



Emergency Response and Business Continuity Plan

Berkeley Primary School

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Section 1: Introduction

PLANS AIMS AND OBJECTIVES

The aim of this Plan is to mitigate the effects of any emergency on the school, staff and pupils, and the contributing objectives are to: -

- Safeguard pupils, staff and visitors.
- Alert relevant parties of an incident at the school or off site involving school children (i.e. school trips) e.g. emergency services, the Council, parents and school Governors.
- Minimise disruption to the normal daily routine of staff and pupils.
- Support staff, pupils and parents in the aftermath of an incident.

WHEN THE PLAN WILL BE ACTIVATED

This plan will be activated when a member of the school's Critical Incident Management Team is notified of an incident, considers that it is necessary to take action and considers that suitable action cannot be taken without triggering the co-ordination arrangements contained in this plan.

RESPONSIBILITY FOR ACTIVATING THE PLAN

The following people can activate the plan and have been appropriately briefed on how to do so:

Name	Role
Anna Cvijetic	Headteacher
Wendy Howlett	Deputy Headteacher
Jo Vincent	Business Manager
Stewart Mackay	Caretaker

HOW THE PLAN WILL BE ACTIVATED

This plan will be activated when a member of the school's Critical Incident Management Team decides that the plan should be triggered and begins to follow the initial actions checklist in Section 2.

Section 2: School Specific Information

CRITICAL INCIDENT MANAGEMENT TEAM

In the event of the plan being triggered, a Critical Incident Management Team will be brought together to manage the school's response to the emergency. The team will usually consist of:

Name	Role
Anna Cvijetic	Headteacher
Wendy Howlett	Deputy Headteacher
Jo Vincent	Business Manager
Stewart Mackay	Caretaker
Helen Earl	Assistant Head
Rachel Jones	Assistant Head
John Veall	Chair of Governors

INCIDENT MANAGER

The Critical Incident Team will be chaired by the Incident Manager, who will be responsible for co-ordinating the school's response to the emergency. The Incident Manager will be one person from the following list:

- Headteacher
- Deputy Head
- Chair of governors

The School Business Support team will usually identify an Incident Manager when they are first made aware of an incident in school.

OTHER INCIDENT ROLES

The Incident Manager will decide whether the incident warrants if specific roles should be identified for members of the Critical Incident Team. These are:

Deputy Incident Manager	Deputy Headteacher Assistant Head
Parent Liaison Officer(s)	Deputy Headteacher Assistant Heads
Administrators	Mrs Jo Vincent

Communications Officer / Media Spokesperson	Mrs Anna Cvijetic
Facilities Manager	Mr Stewart Mackay

INCIDENT ROOM

If a Critical Incident Management Team is brought together, it has been agreed that they will meet in one of the following location(s):

- School
- St Augustine Webster Academy

DETAILS OF SITE ACCESS AND EGRESS

The site access and egress points are as follows:

Primary

- Front Entrance – Main Gate

Secondary

- From Field next to adventure playground
- Double gate at top of field to the right
- Field gate to St Augustine Webster Academy
- Gate on field past the infant building

PRE-IDENTIFIED LOCATION FOR SHELTER DURING A PROLONGED SCHOOL EVACUATION

Arrangements have been made to shelter at any of the following schools (or other identified buildings):

- St Augustine Webster Academy

Section 3: Initial Actions Card

STAFF MEMBER WITNESSING / FIRST DISCOVERING INCIDENT

- In an emergency dial (9) 999
- Without putting yourself into any risk, carry out the following actions as appropriate:
- Contact the school office and request that the Critical Incident Plan is triggered and that a member of the School Management Team be appointed as Incident Manager.
- Take charge at the scene until further support arrives
- Secure the immediate welfare of students and staff
- Gather as much information as possible

INCIDENT MANAGER

- Make contact with the member of staff triggering the plan. Gather as much information from them as possible. ENSURE THAT THE EMERGENCY SERVICES HAVE BEEN CALLED AS APPROPRIATE.
- Start a log and make sure that all future actions are recorded.
- Arrange for all key members of staff to be contacted and instruct them to follow their key actions
- Arrange for the North Lincolnshire Council Education Resources section to be notified on 01724 297000
- Notify Chair of Governors
- Call a meeting of the Critical Incident Team and establish your incident room if necessary.
- Consider allocating the following roles:

Deputy Incident Manager	Deputy Headteacher Assistant Head
Parent Liaison Officer(s)	Deputy Headteacher Assistant Heads
Administrators	Mrs Jo Vincent
Media Spokesperson	Mrs Anna Cvijetic
Facilities Manager	Mr Stewart Mackay

- Arrange for support for the vulnerable members of the school identified in Section 5 as appropriate and arrange for advice / assistance to be offered.

PARENTS LIAISON OFFICER

- Obtain briefing by Incident Manager and agree information / briefing, possibly a prepared text, so that a consistent message is given out to all callers.
- Confirm contact details and be ready to act as first point of contact for incoming enquiries.
- Where appropriate, obtain and offer further contact numbers for support and additional information.
- Ensure that all incoming and outgoing calls are logged. A blank telephone log sheet can be found at the back of this template
- Arrange a Meeting / Greeting Point on site for any parents & relatives visiting the school.
- Ensure that the names of all visitors are recorded.
- Make arrangements to ensure that parents / relatives are not left alone on site.
- Wherever possible, parents of all other children in the school should be warned that the school has experienced a crisis and that their child may be upset.
- Attend staff briefings and ensure that all information and briefings are updated regularly.

MEDIA SPOKESPERSON

- Liaise with the Council's Communication Team (01724 297000) to agree media strategy and request support as appropriate
- Ensure that all relevant parties are aware of your contact details and provide first point of contact for all media enquiries.
- Make arrangements for regular internal communication to members of staff.
- Prepare briefing notes and media statements in conjunction with the Council's Communications Team.

FACILITIES MANAGER

- Start incident log of all information received, relayed and actions taken, a blank log sheet can be found at the back of this template.
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- Check access and egress for visiting parents and consider any special instructions, which may need to be communicated.
- Liaise with the Incident Manager and Media Officer to ensure that media are not being intrusive.
- Arrange a specific area for media briefings / visitors. Ensure there is sufficient segregation.
- If necessary, collate plans of school premises and relevant information regarding utilities.
- Ensure that all staff and visitors are wearing correct identification throughout their visit.

ADMINISTRATION OFFICER

- Start incident log of information received, relayed and actions taken.
- Allocate telephone numbers for incoming calls
 - Parents Enquiries
 - Media Enquiries
 - External responding agencies
 - Council / School Governors
- Designate phones for outgoing lines.
- Ensure staff are aware of designated telephone numbers used above.
- Ensure that there is a stock of blank log sheets.
- Collate relevant information e.g. parent / next of kin contact details.
- Log all incoming and outgoing calls and ensure that messages and notes are passed to the Incident Manager and relevant staff promptly. Blank telephone call sheets can be found at the back of this template.
- Maintain a record of any costs incurred, for example, extra staff hours, refreshments, transport.
- Assist in recording details of visitors to the site and in providing means of identification.
- Assist the Critical Incident Management Team as directed.



Section 4: Standard Agenda for Critical Incident Management Team

Initial Agenda

1. Apologies / Introductions
2. Situation Report –
 - What has happened / What is going to happen
3. Agree Aim and Objectives

Aim

To mitigate the effects of any emergency on the school, staff and pupils

Objectives

- Safeguard pupils, staff and visitors.
 - Alert relevant parties of an incident at the school e.g. emergency services, the Council, parents and school Governors.
 - Minimise disruption to the normal daily routine of staff and pupils.
 - Support staff, pupils and parents in the aftermath of an incident.
4. Actions Required
 5. Next meeting

Subsequent Agenda

1. Apologies / Introductions
2. Situation Update, What has happened / What is going to happen
3. Review Aim and Objectives
4. Review Outstanding Actions
5. Actions Required
6. Next meeting



SECTION 5: PRE-IDENTIFIED CRITICAL INCIDENT SCENARIOS

Scenario 1: Close school during the normal school day

Objective	Contact parents and home to school transport and request that they collect children as soon as possible.
Contingency Plan	• Children to remain on site and in class room if it is safe to do so. Normal evacuation arrangements to be followed if it is not safe to do so. • Business Support Team to use Text Alert system and app to notify parents and home to school transport. • Incident Manager to consider staggering parent collection time if it is safe to do so.
People Required	• Incident Manager / Critical Incident Team to coordinate • Business Support team to access Text Alert system • Teachers / Teaching Assistants to remain with their class
ICT Required	• Text alert system and app accessed via internet or through smart phone • Teacher iPads
Information / Documentation Required	• Pupil and Staff Registers • Visitors Book

Scenario 2: Prevent school from opening the following day

Objective	Contact parents and home to school transport and advise that the school will not open the following day
Contingency Plan	• Broadcast Messages via Text Alert, App and BBC Radio Humberside
People Required	• Business Support team to access Text Alert system • * to notify BBC Radio Humberside
ICT Required	• Text alert system accessed via internet or through smart phone
Information / Documentation Required	• N/A

Scenario 3: Deliver off-site lessons to students

Objective	Deliver lessons to pupils off-site if School site unavailable
Contingency Plan	Identify alternative teaching facilities and transportation arrangements with North Lincolnshire Council. Requirements are: • Suitable accommodation with network access • Pens and paper
People Required	• All Critical Incident Team to make arrangements
ICT Required	• Access to teaching materials on internet • Text alert system accessed via internet or through smart phone • Teacher iPads
Information / Documentation Required	• None

Scenario 4: Respond to a major incident on a school trip

Objective	Respond effectively to an incident that occurs on a school trip
Contingency Plan	• Risk Assessments completed prior to school trip on Evolve • Leader of school trip to follow agreed procedures – contact named contact if there is an incident • Named contact to coordinate the response accordingly and contact relevant people for assistance e.g. North Lincolnshire Council
People Required	• All Critical Incident Team to make arrangements
ICT Required	• Evolve
Information / Documentation Required	• Contact details • Risk assessments

Scenario 5: Respond to an intruder at the school site

Objective	Safeguard pupils and staff from any harm De-escalate the incident if possible e.g. irate parent
Contingency Plan	• Contact the Police if necessary (especially for more serious incidents) • Teachers trained on what to do if there is an intruder in the school (lock doors, put blinds down etc for serious incidents).
People Required	• Head Teacher / Critical Incident Team
ICT Required	• None
Information / Documentation Required	• None



Section 7: Emergency contact details and ICT Logins

SEE CRITICAL INCIDENT TEAM LIST AT THE FRONT OF THE ACCOMPANYING FOLDER

Details of Neighbouring Schools that might be able to offer support during an emergency

School Name	Contact Information	E-mail address
St Augustine Webster Academy	Work – 01724 843722	adminteam@staugustinewebster.net head@staugustinewebster.net

OTHER USEFUL CONTACT DETAILS -

Organisation	Telephone Number	Website
• Anglian Water • Electricity Emergency Service and Supply Failures • Environment Agency Incident Hotline • Gas Emergency Service and Gas Escapes • NHS • North Lincolnshire Council • Police Non Emergency	• 08457 145145 • 0800 375 675 • 0800 80 70 60 • 0800 111 999 • 111 • 01724 297000 • 101	• www.anglianwater.co.uk • www.environment-agency.gov.uk • www.northerngasnetworks.co.uk • www.nhsdirect.nhs.uk • www.northlincs.gov.uk • www.humberside.police.uk
Radio Humberside - Tune in to 95.9FM or 1485am - www.bbc.co.uk/humber Contact: 01482 323232		

Appendix A - Emergency Log Sheet

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