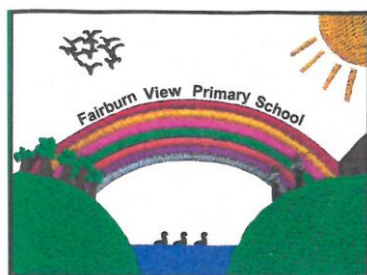


FAIRBURN VIEW PRIMARY SCHOOL



Fairburn View Primary School

Emergency Response and Business Continuity Response Plans

June 2026

Version: 1.2

Prepared By: J Pratt

Date Taken to Governors: 23 June 2026

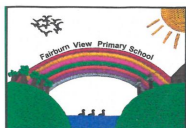
Signed by: _____

Head Teacher – A Webb

Signed by: _____

Chair of Governors – Nichola Smith

Review Date: June 2027



If you are dealing with an incident now, go straight to [Appendix C](#), for the checklist of immediate and on-going actions.

EMERGENCY AND BUSINESS CONTINUITY RESPONSE PLANS

CONFIDENTIAL – DATA PROTECTION

Certain information contained within the Emergency and Business Continuity Response Plans is confidential and should be treated as such. Mobile and/or home telephone numbers, many of which are ex-directory, of the School staff, Council's Officers and representatives of other organisations, have been given on the understanding that they will be for **emergency use only** and you are requested to respect this confidentiality. Disclosure of personal details to unauthorised third parties could be a breach of data protection legislation.

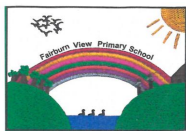
FURTHER INFORMATION

These plans have been prepared by Fairburn View Primary School in conjunction with the Emergency Planning and Business Continuity Manager (Family Services), Wakefield Council. If you require any further information, please contact the Emergency Planning and Business Continuity Manager on 01924 306762 or 07768 646343 or email fsemergencyplanning@wakefield.gov.uk.

NOTIFICATION OF INCIDENTS/REQUESTS FOR ASSISTANCE

Out of Office Hours

Wakefield Council operates a single number contact for notification of emergencies/requests for assistance. This is an ex-directory number for use by Wakefield Council and partner organisations only and must **NOT** be disclosed to the public. The operator will take brief details of the caller (name, telephone number, school name, nature of incident and assistance requested etc.) and pass these on to the Duty Emergency Manager. The number is: - **0844 9020208 (ex directory)**



FAIRBURN VIEW PRIMARY SCHOOL

Should the above number be unavailable, the Council's 24-hour Contact Centre may be contacted. The number is: - **08458 506506 (public number)**

During Office Hours

During office hours, a Manager/Director with Emergency Planning/Business Continuity responsibility should be contacted.

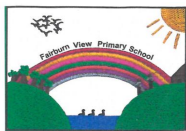
The numbers are: -

01924 306762 or 07768 646343 Emergency Planning and Business Continuity Manager
01924 305091 or 07825 281675 Service Manager, Children's Commissioning & Schools Org
01924 305162 or 07775 838514 Team Manager, Children's Commissioning & Schools Org

Should the above Managers not be available, the Wakefield Council Emergency Planning Section should be contacted. The numbers are: - **01924 305048 or 01924 305053 or 01924 305767**

● **Table of Contents**

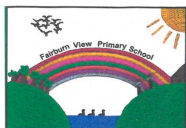
1.	Table of Contents	Page 3 - 4
2.	Document Control	Page 5
3.	Distribution List	Page 6
4.	Exercise Record	Page 6 - 7
SECTION ONE – Contact Details List		
5.	Local Authority (including Family Services)	Page 11
6.	Additional Contacts	
8.	Off-Site Evacuation and Local Response Team Location(s)	Page 12
SECTION TWO – General		
9.	Introduction	Page 14
10.	School Overview	Page 15
11.	Activation	Page 15
12.	Leadership and Management	Page 15
13.	Recording – Actions and Decisions	Page 16
14.	Data Collection and Reporting	Page 16
15.	Finance	Page 16
16.	Resources	Page 16
17.	Communications	Page 17
18.	Recovery	Page 17
19.	Debrief	Page 18
SECTION THREE – Emergency Response Plan		
20.	Plan Objectives	Page 21
21.	Activation	Page 21
22.	Local Response Team	Page 21
23.	Information for all Managers, Staff and Volunteers	Page 22
24.	Task List - Local Response Manager	Page 23
25.	Task List - Administrative Support to the Local Response Team	Page 23
26.	Task List - Person to Contact Emergency Services	Page 24
27.	Task List - Person to Contact Local Authority, the Local Response Team and Appropriate Others	Page 25
28.	Task List - Person to Open Appropriate Buildings	Page 26
29.	Task List - Person Responsible for Immediate Actions to Safeguard People	Page 26
30.	Task List - Person Responsible for Communications and Contact with the Media	Page 27
SECTION FOUR – Business Continuity Response Plan		
31.	Introduction	Page 29



FAIRBURN VIEW PRIMARY SCHOOL

- 32. Plan Objectives [Page 29](#)
- 33. Activation and Notification [Page 29](#)
- 34. Local Response Team [Page 29](#)
- 35. Critical Functions [Page 30](#)
 - Critical Function 1 – Education [Page 30](#)
 - Critical Function 2 – Medication [Page 32](#)
 - Critical Function 3 – Management and Administration [Page 33](#)
 - Critical Function 4 – Catering [Page 35](#)
 - Critical Function 5 – Cleaning [Page 36](#)
- 36. Prioritising Services [Page - 38](#)
- 37. Additional Considerations [Page 38](#)

- Appendix A. Provisional Allocation of Responsibilities - Local Response Team [Page 41](#)
- Appendix B. Incident Log [Page 44](#)
- Appendix C. Emergency and Business Continuity Response Checklist [Page 48](#)
- Appendix D. Local Response Team – Equipment/Facilities [Page 51](#)
- Appendix E. School Information Sheet [Page 53](#)
- Appendix F. Staff List [Page 54](#)

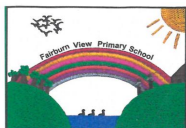


FAIRBURN VIEW PRIMARY SCHOOL

• Document Control

Owner:	Alex Webb Headteacher awebb@fairburnview.co.uk 01977 558350
Author:	Paige Platt Senior Finance Administrator pplatt@fairburnview.co.uk 01977 558350
Contributors:	Staff – Fairburn View Primary School; Alex Webb and School Governors
Record of Reviews:	Current Version: 23 June 2026 Supersedes: 22.05.25
Approval Status:	Prior to Publication, Plan to be approved by: Governing Body of Fairburn View Primary School
Review Date:	Under constant review - Minimum Review date – June 2027 (NB – Review date to be no more than one year from approval)
Exercise Record:	See Page 6-7
Distribution:	See Page 6

• Distribution List



FAIRBURN VIEW PRIMARY SCHOOL

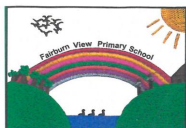
Name	Designation	Address (where plan to be sent)
All staff identified on the Contact Details List (see Section One)		
Lucy Dickson	Emergency Planning & Business Continuity Manager (Family Services)	ldickson@wakefield.gov.uk
Jonathan Foster	Chair of Governors	gjfoster29@gmail.com
Alex Webb	Headteacher	awebb@fairburnview.co.uk

The Emergency and Business Continuity Response Plans and all subsequent updates and/or reviews will be distributed to all persons named above, plus the Local Response Team and Senior Staff as detailed on the 'Contact Details List' (see [section 1 - Page 11 - 12](#)) as soon as possible after approval.

On distribution of updates and/or reviews of the Emergency and Business Continuity Response Plans, recipients will be required to destroy previous outdated copies and replace them with the updated and/or reviewed Emergency and Business Continuity Response Plans.

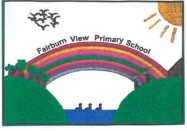
Exercise Record

The Emergency and Business Continuity Response Plans will be tested/exercised at least once per annum (live evacuation tests are undertaken in addition to the exercises listed below, in accordance with the Fire and Evacuation Procedures).



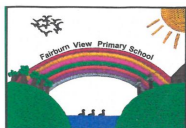
FAIRBURN VIEW PRIMARY SCHOOL

Test No.	Date Test Undertaken	Type of Test • Discussion Group • Table Top Exercise • Live/Practical Exercise	Signature of Person Who Co-ordinated the Test	Name and Designation
1				
2				
3				
4				
5				
6				
7				
8				
9				



FAIRBURN VIEW PRIMARY SCHOOL

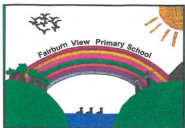
This page has been intentionally left blank



FAIRBURN VIEW PRIMARY SCHOOL

SECTION ONE

CONTACT DETAILS LIST

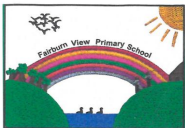


FAIRBURN VIEW PRIMARY SCHOOL

- Local Authority (including Family Services)**

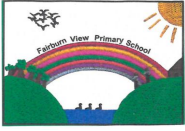
Name	Designation	Office Telephone Number	Home Telephone Number	Mobile Telephone Number
Lucy Dickson	Emergency Planning and Business Continuity Manager (Family Services)	01977 723732	Via Duty Emergency Manager	07796 182167
(Duty Rota)	Wakefield Council Duty Emergency Manager (Available 24 hours, 7 days per week)	01977 724333 (Ex-Directory) or 08458 506506		
Duty	Social Care Direct	0845 8 503 503		
N/A	Press and Publications Officer	01924 305323	Via Duty Emergency Manager	N/A
Andrew Burkinshaw	Insurance Manager	01924 306442	Via Duty Emergency Manager	07826 910755

- Off-Site Evacuation and Local Response Team Location(s)**



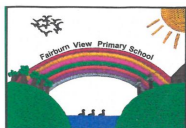
FAIRBURN VIEW PRIMARY SCHOOL

Location	Day Time Contact		Out of Hours Contact	
The Hut Airedale Business Centre Kershaw Avenue Castleford WF10 3ES	The Hut Manager Sarah Wilson	Tel: 01977 722777 Fax: Email:		
Airedale Library and Learning Centre The Airedale Centre The Square Castleford WF10 3JJ	Sam Whitehouse Library Manager	Tel: 01977 724040 Fax: Email:		



SECTION TWO

GENERAL



FAIRBURN VIEW PRIMARY SCHOOL

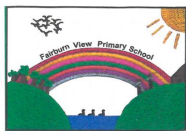
SECTION TWO – General

• Introduction

This Emergency and Business Continuity Response Plan forms the basis of Fairburn View Primary School's response to an emergency and/or business continuity disruption. The plans are not intended to replace any arrangements the School already has to respond to minor or routine incidents, but to supplement arrangements and bring these together into one reference document. The plans can be used to give guidance where large numbers of people are involved, there is a significant press and/or public interest, undue pressure is put on the School's resources resulting in its inability to deal with the incident in isolation and/or to assist in dealing with isolated incidents only affecting the School.

It is impossible to predict the exact form or effect of an emergency and/or business continuity disruption; therefore, these plans are meant to be broadly applicable documents. The potential hazards are numerous; however, the plan has addressed many of the more probable incidents and an assessment of their impact has been considered in drawing up these plans. Other relevant documents which have been considered alongside these plans are:

Name of Document, Plan and/or Procedure	Available from
Bomb Threat Procedures	Bomb Threat Procedures https://www.itslearning.com/index.aspx
Covid-19 Pandemic	All information is held on the Government Website Gov.uk
Fire and Evacuation Procedures	Fairburn View Primary School
Pandemic Influenza Plan	Pandemic Influenza Plan https://www.itslearning.com/index.aspx
Press Office Protocols	Crisis management and dealing with the media Edexec
School Visit Procedures	Health and Safety 'course' available at:- https://www.itslearning.com/index.aspx
Supported Learning During Extended School Closures Framework	Emergency and Business Continuity 'course' available at:- https://www.itslearning.com/index.aspx
Unplanned School Closures Procedure	Emergency and Business Continuity 'course' available at:- https://www.itslearning.com/index.aspx



FAIRBURN VIEW PRIMARY SCHOOL

• School Overview

Fairburn View Primary School is a large primary school, serving a wide and challenging area in Airedale, Castleford centered on the Rivers housing estate and the school works closely with the Airedale Pyramid Collaboration of schools.

School deprivation indicator 0.64 compared to the Wakefield indicator of 0.41

FSM 54.2% of pupils are eligible for FSM.

EAL 7.4% pupils are EAL

• Activation

When an emergency or business continuity disruption is anticipated or identified, the School Headteacher/senior person, should consider activation of the Emergency and/or Business Continuity Response Plans following due consideration of the activation criteria detailed within each plan:-

- Emergency Response Plan (see [section 3 Page 26 - 32](#))
- Business Continuity Response Plan (see [section 4 Page 34 - 43](#))

On some occasions, it may be appropriate for the plan to be put on standby in anticipation of an event rather than being fully activated.

On activation of the Emergency and/or Business Continuity Response Plans, a Local Response Manager should be appointed (see [Appendix A Page 46-47](#)), a Local Response Team established (see [App. A Page 46-47](#)), and the Emergency Planning and Business Continuity Manager (Family Services) should be informed (see [SECTION ONE – Contact Details List, Page 10 - 17](#)).

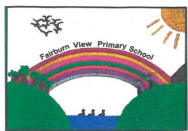
• Leadership and Management

PLANNING

The Author (see above) is responsible for the coordination of the development, implementation and updating of the Emergency and Business Continuity Response Plans. They will regularly review the plans (at least annually) in line with the changing needs of Fairburn View Primary School and, following an emergency and/or business continuity disruption, will review the effectiveness of the plans via a Debrief process (see below) to update the plans as appropriate.

RESPONSE

During an emergency and/or business continuity disruption, leadership and management of the local response will be undertaken by the Local Response Team (see [Page 26](#) and [Appendix D, Page 56-61](#)), and will link with the Family Service Response Team, if established, the Family Services Emergency Planning and Business Continuity Manager, Family Services Contact Officer and/or Wakefield Council Duty Emergency Manager as appropriate.



FAIRBURN VIEW PRIMARY SCHOOL

• **Recording – Actions and Decisions**

During an emergency and/or business continuity disruption, a clear record of decisions taken will assist in the coordination and consistency of decisions. It is also important that an audit trail of command and control decisions is maintained.

- Everyone involved in the response will maintain an Incident Log throughout the response (see [Appendix B Page 49 - 52](#))
- All meetings convened in relation to the emergency and/or business continuity disruption should be minuted and copies of the minutes held by the Local Response Team for collation.
- The Local Response Team Administrative Support (see [Appendix A, Page 46 - 47](#)) will maintain a Message Handling System which will record all messages received and actions taken.

• **Data Collection and Reporting**

During an emergency and/or business continuity disruption, data and information collation and reporting may be required. The Local Response Team should be prepared to provide information and data as requested by the Headteacher, Chair of Governors, Family Services Response Team, Family Services Emergency Planning and Business Continuity Manager and/or Wakefield Council Duty Emergency Manager.

• **Finance**

Although it is very unlikely that the school will receive any additional funding as a result of expenditure incurred due to an emergency and/or business continuity disruption, it is essential that the costs incurred are captured. A record of all expenditure will be maintained by the Local Response Team, and Financial Services should be provided with details of expenditure as requested.

• **Resources**

During an emergency and/or business continuity disruption, it will be key to ensure access to essential physical and human resources.

REQUESTING RESOURCES

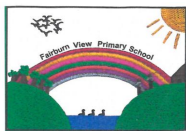
All requests for additional resources should be made as follows:-

- The Local Response Team should request additional resources in liaison with the Headteacher, Family Services Response Team, Family Services Emergency Planning and Business Continuity Manager and/or Wakefield Council Duty Emergency Manager.
- Where a wider response to the emergency and/or business continuity disruption has been established, co-ordination and management of resources will be undertaken centrally.

PROVIDING RESOURCES

All requests to provide resources should be authorised as follows:-

- The Headteacher/senior person receiving the request will obtain details of the resources, who the resources will be utilised by and the reason the resources are required.



FAIRBURN VIEW PRIMARY SCHOOL

- The Headteacher/senior person, in liaison with the Local Response Team, Family Services Response Team, Family Services Emergency Planning and Business Continuity Manager and/or Wakefield Council Duty Emergency Manager will check the availability of the resources.
- Where a wider response to the emergency and/or business continuity disruption has been established, co-ordination and management of resources will be undertaken centrally.
- The Local Response Team will support the provision of resources, as appropriate.

• **Communications**

During an emergency and/or business continuity disruption, it will be key to ensure accurate and timely communications with staff, stakeholders and the media. The Local Response Team (see [Page 26](#) and [Appendix A, Page 46 - 47](#)) in liaison with the Press and Publications Team, Corporate Internal Communications Team, and/or Family Services Customer Relations and Publicity Team will coordinate and manage media issues and internal/external communications. All media communications will be in line with the Press Office Protocols.

• **Recovery**

Recovery from an emergency and/or business continuity disruption will form an integral part of the response from the beginning, as actions taken during the response will influence the longer-term recovery. The emphasis of the Local Response Team when the emergency and/or business continuity disruption has ended should be to ensure recovery of services to previous levels as soon as possible, using lessons from the experiences of the emergency and/or business continuity disruption and refining/updating the Emergency and Business Continuity Response Plans.

The Business Continuity Plan (see [SECTION FOUR – Business Continuity Response Plan, Page 34 - 43](#)) details Recovery Time Objectives for each of the Critical Functions within the School; however, the speed at which recovery can occur will be dependent on the residual impacts of the emergency and/or business continuity disruption including:

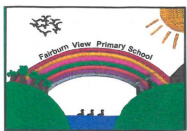
- ongoing demands.
- back logs.
- staff and organisation fatigue.
- supply difficulties.

Therefore, it will be necessary for the Local Response Team, in liaison with the Headteacher/senior person, Chair of Governors, Family Services Response Team and Family Services Emergency Planning and Business Continuity Manager, as appropriate, to prioritise the restoration of services.

During Recovery, it is essential to continue to observe procedures as detailed in the Emergency and Business Continuity Response Plans including:

- Recording – Actions and Decisions (see [Page 21](#))
- Data Collection/Reporting (see [Page 21](#))
- Finance (see [Page 21](#))
- Resources (see [Page 21](#))
- Communications (see [Page 22](#))

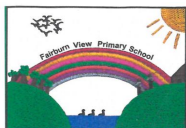
• **Debrief**



FAIRBURN VIEW PRIMARY SCHOOL

Debriefing following an emergency and/or business continuity disruption, minor or major, is essential in order to capture and record all lessons learnt, and then develop an action plan for improvement of the Emergency and Business Continuity Response Plans. A Debrief Meeting should be convened under the chairmanship of the Headteacher; membership of the meeting will be at the discretion of the Chairperson and will depend on the nature of the emergency or business continuity disruption. The meeting should consider all aspects of the emergency and/or business continuity disruption and should review all elements of the Emergency and Business Continuity Response Plans which were utilised. Changes/actions required should be identified and the Author (see above) should ensure that these are incorporated into an updated version of the Emergency and Business Continuity Response Plans as soon as possible. The Debrief Meeting should be minuted in line with the Recording – Actions and Decisions Procedures (see [Page 21](#)).

This page has been intentionally left blank



FAIRBURN VIEW PRIMARY SCHOOL

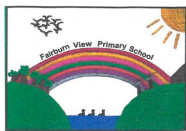
SECTION THREE

EMERGENCY RESPONSE PLAN

SECTION THREE – Emergency Response Plan

www.wakefield.gov.uk

wakefieldcouncil
working for you



FAIRBURN VIEW PRIMARY SCHOOL

• Plan Objectives

The aim of the Emergency Response Plan is to set out the arrangements for the activation and management of an emergency response affecting Fairburn View Primary School.

• Activation

The arrangements set out in the Emergency Response Plan will be activated under one or more of the following conditions:

- When a major emergency has been declared by the Wakefield Council Duty Emergency Manager which affects the School directly or indirectly
- At the discretion of the:
 - Family Services Emergency Planning and Business Continuity Manager
 - Family Services Contact Officer

And/or

- Headteacher/senior person

Activation of the Emergency Response Plan will be as follows:

- Head teacher/senior person informed of emergency:
 - to ensure appropriate immediate actions are taken (e.g. contact emergency services).
 - to activate the Emergency Response Plan
 - to appoint the Local Response Manager
- The Local Response Manager will take responsibility for the co-ordination of the School's response and appoint all appropriate others required to ensure an immediate, effective and caring response to the emergency.

• Local Response Team

Primary Location: The Hut Telephone: 01977 722777

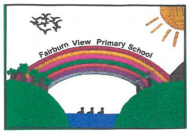
Off-site Reserve Location: Airedale Library Telephone: 01977 724040

A Local Response Team will need to be established at the discretion of the Head teacher/senior person, where the response can no longer be managed within the normal workload of the School. Where established, the Local Response Team will co-ordinate the Schools response to an incident. The membership will comprise of staff to undertake the following roles:

- Local Response Manager
- Administrative Support to the Local Response Team

And, as appropriate, person(s) responsible for:

- contacting Emergency Services
- contacting the Local Authority, the Local Response Team and appropriate others



FAIRBURN VIEW PRIMARY SCHOOL

- opening appropriate buildings
- immediate actions to safeguard people
- contact with the media

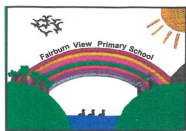
Staff will be appointed to these roles in line with the Provisional Allocation of Responsibilities (see [Appendix A Page 46 - 47](#)).

The Headteacher/senior person will appoint the Local Response Manager to take responsibility for the co-ordination of the School's response and appoint all appropriate others required to ensure an immediate, effective and caring response to the incident.

- **Information for all Managers, Staff and Volunteers**

RESPONSIBILITIES

- Be ready to respond to any potential hazard in and around the School.
- Contact the Headteacher/senior person in the event of any incident, giving information about the:
 - Nature of the incident
 - Type of help required
 - Emergency service(s) required, if applicable
 - Exact location of the incident
 - Number of casualties and nature of injuries, if applicable
- If necessary, evacuate the building, in accordance with the Fire and Evacuation Procedures.
- If necessary, activate Shelter/Lockdown Procedures.
- Maintain a calm atmosphere.
- Do not speak directly to the media - refer all enquiries to the Wakefield Council Press and Publication Team.
- Respond to directions from the Local Response Manager or other personnel in control (i.e. Police, Family Services Emergency Planning and Business Continuity Manager, Family Services Site Liaison Officer and/or Wakefield Council Duty Emergency Manager).



FAIRBURN VIEW PRIMARY SCHOOL

• Task List - Local Response Manager

RESPONSIBILITIES

The Local Response Manager will take responsibility for the co-ordination of the School's response and appoint all appropriate others required to ensure an immediate, effective and caring response to the incident. Specifically to:

- Co-ordinate and direct the activities of the Local Response Team.
- Draw up an action plan for the immediate course of action to be taken for the specific incident. (Refer to the Emergency and Business Continuity Response Checklist – see [Appendix C, Page 53 - 55](#))
- Delegate responsibilities for the following support roles:
 - Administrative Support to the Local Response TeamAnd, as appropriate, persons responsible for:
 - contacting Emergency Services
 - contacting the Local Authority, the Local Response Team and appropriate others
 - opening appropriate buildings
 - immediate actions to safeguard people
 - contact with the media

In accordance with the Provisional Allocation of Responsibilities – Local Response Team (see [Appendix A, Page 46 - 47](#)) and provide each person with a task list.

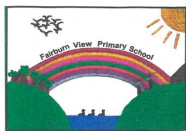
- Provide a flexible response (and consider Recovery), based on the Emergency and Business Continuity Response Plans and give due consideration to the Emergency and Business Continuity Response Checklist (see [Appendix C, Page 53-55](#)).
- Keep a comprehensive incident log (see [Appendix B, Page 49 - 52](#)).
- Ensure a record of expenditure is maintained throughout the response and recovery.
- Consult with the Police, Local Authority and/or Family Services representatives and the person responsible for liaison with the media about the release of information to pupils, staff, parents/carers, general enquiries and the media.
- Respond to directions from personnel in control (i.e. Police, Family Services Emergency Planning and Business Continuity Manager, Family Services Site Liaison Officer and/or Wakefield Council Duty Emergency Manager).

Task List - Administrative Support to the Local Response Team

RESPONSIBILITIES

The Administrator will take responsibility for all administrative functions for the Local Response Team and for the administration/co-ordination of the media response under the direction of the Wakefield Council Press and Publications Officer, the Local Response Manager and/or Headteacher. Specifically to:

- Receive task list from the Local Response Manager.
- Check that all necessary communication and office equipment are available, and working, in the Local Response Team Location (e.g. telephones, fax, computers, e-mail and/or photocopier).
- Provide appropriate personnel with contact details for the Local Response Team, at the direction of the Local Response Manager (e.g. all members of the Local Response Team, Family Service Emergency Planning & Business Continuity Manager, Police, etc)



FAIRBURN VIEW PRIMARY SCHOOL

- In liaison with the Local Response Manager, ensure that a comprehensive Incident Log is maintained throughout the response (see [Appendix B, Page 49 - 52](#)).
- In liaison with the Local Response Manager, ensure that a record of expenditure is maintained throughout the response and recovery.
- Set up and operate a message handling system.
- Contact the Wakefield Council Press and Publications Officer (see above) if not already informed by the Family Services Emergency Planning and Business Continuity Manager, Wakefield Council Duty Emergency Manager or Family Services Site Liaison Officer.
- Work in accordance with the Press Office Protocols.
- Co-operate with the media and answer general queries about the arrangements being made for the dissemination of information to the media.
- Assist with the arrangements for media briefings, in consultation with the Wakefield Council Press and Publications Officer who will take the lead role.
- Assist the Local Response Manager with the preparation of media statements, in consultation with the Wakefield Council Press and Publications Officer who will take the lead role.
- Provide basic information about the School as requested by the media (see [Appendix E, Page 59 - 61](#)).
- Liaise, in association with the Wakefield Council Press and Publications Officer, between the media and those affected by the emergency/incident regarding media interviews, seek appropriate permissions (parent/carers) prior to any pupil giving media interviews and ensure they receive any necessary support.
- Request, in association with the Wakefield Council Press and Publications Officer, interview questions from the media in advance of interviews and undertake research work as necessary.
- Respond to directions from the Local Response Manager or other personnel in control (i.e. Police, Family Services Emergency Planning and Business Continuity Manager, Family Services Site Liaison Officer and/or Wakefield Council Duty Emergency Manager).

Task List - Person to Contact Emergency Services

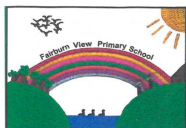
RESPONSIBILITIES

To take responsibility for contacting the emergency services as appropriate. Specifically to:

- Receive task list from the Local Response Manager.
- Contact the emergency services as appropriate:
 - Police 999
 - Fire 999
 - Ambulance 999

Be prepared to give the following information:

- Emergency service(s) required
 - Exact location of the incident
 - Number of casualties
 - Nature of injuries
 - Hazards which may be encountered by the emergency services at the site
 - Location of where call is being made from
 - Your name and telephone number
- Maintain a personal incident log (see [Appendix B, 49 - 52](#)).



FAIRBURN VIEW PRIMARY SCHOOL

- Respond to directions from the Local Response Manager or other personnel in control (i.e. Police, Family Services Emergency Planning and Business Continuity Manager, Family Services Site Liaison Officer and/or Wakefield Council Duty Emergency Manager).

Task List - Person to Contact Local Authority, the Local Response Team and Appropriate Others

RESPONSIBILITIES

To take responsibility for contacting the Local Authority, members of the Local Response Team and appropriate others as directed by the Local Response Manager. Specifically to:

- Receive task list from the Local Response Manager.
- Contact should be made with the following personnel immediately following the implementation of the Emergency and Business Continuity Response Plans (see above):
 - Family Services Emergency Planning & Business Continuity Manager
If unavailable
 - Wakefield Council Duty Emergency Manager – and ask that they contact one of the Family Services Contact Officers on your behalf.

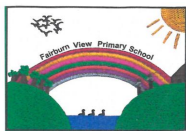
Be prepared to give the following information:

- Your name
 - Your telephone number
 - Exact location of the incident
 - Details of the incident
 - Nature of assistance required – i.e. dealing with the media; transport; communications.
- Contact appropriate members of the Local Response Team (see [Appendix A, Page 46 - 47](#)) at the direction of the Local Response Manager.
 - Contact appropriate others at the direction of the Local Response Manager (see [Page 26](#)).
 - Maintain a personal incident log (see [Appendix B, Page 49 - 52](#)).
 - Respond to directions from the Local Response Manager or other personnel in control (i.e. Police, Family Services Emergency Planning and Business Continuity Manager, Family Services Site Liaison Officer and/or Wakefield Council Duty Emergency Manager).

Task List - Person to Open Appropriate Buildings

RESPONSIBILITIES

To take responsibility for opening all appropriate buildings including primary, reserve and/or off-site Local Response Team Location and be fully conversant with the building's facilities and services. Specifically to:



FAIRBURN VIEW PRIMARY SCHOOL

- Receive task list from the Local Response Manager.
- Open the appropriate buildings at the direction of the Local Response Manager.
- If required, open the off-site Local Response Team Location at the direction of the Local Response Manager (see above).
- Consider the need for alternative premises - in liaison with Police, Family Services Emergency Planning & Business Continuity Manager and/or Local Response Manager.
- Provide details of the School's building and services to appropriate personnel (i.e. Fire Service, Police, Utility providers, Family Services Emergency Planning and Business Continuity Manager, Family Services Site Liaison Officer and/or Wakefield Council Duty Emergency Manager).
- Maintain a personal incident log (see [Appendix B, Page 49 - 52](#)).
- Respond to directions from the Local Response Manager or other personnel in control (i.e. Police, Family Services Emergency Planning and Business Continuity Manager, Family Services Site Liaison Officer and/or Wakefield Council Duty Emergency Manager).

Task List - Person Responsible for Immediate Actions to Safeguard People

RESPONSIBILITIES

To take responsibility for ensuring the safety of all pupils, staff and visitors. Specifically to:

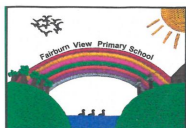
- Receive task list from the Local Response Manager
- Evacuate the building in accordance with the local Fire and Evacuation Procedures, if appropriate.
- Activate Shelter/Lockdown Procedures, if appropriate.
- Liaise with the Local Response Manager and the Emergency Services, once names of those present have been checked against attendance list.
- Where an evacuation has taken place, ensure that everyone is afforded shelter at the off-site evacuation point (see above).
- Ensure that immediate reassurance and support is given for anyone who is distressed.
- Maintain a personal incident log (see [Appendix B, Page 49 - 52](#)).
- Respond to directions from the Local Response Manager or other personnel in control (i.e. Police, Family Services Emergency Planning and Business Continuity Manager, Family Services Site Liaison Officer and/or Wakefield Council Duty Emergency Manager).

Task List - Person Responsible for Communications and Contact with the Media

RESPONSIBILITIES

To take responsibility for all communications including giving media interviews, preparation of media statements and the preparation of information to be issued to pupils, staff, parents/carers and visitors in liaison with the Wakefield Council Press and Publications Officer and Local Response Manager.

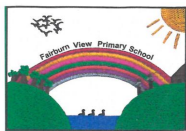
N.B Only the Press and Publications Officer, Corporate Director (Family Services), Service Director (Schools and Lifelong Learning, Family Services) or Headteacher should give media statements/interviews and/or answer questions relating to the incident.



FAIRBURN VIEW PRIMARY SCHOOL

Specifically to:

- Receive task list from the Local Response Manager.
- Work in accordance with the Press Office Protocols and the Communications procedures detailed within this plan (see above)
- Prepare media statements, in consultation with the Wakefield Council Press and Publications Officer.
- Give media interviews and deliver media statements, in consultation with the Wakefield Council Press and Publications Officer.
- Prepare information letters/statements to be issued to pupils, parents/carers and staff, in consultation with the Wakefield Council Press and Publications Officer.
- Ensure effective communications with the Local Authority, Family Services and appropriate partner agencies.
- Maintain a personal incident log (see [Appendix B, Page 49 - 52](#)).
- Respond to directions from the Local Response Manager or other personnel in control (i.e. Police, Family Services Emergency Planning and Business Continuity Manager, Family Services Site Liaison Officer and/or Wakefield Council Duty Emergency Manager).



SECTION FOUR

BUSINESS CONTINUITY PLAN

SECTION FOUR – Business Continuity Response Plan

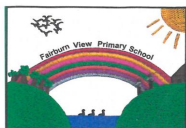
- **Introduction**

A business continuity disruption is any event that prevents Fairburn View Primary School from carrying out its normal activities. It is recognised that a structured, pre-planned, co-ordinated and tested plan is vital to the School's successful response to any potentially disruptive challenge. The outcome of the business continuity management process is this Business Continuity Response Plan, which will help Fairburn View Primary School to anticipate, prepare, respond to and recover from the impacts of disruptive events.

- **Plan Objectives**

The aim of this plan is to ensure that Fairburn View Primary School can continue in the event of a disruption – of whatever scale – and is able to recover and return to business as usual as soon as possible. The objectives of the plan are to:

- Provide a planned response to deal with a disruption
- Identify the critical functions of Fairburn View Primary School.
- Prevent/limit disruption to services, partners and stakeholders.
- Ensure that staff are aware of the procedures and are prepared to deal with a disruption.



FAIRBURN VIEW PRIMARY SCHOOL

• Activation and Notification

When a disruptive event is anticipated or identified, which will affect normal service delivery and impact on the delivery of the critical functions, the plan should be implemented. On some occasions, it may be appropriate for the plan to be put on standby in anticipation of an event rather than being fully activated.

The plan will be implemented on the authorisation of the Headteacher/senior person who will also decide if a Local Response Team needs to be established. Managers and staff will be notified that the plan has been invoked by the Headteacher/senior person. The Chair of Governors, Family Services Emergency Planning and Business Continuity Manager and all appropriate Directors, Managers, Officers and Elected Members should be informed of the disruption and the activation of this plan (see [SECTION ONE – Contact Details List. Page 10 - 15](#)).

The plan will be stood down by Headteacher/senior person or Local Response Manager, if a Local Response Team is established.

• Local Response Team

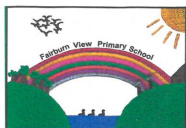
The Local Response Team will be established at the discretion of the Headteacher/senior person at a time where the response can no longer be managed within the normal workloads of the School. The Local Response Team membership will be defined by the Local Response Manager and will be located/based in line with the procedures detailed in the Emergency Response Plan (see [SECTION THREE – Emergency Response Plan, Page 29 - 30](#)).

• Critical Functions

The following section will set out the critical functions of Fairburn View Primary School as identified by the Business Impact Analysis and Risk Analysis undertaken to support the Business Continuity Management process. Critical Function 1 – Education (Statutory & Non-statutory)

Responsible Person:	Alex Webb		
Max time CF could stop	5 days	Recovery Time:	1 day

Staffing, Skills & Knowledge Minimum Requirements			
Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week
No of Staff	11	20	20
Skills and Qualifications	- Teaching Qualification with QTS 4 HLTAs 24 TAs		



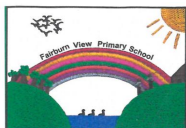
FAIRBURN VIEW PRIMARY SCHOOL

	• 5 Nursery Nurses • DBSs • Designated Safeguarding Person
Contingency Arrangements	• Agency Staff – Milk Education 0113 418 0100 • Hays 0113 200 3710 • Provide 01484 722 705

Premises, Workspace & Utilities Minimum Requirements			
Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week
Site/Space Requirements	1 room	2 rooms	3 + rooms
Additional Needs	• Safe and secure space for 506 children pupils and 85 staff, heating, lighting and water		
Contingency Arrangements	• The Hut, Airedale		

IT, Communications & Data Minimum Requirements			
Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week
No of Phones	2	3	4
No of Computers	2	4	30
No of Printers	1	2	4
Data/Information Required & Location	• Arbor • Backup disk with Business Manager and Cloud backup with Alamo (IT Provider)		
Additional Requirements	• Wi-Fi		
Contingency Arrangements	Staff laptops		

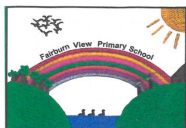
Equipment & Supplies Minimum Requirements			
Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week
Equipment Required	• Educational resources • Stationery • Teacher Resource Books		



FAIRBURN VIEW PRIMARY SCHOOL

Additional Requirements	Laptops
Contingency Arrangements	Borrow equipment and supplies from other pyramid schools

Stakeholder Minimum Requirements			
Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week
Stakeholders	- Staff - Parents/Carers - Pupils - Governors		
Contingency Arrangements	- Staff - Parents/Carers - Pupils - Governors		



FAIRBURN VIEW PRIMARY SCHOOL

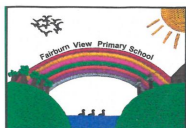
Critical Function 2 – Medication

Responsible Person:	Appointed First Aiders: M Moore/P Platt/P Rowett/Administrative Officer		
Max time CF could stop	Nil	Recovery Time:	Immediate

Staffing, Skills & Knowledge Minimum Requirements			
Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week
No of Staff	1	3	3
Skills and Qualifications	• 2 Paediatric first aiders • DBS • Child Protection awareness training		
Contingency Arrangements	• 2 Paediatric first aiders • DBS • Child Protection awareness training		

Premises, Workspace & Utilities Minimum Requirements			
Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week
Site/Space Requirements	Safe and secure private space Electric Heating Water	Safe and secure private space Electric Heating Water	Safe and secure private space Electric Heating Water
Additional Needs	• Medication Data • Fridge • First aid box		
Contingency Arrangements	• Safe and secure private space		

IT, Communications & Data Minimum Requirements			
Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week
No of Phones	1	1	1
No of Computers	1	1	1
No of Printers	1	1	1
Data/Information Required	• Arbor on any staff laptop.		



FAIRBURN VIEW PRIMARY SCHOOL

& Location	
Additional Requirements	Medication fridge locked
Contingency Arrangements	Staff access to medication data. Paediatric second first aider (P Platt)

Equipment & Supplies Minimum Requirements			
Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week
Equipment Required	- Fridge - First Aid Box		
Additional Requirements	Lock first aid fridge/cupboard		
Contingency Arrangements	First aid locked cupboard and first aid kit.		

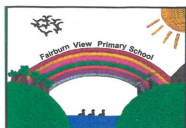
Stakeholder Minimum Requirements			
Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week
Stakeholders	- Pupils in receipt of medication - Paediatric first aiders.		
Contingency Arrangements	Arbor on staff laptop		

Critical Function 3 – Management & Administration

Responsible Person:	Senior Management Team		
Max time CF could stop	Nil	Recovery Time:	3 days

Staffing, Skills & Knowledge Minimum Requirements			
Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week
No of Staff	4	5	5
Skills and Qualifications	1 person to maintain communication and activate appropriate plans (SMT or BM) - DBS - Child Protection Training (Awareness) - Link to the Governing Body		
Contingency Arrangements	1 Senior Management team 1 BM or administrator - DBS - Child Protection Training (Awareness) - Link to the Governing Body		

Premises, Workspace & Utilities Minimum Requirements
--

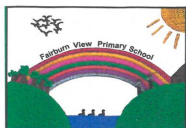


FAIRBURN VIEW PRIMARY SCHOOL

Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week
Site/Space Requirements	1 Workspace Electric Heating Water	1 Workspace Electric Heating Water	1 Workspace Electric Heating Water
Additional Needs	• 3 Phones • 3 Computers • Printer • Pupil contact details • Stationery		
Contingency Arrangements	• Work from home with school staff laptop		

IT, Communications & Data Minimum Requirements			
Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week
No of Phones	1	2	3
No of Computers	1	2	3
No of Printers	1	1	1
Data/Information Required & Location	• Arbor • School staff laptop • Pupil contact details (School Office SAO desk) plus in grab bag		
Additional Requirements	• Stationery		
Contingency Arrangements	• Work from home with school staff laptop.		

Equipment & Supplies Minimum Requirements			
Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week
Equipment Required	• Stationery		
Additional Requirements	• Workstations		
Contingency Arrangements	• Work from home with school staff laptop.		
Stakeholder Minimum Requirements			
Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week



FAIRBURN VIEW PRIMARY SCHOOL

Stakeholders	• DfE • Local Authority • School Community • Governors
Contingency Arrangements	• Work from home with school staff laptop.

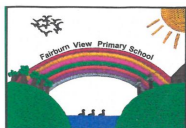
Critical Function 4 – Catering

Responsible Person:	Provided under contract by Dolce Catering – details below refer to the school responsibilities to support the provision of meals to pupils.		
Max time CF could stop	1 day	Recovery Time:	Within 1 day

Staffing, Skills & Knowledge Minimum Requirements			
Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week
No of Staff	4 Staff	5 Staff	6 Staff
Skills and Qualifications	DBS Child Protection training (awareness)		
Contingency Arrangements	• Any school staff available		

Premises, Workspace & Utilities Minimum Requirements			
Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week
Site/Space Requirements	Kitchen Dining Space for 460 pupils Gas Electric Water	Kitchen Dining Space for 460 pupils Gas Electric Water	Kitchen Dining Space for 460 pupils Gas Electric Water
Additional Needs	• Hall		
Contingency Arrangements	Dolce contacts: • Marion Grayson: 07881 869819 • Andrea Mills-White: 07411 149458		

IT, Communications & Data Minimum Requirements			
Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week



FAIRBURN VIEW PRIMARY SCHOOL

No of Phones	1	1	1
No of Computers	1	1	1
No of Printers	1	1	1
Data/Information Required & Location	- Food allergy information - Phone (mobile from BM)		
Additional Requirements	Laptop		
Contingency Arrangements	Contact Dolce catering		

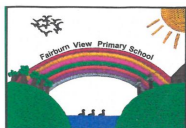
Equipment & Supplies Minimum Requirements			
Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week
Equipment Required	-		
Additional Requirements	-		
Contingency Arrangements	-		

Stakeholder Minimum Requirements			
Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week
Stakeholders	- Pupils - School Staff - Parents/Carers - Dolce Catering		
Contingency Arrangements	Contact Dolce catering		

Critical Function 5 – Cleaning

Responsible Person:	Premises Supervisor		
Max time CF could stop	1 week (with targeted cleaning in toilet/kitchen areas)	Recovery Time:	2 days

Staffing, Skills & Knowledge Minimum Requirements			
Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week
No of Staff	1	1	Site Supervisor



FAIRBURN VIEW PRIMARY SCHOOL

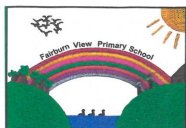
			Cleaners
Skills and Qualifications	1 person to co-ordinate targeted cleaning - DBS checks - Child protection training (awareness)		
Contingency Arrangements	Contact cleaners/Premises Supervisor		

Premises, Workspace & Utilities Minimum Requirements			
Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week
Site/Space Requirements	Hot water Electric	Hot water Electric	Hot water Electric
Additional Needs	- Cleaning materials - Phone		
Contingency Arrangements	Contact cleaners/Premises Supervisor		

IT, Communications & Data Minimum Requirements			
Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week
No of Phones	1	1	1
No of Computers	0	0	0
No of Printers	0	0	0
Data/Information Required & Location	- Phone (BM) - Phone (Premises Supervisor)		
Additional Requirements	-		
Contingency Arrangements	Contact cleaners/Premises Supervisor		

Equipment & Supplies Minimum Requirements			
Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week
Equipment Required	Hygiene supplies		
Additional Requirements	Cleaning equipment		
Contingency Arrangements	Contact Premises Supervisor/cleaners		

Stakeholder Minimum Requirements



FAIRBURN VIEW PRIMARY SCHOOL

Timescale	0-24 hours	24hrs – 3 days	3 days – 1 week
Stakeholders	• Pupils • Staff • Governing Body		
Contingency Arrangements	• Contact Premises Supervisor		

Prioritising Services

The prioritisation of services during a disruption, and during recovery, will be the responsibility of the Local Response Team in conjunction with the Headteacher, Chair of Governors, Family Services Response Team, DMT, EMT, CMT and partner agencies, as appropriate.

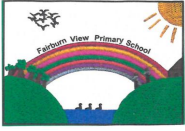
Any decision to reduce, suspend or create a service needs to consider the potential impact on the wider community. These considerations must include:

- Short and long-term impacts on pupils, parents/carers, staff and service recovery.
- Potential to deliver the service in an alternative way.
- Deferring non-essential work to release resources.
- Legal duties to provide services.
- Safeguarding issues.
- Maintenance of minimum standards.
- Health and safety issues.

• Additional Considerations

Management of the response should be in line with the following procedures:

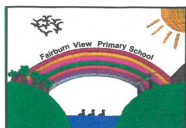
- Recording – Actions and Decisions (see above)
- Data Collection/Reporting (see above)
- Finance (see above)
- Resources (see above)
- Communications (see above)
- Recovery (see above)
- Debrief (see above)



FAIRBURN VIEW PRIMARY SCHOOL

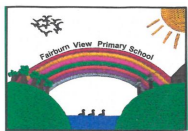
APPENDICES





FAIRBURN VIEW PRIMARY SCHOOL

This page has been intentionally left blank

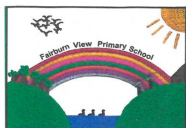


FAIRBURN VIEW PRIMARY SCHOOL

Appendix A. Provisional Allocation of Responsibilities - Local Response Team

The following sets out the provisional allocation of responsibilities for the make-up of the Local Response Team. The Local Response Manager should utilise this table to allocate roles and responsibilities.

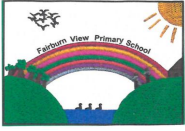
Responsibility	Primary	First Reserve	Second Reserve
	Designation	Designation	Designation
Local Response Manager (see above)	Sara Waterall	Duty emergency manager	Duty emergency officer
Administrative Support to the Local Response Team (see above)	Julie Pratt School Business Manager	Michelle Moore/Paige Platt Senior Administration Officer	Alex Webb Head teacher
Person to contact the Emergency Services (see above)	Julie Pratt School Business Manager	Alex Webb Head teacher	Michelle Moore Senior Administration Officer
Person to contact LA, Local Response Team & appropriate others (see above)	Julie Pratt School Business Manager	Alex Webb Head teacher	Michelle Moore Senior Administration Officer
Person to open appropriate buildings (see above)	Craig Norris Site Supervisor	Alex Webb Head teacher	Julie Pratt School Business Manager
Person responsible for immediate actions to safeguard people (see above)	Alex Webb Head teacher	Deputy Head teacher	Jenny Allison Assistant Head Teacher
Person responsible for communications and contact with the Media (see above)	In consultation with the Wakefield Council Press and Publications Officer – Corporate Director, Service Director, Head teacher Alex Webb, Nichola Smith, Julie Pratt		



FAIRBURN VIEW PRIMARY SCHOOL

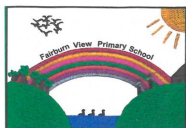
FOR CONTACT DETAILS

SEE [SECTION ONE – Contact Details List, Page 10 - 17](#)



FAIRBURN VIEW PRIMARY SCHOOL

This page has been intentionally left blank



Appendix B. Incident Log

GENERAL

All Managers/Officers working on an emergency/business continuity response **must** complete this incident log. For the pre-designated posts, the outline of responsibilities within the Emergency Response and Business Continuity Plans will be an initial aid to actions that need to be undertaken; however, an incident log must be maintained throughout the emergency/business continuity response.

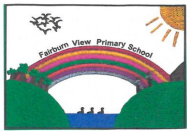
It might be difficult to complete the log immediately, but a record should be kept of actions taken etc. Use of a hand-held dictating machine for staff at the site of an incident is acceptable in the short term, but audio notes must be transferred to the incident log at the earliest opportunity.

INCIDENT LOG – REASON FOR ACTION

The Incident Log makes provision for a note to be made of the reason any action has been taken. In the majority of cases, actions taken will be obvious and there will be no alternative course available. In such cases, the final column of the record should be annotated with a remark to that effect. However, two or more possible courses of action may be available; in such cases, the two (or more) possibilities should be noted in the final column together with the reason for the action eventually taken. You are required to record this information so that in any subsequent enquiry or legal case, Managers/Officers required to “justify” their actions will have a record, made at the time, to which they can refer.

COMPLETED LOGS

At the conclusion of the emergency/business continuity response, or at frequent intervals in the case of extended situation, copies of all completed incident logs should be collated by the Local Response Manager and held as a permanent record of the event.



FAIRBURN VIEW PRIMARY SCHOOL

INCIDENT LOG

Your Name

Your Designation

Date of Log:

From:	To:

DETAILS OF NOTIFICATION

Who notified you of the incident?

What is his/her telephone number?

Which Service/organisation is he/she from?

Where is he/she located?

What time were you notified?

What is the date?

24-hour clock

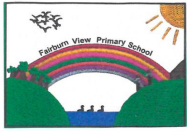
THE INCIDENT/EVENT

What is the nature of the incident/event?

What is the location of the incident/event?

Additional Information

RESPONSE



FAIRBURN VIEW PRIMARY SCHOOL

**Are any immediate resources required?
Details of what is required, where and when.**

Consider.....

- Physical resources
- Transport
- Staffing
- Accommodation

Who do you need to inform about the incident?

Do you need to appoint any emergency response staff?

Does the incident/event have any Business Continuity implications?
(If so, consider activating your Business Continuity Plan)

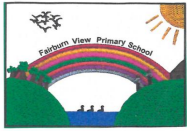
Are there any other considerations?

Appointment	Time

INCIDENT LOG

Use this sheet to record your ongoing actions/decisions

DATE	TIME	ACTION/DECISION/INFORMATION	REASON FOR ACTION
------	------	-----------------------------	-------------------



FAIRBURN VIEW PRIMARY SCHOOL

Page No

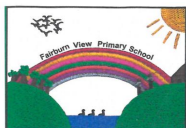
of

ADDITIONAL SHEETS SHOULD BE PHOTOCOPIED

Appendix C. Emergency and Business Continuity Response Checklist

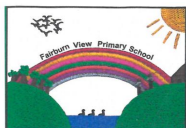
This checklist provides an outline of the actions that may be required in responding to an emergency and/or business continuity disruption. This list is NOT exhaustive and additional actions may be required depending on the nature of the incident, at the discretion of the Local Response Manager, or other appropriate person in control.

Actions for Consideration		Notes
Incident Notification	Person receiving notification of the incident should obtain as much information as possible and commence completion of the Incident Log. (See Appendix B above Page 49 - 52)	



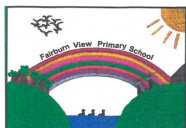
FAIRBURN VIEW PRIMARY SCHOOL

Safety and Welfare	If appropriate, alert the relevant emergency service(s).	
	All staff must ensure their own safety and then the safety of others.	
	If appropriate, evacuate from the incident area and move/transport people to a safe location, in accordance with Evacuation Procedures.	
	Ensure all essential equipment/supplies, records and Grab Bags are taken to the evacuation point, if safe to do so.	
	If appropriate, implement Shelter Procedures.	
	Establish the whereabouts of all people within the site at the time of the incident, make a list of those unaccounted for and provide this to the emergency services.	
	Consider the welfare of all people, particularly those with special needs.	
Activate Plans	Person receiving notification of incident should inform the appropriate personnel who can activate the Emergency Response and/or Business Continuity Plan(s). (See Page 26 - 30)	
	If appropriate, activate the Emergency Response Plan. (Page 26 - 30)	
	If appropriate, activate the Business Continuity Plan. (See Page 34 - 43)	
Record Keeping	All Managers and staff involved should complete and maintain an Incident Log. (See Appendix B above Page 49 - 52)	
	All actions and decisions to be recorded in line with Recording – Actions and Decisions Procedures. (See Page 49 - 52 above)	
	Maintain a record of expenditure. (See Page 21)	
Emergency Services	Ensure access for the Emergency Services to the site.	
	Identify the incident commander from the relevant emergency service(s). Ensure they are advised of all factors relevant to the incident and are assisted as required.	
Liaise with LA Services	As appropriate, contact the following Local Authority Services (See Page 16) • Family Services Emergency Planning & Business Continuity Manager • Family Services DMT • Wakefield Council Emergency Planning Section • Wakefield Council Press and Publications Team	
Local Response Team	As appropriate, establish a Local Response Team. (See Page 26)	
	Contact team members (See Appendix A, Page 46 - 47 and Page 10 - 15) and advise of date and time required and team location (See Page 17)	



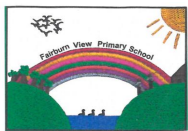
FAIRBURN VIEW PRIMARY SCHOOL

	Allocate team members with roles and responsibilities (See Appendix A above) and issue Task Lists (Page 28)	
	Decide if Local Response Team is required to be operational at all times or whether the team can meet periodically throughout the incident – where periodic meeting will take place, and inform team members of date, time and location of meetings.	
Local Response Team (Cont....)	Develop an Action Plan for the incident response, consider: • Critical Function Disruption Identification (see Page 35 - 43) • Damage Identification (see 2 sections below) • Determine Priorities (See section above) • Activation of contingency and mitigation arrangements • Determine support required from Family Services, other Council Directorates, partner agencies and/or stakeholders. (See Page 22) • Communications (see Page 22) • Short, medium- and long-term issues, including Recovery (see Page 22)	
	Ensure Recording Actions and Decision Procedures are activated. (See Page 21)	
Critical Function Disruption Identification (See Page 35 - 43)	Which Critical Functions have been disrupted? How?	
	Which Critical Functions have been indirectly disrupted? How?	
	What impacts will this have?	
	Activate appropriate contingency and mitigation arrangements.	
Damage Identification	Damage to buildings, fixtures and fittings	
	Damage to personal belongings	
	Liaise with Facilities Management and Insurance Services, as required. (See Page 17)	
Communications (See Page 32)	Ensure regular information and communication are provided, as appropriate, to: • Headteacher • Staff (both directly and indirectly involved in the incident) • Pupils, parents/carers • Family Services, other Council Directorates, partner agencies and/or stakeholders. • Elected Members • Media • Regulatory Bodies (e.g. HSE)	
	Liaise, as appropriate, with the: • Press and Publications Team • Corporate Internal Communications Team • Family Services Customer Relations and Publicity Team Decide when, how often and who needs to receive regular information and communications and provide in line with procedures.	



FAIRBURN VIEW PRIMARY SCHOOL

	All appropriate methods of communication should be considered, e.g.: • Email • Intranet • Internet • Telephone • Post • Meetings • Media • Information points	
Finance	Maintain a record of expenditure.	
(See Page 21)	Liaise with Finance regarding costs and any information they require	
Recovery	Ensure Recovery is considered throughout the response.	
(See Page 22)		
Debrief	Undertake a Debrief meeting and complete actions identified.	
(See Page 23)		

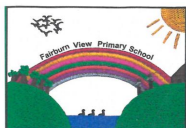


FAIRBURN VIEW PRIMARY SCHOOL

Appendix D. Local Response Team – Equipment/Facilities

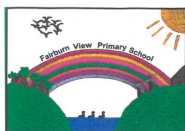
The following equipment/facilities will be required by the Local Response Team; the person responsible for Administrative Support to the Local Response Team will ensure that the following items are available, set-up and operating within the Local Response Team Location (see above).

Item	Where located	Notes
Grab bag	Main Office	• Stationery • Pupil Contact list • Maps and plans • Emergency & Business Continuity Response Plans
Telephone(s)	Main office Head teacher's office	01977 558350
Mobile phone(s)	School Office	Attendance: 07717 800067 Teatime Club: 07917 580760
Photocopier	Photocopier Room and Staff Room	Card required
Computer with internet/email	Main office x 2	
Emergency and Business Continuity Response Plans	Main office	In main office and one with the SBM, Headteacher and Deputy Headteacher
Incident Logs	Emergency and Business Continuity Response Plans (see Appendix B, Page 49 - 52)	In Grab bag (blank ones)
Task Lists of members of the Local Response Team	Emergency and Business Continuity Response Plans (see SECTION TWO – Emergency Response Plan, Page 26 - 30)	
Stationery	Main office	In Grab bag
Maps and Plans	Main office	In Grab bag



FAIRBURN VIEW PRIMARY SCHOOL

Team Information Sheet	Emergency and Business Continuity Response Plans (see Appendix E, Page 59 - 61)	In Grab bag.
------------------------	--	--------------



FAIRBURN VIEW PRIMARY SCHOOL

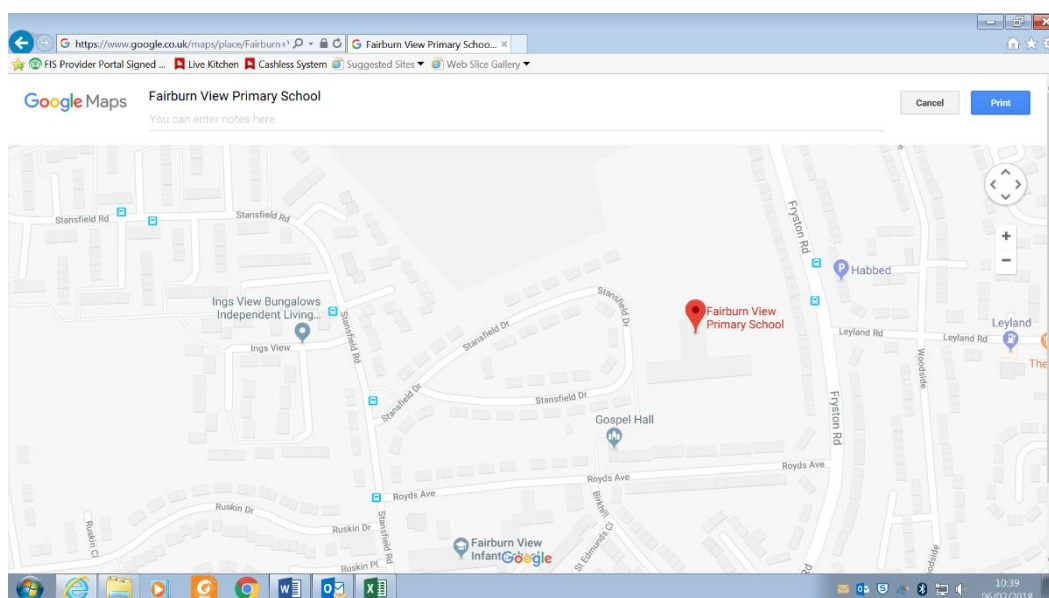
Appendix E. School Information Sheet

NAME OF SCHOOL: Fairburn View Primary School

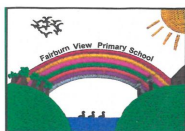
ADDRESS: Stansfield Drive, Airedale, Castleford, WF10 3DB

TELEPHONE NUMBER: 01977 558350

LOCATION MAP:

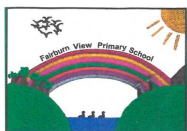


Appendix F: Staff List



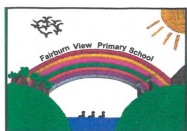
FAIRBURN VIEW PRIMARY SCHOOL

Name	Business Roles	Telephone Number (Work)	Telephone Number (Mobile)
Adams, Emma	Teacher	01977 554800	07714 776614
Agar, Sara	Assistant	01977 554800	07510 360245
Allison, Jenny	Assistant Head Teacher Higher Level Teaching	01977 554800	07732 814088
Armstrong, Jayne	Assistant	01977 554800	07946 809990
Armstrong, Samuel	Teacher	01977 554800	07464 956590
Ash, Rachel	Governing Body Member	01977 554800	07834 623411
Astbury, Jenny	Cleaner	01977 554800	07498 794164
Bainbridge, Lindsey	Teaching Assistant	01977 554800	07791 848251
Barker, Claire	Teacher	01977 554800	07809 881218
Binsley, Helen	Teaching Assistant	01977 554800	07710 585982
Bird, Carla	Teacher	01977 554800	07586 844726
Bird, Fay	Teaching Assistant	01977 554800	07788 284711
Birdsall, Amy	Teaching Assistant	01977 554800	07849 216877
Blewett, Lauren	Teacher Midday Supervisor and Administration Assistant	01977 554800	07897 136244
Brooks, Sarah	Administration Assistant	01977 554800	07979 150081
Brown, Peter	Teacher	01977 554800	07444 588795
Buckle, Seth	Teacher	01977 554800	07597 985065
Bullock, Daniel	Teacher	01977 554800	07933 562308
Clark, Stephen	Teacher	01977 554800	07545 154777
Clayton, Alexander	Governing Body Member	01977 554800	07584 435276
Connell, Nathan	Governing Body Member	01977 554800	
Cox, Marissa	Teacher	01977 554800	07790 896600
Crawford, Amy	Teaching Assistant	01977 554800	07961 449342
Davies, Kathryn	Teacher	01977 554800	07849 983537
Davis, Ami	Teaching Assistant	01977 554800	07562 372790
Davison, Jody	Midday Supervisor	01977 554800	07751 105757
Differ, Paula	Teaching Assistant Finance Officer and School Administrator	01977 554800	07835 618467
Dobson, Steve	School Administrator	01977 554800	07586 314300
Drurey, Constance	Teacher	01977 554800	07984 332560
Ella, Tia	Midday Supervisor	01977 554800	07368 411779
Evans, Mckenzie	Teaching Assistant	01977 554800	07361 906657
Fletcher, Susan	Teaching Assistant	01977 554800	07776 316088
Foster, Jonathan	Governing Body Member	01977 554800	07795 108695
Gill, Danielle	Teaching Assistant	01977 554800	07766 733346
Goldthorpe, Paul	Teaching Assistant	01977 554800	
Halewood, Stacey	Teacher Attendance Officer and Administration Assistant	01977 554800	07718 091059
Halsen, Joanne	Administration Assistant	01977 554800	07939 405379
Hargreaves, Laura	Governing Body Member	01977 554800	07824 339447



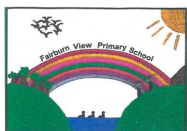
FAIRBURN VIEW PRIMARY SCHOOL

Harris, Sharron	Teaching Assistant	01977 554800	07532 448785
Harrison, Stacey	Nursery Nurse	01977 554800	07712 549160
Hawkins, Katie	Nursery Nurse	01977 554800	07879 777275
Heaps, Jodie	Nursery Nurse	01977 554800	07403 739544
Herbert, Laura	Nursery Nurse	01977 554800	07874 037403
Hickman, Danielle	Cleaner	01977 554800	07746 158326
Hill, Karrie	Teaching Assistant	01977 554800	07751 101599
Hill, Matthew	Teacher	01977 554800	07871 573736
Hudson, Stephanie	Teaching Assistant	01977 554800	07811 428172
Japp, Mark	Learning Mentor	01977 554800	07487 562796
Kenyon, Aimi	Advisory Teacher	01977 554800	07793 159564
McManus, Amy	Midday Supervisor	01977 554800	07840 908172
McMillan, Jaime	Teacher	01977 554800	07806 375245
Miller, George	Teacher	01977 554800	07539 322198
Mills-White, Andrea	Cook	01977 554800	07411 149458
	Administration Assistant, School Administrator, Attendance Officer, Human Resources Administrator and		
Moore, Michelle	Finance Officer	01977 554800	07805 296390
Morgan, Kirsty	Teaching Assistant	01977 554800	07849 346513
Morrell, Leigh	Nursery Nurse	01977 554800	07958 508621
Moxon, Debra	Teacher	01977 554800	07557 204469
Mundy, Grace	Teaching Assistant	01977 554800	07886 234372
Nelson, Sarah	Teaching Assistant	01977 554800	07900 493518
Norris, Craig	Premises Manager	01977 554800	07707 729997
	Higher Level Teaching		
Owen, William	Assistant	01977 554800	07593 922032
Patrick, Margaret	Cleaner	01977 554800	07922 804182
Payne, Lucy	Teacher	01977 554800	07707 450058
Pearce, Sophie	Cleaner	01977 554800	07940 205804
Pinnington, Karen	Teaching Assistant	01977 554800	07505 908698
	School Administrator and		
Platt, Paige	Finance Officer	01977 554800	07955 278117
Pratt, Julie	Bursar/Business Manager	01977 554800	07929 933549
Price, Debbie	Teaching Assistant	01977 554800	07925 491094
Rhodes, Kerry	Teaching Assistant	01977 554800	07309 656690
	Learning Mentor and		
Rowett, Trish	Attendance Officer	01977 554800	07944 195327
Rudge-Priestley, Melinda	Governing Body Member	01977 554800	



FAIRBURN VIEW PRIMARY SCHOOL

Sampson, Amanda	Teaching Assistant	01977 554800	07932 228971
Scholes, Victoria	Teacher	01977 554800	07904 720943
Shippen, Joanne	Teaching Assistant	01977 554800	07557 915955
Smith, Jayne	Teaching Assistant	01977 554800	07805 620809
	Higher Level Teaching		
Spedding, Amanda	Assistant	01977 554800	07899 915303
Stenton, Marie	Midday Supervisor	01977 554800	07359 493564
Sutherland, Robert	Teacher	01977 554800	07770 689655
Swinson, Heather	Midday Supervisor	01977 554800	07527 220842
Tate, Rebecca	Nursery Nurse	01977 554800	07583 892233
Thompson, Hollie	Teacher	01977 554800	07784 045109
Thompson, Sharon	Midday Supervisor	01977 554800	07593 954089
	Assistant Head Teacher, School Administrator, Assessment Coordinator, Bursar/Business Manager and Human Resources		
Tyson, Craig	Administrator	01977 554800	07718 326625
Varley, Jessica	Midday Assistant	01977 554800	07921 825086
Wagstaff, Sharon	Midday Supervisor	01977 554800	07982 836304
Ward, Carol	Teaching Assistant	01977 554800	07855 248418
Webb, Alexandra	Head Teacher	01977 554800	07718 219850
Whaley, Lynsey	Teaching Assistant	01977 554800	07753 288620
Winstanley, Julie	Teacher	01977 554800	07597 301619
Yoxall, Hazel	Midday Supervisor	01977 554800	07780 856492



FAIRBURN VIEW PRIMARY SCHOOL

PHOTOGRAPH:



SCHOOL OVERVIEW:

Fairburn View Primary School is a large primary school, serving a wide and challenging area in Airedale, Castleford centered on the Rivers housing estate and the school works closely with the Airedale Pyramid Collaboration of schools.

School deprivation indicator 0.64 compared to the Wakefield of 0.41

FSM 54.2% of pupils are eligible for FSM.

EAL 7.4% pupils are EAL

Pupil Premium 46.11%

SEN pupils: Total number of all SEN pupils is 75

Statement – 19

DETAILS OF SENIOR STAFF:

Corporate Director, Family Services, Wakefield Council: Nathan Heath

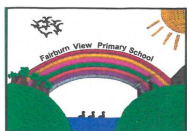
Head teacher: Alex Webb

Deputy Head teacher: TBC

Chair of Governors: Nichola Smith

SAFETY RECORD:

Health and Safety walk rounds and checks are completed annually by the Site Supervisor and H & S Governors' representative. Health and safety practices within school are



FAIRBURN VIEW PRIMARY SCHOOL

continually monitored and reported by all stakeholders throughout the year.