



## RISE SPACE Emergency Readiness Plan

### Amendments

Version	Page/ Paragraph	Detail of amendment	Approved	Review Date
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3	Throughout	Change of branding and proof reading	28/08/24	01/09/25

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Distribution: All members of Team

### **Definition of an emergency**

An event – or events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures and which is likely to have emotional and organizational consequences.

## **SCOPE OF THE PLAN**

### **In College**

- A deliberate act of violence, such as the use of a knife or firearm
- A College fire or laboratory explosion
- A student or teacher being taken hostage
- The destruction or serious vandalism of part of the College
- The death of a student or member of staff

### **Outside College**

- A transport-related accident involving students and/or members of staff
- The death of a student or member of staff
- A more widespread disaster in the community
- Death or injuries on College journeys or excursions
- Civil disturbances and terrorism

In respect of College trips and visits guidance is available from the National guidance for the management of Outdoor learning <http://oeapng.info/> .

Keighly Murphy to liaise with staff regarding guidance for trips and visits.

### Activation (Diagram 1)

**In the event of a School related emergency the proposed arrangement is outlined here:**

Keighly Murphy (Provision Lead) is notified  
(In their absence Lianne Bedden)



### Requesting LEA help



**Simon Dudley Senior Emergency Response Officer**  
**Designated Senior Officer from the LEA EMERGENCY SUPPORT TEAM**



- Establishes contact with Keighly Murphy or Lianne Bedden
- Activates "First Response Officers" as per contact list, to attend the school (e.g., Communications Experts, Public Relations, Educational Psychologists or an LEA Area Manager)



- Puts Support Team Officers on Standby
- Attends site if required
- Mobilises Support Team Officers as required



- Assist/Advise Keighly Murphy/ Lianne Bedden
- Determines full needs
- Takes action accordingly



- Nominates on-site Co-ordinator
- Identifies on-site facilities
- Mobilises on-site Team (if appropriate)

ACTION BY: Keighly Murphy or Lianne Murphy

Open and continue to maintain, a personal log of all factual information received, actions taken, and the time of those events

Make every attempt to clarify exactly what has happened

Then consider whether the incident requires involvement of “Local Authority Support Team”. It is requested that initial contact always be made with the Local Authority in emergencies in case they have wider significance

If so, contact one of the single point contact numbers listed

Establish whom they will contact.

If during term time:

Unless there is overwhelming pressure, avoid closing the College and endeavour to maintain normal routines and timetables

If outside term time (or outside College hours):

**Arrange for:**

- The Site Supervisor to open certain parts of the College as appropriate and to be available (and responsive) to requests
- Immediate College Administration Support.

Think about what you are wearing when you go into College, in case you are unavoidably drawn into a TV interview

If the incident does attract media attention, you are likely to be inundated with requests for interviews and statements. Try to postpone media comment until after the LA’s PR Officer has arrived (who will be part of the “Local Authority Support Team”). If you cannot, see Appendix 1 for some key points to remember.

NB: It is especially important that if names of those who may have been involved in the incident are known DO NOT release – or confirm – them to anyone, before those identities are formally agreed and parents have been informed.

If deputising for Keighly Murphy try if possible to contact and brief her of Incident and, if appropriate, of involvement of “Local Authority Support Team”.

They should:

- standby to be available for interview by the media
- call in the designated staff members to form the College Emergency Management Team (CEM Team) and nominate one member as the On-Site Coordinator to oversee that Team on your behalf
- Be prepared to receive many telephone calls
- Recognise the relevance of multi-cultural and multi-faith factors in the response

**Stage 2 – Once established**

Brief staff member acting as On-site Co-ordinator to oversee the following:

- If ‘Local Authority Support Team’ has been activated, arrange for on-site facilities for the Team

- Agree appropriate identification of staff by using badges
- Expect to see identification of Local Authority Support Team Officers.
- Set up arrangements to manage visitors – arrange for their names to be recorded

Set up arrangements to enable accurate information to flow into and out of the College and for telephone calls, by ensuring:

- sufficient help is available to answer the many calls that could be received (The Local Authority Support Team will be able to assist with a 'Help-Line')
- staff maintain records of all calls received
- brief, but up-to-date prepared statements are available to staff answering phones
- media calls are directed to the LA's PR officer
- care is taken when answering telephone calls
- an independent telephone is made available for outgoing calls only – a mobile phone can be useful – but remember such messages can be intercepted
- telephone staff are reminded that some calls could be bogus

To arrange for all staff – not just teaching staff – to be called in and, if necessary, briefed at an early stage. (Subsequent briefings say 2 x per day for 10 minutes, should be arranged)

To be aware of how colleagues are coping

To arrange for all students to be told, in simple terms, at an early stage (ideally in small groups and initially by class teachers, wherever possible)

To brief Team to discourage staff and students from speaking to the Media.

To arrange, if appropriate, for Team members to each have a copy of the next-of-kin list

### **Parents:**

If students are involved, the contacting of parents will be an important early task (remember if it is a major incident, the parents may well have already heard). It may be appropriate to ask the parents to come to the College for a briefing and support. This will need to be done with the utmost care

Maintain regular contact with parents

If incident on College premises, seek Police advice whether parents should travel to the scene, or whether young person should be taken home

### **Staff:**

Remember to have regular breaks, and advise others to do so

Maintain regular contact with staff (teachers, teaching assistants and office staff). Make a point of seeing that all staff involved know each other's roles and responsibilities

Always try to think of something positive to say to staff and respond positively to ideas and suggestions

Be available to see staff when required

Remember some members of staff may be so affected, that they will not be able to help in supporting young person

Recognise also that if the burden of dealing with the situation falls disproportionately on a small number of staff, they too could need professional support

If the incident is away from College, try to dissuade shocked staff from driving parents to the scene

ACCEPTABLE USE OF MOBILE PHONES, E-SAFETY AND SOCIAL NETWORKING POLICIES – IT IS THE RESPONSIBILITY OF ALL STAFF TO HAVE READ THESE POLICIES

### **Liaison with Local Authority Support Team:**

Maintain liaison with Local Authority Support Team Senior Officer for the duration of the incident

### **Stage 3 – Period following the close of the incident**

When appropriate, seek advice from 'Local Authority Support Team' and local clergy contact on special assemblies/funeral/memorial services

Arrange for a member of staff to make contact with any students either at home or in hospital

Make sensitive arrangements for the return to College (as appropriate)

Prepare joint report with named Senior Officer for Director of Education

### **Stage 4 – Longer term issues**

The effects of some incidents can continue for years. Thought will need to be given to:

- Work with staff to monitor students informally
- Clarify procedures for referring students for individual help
- Be aware that some staff may also need help in the longer term
- Recognise and if appropriate mark anniversaries e.g. commemorative assembly
- Remember to make any new staff aware of which students were affected and how they were affected
- Remember that legal processes, inquiries and even news stories may bring back distressing memories and cause temporary upset within the College
- Remember if the incident does attract media attention, it is likely that interest will continue for many weeks

### **Emergency action list**

ACTION BY: COLLEGE EMERGENCY MANAGEMENT TEAM (CEM TEAM)

### **Stage 1 – Initial Actions**

Obtain full facts of the incident from Keighly Murphy or Lianne Murphy

Open and continue to maintain a personal log of information received, actions taken and the time of those events

Assist, where appropriate, in assessing the emotional needs of the staff and students. Co-ordinate rapid action to sensitively inform staff and students to provide appropriate support

Assist class teachers who will undertake classroom briefings

Arrange special groups for very distressed students

### **Stage 2 – Once Established**

Under guidance from College On-Site Co-ordinator, assist Keighly Murphy

Work with LA Support Team

### **Stage 3 – Period Following Close of the Incident**

As above

### **Emergency action list**

ACTION BY: ADMINISTRATION ASSISTANTS

### **Stage 1 – Initial Actions**

Obtain full facts of incident from Keighly Murphy or Lianne Murphy

Open and continue to maintain a log of information received, actions taken and the time of those events

If coming in from home, remember to bring useful items, such as any keys needed, mobile phone and charger

### **Stage 2 – Once established**

Under guidance from College On-Site Co-ordinator, assist Keighly Murphy or Lianne Murphy with Keighly Murphy or Lianne Murphy

College On-Site Co-ordinator and Emergency Planning Team (if activated), as directed

Remember Reception is likely to be the first point of contact for visitors, so exercise extreme caution in making comments

Concerning incoming telephone calls:

- Take special care when answering telephone calls early on
- Maintain a record of calls received
- Only give out information from prepared statements that will be made available by College

On-Site Co-ordinator - Remember that some calls could be bogus

### **Stage 3 – Period Following Close of the Incident**

- As above

### **Appendix 1**

Points to note with media interviews

Contact the BBC Communications and Marketing Team before making any contact with the media:

**ALL CONTACTS WITH THE MEDIA ARE TO BE DEALT WITH BY LIANNE MURPHY/ KEIGHLY MURPHY**

- Have another person with you, if possible, to monitor the interview. If possible, agree an interview format i.e. establish what the interviewer wants to ask
- Be prepared to think on your feet, but try to decide beforehand what you want to say. Do not read it out.
- Remember you could be quoted on anything you say to a journalist, even if it is not part of the formal interview
- Be prepared to say you cannot comment
- Don't over-elaborate your answers
- Refuse requests for photos or college of young person/ staff involved.
- Try to keep a grip on your emotions during interviews – especially if it is TV
- Most journalists are responsible, but check where interview/camera team go, when interview is over

### **Appendix 2**

Contact List

The names and telephone numbers of organizations and individuals who may be useful to the College in an emergency:

Organisation	Name	Telephone Number
RISE SPACE College	Lianne Murphy (Governor)	
RISE SPACE College	Keighly Murphy (Provision Lead)	

### **Additional Contacts**

Trade Unions

National Union of Teachers      01638 664538



NAS/UWT 01159675110

Association of Teachers and Lecturers 01536 503296/781645

National Association of Provision leads 01604 708068

Secondary Provision leads Association 01604 230240

PAT 01604 716106

UNISON 01604 620709

Young person and Young Person's Bereavement Service

(Northampton General Hospital)

Phone: 01604 545131 or 07810551318 FAX 01604 544824

Youth Counselling Services in Bedfordshire

Bedford Open Door 01234 360388

Youth Matters 01234 311811

Beds Borough Social Support 01234 718700

0300 300 8123

CAMHS 01234 893301

Victim Support 0800 0282887

### **National Organisations**

CRUSE – Bereavement Care

Phone: 0870 167 1677 (national rate)

[www.crusebereavementcare.org.uk](http://www.crusebereavementcare.org.uk)

Telephone counselling service for those who are bereaved and those who care for bereaved people.  
Can offer referrals to local Cruse branches and other bereavement and counselling services throughout the UK

The Compassionate Friends

Phone: 0117 953 9639 (national rates)

Support for bereaved parents who have lost a young person of any age from any circumstances.

Winston's Wish Family Line

Phone: 0845 2030 405 (local rates)

[www.winstonwish.org.uk](http://www.winstonwish.org.uk)

Information and guidance for families of bereaved young personren. Can provide contact details for local groups which support bereaved young personren.

Young person Bereavement Trust

Phone: 0845 3571000 (local rates)

Information line for parents who have been bereaved

The Samaritans

Phone: 0845 790 9090 (local rates)

[www.samaritans.org](http://www.samaritans.org)

Confidential emotional support for anyone in a crisis

Survivors of Bereavement by Suicide

Phone: 0800 1111 (free phone)

National help line for young personren

British Red Cross National Office

Advice on memorials and donations

9 Grosvenor Crescent

London

SW1X 7EJ

Tel. 020 7235 5454

Drafted according to NCC guidelines – September 2006 and January 2012

Reviewed – August 2024

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Director of RISE SPACE

## Resource Sheet: Incident Log

Name: ..... Page .... Of ....

[illegible]


Name: ..... Page .... Of ....

Date    Time    Event

Name and nature of contact    Agreed Action(s)

**Resource Sheet:**

## **Sample letter – informing parents**

Dear Parents/Carers

You may have heard/

It is with sadness and regret that I have to inform you .....(known facts of the incident)

As a college community, we are all deeply affected by this tragedy/

I am sure that you will wish to join me and my staff in offering our condolences and sympathy to those affected/to .....(refer to individuals/families affected only where it is appropriate to release this

I have now spoken to all students and staff in College about what has happened and you will need to be aware of the following arrangements that we have now made:

(Details about

- College closure
- Changes to timings of the College day
- Transport
- Lunch time arrangements
- Changes to staffing
- Arrangements for specific classes/year groups
- Counselling support [see resource sheet: sample letter to parents re counselling]
- Provision of further information as relevant)

(If appropriate, advice about media contacts)

I think it is very important that we all take the time to talk with and reassure young personren about what has happened. This is likely to be a very difficult for us as a College community and we will all need to support each other.

We appreciate the expressions of concern we have received, however it would be helpful if parents did not telephone the College during this time so we can keep phones and staff free to manage the situation.

Yours sincerely

**Resource sheet:**

## **Sample letter to parents – arrangements for counselling young person**

Dear Parents/Carers

As a College community, we have all been affected by the recent tragedy involving

.....

As part of our care and support for the young person, we have been able to make arrangements involving outside agencies to provide counselling and support for young person in the College. We would like to make this available to your young person.

This support is likely to consist of staff and professionals from outside agencies talking to students in small groups and offering advice and reassurance as appropriate. Please contact me if you have any queries regarding this.

Yours sincerely

## Information Collection Checklist and Log Details

### Basic Details

<b>Date of Incident</b>	
<b>College</b>	
<b>College Tel No</b>	
<b>Provision lead</b>	
<b>Alternative Tel Nos:</b>	<b>Home:</b> <b>Mobile:</b>
<b>Site Supervisor</b>	
<b>Contact Nos:</b>	<b>Home</b> <b>Mobile</b>

<b>When and Where</b>	
<b>Number and nature of injuries/ Fatalities/damage sustained</b>	
<b>Action undertaken by emergency services</b>	
<b>Action undertaken by the College</b>	
<b>Action planned to be undertaken by the College</b>	
<b>Other agencies involved and their action</b>	
<b>Nature of support being requested</b>	

**CRITICAL INCIDENTS**



College Information Checklist

Action Agreed to be taken	Person responsible	Date and Time

CRITICAL INCIDENTS

## Information Checklist

<b>Contact</b>	<b>Te.Nos</b>	<b>Required</b>	<b>Contact to be made by College</b>	<b>Contact to be made through Flourish</b>
<b>Emergency Services</b>				
<b>Personnel</b>				
<b>College Staff</b>				
<b>Chair of Governors</b>				
<b>Communications Team (Advice and support with press)</b>				
<b>Inclusion and Student Support – Critical Incidents Response Team</b>				
<b>Buildings and Capital Development</b>				
<b>Health &amp; safety</b>				
<b>NCC Emergency Planning</b>				

<b>Head of Insurance</b>				
<b>Diocese</b>				
<b>Hospital</b>				
<b>Teacher Unions</b>				
<b>Link Inspector</b>				
<b>Other</b> <b>Provision</b> <b>lead/colleges</b> <b>(advice,</b> <b>information and</b> <b>support sibling</b> <b>links)</b>				

### **CRITICAL INCIDENTS**

**Incident Evaluation Form**

<b>College Name</b>	<b>Date of Incident</b>
<b>Brief Description of Incident</b>	
<b>Flourish contacted yes/no</b>	<b>Incident deemed critical yes/no</b>
<b>Name of Flourish contact</b>	
<b>Action taken by college</b>	
<b>Description of any external support accessed</b>	
<b>What worked well</b>	

**What worked less well**

**How could things have been done better**

**Comment on the usefulness of County Council Guidance**

Person completing form: ..... Date: .....