



Emergency Response Arrangements Procedure

These arrangements replace the school’s document, Contingency Plans for Unforeseen Events January 2006.

The Governing Body has adopted the County CSF School Emergency Response Arrangements dated July 2008, found as Part 2 of the School Emergency Response Plan. This policy will be reviewed by the school every three years.

Part 1 of the Plan, School Business Continuity Planning is not in use; Hertfordshire secondary schools declined to complete this on County’s behalf. A copy of the full County Schools Emergency Response Plan is in the Policies File in the headteacher's office or it can be accessed via www.thegrid.org.uk under **CSF School Emergency Plan CSF 4594** at <http://www.thegrid.org.uk/info/healthandsafety/critical-incident.shtml>

Hard copies of this document and Part 2 of The County Schools Emergency Response Plan (School Emergency Response Arrangements) are held by members of the Emergency Response Team (ERT) and at reception.

Contents

Summary of Key Information for Beaumont School2
The Emergency Response Team (ERT):2
Summary of procedures following the temporary closure of the school3
Appendix D – Contact Information CONFIDENTIAL to LT and ERT4

Emergency Response Arrangements Procedure

Summary of Key Information for Beaumont School**The Emergency Response Team (ERT):**

Headteacher	Elizabeth Hitch
Deputy Headteacher	Morag McCrorie
Deputy Headteacher	Martin Atkinson
Nominated Governor	Carolyn Morris
Facilities Manager	Ed Jones
Premises Superintendent	Colin Desborough

The ERT will meet annually to review procedures and named persons; they will also complete a review of arrangements after any school emergency.

The Incident Manager will be the Headteacher or Deputy Headteacher or Facilities Manager as appropriate.

The County procedures require identification of a suitable evacuation point at least 500m away. Two areas were identified: the green at Hazelwood Drive and Verulam School Playing Fields.

There is a separate telephone line in the Headteacher's office for outgoing calls in emergency (01727 844287)

Fire procedures are detailed separately to the Emergency Response Arrangements

Severe Weather Guidance is available at www.intra.thegrid.org.uk/info/snowline
(4514 Severe Weather Plan)

Emergency Response Arrangements Procedure

Summary of procedures following the temporary closure of the school

Normally the Headteacher would make a decision to close the school (e.g. due to snow) in consultation with the Chair of Governors if possible. In exceptional circumstances the local authority will order closure (e.g. Buncefield Fire, 2005.) Once the decision has been made the Headteacher will contact the Premises Superintendent and Leadership Team.

The Headteacher will alert parents annually through Beaumont Life to ways in which pupils and parents can find information i.e. school website, Herts Direct website, Radio and school phone.

The following action should normally be taken:

1. Headteacher sends email to staff.
2. Headteacher starts staff phone tree
3. Headteacher contacts County Closure Notification System via text and this is posted on a public facing notice board linked from HertsDirect and emailed to local radio (BBC Three Counties and Radio Verulam)
4. Headteacher alerts Website Administrator.
5. Headteacher alerts parents through SMS texting and /or Parentmail
6. Caretaker keeps gates closed and posts a notice on gates.
7. Caretaker (or other responsible person) changes message on switchboard answer machine and switches phone to “no recording of incoming messages”.
8. Headteacher liaises with Sandringham and Verulam schools re closures.
9. In the absence of the Headteacher, the Deputy Headteacher (s) will make the decision to close the school.

Emergency Response Arrangements Procedure

Appendix D – Contact Information CONFIDENTIAL to LT and ERT

School switchboard	01727 854726		
School fax	01727 732932		
Headteacher Direct Line	01727 732926		
Headteacher	0208 3665415 (H)	07859 027897 (M)	01538 266892 (Staffs)
Elizabeth Hitch		07915 665414 (M)	
Deputy Head	01462 625833 (H)	07740 122185	
Morag McCrorie			
Deputy Head	01727 752331 (H)	07729 107455	
Martin Atkinson			
Facilities Manager	01727 850165 (H)	07518 434493	
Ed Jones			
Site Superintendent		07900 485623	
Colin Desborough			
Premises staff	01582 792178 (H)	07518 480308	
Nigel Parren			
Premises staff		07510273566	
Jake Bower			
Premises staff	01727 839523 (H)	07854 123473	
Terry Barnes			
Premises staff		07510 273588	
Jason Desborough			
Other key holders	01727 811513 (H)	07919 240938	
Yvonne Powdrell			
Chair of Governors		07979 80410	
Mike Tidball		Or - 01727 863650	
HCC Press Office	01992 555539	Out of hours emergency 07850 007382	
Trips & Visits HCC emergency helpline	01438 737261 0800 547547	Mon-Fri 08.00-20.00 Sat 09.00-16.00 hrs At all other times	
Closure Notification System		07797 800099	

Emergency Response Arrangements Procedure

Assistance		Availability	Telephone Number
CSF/HCC	Critical Incident Line	Monday – Friday 08.30 -17.30 Saturday 09.00 – 16.00	01438 737261
		All other times	0800 547547
Health and Safety Education Team, HCC		Office hours only	01992 556478
VEOLA WATER		7 a.m. to 8 p.m. Mon-Fri and 8 a.m. to 4 p.m. Sat/Sun - an emergency service operates outside these hours	0845 7823333
Thames Water	Sewerage Emergencies	24 hours	0845 9200800
Electricity Supplier	EDF Energy		0800 7838838
Telecoms Provider	PORTAL	8am – 5pm Mon – Friday.	01603 785315
Gas (Transco)	Emergencies	24 hours	0800 111999
Fire Alarm Contractor	Clymac		08448 791102
For Schools who do not have a direct contract with Mouchel			
Plumber	Alan Dawson	24 hours	07768 755914
	Pete Barrett	24 hours	01525 715273/ 07710 415665
Electrician	Campbell Electrical	24 hours	01727 822370
CORGI Registered Gas fitter	Alan Dawson	24 hours	07768 755914
Asbestos Helpline	0845 6030369		