

Flying High Partnership

Emergency Plan March 2024

Approved	March 2024
Review date	March 2025

The Flying High Trust Emergency Plan

Aim

The aim of the Flying High Trust (FHT) is to provide high quality and effective procedures for dealing with emergencies safely and swiftly in order to minimise any risks or any disruption to learning and to ensure that the safety of the children, staff and visitors in FHT schools are maintained. This should be used in conjunction with the school's [Business Continuity Plan](#) (BCP) which should also be reviewed annually or in line with any role changes/staff departures.

Introduction

Although in many schools large scale emergencies are very rare, it is recognised that emergencies of any level can occur at any time and therefore effective plans need to be in place in order to enable staff to respond effectively to these should they occur. Emergency Plans are a key strand of the Health and Safety Policy.

As part of the responsibility of leadership and governance of all individual schools in the FHT all schools are required to have an effective Emergency Plan for their school, but the FHT also has overarching responsibilities in relation to Emergency Planning within the trust. The FHT is responsible for:

- Ensuring all schools have an effective Emergency Plan to support them in responding to emergencies which arise and that the FHT has an effective Emergency Plan to support schools appropriately
- Ensuring the FHT is aware of any significant emergencies which have occurred within FHT schools and that relevant additional support is provided by the FHT
- Providing relevant support and training regarding emergency planning and responding to incidents and emergencies, and opportunities to share good practice within the FHT
- Ensuring relevant incidents or emergencies are reported to the FHT Board.

In order to achieve this the FHT has set out this plan and relevant documentation to enable the FHT and Head Teachers/Governors of the schools in FHT to understand how the FHT Emergency Plan links with their individual school Emergency Plans, and has identified a FHT Emergency Team. The FHT Emergency Team is:

- CEO – Chris Wheatley
- Deputy CEO – Paul Goodman
- Director of Education – Claire Stirland
- Director of Business and Finance – Zoe Maxey
- Operations Manager – Nick Layfield
- Estates Manager – Dave Morris
- Site Compliance and Standards Support Manager – Simon Chambers
- ICT Service and Development Manager – Graham Livesey

Each school should ensure they have nominated staff to liaise with the central Trust team in the event of an emergency along with nominated staff to liaise with external services. In relation to all aspects of emergency planning terminology the Cabinet Office have developed a single point of reference. This is available from: www.cabinetoffice.gov.uk/cplexicon

General Information in relation to the Planning Process

In relation to the FHT and schools within the FHT preparing for emergencies is an ongoing process which involves:

- Risk Assessment
- Planning
- On-going training and development
- Effective implementation
- Cycle of evaluation and review

This process will be ongoing on an annual basis and will be used to improve emergency planning within the FHT, through both ongoing developments and lessons learned. In all cases staff, governors and the Trust Board will be consulted and/or informed of relevant information, as appropriate, in order to ensure that they are involved and are able to provide the relevant support. This will support the FHT in achieving its ultimate goal which is to provide high quality and effective procedures for dealing with emergencies safely and swiftly in order to minimise any risks, injuries or disruption to learning.

Key Strands of the Plan

1. Ensuring all schools have an effective Emergency Plan and that the FHT has an effective Emergency Plan to support schools

The Flying High Trust has established guidance in relation to the Emergency Plans required by individual schools. This guidance will be provided for schools who will be required to assess their Emergency Plans in relation to the guidance on an annual basis (refer to Annual Emergency Plan Checklist – Appendix I). The outcome of this will support schools in identifying priorities for development and will also support the FHT in identifying any urgent action required in order to ensure that all schools have an effective plan to support them in managing emergencies. Support from the FHT will be available for schools, should this be required.

In order to enable effective partnership working between FHT schools and the FHT central team, it is important that the central team has key information and school contacts for each school (refer to School Emergency Plan/Contacts Information Appendix II). In response to this, procedures will be in place to ensure that this information is provided and shared on an annual basis as part of the school emergency plan review process.

In addition to the above, FHT will have procedures in place to monitor and evaluate the effectiveness of individual school and Trust emergency plans through termly and annual review of procedures and reporting.

As part of the emergency plan, FHT will work with schools to ensure mechanisms are in place to prevent or mitigate risks. This plan will therefore link to other plans of the FHT in relation to the FHT's Risk Strategy.

2. Ensure the FHT is aware of relevant incidents and emergencies

The individual schools and governors of the FHT are responsible for providing relevant action in relation to emergencies and for ensuring these emergencies are adequately and appropriately responded to. There are many potential daily incidents and emergencies which will occur, be effectively dealt with and recorded by the individual schools in line with individual school emergency plans. In order to support schools in relation to this aspect of recording the FHT has provide an example 'INCIDENT AND EMERGENCY RECORD SHEET' (Appendix III) for schools. The FHT does not need to be made aware of all of these incidents or emergencies (although schools will be required to record these in line with their

Health and Safety Policy requirements), however, although it is expected that more serious emergencies will very rarely occur it is important that there is clarity between the schools in FHT and the FHT Central Team about which incidents or emergencies should be reported to the FHT Central Team and the action or support that will be provided. This will also enable the FHT Central Team to respond appropriately to such emergencies, should they arise, and to monitor the overall effectiveness of its Emergency Planning provision.

As a general rule the following are considered incidents or emergencies which should be reported to the FHT.

- Involve the emergency services and/or are required to be reported to the HSE as part of RIDDOR (excluding ambulances as part of general first-aid)
- Involve potential concerns amongst parents
- Involve potential media interest or publicity
- Involve the school closing
- Regular and repeated incidents or near misses

The FHT Central Team staff member receiving the information will be responsible for recording the key information in relation to any incident or emergency reported to them, using the 'FHT Central Team RECORD OF INCIDENT/ EMERGENCY REPORTING FORM' (Appendix IV). Once the key information has been recorded then the FHT Central Team staff member will be responsible for ensuring that a member of the FHT Central Team Emergency Team is informed of the key information in relation to the reported incident/ emergency as soon as possible, who will, either immediately or shortly after, contact the school and agree with the school the Priority Level of concern/ action, in line with the information provided below.

Priority One – Significant Emergencies

The incident or emergency is classed as a **Priority One - Significant Incident/ Damage/ Emergency** as it has already caused a serious injury or damage or is considered to be a high danger risk, or it is considered that a large scale plan, including additional resources, will be required by the school, possibly involving external professional support, to manage the incident/ emergency.

On receiving information about an incident or emergency which is considered to be a **Priority One Emergency** then the following action is required by FHT Central Team Emergency Team staff member:

- Provide immediate telephone or other support for the head teacher/ school and ensure relevant emergency services/ support agencies have been contacted
- Inform CEO (immediately)
- Inform the Chair of the Trust (immediately)
- If felt appropriate (depending on the nature/ severity of the incident or emergency) contact the relevant Local Authority Health and Safety Team
- Agree for relevant support from the FHT to attend the school
- Ensure a log of information and action is recorded on the **FHT Central Team RECORD OF INCIDENT/ EMERGENCY REPORTING FORM** and that current information or action taken is recorded and that the form is available for future information and action to be recorded on
- Report back relevant information to the FHT leadership Team/ FHT Board, as appropriate
- Complete relevant 'Post Incident/ Emergency Action'.

Priority Two

The incident or emergency is classed as a **Priority Two - High Level Incident/ Emergency** as it is assessed that no serious injury, damage or serious risk is expected at this stage (if this changes at any stage after this decision has been made then the risk needs to change to a 'Priority One' risk and procedures followed in line with this), however it is considered that a plan will be required, possibly involving some external support, to manage the incident/ emergency. Although it is expected that the school will be able to manage most of the action required to address the incident/ emergency some support will be required from the FHT Central Emergency Team.

On receiving information about an incident or emergency which is considered to be a **Priority Two Emergency** then the following action is required by FHT Central Team Emergency Team staff member:

- Provide immediate telephone or other support for the head teacher/ school and ensure relevant emergency services/ support agencies have been contacted
- Ensure the CEO is informed of this, when available
- Agree for relevant support from the FHT to be provided for the school which may include attendance at the school
- Ensure a log of information and action is recorded on the **FHT Central Team RECORD OF INCIDENT/ EMERGENCY REPORTING FORM** and that current information or action taken is recorded and that the form is available for future information and action to be recorded on
- Report back relevant information to the FHT leadership team / FHT Board, as appropriate
- Complete relevant 'Post Incident/ Emergency Action'

Priority Three

The incident or emergency is classed as a **Priority Three - Reasonable level Incident/ Emergency** as it is assessed that no serious injury/ damage or risk is expected at this stage (if this changes at any stage after this decision has been made then the risk needs to change to a 'Priority One or Two' risk and procedures followed in line with this), and it is expected that the school can manage the incident/ emergency effectively without additional support from the FHT but as the incident/ emergency has or is expected to involve one of the following actions then it needs to be reported to the FHT:

- Involve the emergency services and/ or are required to be reported to the HSE as part of RIDDOR (except for ambulances as part of general first-aid)
- Involve potential concerns amongst parents
- Involve potential media interest or publicity
- Involve the school closing
- Regular and repeated incidents or near misses (although these may move to priority two if the school requires some support from the Trust in taking action to reduce these)

On receiving information about an incident or emergency which is considered to be a **Priority Three Emergency** then the following action is required by FHT Central Team Emergency Team member:

- Provide immediate telephone or other support for the head teacher/ school and ensure the incident/ emergency is being dealt with and that no additional support from the FHT is required
- Ensure the CEO is informed of this, when available
- Ensure a log of information and action is recorded on the **FHT Central Team RECORD OF INCIDENT/ EMERGENCY REPORTING FORM**
- Report back relevant information to the FHT leadership team
- Complete relevant 'Post Incident/ Emergency Action'

In response to **ALL** emergencies / incidents reported a summary record should be kept in relation to each school within the Trust, in order to ensure that a clear overview for each school is maintained (refer to Appendix VII). This will enable the trust to monitor the effectiveness of individual schools in relation to both managing emergencies/ incidents and also in risk strategy management, to reduce incident/ emergency occurrences.

The above information is expected to provide schools and the FHT Central Emergency Team with guidance regarding expected action to be taken should an incident / emergency occur in one of the FHT schools. It is important to remember that individual schools are responsible for effectively managing incidents and emergencies which occur within their schools but that the FHT should have procedures, and access to relevant additional support, including external professional support, in order to support them in managing the incidents/ emergencies effectively.

The nature of support which may be available for more significant emergencies is identified below; the list is not exhaustive:

- Providing assistance at the school or the scene of the incident, or for the school leadership team
- Support for liaising with the emergency services
- Support for arranging urgent remedial work to property
- Support for planning short term arrangements for education and care including support for organising temporary classrooms or other short term premises, transport arrangements, catering etc. and communication with parents
- Support for responding to relevant health and safety matters
- Supporting the establishment of the identified 'rest centre' in the event of an evacuation
- Support for providing post incident support for pupils, staff, parents
- Support for liaison with government departments, as required.

The amount of assistance provided by the FHT will depend on the severity of the emergency and the support required by the school. In all cases where a FHT school identifies that it requires some support the FHT will endeavour to provide this support or to access relevant support providers for the school. In line with this the in relation to either Priority One or Priority Two incidents or emergencies the FHT is developing a pool of external professional support providers. This list of professional support providers will be made available to schools within the FHT on an annual basis and in any case where a priority one or two incident or emergency arises (Appendix V).

It is also recognised that not all incidents or emergencies arise during normal school hours or FHT Central Team hours. In response to this all schools in the FHT are required to provide up-to-date contact information in relation to head teacher, Chair of Governors and any other key members of the school's emergency team (refer to Appendix II). The FHT will also provide all FHT schools with emergency out of hours contact information (also on Appendix II).

3. Provide relevant support and training

As mentioned above the FHT is available to support individual schools in developing their school emergency plans in response to annual assessment of priority developments. In addition to this the FHT will provide relevant training on an annual basis, including bespoke training for individual schools, should this be required.

This training can include whole school or school emergency team training, or more specific training regarding dealing with specific incidents. Should individual schools identify that they would benefit from additional training and support then they should contact the FHT Central Team. In addition to this should it be identified through the annual check of individual school emergency plans that training is required then this will be provided. It is essential for all schools within the FHT to aware that they are responsible for ensuring that relevant training has been provided for staff, and in particular the school emergency planning team, in order to enable them to effectively respond to incidents and emergencies which may arise.

4. *Providing relevant incident or emergency information for the FHT Board*

The FHT Central Emergency Team will provide annual information for the FHT Board in relation to the effectiveness of Emergency Planning within the FHT. In addition to this any urgent or significant emergency information will be provided for the Chair of the FHT Board (as part of priority one procedures) or via the termly FHT Board meeting.

5. *Links with Other Policies*

This Emergency Plan forms part of the Health and Safety Policy and Procedures of both the FHT and schools. In relation to the FHT the Emergency Plan is the Plan which identifies what needs to happen when a Health and Safety Issue arises and requires an immediate response. This policy identifies how Health and Safety Emergency concerns are reported to the FHT and this information is cross referenced with the Health and Safety Policy of the Trust and Health and Safety Policy expectation of FHT schools and also aligns to school level Health & Safety Policy.

The Emergency Plan should be used in conjunction with the Business Continuity Plan where the disruption to the school has longer term implications prior to being able to return to "business as usual".

6. *Conclusion/ Review of the Plan*

In order to ensure that the Emergency Planning procedures of the FHT both meet the emergency planning needs of the FHT and respond to the anticipated growth of the FHT, this Emergency Plan will be reviewed annually and amended/ developed in line with findings.

This plan will also link with other Risk Strategy Plans, such as school risk assessments, health and safety policies and off-site visit procedures, as it is felt that minimising risks is a key element of effectively managing incidents and emergencies within schools.

FLYING HIGH TRUST SCHOOL EMERGENCY PLAN ANNUAL CHECK

The FHT is committed to ensuring the safety of all children, staff and other visitors of the schools within the trust. In response to this the FHT has a responsibility to support all schools in ensuring that they have an effective Emergency Plan in place, with procedures to support all relevant staff and leaders in responding effectively to incidents and emergencies which arise, and that schools are aware of the Emergency Planning Information required, and support and training available.

In response to this, all schools in the FHT are required to complete this School Emergency Plan Annual Check, and use the outcomes to identify the action required by the school and the action required by the FHT in order to ensure that emergency planning procedures improve year-on-year. As this policy links to the H&S Policy some of the following requirements will be included in both the H&S Policy and Emergency Plan.

School:

Headteacher:

Date Completed:

Requirements	1 Fully in place	2 Almost fully in place	3 Some aspects in place	4 Limited aspects in place	5 Not in place	Action required
1. KEY INFORMATION ABOUT THE EMERGENCY PLAN						
Key Information is included in the plan						
Key Information sheet is provided for the FHT (Appendix II of FHT Emergency Plan)						
Strategies regarding consultation and circulation of the Plan						
2. CONTACT INFORMATION						
Day-time and out-of-hours contact information is provided for the FHT (Appendix II of the FHT Emergency Plan)						
School has day-time and out-of-hours contact information about the FHT Central Emergency Team (Appendix VI FHT Emergency Plan)						

Requirements	1 Fully in place	2 Almost fully in place	3 Some aspects in place	4 Limited aspects in place	5 Not in place	Action required
Key Service contact numbers identified in the Plan and readily available / displayed at key locations in the school						
Extended Services/ Providers						
Out of hours contacts/ access to this in relation to all staff and pupils and cascade strategy in place in order to achieve this						
Details of other services/ external support available, if required (Appendix V FHT Emergency Plan)						
Procedures in place identify when a) parents informed b) governors informed, c) FHT Central Emergency Team informed						
Procedures in place to enable swift contact with all parents						
Procedures in place identify how contacts made are recorded in relation to an incident/ emergency						
Communication Procedures during incidents/ emergencies/ school closure						
3. SITE INFORMATION						
Up-to-date Site Plan including detailed information in relation to key service points, emergency access points, fire exits and assembly points, included in the plan						
4. ROLES AND RESPONSIBILITIES						
School Emergency Planning Team identified and key roles / responsibilities identified in the plan						
FHT Central Emergency Team (refer to FHT Emergency Plan) included in the plan						
Guidance action in relation to co-ordination of key incidents or emergencies						

Requirements	1 Fully in place	2 Almost fully in place	3 Some aspects in place	4 Limited aspects in place	5 Not in place	Action required
5. EMERGENCY PLAN RESOURCES KIT						
Location of Fire Extinguishers						
Location of First Aid Kits identified						
List of First Aiders and other relevant trained staff (e.g. epi- pen) identified						
Emergency Plan Resource Kit(s) available and in line with guidance						
Location and content of Emergency Plan Resource Kit(s) identified						
Information regarding Personal Emergency Evaluation Plans (PEEPs)						
6. GUIDANCE/ PROCEDURES FOR SPECIFIC INCIDENTS AND EMERGENCIES (either included or referred to)						
Fire/Evacuation Procedures						
Bomb Threat Procedures						
Suspicious Package Procedures						
Lockdown Procedures						
School Closure						
Off-site Visits						

Requirements	1 Fully in place	2 Almost fully in place	3 Some aspects in place	4 Limited aspects in place	5 Not in place	Action required
Administration of First Aid and administration and storage of Medication						
Dealing with diseases/ epidemics						
Dealing with environmental issues						
Dealing with food/nut allergies						
Dealing with lost / missing children						
Dealing with intruders						
Dealing with violence/ threats						
Dealing with damage to property						
Dealing with Flooding						
Dealing with service failures e.g. electricity/ gas/ water/ catering/ telephone						
Dealing with transport issues						
Dealing with significant staff absence/ shortage						
Dealing with snow/ severe weather conditions						
Safeguarding and Child Protection						
Dealing with grief and bereavement						

Requirements	1 Fully in place	2 Almost fully in place	3 Some aspects in place	4 Limited aspects in place	5 Not in place	Action required
7. REPORTING AND RECORD KEEPING						
School recording procedures for any incident or emergency, including action taken						
Recording system includes date/ time/ who incident first reported to						
Recording and reporting system links into the FHT Emergency Plan requirements						
Procedures for reporting to parents, governors and the FHT Central Team other relevant bodies e.g. HSE identified						
Recording system enables a detailed log of events and action to be recorded, to enable the effectiveness of the action taken to be evaluated						
8. FHT/ EXTERNAL/ POST INCIDENT SUPPORT						
FHT support in relation to incidents and emergencies which have occurred						
Support from other services/ organisations in relation to incidents and emergencies which have occurred						
Strategies/ action to minimise disruption to learning, including remote learning arrangements						
Post incident or emergency support for pupils/ staff/ parents/ etc.						
Post incident communication with staff, parents, governors, FHT, media						
Post incident or emergency debriefs and reviews						
Post incident or emergency evaluation and how this will inform future action / developments (more serious/ large scale incidents or emergencies)						

Requirements	1 Fully in place	2 Almost fully in place	3 Some aspects in place	4 Limited aspects in place	5 Not in place	Action required
9. TRAINING AND SUPPORT						
Training and support available for all staff to ensure they understand the Emergency Planning Procedures						
Training and support for School Emergency Planning Team in relation to their specific roles and responsibilities						
Training and support in relation to management of specific emergencies						
Training and support in relation to log keeping/ recording information						
Training and support regarding Media Management						
Wider training and support e.g. Off-Site Visits Co-ordinator/ First Aid						
Training and support in relation to post incident planning						
Risk Assessments and minimising risks						
Frequency and nature of any 'drills' or 'checks' e.g. Emergency Resource Kit/ First Aid Kits						
Training for pupils regarding responding to incidents / emergencies e.g. places of safety keeping themselves safe/ fire drills etc.						

Requirements	1 Fully in place	2 Almost fully in place	3 Some aspects in place	4 Limited aspects in place	5 Not in place	Action required
Training / information for parents to support the 'raising awareness' of potential incidents/ emergencies						
ACTION IN RELATION TO EMERGENCY PLANNING IN RESPONSE TO THE ABOVE ASSESSMENT/ CHECK						
<p>In response to the above the following action has been identified by the school in relation to the school's Emergency Plan:</p> <ul style="list-style-type: none"> • • • • <p>In response to the above the following action has been identified by the school in relation to the FHT Emergency Plan or support</p> <ul style="list-style-type: none"> • • <p>Additional action for the school or FHT in response to findings of debriefs/ reviews or evaluations of incidents or emergencies:</p> <ul style="list-style-type: none"> • • <p>Additional urgent action identified/ required by the FHT in relation to the school's Emergency Plan:</p> <ul style="list-style-type: none"> • 						
Signed: Headteacher			Date:			
Signed: Flying High Trust			Date:			

Summary Emergency Plan / Contacts Information

(this sheet must be provided for the FHT and accessible by Emergency Contacts during 'Out of hours')

School Name:		
School Address:		
Main School Telephone Number:		
Main School Email Address:		
School Opening Hours		
Approximate number of:	Staff	Pupils
Out of hours Contact Details – School		
Name	Role	Contact Phone Number(s)
	Site Manager	
	Headteacher	
	Business/Office Manager	
	Deputy / Assistant Head	
Out of hours Contact Details – Flying High Trust (FHT)		
Name	Role	Contact Phone Number(s)
Chris Wheatley	CEO	07776 258083
Paul Goodman	Deputy CEO (Safeguarding Lead)	07738 711301
Grant Worthington	Designated Safeguarding Lead	07968 823983
Emma Pye	Deputy Designated Safeguarding Lead	07774 412563
Zoe Maxey	Director of Business & Finance	07752 014900
Nick Layfield	Operations Manager	07495 554755
Dave Morris	Estates Projects and Development Manager	07766 415826
Simon Chambers	Site Compliance and Standards Support Manager	07931 708824
Graham Livesey	IT Service & Development Manager	07507 729837
Emergency Plan		
Date	Review Date	Who Responsible?
Communication of the Plan and Location of relevant Information/Resources		
Communicated to Staff	Date:	
Communicated to Governors	Date:	
Electronic Version of the Plan	Location:	
Hard Copies of the Plan	Location:	

Emergency Resource Kit	Location(s)
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Appendix III

FHT School Incident/ Emergency Record

(this example incident/ emergency record sheet or an alternative incident/emergency record sheet to be completed by the school in the case of any reported incidents or emergencies)

Incidents/Emergencies can occur at any time and may be reported to or reported by a wide variety of people including staff, FHT staff or other stakeholders. In all cases where an incident or emergency is reported it is essential to keep a log of key information in order to support you in a) managing the incident / emergency and b) having a clear picture of events for future reference c) to support any necessary review of the action taken in response to the incident/ emergency in order to support future developments/ action.

Although it may not be necessary to log all the information below the grid below may support you in gathering relevant information:

Incident / Emergency Record Sheet	
Date Incident/ Emergency reported	Time Incident/ Emergency reported
Incident / Emergency reported by	Incident/ Emergency reported to
Exact location of incident/ emergency:	
Details of the Incident/ Emergency	
Details of the Action Taken	

Details of any Injuries (including names)			
Details of any Damage			
Details of any Advice/ Support accessed			
Details of External Agencies Involved or Informed			
Head Teacher		Police	
Relevant School Staff		Fire and Rescue	
Pupils		Ambulance	

Parents		Health and Safety Executive	
Governors		Media	
Extended Service providers		Insurance Company	

Notification of the Incident/ Emergency to the Flying High Trust Central Team

All incidents/ emergencies which:

- Involve the emergency services and/ or are required to be reported to the HSE as part of RIDDOR (except for ambulances as part of general first-aid)
- Involve potential concerns amongst parents
- Involve potential media interest or publicity
- Involve the school closing
- Are regular/ repeated incidents or near misses
- Expect to require significant planning in order to manage the incident/ emergency

must be reported to the FHT Central Team by phone or email depending on the severity of the incident/ emergency (copy of the incident/ emergency summary report must also be provided).

Reported to the FHT Central Team

Name of the senior member of the FHT central team emergency referred to:

FHT Central Team RECORD OF INCIDENT/ EMERGENCY REPORTING FORM	
School	
Date Incident/ Emergency reported	Time Incident/ Emergency reported
Incident / Emergency reported by	Incident/ Emergency reported to
Summary of the nature of the Incident/ Emergency:	
Assessed Priority Level of the Incident	One (<i>Significant</i>) <input type="checkbox"/>
	Two (<i>High</i>) <input type="checkbox"/>
	Three (<i>Low but in line with reporting expectations</i>) <input type="checkbox"/>
FHT Lead Person referred to	
Key Information/ Points	
Action	
PRIORITY ONE	
Significant Incident/ Emergency (requires significant support from the FHT as a large scale plan to manage the incident/ emergency is required or there is a high danger risk)	

- Provide relevant immediate/ urgent support for the school
- Inform CEO (immediately)
- Inform the Chair of the Trust (immediately)
- Ensure the Local Authority Health and Safety Team/ Other informed, as appropriate
- Identify immediate support and activate
- Ensure all relevant information and action logged
- Report back to the FHT leadership Team/ FHT Board, as appropriate

Key Information - *Identify Incident Code – School/ 6 figure date (to be included on all future documentation)*

PRIORITY ONE DETAILED RECORDING FORM

Record Sheet Number:

FHT Lead:

Action	Who involved / (Including Other	Comments/ Additional Information
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	<i>Organisations/ Emergency Providers involved)</i>	
Post Action <ul style="list-style-type: none"> • File the relevant Incident/ Emergency Reports in the Emergency Plan File • Evaluate the full range of action/ support / planning undertaken by the school and the FHT in relation to this Incident/ Emergency • Use the information on a termly basis to evaluate the levels of Incidents/ Emergencies in the FHT and the effectiveness of Emergency Planning Procedures 		
PRIORITY TWO		
High Level Incident / Emergency (requires some support from the FHT but most of the planning to manage the incident/ emergency can be managed by the school. There is only a low risk of injury/ danger)		

- Identify the support required by the school and provide reasonable support requested
- Ensure the CEO is informed of this, when available
- Ensure all information and action recorded
- Report back to the FHT leadership team / FHT Board, as appropriate
- File the relevant Incident Reports in the Emergency Plan File

Key Points of any additional support provided/ action:

Post Action

- File the relevant Incident/ Emergency Reports in the Emergency Plan File
- Review with the school the support provided and identifying any learning points
- Use the information on a termly basis to evaluate the level of Incidents/ Emergencies in the FHT and the effectiveness of Emergency Planning Procedures

PRIORITY THREE

Reasonable Level Incident/ Emergency (can be managed effectively by the school but the FHT needs to be aware of the incident for monitoring and analysis purposes)

- Check the incident/ emergency is being dealt with effectively by the school
- Report to the CEO, when available
- Report back to FHT leadership team
- File the relevant Incident Reports in the Emergency Plan File

Additional Information:

Post Action

- File the relevant Incident / Emergency Reports in the Emergency Plan File
- Use the information on a termly basis to evaluate the level of Incidents/ Emergencies in the FHT and the effectiveness of Emergency Planning Procedures

Emergency /Additional Service Providers Contact Information		
Organisation	Contact Details	Other Relevant Information / Contact Name
Department for Education (general)	03700002288	
Security Services Anti-terrorist (hotline - urgent)	0800789321	
Security Services Anti-terrorist (non-urgent suspicions)	Report these on line via Security Services MI5 website	
Foreign & Commonwealth Office	02070081500 (24 hrs) Email: fcocorrespondence@fco.gov.uk	
Environmental Agency (General)	0370 8506506	Regional Midlands Office and Notts Area Office are both contactable on this number
Environmental Agency (Floods)	0845 9881188 (24 hrs)	
Met Office (Severe Weather)	www.metoffice.gov.uk/weather/uk/uk.forecast_warnings 0845 9881188	
Met Office (Heatwaves)	www.metoffice.gov.uk/weather/uk/heathealth	
Met Office	Customer Centre 0370 9000100 (24 hrs) Email: enquires@metoffice.gov.uk	
Health and Safety Executive	0845 3450055 08453009923 01519229235 (24 hrs) 1519221221 (24 hrs)	
Government Support (Foot and mouth diseases) -	www.defra.gov.uk/food-farm/animals/disease/foot-and-mouth	This may be required for schools with farms
Nottinghamshire Safeguarding	01159773921	LADO
Derbyshire Safeguarding	01629 533190	

Organisation	Contact Details	Other Relevant Information / Contact Name
Social Care Emergencies	Emergency Duty Team (24 hours) 0300 4564546	
NSPCC	help@nspcc.org.uk 0808 8005000 Can submit an enquiry on line	
Parent Partnership Service	0115 9482888 enquires@ppsnotts.gov.uk	
NCC Educational Psychology Service	01623 433317 chris.brett@nottsc.gov.uk	
Media / Public Relations (FHT support)	01623 882525 07808 596244 louise@knightassoc.co.uk	Louise Brimble
NCC Emergency Highway Support	01253 502776 (out of hours)	
DCC Emergency Highway Support	01629 533190	
Property Support	03005008080 (out of hours) 0115 9773322	
Catering - NCC	01623 434043 enquires@nottsc.gov.uk	
Educational Visits/ Education Advice	01623 556110 Outdoor.environmental@nottsc.gov.uk	Evolve
NCC Emergency Planning	0300 5008080 Emergency.planning@nottsc.gov.uk	
NCC Health and Safety Support	0300 5008080 01623 434184 hands@nottsc.gov.uk	
FHT Insurance/ Liability	Email RPA.CM@davies-group.com Phone 03300 585566	Various
FHT Legal Support	Browne Jacobson 0115 9766000	

Local Radio Stations – Emergency Information <i>(schools should have access to a contact number/ password regarding school closures)</i>	
BBC Radio Nottingham	0115 9550500
BBC Radio Derby	0800 145 61 61

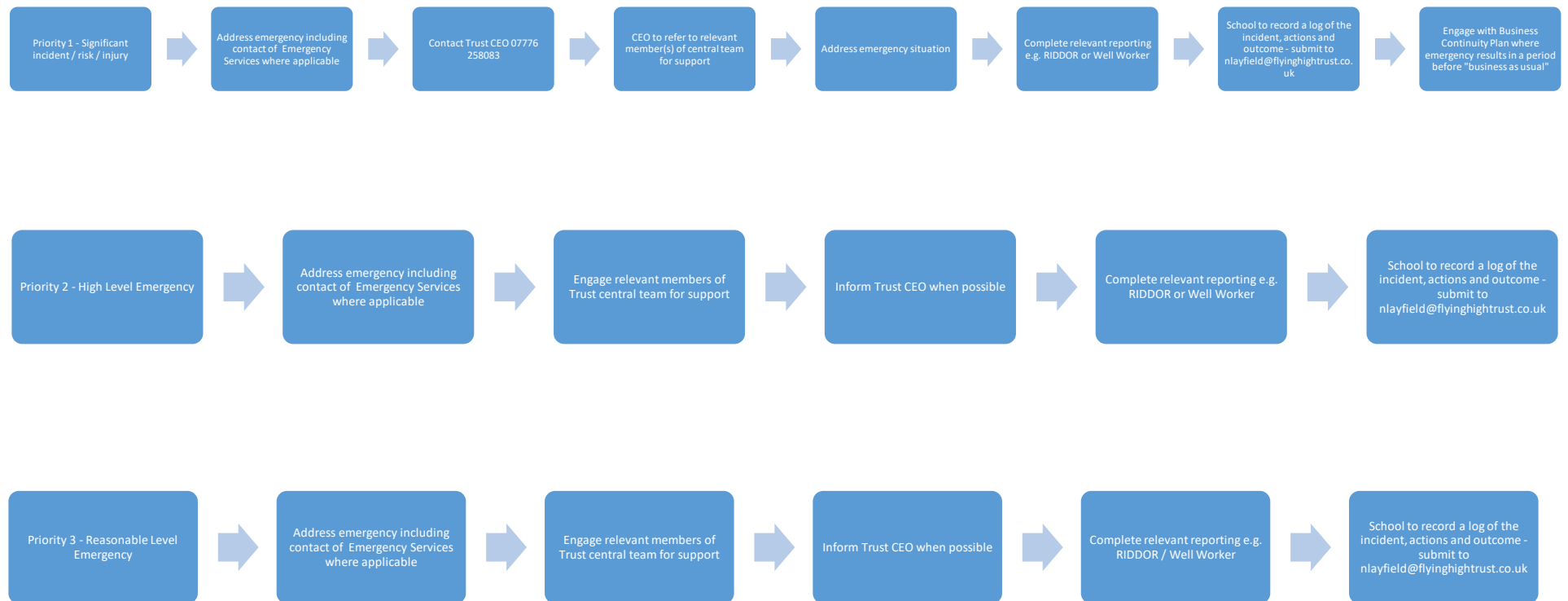
Summary of Emergency/ Incidents Reported				
School:				
Nature of Emergency/ Incident	Priority 1, 2 or 3	Date of Emergency/ Incident	Reported to	Other Information

The FHT Emergency Plan (March 2024) was formally reviewed and adopted on:

School:

Date:

Signed:
(Head teacher)



Emergency Situation actions flow diagram – if in any doubt as to the level of emergency, contact a member of the Central Team Emergency Response Team (Appendix 5)