



**GESHER SCHOOL**

ENGAGE EMPOWER EDUCATE

## **School Emergency Response Plan**

**For**

## **Disaster Recovery including the event of a Critical Incident**

<b>Date</b>	<b>Review Date</b>	<b>Coordinator</b>	<b>Nominated Governor</b>
February 2018	September 2018	Leor Harel	

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## 1.0 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. 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 Disaster Recovery Plan (DRP) 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 including them all, hopefully nothing will be overlooked.

The Disaster Recovery Plan aims to:

- Lay down a generic framework for each Incident Management Team (IMT) member to follow in the events of incidents on or off-site
- Clarify responsibility areas for the IMT
- 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

## 2.0 Definitions

An emergency is any event which causes, or has the potential to cause injury, loss of life, damage to property or significant business disruption.

***A disaster is the escalation of an emergency to the point where normal conditions are not expected to be recovered for at least 24 hours.***

### Types of Disaster

- Serious injury or death of a child or school staff
- Severe weather conditions such as floods, heavy snow, storms and high winds
- Fire
- 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.

In addition, there may be events occurring 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 pupils or staff
- Serious incidents at nearby schools or in the local community.

In these situations although the full recovery plan will not 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.

## 3.0 General Information

### 3.1 *Review and Training*

This document should be reviewed annually by the Leadership Team and the Governing Body.

### **3.2 Associated Documents/information**

Associated Documents include:

- Health and Safety Policy
- Fire risk assessment & Procedures
- Invacuation Policy

### **3.3 Emergency Contact Information**

The schools have agreed the contents of a file (located on the filing cabinets in the secretary's office) which would be used in the event of incident. The file contains:

- A copy of this plan
- Fire Evacuation Plans
- Plans showing utilities
- Emergency contact details of children, staff and governors

Staff and student data (those on roll) including home phone numbers are stored on Arbor. This is to be kept up to date at all times.

## 4.0 Strategy

If a disaster is declared by Headteacher or the Administrator the Disaster Recovery Plan will be activated.

Staff communication will be via email and/or text

The following organisations may need to be advised of the implementation of the Disaster Recovery Plan as soon as possible:

- Childrens' Services 020 8863 5250
- Norwood – John Gregory 0770 299 6153
- Kier (Main Switchboard) 0800 285 1084 (Andy)
- Kier 24 hour helpdesk (alarms) 01256 366 351
- 1st Class Protection (Security) 07773004638
- Press Office 020 8937 1066
- Health and Safety Executive (HSE) 03000 031647
- Insurance 01243 530450
- Water - Castle Water 01250 718700
- Gas – Emergency Gas Service 0800 111 999
- Electric – National Grid Emergency Line 0800 111 999
- Broadband - 365IT 01189881133  
<http://www.365itms.co.uk/>
- Local Police 101/999
- Local Fire Service 020 8555 120
- Barnet Transport 020 8359 5110
- Camden Transport 020 7974 4532/6500
- 

## 5.0 Roles and Responsibilities

### 5.1 Headteacher

The Headteacher is responsible for the implementation and co-ordination of the DRP, including:

- Immediately contacting the Local Authority if the disaster relates to the built environment or the ICT infrastructure to establish if the building can be re-occupied and/or service delivery reinstated
- Co-ordination of status reports/communication for the benefit of all audiences (including staff, students, parents, LA, press)
- Maintaining the DRP in an up-to-date format by delegating responsibility to the Administrator for updates.

### 5.2 Incident Management Team (IMT)

The IMT is responsible for acting under the direction of the Headteacher to restore normal conditions as soon as possible.

Delegate key areas of responsibilities to ensure smooth management:

<b>Senior Staff/Management Team/Key Incident Management Team</b>		
<b>Name</b>	<b>Position</b>	<b>Role in an Incident</b>
Gianna Colizza	Head Teacher	Incident Manger
Leor Harel	Deputy Headteacher	Children's Services Liaison/Welfare Lead
Carly Wilde	Administrator	Emergency Services Liaison
Howard Zetter	Chair of Governors	Coordinating Liaison
Ali Durban	Co-founder	Media Liaison
Sarah Sultman	Co-founder	CST Liaison/JESS Liaison

**The Incident Management Team is responsible for:**

- Long term strategy
- Funding issues
- Providing adequate resources
- Press and media liaison – **only the Headteacher/Media Liaison will liaise directly with the media**
- Communicating with relevant bodies

**Central Liaison Point for all incidents: school office**

Alternative Liaison point: Head's Office

If whole building is inaccessible, then Cricklewood Lodge will be used.

**5.3 Staff**

Staff are required to co-operate with the IMT in support of the DRP.

On employment staff are issued with a Disaster Recovery Card detailing key personnel, contact details and locations to be aware of in the case of an emergency.

In the event that staff are sent home, they should remain available during normal working hours to assist with necessary tasks.

**5.4 Communications**

In the aftermath of an incident there is the possibility of the school phone being inundated with incoming calls. The heads phone may need to be a dedicated out going line. Alternatively, it may be most appropriate to use dedicated mobile phones to separate incoming and outgoing calls.

Those dealing with incoming calls should provide an agreed factual statement along with reassurance of action being taken at the incident site. It is important to avoid speculation or developments unless you are confident that they will be available.

## **Contacting Parents**

It may be necessary to invite parents to come to a meeting. It might be necessary to choose a venue away from the public and press.

### **6.0 Procedure for Closing the School**

#### **6.1 Closure in advance of a School day**

School can be closed in advance of a normal school day using the following system:

1. Closure authorised by the Headteacher.
2. Recording the closure on the home page of the school website (actioned by the Headteacher).
3. Sending out email/text messages to all parents (actioned by the Headteacher)

#### **6.2 Closure during a School Day**

It is never a preferred option to close the school during a school day but it can be done using the following procedures:

1. Closure authorised by the Headteacher.
2. Students will continue to be supervised by staff until they are collected.
3. Consider use of Places of Safety (as described below).
4. Recording the closure on the home page of the school website (actioned by the Headteacher/Administrator).
5. Sending out text messages/email announcement to all parents (actioned by the Headteacher/Administrator).

#### **6.3 Immediate Places of Safety**

In the event of a major incident on site requiring the school to be closed, students will assemble at the primary assembly point.

#### **6.4 Off-Site Place of Safety**

If it becomes necessary to evacuate the site completely, students will be escorted into the grounds of the Cricklewood Lodge (turn right out of the car park).

1 Cricklewood Broadway, London NW2 3JX (turn right out of car park)

Tel: 020 8450 5546

### **7.0 Lockdown Procedure**

It is now possible to envisage circumstances where the school may wish to lock itself in, to secure staff and students from an outside threat. This circumstance is described as a 'lockdown'.

*(Please see invacuation policy for more a more detailed description)*

If a lockdown is declared:

- The Headteacher/Deputy Headteacher will advise to implement the lockdown.
- The IMT will mobilise.
- The school will be advised that it is in 'lockdown' by the IMT.
- All staff will remain in classrooms, barricade doors and keep students calm and away from windows
- All students and staff outside of classrooms to return to class if safe and possible within 15-20 seconds or assess where is safest to lockdown (e.g. cupboards/toilets etc)
- Lockdown ends when Headteacher announces end of lockdown and the current month.

## **8.0 Business Recovery in the Event of a Loss of Buildings or site Space**

### **8.1 Insurance**

The school is covered under Lucas Fettes & Partners Limited.

### **8.2 Replacement Site Facilities**

The size and scope of facilities required for the school will vary according to circumstance. In the first instance contact should be made with Lucas Fettes & Partners Limited on 01243 530450.

The location of the temporary accommodation will be determined based on the space required and circumstances at the time. One possible location that has been identified for consideration should temporary accommodation / buildings need to be sited is:

- Outdoor area

Erecting additional buildings on our current school site will always be the preferred solution.

## **9.0 Pandemic Threat / Mass Staff Unavailability**

Loss of staff is considered a generic threat to operations. The spread of a virus capable of impacting on operational service delivery is now considered genuine and serious.

In the event of mass staff illness, and after all avenues of supply have been investigated, the IMT will shut the school to students using the same procedures described above.

## **10.0 Other Threats**

The following Other Threats have been considered:

- Phone and ICT Communications Loss
- Finance Process Breakdown – payments to staff & suppliers fail
- Utilities / Energy Supply failure
- Service Delivery Loss of General Nature
- Key Supplier Failure E.g. Catering/Transport
- Evacuation due to Nearby Incident
- Bad Weather prolonged
- Strikes
- Terrorist Attack or Threat

## **11.0 Welfare Considerations**

**Our welfare lead in the event of an incident is Leor Harel (Deputy Headteacher)**

In the event of an incident the school is aware that actions to address associated trauma need to be taken immediately, and for this reason, our welfare lead is included in the Incident Management Team.

Over time, further action and support will be needed to reduce longer term effects on the emotional well-being and achievements of both pupils and staff.

Feeling shocked and numbed or feeling a strong urge to talk are normal reactions of those thrown into a major crisis. The school will try to ensure that adults and pupils are able to make contact with those we and they trust.

Younger pupils particularly are best supported by people they know well i.e. their families and school staff. Outside agencies can provide support and advice to those directly involved with the pupils.

The following details short, medium and long-term actions which will be considered by the school in the event of an incident (where appropriate). The school will take decisions with support from welfare experts.

### **Short-term considerations**

- Organisation of pupil and parent reunions.
- Consideration of which pupils need to be briefed, how and by whom.
- Coordinating support from within Gesher's team (e.g. therapy team).
- Contacting outside support agencies, particularly Educational Psychology, JESS and CHUMS (child bereavement service).
- Arrangement a briefing meeting for staff as soon as possible.
- Arrangement of a debrief session for directly affected staff.
- Arrangement of a debriefing session for pupils, if appropriate.
- Ensuring procedures for monitoring staff and pupils are in place.
- Activation of strategies for allowing young people to express their feelings about the situation, if they wish.
- Contacting the families of those hurt or bereaved to express sympathy.

### ***Decisions to be made may include:***

- Who will give the news and what should be said?
- Will counselling be required, and how will this be achieved?
- What information needs to be given to parents so that they are informed of assistance and support available to them and their child?

### **Medium-term considerations**

- Ensuring a member of staff makes contact with pupils at home or at hospital.
- Making sensitive arrangements for return to school.
- Arrangement of alternative methods of teaching, if necessary.
- Arrangement of support for affected staff.
- Arrangement of consultation so staff feel more able to support pupil
- Clarification of procedures for referring pupils for individual help.
- Ensuring parents are kept informed.
- Consideration of attendance at funerals, taking the wishes of parents into account.
- Planning memorials and / or special assemblies.
- Ensuring monitoring procedures are in place and being followed.

### **Long-term considerations**

- Introduction of strategies to continue monitoring vulnerable pupils and staff.
- Consultation and decision making over whether and how to mark anniversaries.
- Ensuring new staff are aware of the pupils affected and in what way.
- Ensuring new staff know how to obtain further help if necessary.
- Recognising that legal processes, enquiries and news stories may bring back distressing memories and cause temporary upset in the school.
- Consideration given to offering meetings for pupils and parents seriously affected by the incident. Advice and assistance can be offered through the Educational Psychology services, JESS and CHUMS.

**In case of death / bereavement the school will consider:**

- Providing something tangible at the school for all: book of condolence, flowers, collection, display of art work for remembrance.
- Holding a staff meeting with support agencies to discuss appropriate strategies for incident response and those affected.
- Plans to manage distress that may be caused by ongoing police / legal proceedings and media attention.
- Pupils that may need help in discussing their thoughts and feelings and how this will be done.
- Closing for the day to allow people to attend the funeral
- Whether there should be a memorial service at the school. If so, when?

**In addition to those directly affected or involved in the incident, children and adults who are most likely to suffer distress as a result of the incident include those who:**

- Are uninjured, but were at greatest risk.
- Directly witnessed death / injury / violence of the incident.
- Are siblings of those directly involved.
- Those who blame themselves.
- Those who are being blamed by others.
- Are experiencing instability at home.
- Have learning difficulties.
- Have pre-existing behavioural difficulties.
- Have previously suffered bereavement or loss.
- Have witnessed a similar incident or event before.

**12.0 Debriefing**

During and after any incident, it is vital that debriefs are held.

Some incidents will be lengthy; therefore, it is appropriate to carry out regular debriefs to discuss the issues over the period.

Debriefing sessions will produce a number of issues requiring action or clarity. These must be acted upon as a priority.

**The Headteacher is responsible for organising debrief**

## 12.0 Recovery Action Plans

Operational Threat	Steps to Restore Normal Working	Action by Whom	Comments/Notes
Phone and ICT Communications Loss	<p>Assessment to be made of duration of loss of service – will it impact learning?</p> <p>Loss of phones – BT and phone provider to be contacted to initiate restoration of services.</p> <p>ICT – Broadband – contact 365IT to restore - <a href="http://www.365itms.co.uk/">http://www.365itms.co.uk/</a> 01189881133</p>	<p>Headteacher/Deputy Headteacher Administrator IT Technician Governors</p>	
Finance Process Breakdown – payments to staff & suppliers fail	<p>Assessment to be made of duration of loss of service – will it impact learning?</p> <p>Contact IT Technician.</p>	<p>Headteacher Administrator Governors</p>	
Utilities / Energy Supply failure	<p>Assessment to be made of duration of loss of service – will it impact learning?</p> <p>Contacts: Water – Castle Water 01250 718700 Gas – Gazprom Electric - Npower</p>	<p>Headteacher/Deputy Headteacher IMT Administrator Governors</p>	
Building Loss – partial or complete (Fire, Flood etc.)	<p>Assessment to be made of duration of loss of service – will it impact learning?</p> <p>Contact LA Insurance Dept Temporary Accommodation needed? Use a nearby school to ensure lessons continue?</p>	<p>Headteacher/Deputy Headteacher IMT Administrator Governors</p>	

Service Delivery Loss of General Nature	Assessment to be made of duration of loss of service – will it impact learning?	Headteacher/Deputy Headteacher IMT Administrator Governors IT Technician	
Key Supplier Failure– e.g. Catering	Children to provide packed lunches until the caterer can source cooked meals elsewhere	Headteacher/Deputy Headteacher Administrator	
Evacuation due to Nearby Incident	Liaise with the LA/Police/CST.	Headteacher/Deputy Headteacher IMT Administrator	
Lockdown due to Nearby Incident	Liaise with the LA/Police/CST	Headteacher/Deputy Headteacher IMT Administrator	
Fire	Evacuation as per Fire Procedure.	Headteacher/Deputy Headteacher IMT Administrator	
Bad Weather prolonged	School will be closed. The situation will be assessed regularly to ascertain whether staff and children are able to travel to school safely.	Headteacher	
Strikes	Impact on school assessed. Assessment of whether supply can be sourced. The school will close for the duration of the strike if supply cannot be sourced.	Headteacher Governors	
Terrorist Attack or Threat	The school will close, advice will be sought from the Police/CST/LA.	Headteacher/Deputy Headteacher IMT	

## **Annex 1: Site Plan**

### **Fire Exits**

Classrooms/Corridor/Hall/OT room

### **Evacuation routes**

Assembly point via playground.

### **Assembly points.**

Assembly Point: Other side of car park (directed by signage)

Emergency evacuation location: Cricklewood Lodge 1 Cricklewood Broadway, London NW2 3JX (turn right out of car park)

Tel: 020 8450 5546

### **Location of flammable materials/stores:**

Locked in cleaning cupboard.

### **Location and type of firefighting equipment:**

Staff room – Foam x 2

Waiting room - Foam

Main Corridor – Foam

Kitchen - Foam

Gesher Corridor – Foam x 2

Hall – Foam

OT Room – Foam

D'vash Classroom – Foam

### **Location of manually operated alarm call points and the control equipment for the alarm:**

Alarm call point in every room in the school.

Control equipment for the alarm is in the entrance lobby.

### **Location of main electrical, gas, oil and water valves and control systems:**

### **Location of water hydrants:**

## **Annex 2: About JESS – Jewish Emergency Support Services**

JESS was set up in 1989 following a number of major incidents, including the Lockerbie bombing. Its initial aim was to offer relief, comfort and food to Jewish survivors in the immediate aftermath of a tragedy. It also offers post-traumatic stress counselling to Jewish people both immediately after a disaster and in the long term.

In recent years JESS's role has evolved, and it is now able to adapt to any circumstances.

In the event of an emergency today, JESS will:

- Respond to any demands that the emergency creates, ensuring that a single point of contact is provided for the Jewish community
- Co-ordinate a rapid and efficient response to all major emergencies within the Jewish community
- Provide community leaders, organisations and emergency service organisations with a central single point of community contact in a major emergency
- Establish a communication centre to ensure the regular flow of information between the community and emergency services
- Co-ordinate emergency accommodation, kosher food, clothing and spiritual and religious guidance
- Advise the authorities on Jewish issues that may result from an emergency

### **Counselling**

One of our major concerns is to ensure that the appropriate counselling is available for anyone who is involved in a traumatic event. Trained counsellors will be on standby to assist with any advice, guidance or practical help that may be needed.

JESS is co-ordinated by CST and is supported by a number of organisations including:

- MIYAD
- Jewish Care
- United Synagogue
- Office of the Chief Rabbi
- Board of Deputies of British Jews

**Contact JESS for more information 020 8457 9999 [jess@cst.org.uk](mailto:jess@cst.org.uk)**



