Emergency Plan Policy/Lockdown Procedures

White Spire School

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1.Introduction and Purpose

This policy sets out the procedures White Spire School will follow in the event of an emergency that may require partial or full school closure. All emergencies are different, so the headteacher or deputy head's (in the absence of the headteacher) will decide if your school needs to close or not. In all cases, we will consider the potential impact on the education and wellbeing of pupils before taking any actions.

The purpose of this policy is to:

- Ensure the safety and wellbeing of all of our pupils and staff
- Minimise disruption to education and childcare
- Provide clear communication channels for all stakeholders
- Comply with statutory safeguarding and health and safety requirements

2. Legal Framework

This policy is written in conjunction of the following frameworK

- Your legal responsibilities, including health and safety laws The Key Leaders

This policy also takes into account:

- The School Premises Regulations 2012
- The Education (School Day and School Year) (England) Regulations 1999
- Keeping Children Safe in Education (KCSIE 2026)
- Health and Safety at Work Act 1974
- The Crime and Policing Act 2026 (affects volunteer DBS requirements)
- The Terrorism (Protection of Premises) Act 2025 (Martyn's Law)
- The Data (Use and Access) Act 2025

3. Roles and Responsibilities

Headteacher

(Evacuation/Invacuation)

- Make final decision on school closure
- Conduct risk assessments
- Notify the Local Authority
- Oversee communication to parents/carers
- Ensure safeguarding procedures are followed
- Coordinate remote learning provision
- Keep governors informed

Lockdown/Partial Lockdown

• Activate lockdown procedure
• Contact emergency services (999)
• Liaise with police
• Make decisions on all clear
• Coordinate response

Senior Leadership Team

(Evacuation/Invacuation)

- Support the Headteacher in decision-making
- Coordinate staff deployment
- Oversee remote learning implementation
- Maintain contact with families
- Monitor vulnerable pupils

Lockdown/Partial Lockdown

• Support Headteacher
• Coordinate staff response
• Account for all staff
• Act as HT if unavailable

School Business Manager/Site Manager

(Evacuation/Invacuation)

- Assess premises safety
- Coordinate emergency repairs
- Liaise with contractors and emergency services
- Monitor heating, water, and power systems

Lockdown/Partial Lockdown

• Lock main entrance
• Secure perimeter
• Support emergency services on arrival
• Coordinate premises security

Governors

- Support the Headteacher's decisions
- Review closure decisions at next meeting
- Ensure policy compliance
- Review this policy annually

All Staff

- Follow emergency procedures
- Communicate promptly about their availability
- Deliver remote learning as directed
- Maintain safeguarding vigilance
- Report concerns immediately

Any volunteer frequently teaching, training, instructing, or supervising children during an emergency response is legally in regulated activity and requires an enhanced DBS check with children's barred list information. This applies even when volunteers are supervised by staff in regulated activity. The school

shares active safeguarding duties regarding supply teachers, trainee teachers, and contracted staff deployed during emergencies.

4. Appropriate procedures

There are many scenario's that require a range of responses. The Headteacher/SMT in the Headteachers absence will develop a plan to decide which emergency procedure would be implemented under different circumstances. We will take account of all the circumstances and seek advice from the emergency services where necessary.

When developing procedures, pupils and their specific needs will be considered to inform the most appropriate way to convey safety messages in a positive, age-appropriate and reassuring manner.

The school will implement one of the following procedures depending on the circumstances:
- Evacuation/ Invacuation Procedure
- Partial Lockdown Procedure
- Full Lockdown Procedure

5.Emergencies in School and the surrounding area (Evacuation/Invacuation)

There are many factors that may class as an emergency in school where the schools evacuation/inevacuation procedure are implemented. These actions are in the best interest of all and may change depending on any given scenario.

Emergency Scenario	Immediate Actions	Key Considerations	Communication Steps	Follow-Up Actions
Public Health Incident	Report to the Headteacher immediately/SMT member deputising in the Headteachers absence Follow government guidance on health protection Contact relevant professionals	Can the infectious diseases be managed without closure? Advice from key professionals	Inform relevant people including Milton Keynes LA/health. Update parents on measures being taken Follow public health	Monitor situation closely Follow public health guidance Keep records of all contacts and decisions Review procedures after incident
Staff Shortages	Check minimum staffing: 2 staff (1 must be teacher). Conduct risk assessment/ Are there any inhouse movements that can be	Deploy known supply staff Combine classes safely where we can Use qualified staff/volunteers for supervision	If closing: notify LA immediately Text/email parents ASAP Explain which year groups affected (if partial)	Review staffing contingency plans Maintain supply staff contacts Document lessons learned

Emergency Scenario	Immediate Actions	Key Considerations	Communication Steps	Follow-Up Actions
	made to support shortages Consider contingency measures before closing Consult with chair of governors if closure needed	Rearrange curriculum Implement remote learning for some classes	Provide remote learning details	
Water Supply Disruption	Assess whether suitable drinking water available Check toilet facilities have cold water Check washing facilities have hot and cold water Talk to water company- Can anything be done immediately?	To provide suitable drinking water (separate from toilets) Toilets MUST have adequate cold water Washing facilities MUST have hot and cold water May need to close in rare cases	Notify LA of closure Inform parents immediately Explain nature of problem Provide estimated resolution time	Arrange emergency repairs Contact water company Provide regular updates Plan for quick reopening Implement remote learning where suitable and follow safeguarding procedures

Emergency Scenario	Immediate Actions	Key Considerations	Communication Steps	Follow-Up Actions
Power Outage	Assess health and safety implications Check heating systems Check lighting (especially in winter) Check IT systems for remote learning Evaluate duration of outage	Significant or sustained outages may require closure Consider travel arrangements for pupils and timeframes Consider time of year (heating needs) Consider ability to provide remote learning Ensure site security maintained	Report to LA Contact parents via text (if systems working) Use backup communication methods Update via school website where possible	Contact electricity provider Arrange generator if needed Implement remote learning where suitable Document incident
Heating Failure	Check temperature in classrooms Assess weather conditions Consider pupil age and vulnerability	Lack of heating in cold weather may require closure Consider health and safety of pupils and staff	Notify LA immediately Text/email parents ASAP Explain situation and expected duration	Arrange emergency heating repairs Contact heating contractor Implement remote learning where suitable and follow safeguarding

Emergency Scenario	Immediate Actions	Key Considerations	Communication Steps	Follow-Up Actions
	Evaluate repair timeframe	Check minimum temperature requirements	Provide updates	procedures Plan for reopening when safe
Fire/Fire Damage	Evacuate building immediately- Follow the schools fire evacuation plan appendix 5. Call 999/Schools fire system triggers a response from the fire brigade Account for all pupils and staff at assembly point (Fire Wardens follow procedure) Follow fire evacuation plan.	Safety of all pupils and staff is priority Follow individual PEEPs where needed (updated yearly) Do not re-enter building Wait for fire service clearance Assess extent of damage with fire service	Contact parents for immediate collection if during school day Notify LA of closure Use contact systems Keep parents updated on situation	Arrange building assessment Organise repairs/cleaning Implement remote learning where suitable and follow safeguarding procedures Review fire safety procedures Arrange alternative premises if needed
Gas Leak/Major Hazard	Evacuate building immediately	Discovery of major hazard requires immediate evacuation	Contact parents for collection (if during school day).	Wait for emergency services clearance

Emergency Scenario	Immediate Actions	Key Considerations	Communication Steps	Follow-Up Actions
	Call 999 and gas emergency (0800 111 999) Move to safe assembly point/business continuity plan Do not re-enter building Account for all pupils and staff	Safety is absolute priority Follow emergency services instructions Do not attempt to fix yourself	Notify LA immediately Use all communication channels Provide regular updates Communicate with the relevant services where key points are -Gas/electric points -Any hazardous material stored (appendix 5)	Arrange professional assessment Implement remote learning where suitable and follow safeguarding procedures Consider alternative premises Review safety procedures
Premises Structural Issues	Assess immediate safety risk Evacuate affected areas Contact structural engineer if needed	May require partial or full closure Depends on extent and location of damage Consider safety of all building users	Notify LA of situation Inform parents of closure/partial closure Explain safety concerns Provide timeline if known	Arrange structural assessment Organise repairs Implement remote learning where suitable and follow safeguarding

Emergency Scenario	Immediate Actions	Key Considerations	Communication Steps	Follow-Up Actions
	Cordon off dangerous areas	Get professional assessment		procedures Use unaffected areas if safe Document all decisions
Safeguarding Emergency During School Day	Staff to follow the schools safeguarding procedures Staff act immediately on concerns and speak to a DSL Staff to follow clear guidance including but not exclusive to the following: -Child-on-child sexual harassment and harmful sexual behaviour (HSB) - -Modern slavery and financial exploitation -	Children must receive right help at right time Failing to take immediate action is dangerous Never assume someone else will act Keeping Children Safe in Education Staff to be made aware of vulnerable groups	DSL leads on who to inform Follow child protection policy Follow procedure Document all discussions and decisions on CPOMs	DSL may support social care assessment Follow statutory guidance Keeping Children Safe in Education (2026) Review safeguarding procedures Provide staff support Monitor child's welfare

Emergency Scenario	Immediate Actions	Key Considerations	Communication Steps	Follow-Up Actions
	-Child-to-parent abuse Vulnerable groups – including medical -Incidents involving the making or sharing of nudes or semi-nudes (including images digitally altered or wholly generated by artificial intelligence such as deepfakes), DSL to be updated immediately *Follow schools Child Protection policy			
Ofsted Inspection During Emergency	Contact Ofsted immediately Request deferral if appropriate	Temporary closure may allow deferral School must be closed to everyone for at least half the inspection time	Explain emergency circumstances clearly Provide evidence of closure necessity	If inspection started, Ofsted may pause rather than defer Document all communications

Emergency Scenario	Immediate Actions	Key Considerations	Communication Steps	Follow-Up Actions
	Make request by phone before 4:30pm on notification day Confirm in writing	Each situation judged separately Deferral won't impact how school is inspected The Key Leaders	Keep Ofsted updated on situation	Resume inspection when safe
Threat in the local area which may include bomb threat/Chemical spillages near the school/Toxic fumes near the school	Inevacuation procedures to commence. Evaluate the risk.	Health and Safety Evaluation Is indoors the safest. Close windows and doors.	Evaluation and look at timeframes. Communicate with relevant bodies/stakeholders	Evaluate procedure
School closure due to extreme weather	Evaluate the risks	Heavy snow-How are pupils getting into school and home safely?	**If on the morning of** Approx 6:30am – Site Manager to contact Headteacher re: access to school, Health & safety risks Headteacher to update chair of Governors	Document and review Keep parents and staff updated

Emergency Scenario	Immediate Actions	Key Considerations	Communication Steps	Follow-Up Actions
			IT Manager/deputy head will post announcement on the school website Staff notified via email Parents also notified via school COMs Bus company notified Notice placed on school gate Advise that the school is ONLY closed for the communicated number of days (Headteacher will decide) If NOT contacted after that communicated number of days, then assume school is open **Within the school day** Monitor weather announcements	

Emergency Scenario	Immediate Actions	Key Considerations	Communication Steps	Follow-Up Actions
			Place safeguards in place i.e children not to go outside in extreme heat. Can children get home safely on school transport? Do parents need to be contacted for early collection?	
Data protection incidents	Evaluate the risk.	-The school's filtering and monitoring systems must be reviewed every term. This review will be conducted by the DSL SLT member responsible for filtering and monitoring, supported by the DSL and IT support. This is particularly important when implementing remote learning during emergencies	Any data protection incidences reported to the relevant bodies.	Evaluate what went wrong and make changes to prevent it happening again.

Emergency Scenario	Immediate Actions	Key Considerations	Communication Steps	Follow-Up Actions
Medical emergencies	Evaluate the risk	Is lockdown/partial lockdown needed? Does the pupil have a set medical plan in place?	Communicate with SLT so that they can support medical and formulate a plan for the rest of the pupils. Update admin and contact an ambulance if needed. Follow instructions from ambulance where needed. Parents/carers to be contacted.	Evaluate and make changes where needed. Does the pupil need a risk assessment?

- All of the above to be reported to the relevant bodies/stakeholder. All safeguarding considerations will be taken by the DSL team.
- Media-Directed to LA

6.Lockdown/Partial Lockdown

A lockdown is a procedure to keep pupils and staff safe when there is a threat inside or near the school premises. The Terrorism (Protection of Premises) Act 2025, also known as Martyn's Law, is new legislation that requires every school (unless it's very small) to be prepared for a terrorist attack.

At White Spire School, when a lockdown is required, either a partial lockdown or full lockdown procedure will be implemented, depending on the circumstances. The Headteachers/SMT in the Headteachers absence will take all factors into consideration when deciding whether to partially or fully lock down the school. Where possible, advice will be sought from the emergency services. When implementing such procedures, the best interest of our staff and vulnerable pupils are always taken into consideration.

Full Lockdown - "LOCK, HIDE, TELL"				
Emergency Scenario	**Immediate Actions**	**Key Considerations**	**Communication Steps**	**Follow-Up Actions**
Full Lockdown Immediate threat to the school requiring everyone to secure themselves in rooms This may include the following scenario's: • Armed intruder on site • Violent individual on premises • Terrorist incident • Serious assault in progress • Gun/knife attack nearby Dangerous animal onsite	Alert to be sounded (different sound to the fire alarm). "LOCK, HIDE, TELL" procedure to be followed Coordinated approach by staff	What type of response is needed Failing to take immediate action is dangerous	Alert key professionals (if not a drill) Parents to be made aware	Follow up with key professionals Offer staff/pupils further support Parents to be updated Evaluated procedure

Phase	Staff Actions	Pupil Actions	Communication	Key Points
ALERT	Sound lockdown alarm (different from fire alarm) Move pupils to nearest safe room immediately	Move quickly and quietly to nearest classroom Follow staff instructions immediately Stay calm	Lockdown alarm sounds No other communication until safe	Act immediately Don't wait for confirmation Every second counts
LOCK	Lock classroom doors Lock windows Close blinds/curtains Turn off lights	Move away from doors and windows Stay quiet	No communication outside room Silence any phones Do not answer door to anyone	Stay out of sight from windows/doors

HIDE	Move pupils to safest part of room (away from doors/windows) Keep pupils calm and quiet Take register silently Prepare to evacuate if needed	Sit in safe place Stay absolutely silent Turn phones to silent. Pupils in reception to year 11, phones are handed it. Sixth, if phone is in pocket, these are put to silence/vibration off. Stay still	Maintain complete silence No social media posts No phone calls.	Out of sight from doors/windows Silence is critical
TELL	Lead staff will contact emergency services if safe to do Use silent communication only Monitor situation if possible	Stay hidden and silent Follow staff instructions Do not leave hiding place	Office staff call 999 SLT coordinate with police No all-staff emails/messages	Police will coordinate response Wait for "all clear" from police/SMT (if drill) May take considerable time

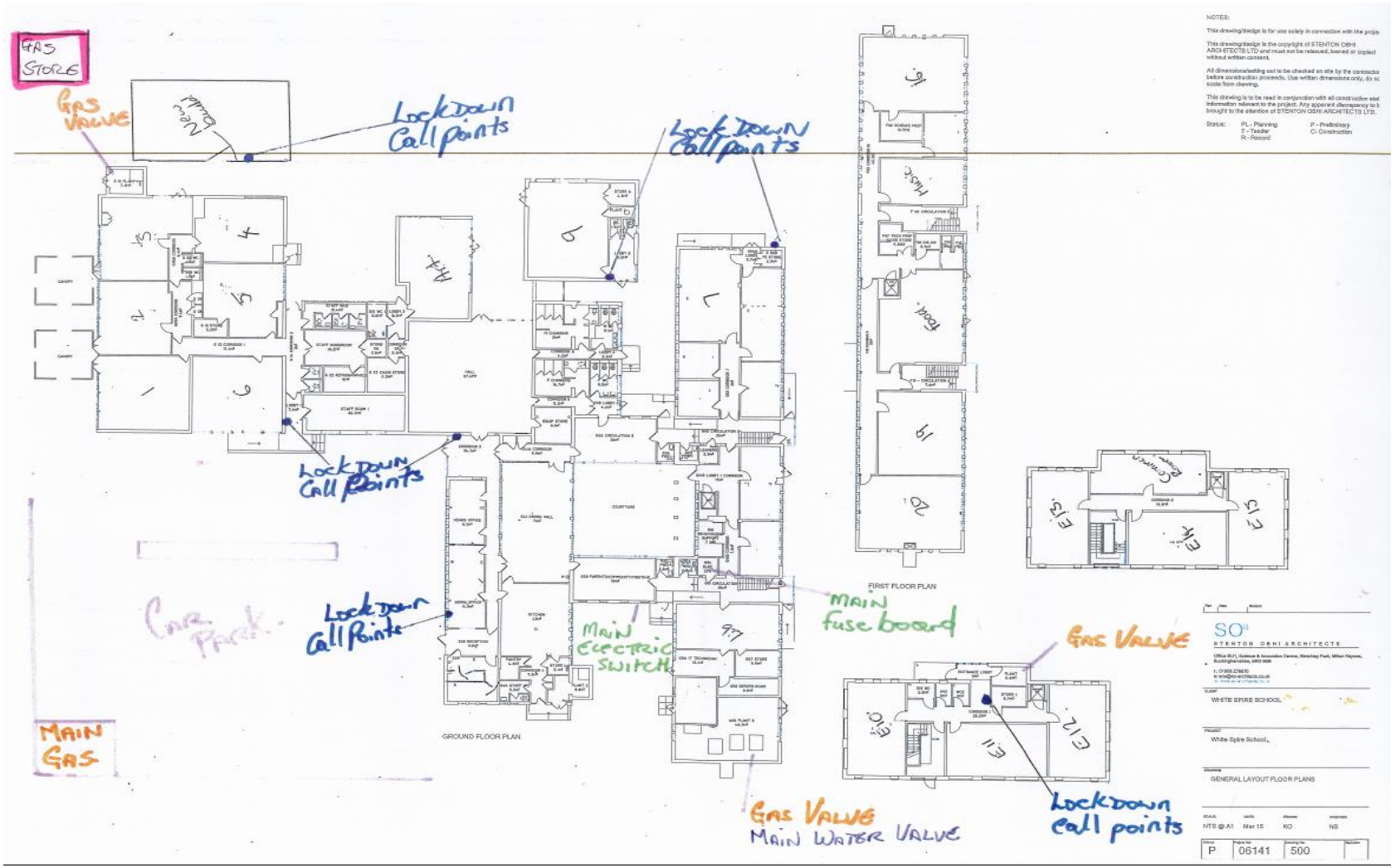
ALL CLEAR	Only respond to police/emergency services/Senior staff member (drill) Verify identity before opening doors Lead pupils to evacuation point Account for all pupils	Wait for staff instruction Stay together as class Follow evacuation route Go to assembly point	• Police give "all clear" • SLT confirm safe to exit • Staff communicate via agreed signal	• Only open door for uniformed police • Verify identity • Follow police instructions
Partial Lockdown Procedures				
Emergency Scenario	**Immediate Actions**	**Key Considerations**	**Communication Steps**	**Follow-Up Actions**

Partial Lockdown Threat in local area but not immediately on site This may include the following scenario's: -Medical emergencies -Police incident nearby -Dangerous person in local area -Civil disturbance in community -Suspicious activity near school	Staff to be alerted. If on break, staff to take pupils indoors to their classroom and follow partial lockdown procedure. If indoors, follow procedure.	The type of response needed and what is in the best interest for the pupil/staff.	Staff to be emailed/called of next steps.	Evaluation Follow up with professionals/stakeholders.
Phase	**Staff Actions**	**Pupil Actions**	**Communication**	**Key Points**

Secure Perimeter	Lock all external doors Close and lock windows Bring pupils inside from playground/field Check no unauthorised persons on site	Come inside immediately when called Continue lessons as normal inside No outdoor breaks or PE No interventions in other buildings		
Continue Operations	Check register Continue teaching inside building (pupils not to attend intervention in other buildings at this point) Monitor situation Maintain normal routine where possible Keep pupils calm and informed	Continue with lessons Stay inside building Follow normal routine		

Communication	Brief staff on situation (via email/phone/key SMT member in set buildings) Inform parents if necessary	Age-appropriate explanation Reassure pupils Answer questions calmly		

Appendix 1- School Plan with key points



Appendix 2-Emergencies outside of School

Encase of an emergency outside of school, the visit leader is to follow the following actions:

- Log all details concerning the incident
- Follow procedure stated on-Emergency card (Visit Leader) which is attached to all risk assessment.

Details of incident	
Date and time of incident:	
Location of incident:	
What has happened?	
People affected (including names, injuries, where they are / will be taken to):	
Emergency services involved and advice they have given:	
Names and locations of hospitals involved:	
Arrangements for pupils not directly involved in the incident:	
Name of person in charge of your group at the incident (include telephone numbers):	

EMERGENCY CARD
(VISIT LEADER)

Emergencies outside of School
Emergency Card (Visit Leader)
This 'card' must remain with the Visit Leader at all times on a visit
In the event of a significant incident or accident that <u>does not</u> involve serious injury or fatality, and/or <u>is not</u> likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s).

In the event of an incident that <u>does</u> involve serious injury or fatality, and/or <u>is</u> likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate (999).
5. **Contact the LA Emergency Contact Number** to report the incident and request assistance.

Milton Keynes Council Emergency Contact	
	01908 311773
Be prepared to give:	Your name and Establishment/Group
	Phone number and back up phone numbers
	Exact Location
	Nature of Incident
	Number in the Group
You will be called back as soon as possible so try not to make outgoing calls until contact is made. You will be given advice and asked what the LA can do to support you.	

Then:

- If possible, contact your establishment and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

<u>When the incident is under control:</u>

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;

- Maintain a detailed written log of all actions taken and conversations held, together with a timescale

Name	**Office/ Home (if applicable)**
School	01908 373266
Milton Keynes Council	01908 311773

Emergency Card (Home Contacts)
For visits that take place outside normal establishment hours

EMERGENCY CARD (HOME CONTACTS)

This 'card' or equivalent must remain with the establishment emergency contact(s) at all times, if access to EVOLVE is not possible.

The establishment's Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.

If the incident <u>does not</u> involve serious injury or fatality, and/or <u>is not</u> likely to attract media attention:

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts that may be able to assist.

If the incident <u>does</u> involve serious injury or fatality, and/or <u>is</u> likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back as soon as possible;

It is the responsibility of the Visit Leader to contact the LA. However circumstances may prevent this. If you are not 100% positive that the LA has been contacted, please contact Milton Keynes Council 01908 311773 and state that you require immediate assistance from the Emergency Response Team. Give brief details of the incident.

- Your details will be taken and you will be phoned back as soon as possible;
- You should also contact the Head of Establishment (if this is not you);
- A Response Team will be brought into action to support the party, the establishment, and the parents. Teams of senior officers are briefed for this role and will provide continuous support from the moment the emergency occurs. The team would operate from the

  Emergency Control Centre and the Head of Establishment or a senior member of staff may be asked to join the team immediately;
- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the LA in dealing with this.
- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.

- The LA will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

Name	Office/ Home (if applicable)	Mobile
Head of Establishment	Michelle	
Deputy Head of Establishment	Laura	
Deputy Head of Establishment	Anton	
Milton Keynes Council	01908 311773	

Appendix 3: Support from other organisation

The following agencies may provide support and assistance:

White Spire School

School SMT, Site Manager and Admin team

- Coordinate the school's response to an emergency

Teaching staff:

- Follow procedures for evacuation, shelter or lockdown when necessary to secure the safety of pupils
- Provide pupils with information and reassurance
- Assist Team in carrying out tasks relating to emergency response as far as they are able.

School governors:

- Support the school during the incident and throughout the recovery process.

Milton Keynes Council

Children's Services department:

- Coordination of assistance throughout the local authority
- School transport
- Administrative support
- Welfare services / emotional support
- Additional accommodation
- Health and safety advice.

Emergency planning staff:

- Operational / logistical support
- Emergency planning support
- Communications support
- Debriefing
- Activation of specific emergency plans if required.

Communications staff (press office)/HR:

- Press statements
- Advice and assistance with media management.

Legal staff:

- Legal advice.

Occupational health staff:

- Advice and support on health issues
- Counselling service for staff.

Police

- Overall control of the emergency response (depending on emergency)
- Media relations
- Contact with bereaved families
- Criminal investigation.

Fire and rescue service

- Fire fighting
- Lifesaving and rescue
- Chemical spillage clean-up.

Ambulance service

- Emergency medical response
- Transportation of casualties to hospitals
- Access to other health services.

Trade unions

- Information resource & support services for members
- Health & safety responsibilities (consultation, investigation and joint inspection)
- Will be informed by health & safety staff of incidents causing / threatening injury.

Staff Training

- All new staff receive emergency procedures training during induction
- All staff receive annual refresher training on emergency procedures
- Training is specific to White Spire School and includes significant findings from our fire risk assessment
- Fire drills and lockdown drills are practiced termly
- Drills are held as soon as possible after the start of each school year for new staff and pupils
- All drills are evaluated, logged, and reviewed by SLT
- Staff receive specific training on safeguarding during remote learning

Appendix 4: Emergency contacts list

School staff identified for incident response

This should be updated in response to changes and reviewed annually.

Key holder?	Name	Role	Home telephone	Mobile phone	Notes
Yes	Michelle Bartle	Headteacher	07854632497	07854632497	
Yes	Paul Mayo	Site Manager	07730887823	07730887823	
Yes	Anton De Beer	Deputy Head	07813524877	07813524877	

Other school contacts

Key holder?	Name	Role	Home telephone	Mobile phone	Notes
	Tracy Fenton	Business Manager			

External contacts

You may wish to add in other important numbers specific to your school that you may need during an emergency, such as contact details to access your place of safety or those of key suppliers.

Organisation	Contact number
Local authority – emergency contact	01908 691691
Local authority – outside office hours emergency contact	24 hour – 01908 265545
Local authority – occupational health	01908 253772
School's usual bus company	Ladybird Travel – 07811110824/01908 377488 MKHT – 07456220525 TWK – 01296 630402
Off-site insurance emergency number	0800 335500 (Out Of Hours: 0800 0280336)
The Foreign Office (links with British Consulates)	020 7008 1500
Teacher Support Network (trained support and counsellors available 24hrs)	08000 562 561

Appendix 5-Fire Drill

FIRE MARSHAL'S

All members of staff and pupils are to assemble on the playground – Michelle Bartle/Laura/Anton

Areas of responsibility on hearing the fire alarm:

- New Build – Mandy/Sam K/Jess J
- Primary department – Rooms 1, 2, 3, 4, 5, 6, toilets, offices, store cupboards, exams safe room, staff room – Mandy/Sam K/Jess K
- Corridor, Room 7 & 8, all offices, toilets, Lift, Exams Office, Medical Room, Library, reading room, IT office, storerooms – Sophie/Geraldine
- Top Corridor, Room 16, 18, 19, 20 (Food Tech), all offices, store cupboards, stairways and toilets – Lynne/Laura
- Enigma building – E10, E11, E12, E13, E14, E15, toilets, lift, common room & store cupboards – Susan/Mo
- Room 9, changing rooms, science store, sports hall, corridors, storerooms, art room, toilets – Geraldine/Gill
- Dining Room, Kitchen, toilets, Main Reception, Offices, parenting room, meeting room – Paul/Tracy/Karen
- Fire Panel/Top gates – Paul/Anton
- Visitors/Staff – Tracy/Lil
- Student Registers – Lil/Tracy

Names in Red are the main fire marshal

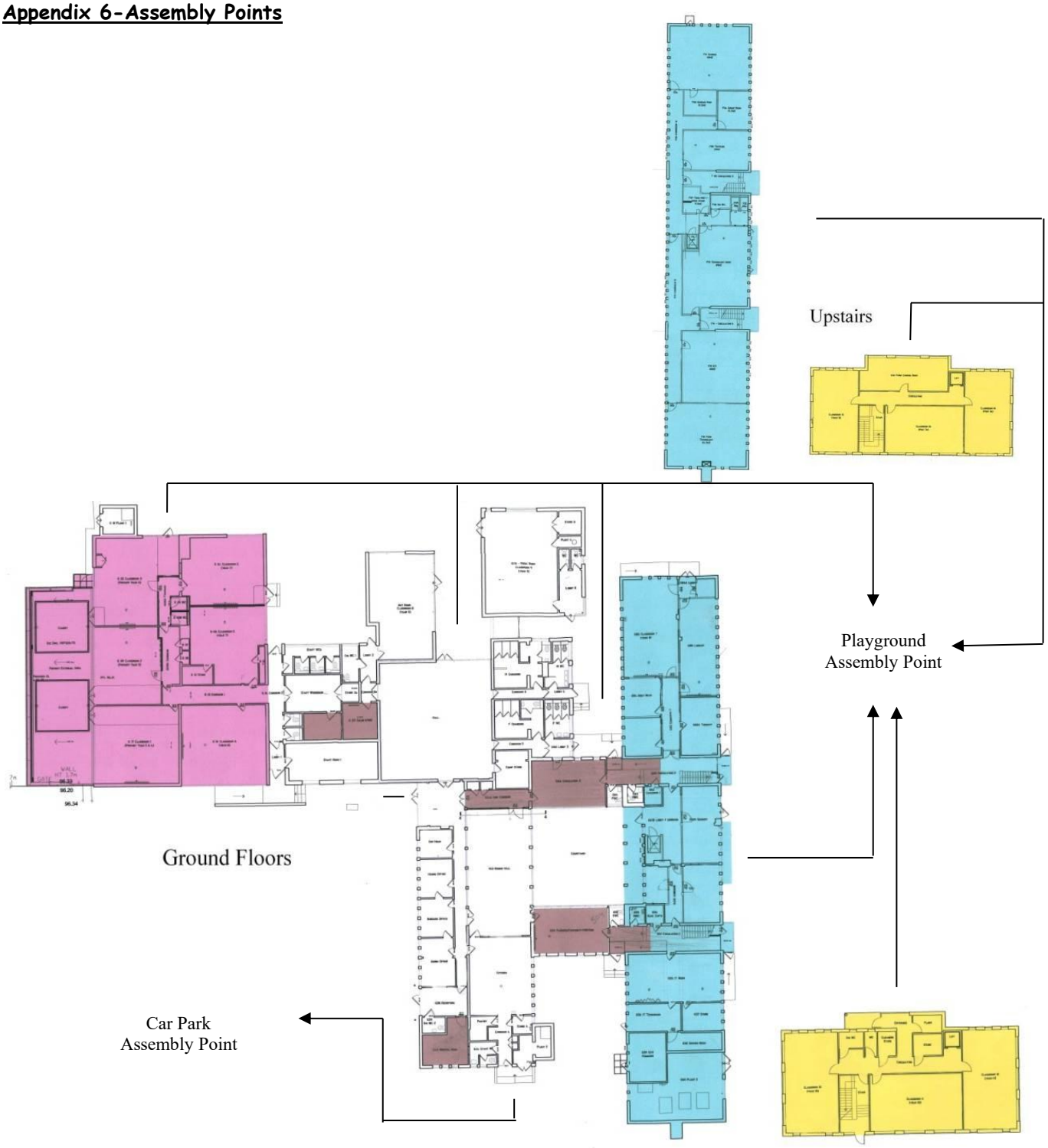
Names in Green are the backup fire marshal if the main fire marshal is absent

Names in Blue to fill gaps for staff who are absent

Substitution Pool in case of multiple absences:

- Member of staff to escort and wait with any temporary/permanent named person
- Visitors to be escorted with relevant member of staff
- Headteacher or Site Manager to give all clear to return to teaching areas.
- If Main Building is incapacitated then return to Enigma and vice versa.
- If whole building is incapacitated then staff and pupils will go to **Rickley Park Primary School,** when instructed by Headteacher.

Appendix 6-Assembly Points



Appendix 7: Business continuity inventory

Equipment inventory

Description	Make	Model number	Serial number	Notes	Purchase date	Location
Safe	Dudley Harlech	587CS	56098452-1	Can hold up to £1500	Unknown	School office
Safe	Sentrysafe	Unknown	Unknown	No cash kept inside	Unknown	Exams Office

Data / IT systems

Data / IT system	Users requiring access	Backed up?	Where is the back up held?
Headteacher's electronic files	1	Yes	Backed up daily onto the school network
Staff electronic files	81	Yes	Backed up daily onto the school network

Paper-based records

Document	Location	Duplicated?	Where are duplicates held?
School emergency plan	School office/School network	Yes	Off-site with Headteacher and Site Manger
Pupil records	School office	Yes	Some on school network and LA network
Staff Records	School office	Yes	Some on school network and LA network