



BERGER PRIMARY SCHOOL DISASTER RECOVERY PLAN

Approved by: Full Governing Body

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Sign By John
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Date...16/11/2022.....

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- **Contact List**

Template containing emergency contact details and spaces to insert On-Site Emergency Team details.

- **Event Log Template**

Template for logging all communications, decisions and factual information received during an Event. (To be printed and retained for immediate use)

Introduction

The Hackney Education model for a '**School Emergency Management Plan**', has been adapted by Berger Primary School.

The Plan is designed to comply with the provisions of the new **Civil Contingencies Act 2004** which establishes a single framework for civil protection in the UK.

The **Act** focuses on local arrangements and the establishment of a statutory framework for **Local Responders** (local authorities, businesses and volunteer groups) and on emergency powers and legislative measures to deal with the effects of the most serious emergencies.

The effect of this is that responsibilities are placed upon:

1. **Hackney Education** to set in place robust systems for emergency management and systems for supporting schools and other education settings to deal with the impact of Events.
2. **Schools and other education settings** to accept and adapt issued guidance and set in place site management systems to deal with a wide range of site specific and community Events.

This **Plan** will be revised annually.

Definition of a Disaster

‘An Event – or Events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures and which is likely to have emotional and organisational consequences.’

Aims

To:-

1. Create an awareness of the need for planned arrangements to be made.
2. Provide re-assurance of the practical help that is available from Hackney Education, the Local Authority and other agencies, at short notice.
3. Address the need of Berger Primary School to develop complementary emergency arrangements.
4. Pass on advice based upon previous experiences.
5. Give guidance on other source of information and help from other agencies.

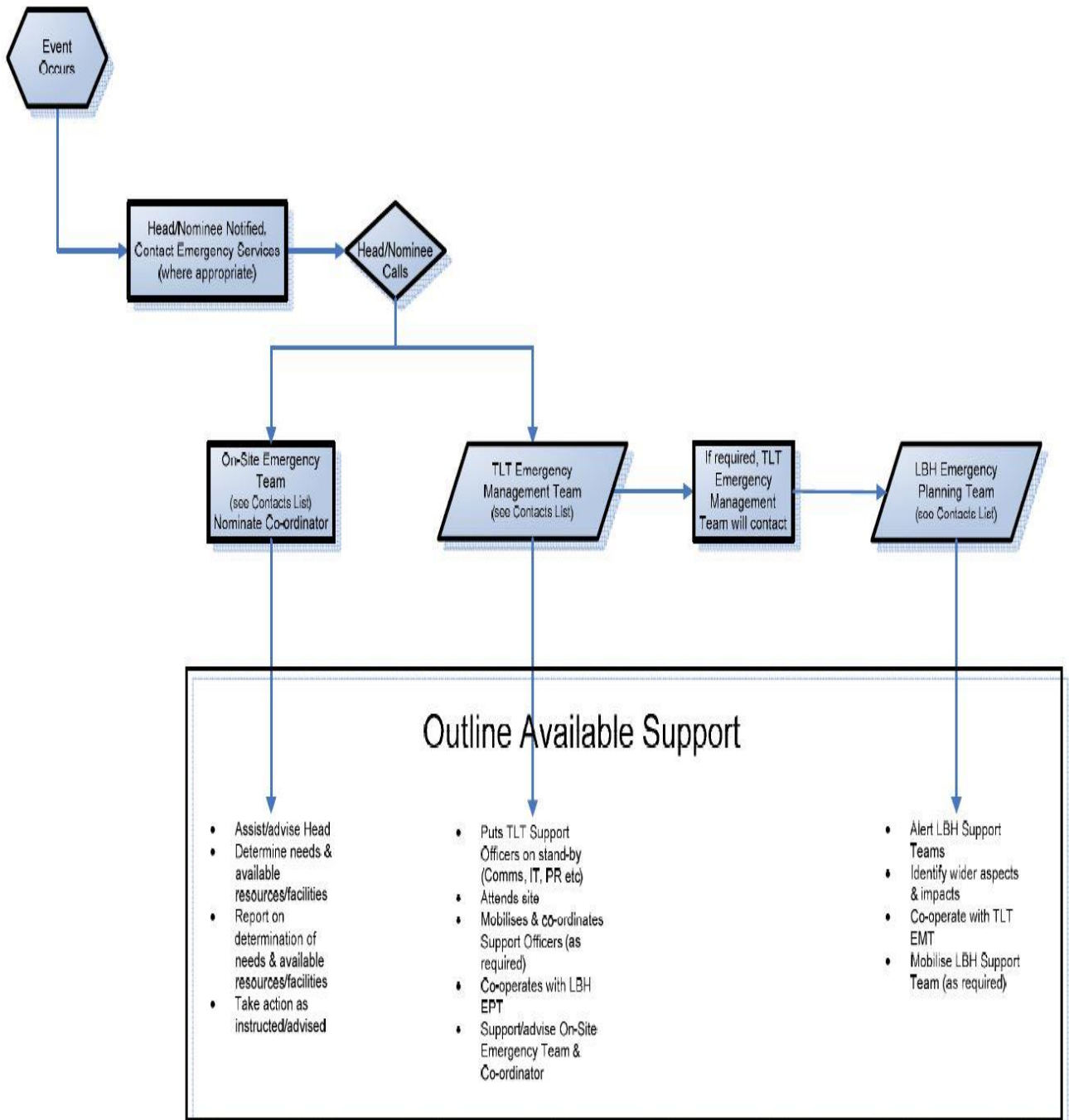
Scope of the Plan

In School

- A deliberate act of violence, such as the use of a knife or firearm.
- Flood or utilities failure.
- Total or significant IT/Data loss/failure/theft.
- A pupil or teacher being taken hostage/missing person/absconder.
- Fatality.
- Terrorist action.
- The destruction or serious vandalising of part of the school.

Outside School

- The death of a pupil or member of staff through natural causes, accidents or other significant criminal action.
- A transport-related accident involving pupils and/or members of staff.
- A more widespread disaster in the community.
- Death or injuries on school journeys or excursions.
- Civil disturbances and terrorism.



Action by: - Head teacher

Stage 1 - Initial Actions

- Open and continue to maintain, a personal log of all factual information received, actions taken, and the time of those events.
- Make every attempt to clarify exactly what has happened.
- Ensure that the emergency services have been contacted, if required.
- Then consider whether event requires involvement of 'Hackney Education Support Team'.

NB it is requested that initial contact be always made with Hackney Education in emergencies in case the event has wider significance.

- If so, contact one of the single point contact numbers listed in Appendix 2.
- Establish whom they will contact.

If during term time

- Avoid closing the site & endeavour to maintain normal routines & timetables, unless there is overwhelming pressure to do so. In an epidemic or pandemic situation this may not be the case, but the Health Protection Agency would become the responsible lead should this occur. The Police may require that all or part of the site be cordoned for the preservation of forensic evidence.

If outside term time (or outside school hours)

- Arrange for: -
 - the caretaker to open certain parts of the school as appropriate and to be available (and responsive) to requests.
 - Immediate site Admin support.
- If the incident does attract media attention, you are likely to be inundated with requests for interviews and statements, direct all requests to Hackney Education Media Relations Team for comment.

NB: Think about what you are wearing when you go to school, in case you are unavoidably drawn into a TV interview. It is especially important that if names of those who may have been involved in the incident are known - DO NOT release or confirm – them to anyone, before those identities are formally agreed and parents are informed.

Follow the lead of the emergency services in this!

- Call in the designated staff members to form the 'On-Site Emergency Team', and nominate one member as On-Site Coordinator to oversee the Team on your behalf.
- Inform Chair of Governors-
 - of event and, if appropriate, of involvement of 'Hackney Education Support Team'.
 - they should standby to be available for interview by the media.
- Be prepared to receive many telephone calls.
- If deputising for the Head, try if possible to contact and brief him/her.
- Recognise the relevance of multi-cultural and multi-faith factors in the response.

Stage 2 – Once established

Brief Staff Member acting as On-Site Co-ordinator to oversee the following:-

- If 'Hackney Education Support Team' has been activated, arrange for on-site facilities for the team.
- Ensure all staff members and support team members are wearing recognised ID or supply alternative.
- Set up arrangements to control and manage visitors – arrange for their names to be recorded. Continually review site security.
- Set up arrangements to enable accurate information to flow into

and out of the school and for telephones calls, by ensuring :-

- sufficient help is available to answer the many calls that could be received (Hackney Education Support Media Team will be able to assist with a 'Help-Line').
- staff maintain records of all calls received.
- brief, but up-to-date prepared statements are available via Hackney Education's Media Relations Team to staff answering phones.
- media calls are directed to Hackney Education's Media Relations Team.
- regularly updated statements for outgoing answer phone messages with alternative contact numbers for parents, press etc.
- an independent telephone is made available for outgoing calls only – a mobile phone can be useful – but remember such messages can be readily intercepted.

- telephone staff are reminded that some calls could be bogus
- care is taken when answering telephone calls

- To arrange for all staff – not just teaching staff – to be called in and, if necessary, briefed at an early stage. (Subsequent briefings say 2 x per day for 10 minutes, should be arranged.
- To brief team to discourage staff and pupils from speaking to the media.
- To arrange, if appropriate, for team members to each have a copy of the next-of-kin list.
- To be aware of how colleagues are coping.
- Avoid the temptation to speculate or to hide facts when briefing staff and pupils.

- There is an expectation to arrange for all pupils to be told, in simple terms, at an early stage (ideally in small groups and initially by class teachers, wherever possible) in order to ensure perspective is maintained by all.
- Expect to see identification of all support team officers.

Parents:

- Maintain regular contact with parents.
- If pupils are involved, the contacting of parents will be an important early task.
- Remember if it is a major Incident, the parents may well have already heard. It may be appropriate to ask the parents to come to the school for briefing and support. This will need to be done with the utmost care.
- **Avoid speculation to fill in sketchy details. Don't be afraid to say "I don't know – yet".**
- If the incident happens away from school, seek Police advice whether parents should travel to the scene, or whether children should be taken home.

Staff:

- Maintain regular contact with staff (teachers and office staff). Make a point of seeing that all staff involved know each other's roles & responsibilities.
- Be available to see staff when required.
- Be alert to adverse reaction by staff, to the event (Post Traumatic Stress Disorder).
- Remember some members of staff may be so affected, that they will not be able to help in supporting children.
- Recognise also that if the burden of dealing with the situation falls disproportionately on a small number of staff, they too could need professional support.
- If the incident is away from school, try to dissuade shocked staff from driving parents to the scene.
- Remember to have regular breaks, and advise others to do so.
- Always try to think of something positive to say to staff & respond positively to ideas and suggestions

'Hackney Education Support Team'

- Maintain liaison with 'Hackney Education Support Team' Senior Officer for duration of incident.

Stage 3 – Period following the close of the incident

- When appropriate, seek advice from 'Hackney Education Support Team' and local faith group's contact on special assemblies/funeral/memorial services.
- Prepare joint report with named Senior Officer, for CEO, Hackney Education.
- Contact the Educational Psychologists Dept at Hackney Education for support and advice for staff and pupils.
- Arrange for a member of staff to make contact with any pupils either at home or in hospital.
- Make sensitive arrangements for the return to school, Prepare for staged return (as appropriate).

Stage 4 – Longer-term issues

The effects of some Incidents can continue for years. Thought will need to be given to:-

- Work with staff to monitor pupils informally
- Clarify procedures for referring pupils and staff for individual help. Contact the Educational Psychologists Dept. at Hackney Education.

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- Recognise and if appropriate, mark anniversaries
- Remember to make any new staff aware of which pupils were affected and how they were affected.
- Remember that legal processes, inquiries and even news stories may bring back distressing memories and cause temporary upset within the school.
- Remember if the incident does attract media attention, it is likely that interest will continue for many weeks.
- Remember to take time out for yourself, to reflect and to consider and evaluate lessons learned.
- Be aware that some staff may also need help in the longer term.

Emergency action list

Action by: - Berger Primary School Emergency Team

Stage 1 – Initial Actions

- Obtain full facts of Incident from the Head teacher.
- Open and continue to maintain a personal log of information received, actions taken and the time of those events.
- Assist, where appropriate, in assessing the emotional needs of the staff and pupils. Co-ordinate rapid action to sensitively inform staff and pupils to provide appropriate support.
- Assist class teachers who will undertake classroom briefings.

N.B. Classrooms may not be available

- Arrange special groups for very distressed pupils.

Stage 2 – Once Established

- Work with Hackney Education Support Team, the Head and School On-Site Co-ordinator as directed.
- As above.

Stage 3- Period Following Close of the Incident

This team should comprise: Up to 4 senior members of staff

Emergency Action List

Action By: - The Emergency Team

Stage 1 – Initial Actions

- Obtain full facts of Event from On-Site Co-ordinator.
- Open and continue to maintain a personal log of information received, actions taken and the time of those events.
- If coming in from home, remember to bring useful items, such as any keys needed.

Stage 2 – Once established

- Under guidance from School On-Site Co-ordinator, assist the Head
- Work with Hackney Education Support Team, the Head and School On-Site Co-ordinator as directed.
- Concerning incoming telephone calls:-
 - o maintain a record of calls received.
 - o only give out information from prepared statements that will be made available.
 - o remember that some calls could be bogus.
 - o take especial care when answering telephone calls early on.
- **Remember the school office is likely to be the first point of contact for visitors, so exercise caution in making comments and in general conversation.**

Stage 3 – Period Following Close of the Incident

- As above

Duty of Care

If the building has been evacuated for structural safety reasons, before re-occupation, the Head teacher and the Caretaker will make an inspection to see if the structure is safe. If unsure, the Hackney Council Building Control Officer should be contacted.

Emergency Evacuation Plan

In the event of an evacuation for a variety of reasons, the following evacuation drill will take place: The whole school will temporarily evacuated to:

Cardinal Pole Catholic School

**205 Morning Lane
London
E9 6LG**

Email: enquiries@cardinalpole.co.uk

Main School Office Tel: 020 89855150 fax: 020 8525 6565

Contact: Business Manager

The Emergency Team will be responsible for contacting the evacuation space and to ensure **Critical paper documents are kept in a filing cabinet in the office at all times.**

Evacuation Procedures

Each teacher will be responsible for guiding the children through the school exit to the designated evacuation space.

The School Office will take a record of an up to date contacts list with the daily school register. All other staff will assist in escorting the children to the designated evacuation space.

Appendix 1

Dealing with the Media

**The Hackney Education Media Relations Team can be contacted on:
020 8820 7474 or 020 8820 7658 during office hours or via
the Contact List, Appendix 2 of this document.**

The School's **On-Site Co-ordinator** is nominated as contact for the Communications Team

The Hackney Education Media Relations Team will provide:

- regularly updated holding statements for the Press, Members of the Public, and Parents
- status update statements for Press, Chair of Governors and Parents
- briefing and support for Heads and Chair of Governors prior to Press interviews and statements
- briefing and support for Staff answering telephone enquiries and setting ansa-fone messages
- provision of hot line and call centre facilities, should it become necessary
- Press only phone lines, should it become necessary
- liaison with all **Emergency Services** Press Offices
- liaison with **LBH** Press Offices and the Press Offices of other partner agencies
- formal responsibility for emergency communication with the **Media** and of monitoring Media broadcasts

Media and third party enquiries must be re-routed to the Media Relations Team, the School should brief all staff likely to receive calls from the

media to re-route them to the Media Relations Team. On no account are unauthorised person to speak to the media other than to help re-route calls.

Potential for situation escalation

- The **Emergency Planning Team (EMT)**, with input from the **Media Relations Team** and others, will monitor the Event and decide if the issue is 'winding down' or prepare for more complex developments.

If the assessment of the Event highlights the potential to adversely affect the brand/image of the School, Hackney Education or London Borough of Hackney on a significant scale, it shall be recommended that Hackney Education Executive Manager Management Team shall be updated immediately and on a regular basis thereafter.

Appendix 2

Contact List

The names and telephone numbers of organisations and individuals who may be useful to the School in an emergency:

It is the school's responsibility to ensure a contact is available at all times. The Learning Trust must be notified and updated.

Approximate number of children on roll: 461 from September 2016- fluctuates due to high mobility.

Age range: Nursery – Y6 (3 to 11 years)

Pupils all able bodied – none of the current pupils have physical disabilities

Organisation	Name	Telephone No.
Head teacher	Yusuf E. Gleason	0208 985 6280
Chair of Governors	John l'Anson	0208 985 6280
Heads Nominated Deputy	Julie Barry	0208 985 6280
On-site Co-ordinator	Yusuf E. Gleason	
On-Site Emergency Team	1. Julie Barry 2. Tania Pope 3. Amina Ben-Idtnaine	0208 985 6280
Hackney Education Emergency Management Team	(Director of Children's	020 8820 7636

	Services)	
Hackney Education Emergency Management Team	(Head of Primary)	020 8820 7264
Hackney Education Emergency Management Team	(Business Operations Manager)	020 8820 7599
Hackney Education Emergency Management Team	(Facilities/Support Services)	0208 820 7115 Or 07768 557819

Hackney Education Emergency Management Team	(H&S)	020 8356 2278
Hackney Education Emergency Management Team	(HR)	020 8820 7299
Hackney Education Emergency Management Team	(IT)	020 8820 7777
LBH Emergency Planning Team	Duty Emergency Planning Officer	020 8356 2366

Suppliers and Services

Gas Supply	Total Gas & Power	01737 275587
Burglar Alarm	Chubb Fire and Security 0844 879 1755	BERGER PRIMARY SCHOOL
Electricity Supply	EDF Energy 0800 111 999	814521000 0
Fire Alarm	Chubb Fire	BERGER PRIMARY SCHOOL
Internet Connection	London Grid for Learning 020 8255 5555	204 2048
Telephone	Daisy Communication 	TLJ48711
Water	Thames Water 0800 980 8800	Berger, Core Supply Point

