style-type: none"> - Inform staff, students and parents / guardians and media if school when the school is expected to be fully opened again and if it will be done in stages - Assess damage and instruct repairs to be carried out
< 1 week	If repairs unable to be carried out, ensure alternative premises are found	HT to <ul style="list-style-type: none"> - Inform / seek support from Schools Support Service if appropriate



		<ul style="list-style-type: none"> - Hire alternative premises / portacabins - Use Barnham Community Centre or capacity at St Philip Howard High School
--	--	---

Disruption to technology

Timeframe	Business continuity strategy	Actions list
< 4 hours	Off Site Back Up Data for both Curriculum and Admin backed up by Cloud	Contact JSPC to begin reinstatement of data and creation of new server if necessary
< 24 hours	Determine scale of problem and potential impact	Record potential / real impacts Purchase / source equipment as required Place order with suppliers

Disruption to information

Timeframe	Business continuity strategy	Actions list
< 4 hours	As above for technology	

Disruption to supplies

Timeframe	Business continuity strategy	Actions list
< 4 hours	Instigate rationing wherever possible	Inform staff that supplies are low and should be conserved
< 24 hours	Utilise supplies from elsewhere	Contact like establishments for short term assistance

Disruption to stakeholders

Timeframe	Business continuity strategy	Actions list
< 4 hours	Determine who else will be affected by the incident	Check who else is using the establishment, lettings, etc
< 24 hours	Contact stakeholders and work with them to find alternative premises.	Inform all stakeholders of disruption and likely reinstatement date.