



Emergency Response Arrangements Procedure

The Governing Body has adopted HCC’s School Emergency Response Arrangements dated July 2008, found as part of the School Emergency Response Plan. This procedure will be reviewed by the school every three years.

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** 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.

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Summary of Key Information for Beaumont School

The Emergency Response Team (ERT):

Name	Area of Responsibility
Elizabeth Hitch Headteacher	Incident Manager Overall responsibility
Morag McCrorie Deputy Headteacher	Students
Martin Atkinson Deputy Headteacher	Curriculum
Alex Hall Chair of Governors	n/a
Ed Jones Facilities Manager	Premises, H&S
Colin Desborough Site Superintendent	Premises
Andy Goodwin Assistant Headteacher	Communications

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)

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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 our Consortium partner schools, Sandringham and Verulam and Oakwood Primary school re closures.
9. In the absence of the Headteacher, the Deputy Headteacher (s) will make the decision to close the school.

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CONFIDENTIAL APPENDIX D