

SUNNYDOWN SCHOOL

Portley House, 152 Whyteleafe Road, Caterham, Surrey, CR3 5ED

t. 01883 342281 / 346502 f. 01883 341342

e. office@sunnydown.surrey.sch.uk

www.sunnydown.surrey.sch.uk

Headteacher Mr Paul Jensen B.Ed Grad Dip (SEBD) NPQH



Emergency Plan

Review Period: Annual

Status: Non-Statutory

Next Review: Autumn 2021

If there is an EMERGENCY right now:

ONSITE GO TO PAGE 8

OFFSITE GO TO PAGE 12

VERSION - V8	
First Edition	Summer 2017
Next Review	September 2021 (annual)
Locations of copies of plan	School office Headteacher Office Deputy Head Emergency grab bag x 2 School Business Manager St Frances (Buddy School) Chair of Governors Staff Room Care Office School Transport x 3
Person(s) responsible for updating plan	School Business Manager / Headteacher / H & S Lead



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Distribution List

Internal

School Staff / Location of copies	No of copies
Headteacher: Paul Jensen	1
Deputy Headteacher: Jez Lord	1
Residential Care Managers: Heather Magson and Emma Austin	1
School Business Manager: Hayleigh Rogers	1
Secretary: Andrea Lawson (School Office)	1
Emergency Grab Bag in School Office & Residential Grab bag	1
Staff Room	1
Governors	1

External

Organisation	No of copies
Buddy Establishment: St Francis School	1



Section 1: Introduction

This plan relates to:

- a) An event which threatens the safety of children and/or staff, or a crisis which might affect the public reputation of the school, and
- b) Where the headteacher considers that the school will benefit from receiving additional (external) support or,
- c) Where the community in which the school is based is affected by an emergency.

The plan provides generic guides to actions that should be considered by the headteacher, his/her nominated deputy, the school duty officer and the school emergency management team (SEMT) (see guidance document 'Roles & Responsibilities') in case of an emergency in school or the local community, or on an educational visit. It also provides supporting information.

School emergency plans should cover the whole school site and all activities taking place there. Where schools share sites with other services, or hire out space to other organisations, it is important to involve these other parties in the planning process and make sure that all staff on site are aware of the plan and how it affects them.

Any emergency affecting a school may afterwards be the subject of a detailed inquiry. It is important that accurate written records are kept, and that no piece of information about either the planning or the response to the incident is lost. Records may also be in the form of a recording made via a CCTV camera, a telephone or on an answer machine. The records should be retained after the incident for future reference.

Aim

The aim of this plan is to give guidance to enable this school to provide a structured response to, and manage and coordinate an emergency, together with the actions to be taken to ensure continuity of service.

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Section 2: School Details

School name: Sunnydown School

Address: 152 Whyteleafe Road
Caterham
Surrey CR3 5ED

Telephone number: 01883 342281/01883 346502
Fax number: 01883 341342
Website: www.sunnydown.surrey.sch.uk

Headteacher: Paul Jensen
07969355728

Chair of Governors: Teresa Parkinson
01737361300 / 07740 433 606

Area Schools Officer: Anne Panton
ASO telephone number: 01737 737960 and Mobile 07976 924 186

Number of pupils: 81 (PAN)
Age range: 11 to 16

Extra-curricular activities:

School lettings can take place daily from 6pm – 9pm Mon – Sat and on some Sundays
Residential students on site full time Monday - Thursday

Additional notes:

We are a residential special school for boys with communication difficulties where up to 23 students reside Monday to Thursday.

Staff also live on site:

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- 4 x rooms and shared accommodation (top floor of the main building)
- 1 x Self contained flat
- 1 x Bungalow
- 2 x Houses

Section 3: Emergency Contacts

THIS SHOULD BE UPDATED IN RESPONSE TO CHANGES AND REVIEWED ANNUALLY

Internal contacts - School staff identified for incident response – SEMT

Keyholder ✓	Name	Status	Mobile phone
✓	Andy Wort	Caretaker	07968870845
✓	Paul Jensen	Headteacher (Lives onsite)	07969355728
✓	Jez Lord	Deputy Head	07961725834
✓	Hayleigh Rogers	School Business Manager	07526246427

Other school contacts

Keyholder ✓	Name	Status	Mobile phone
✓	Krystle Thompson	Pastoral TA (Lives on site)	07949093390
✓	Heather Magson	Residential Manager	07753747217
✓	Emma Austin	Residential Manager (Lives on site)	07972 049 730
✓	Andrea Lawson	Secretary	07900582088

External contacts

*Add contacts, names and phone numbers that may be of use during an emergency or Business continuity incident *

Area Education Officer Area Schools Officer	Anne Panton 01737 737960 and Mobile 07976 924 186
SCC Emergency Management Duty Officer - 24 hour number	03456 009 009

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SCC Emergency Management Team (office hours only)	020 8541 9160
SCC Contact Centre	03456 009 009
Buddy establishments	St Francis 01883 342005
School Insurance company	Surrey County Council 02085418055
Teacher Support Network (trained support and counsellors available 24hrs)	08000 562 561
Health and Safety Executive - to report accidents	Contact HSE - Reporting a health and safety issue 0300 003 1747
The Foreign Office (links with British Consulates etc)	020 7008 1500
Met Office	0870 900 0100 or 01392 885680
The Samaritans	08457 909090
Water supplier	01737 772000
Gas board	0800 484 0840
IT consultant	02037509796
Surrey Transport	03002001004

Control point for SEMT

A known location for the School Emergency Management Team to congregate following an incident.

Primary Location	Headteacher's Office
Off-site	ST Francis (School opposite)



Section 4: Emergencies in Schools - Activation

Information about an incident may come from a staff member, pupil, parent, the emergency services or the Local Authority.

Whoever receives the alert should ask for, and record below, as much information as possible:

Name of the person informing of the incident	
Details of the incident: (Including actual words used by informant)	
Who else has been informed?	
Exact location of the incident	
Casualties	
Any action taken so far	
Name of contact at the scene	

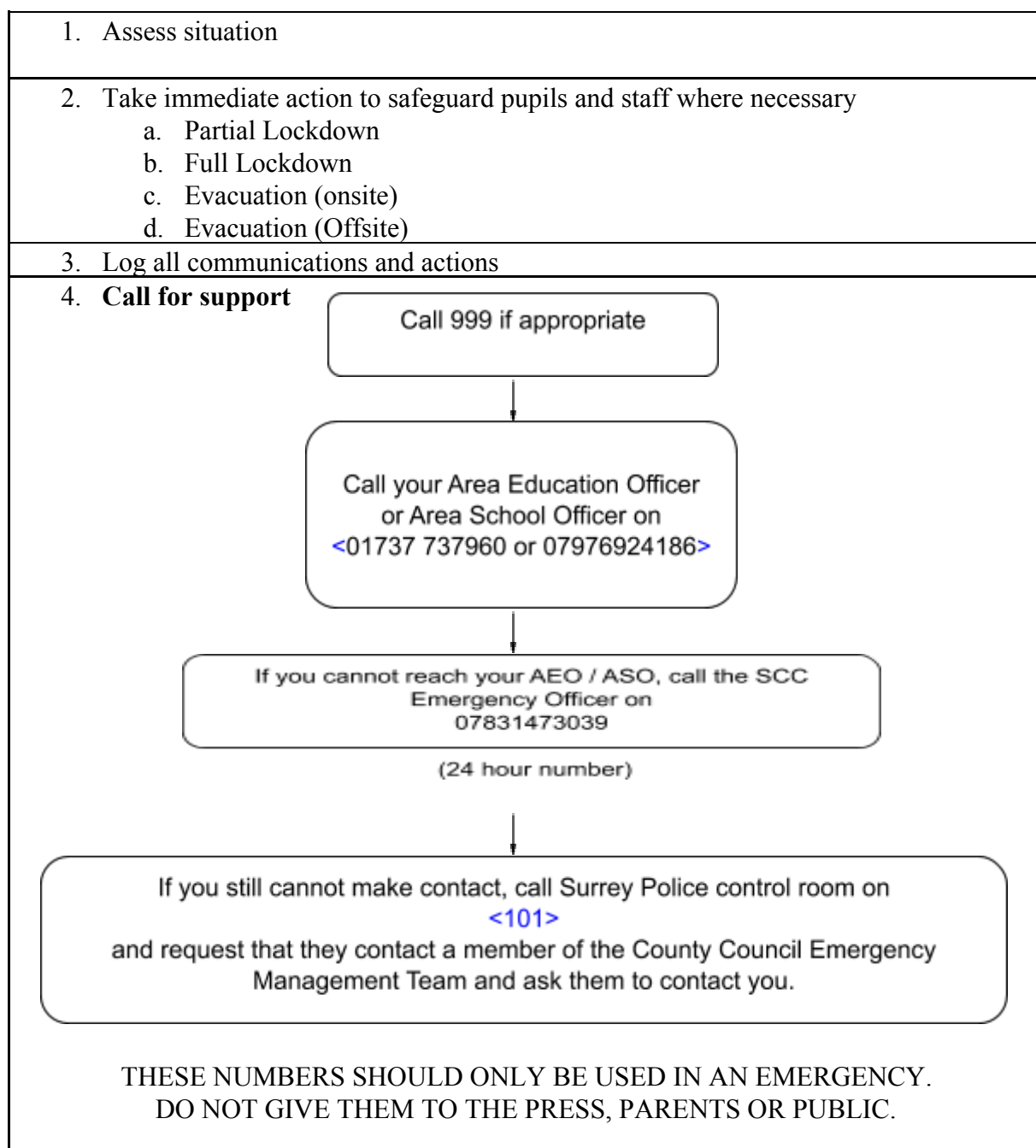
If appropriate, they should call 999 for the police, fire or ambulance, giving the information above. If in doubt, call 999.

Then immediately inform **PAUL JENSEN or **JEZ LORD****



If neither is able to respond (they may be involved in the incident) the senior person present must follow the instructions of initial action by Headteacher or nominee.

INITIAL ACTIONS BY HEADTEACHER OR NOMINEE



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- | |
|--|
| 5. Assemble a school emergency management team from pre-identified staff (see Section 9) and relieve them of their normal duties |
| 6. Refer to the list of emergency contact numbers in Section 3 for additional support if required. |
| 7. Where possible, avoid closing the school and try to maintain normal routines. |

Having activated this emergency plan, go on to the next stage - implementation.



Section 5: Emergencies in Schools – Implementation

STAGE 1 – ESTABLISHING THE RESPONSE

Action list for headteacher or nominee coordinating SEMT

Ensure that accurate, factual information is available for those arriving at the scene.
Liaise with the police, fire and ambulance services, Surrey County Council, and other agencies that may become involved. Act as the main contact to coordinate response and give your contact details.
Inform the chair of governors.
Inform all staff, and parents of injured pupils. Decide how to inform other parents.
Ensure all staff maintains a log of actions and decisions.
Allocate tasks below between SEMT as appropriate.
Identify who will be recording staff's personal and school costs and collecting the incident logs

Action list for SEMT

Welfare
Take actions to secure the immediate safety of pupils and staff – this may include evacuation or keeping pupils and staff inside the building (sheltering).
Establish the whereabouts of all pupils, staff, and visitors using timetables, registers and the visitor's book, and make a list of those unaccounted for.
Communications
Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support for reception. If necessary, seek support from SCC Emergency Management Team, who can set up a public helpline for enquiries from the public in the event of a major emergency.
Write Number to be used for incoming calls only:.....
Write Number to be used for outgoing calls only:.....
Media management
If possible, avoid responding to media enquiries and direct them to either the police if they are present for a statement or to county press office. Liaise with County press office as quickly as possible, and work with them to decide the information for release to the media, which should be agreed with the headteacher and AEO or ASO before release.
Ensure that any media access to the site, staff and pupils is controlled. In a major emergency, the police can deal with the press and prevent intrusion onto the site. Be aware of the potential problems caused by the spread of misinformation through pupil and/or staff use of mobile phones.
Resources
Ensure access to site for emergency services
Open/close parts of school as required, and turn off water, gas and electricity supplies if necessary – see map in 'school site plan' appendix 1

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Ensure the security of the school premises
--

Business Continuity

Are any critical areas impacted?

Look at alternative arrangements

Use Business Continuity Matrix Table



STAGE 2 - ONGOING RESPONSE

Action list for headteacher or nominee

Provide regular briefings for staff, and continue to liaise with the emergency services and the AEO or ASO.

Try to maintain normal routines as far as possible.

Tell the staff involved to prepare a written report of their involvement, noting events and times. Inform the Head of Strategic Risk Management who will advise on reporting procedures, and inform trade unions if necessary. Accident report should be completed and, in the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours. Staff may wish to submit draft reports to trade union legal officers.

Allocate tasks listed below between SEMT.

Action list for SEMT

Communications

Inform pupils, in groups as small as practicable, considering the best way to impart tragic news (advice is available from the educational psychology service).

Inform parents of children not directly involved in the incident, as decided by the headteacher or nominee. Use any existing arrangements, such as a telephone cascade, for contacting parents quickly and efficiently.

Receive visitors to the school, ensuring they sign in and out and are issued with identification badges.

Welfare

Establish a staff rota and ensure that staff take regular rest periods

Identify those pupils and/or staff who are badly affected, and who need extra support.

Make arrangements for reuniting pupils with their parents.

Take account of religious and cultural factors, and consider contact with leaders of local faith communities. In particular, some faiths may wish to hold funerals within 24 hours of death, so swift and sensitive enquiries must be made to ascertain whether it would be appropriate for representatives of the school, including pupils, to attend.

Media management

Liaise with SCC press office to prepare a press statement, to be agreed by the headteacher and AEO or ASO, and to decide the ongoing strategy for dealing with the press.

Be prepared to be interviewed by the press if necessary.

Resources

Establish a safe and secure base for the SEMT

Arrange an appropriate place to receive parents of children involved

Business Continuity



Established continuity and recovery lead(s) ensures parts within the response (above) are covering any critical areas that could/have been affected.

Section 6: Emergencies on Educational Visits – Activation

Following Operation Duke Procedures the group leader should immediately inform the duty officer at the school of any incident – [See the Operation Duke prompt card in your Emergency Pack.](#)

If unavailable they should contact the SCC Emergency Management Duty Officer with details required on the reverse of the prompt card by calling 07831 473039

INITIAL ACTIONS BY DUTY OFFICER AT THE SCHOOL

1. Maintain a written record of your actions using this pro forma. Start a log (See appendix 9)
2. Offer reassurance and support. Be aware that all involved in the incident, those at the school and you, may be suffering from shock or may panic.
3. **Follow Operation Duke** procedures to find out what has happened and complete below:

Who informed you of the incident? Name:	Status:	Telephone number:	Additional Tel number(s):
Name of group involved			
Location and exact nature of incident			
Is a fatality involved? Confirmed? By whom?			
People affected	Full Name(s) & Age(s)		Exact nature of Injuries

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Local emergency services informed?		
Next of kin informed? If so, how?		
Depending on the scale of the incident, consider assembling a school emergency management team from the list of staff in Section 3, to assist with the response.		

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Additional information to obtain if possible from caller

Where the affected people are / will be taken to			
Names and locations of hospitals involved			
Number of people on the visit	Pupils	Teachers	Other adults
Arrangements for pupils not directly involved in the incident			



Section 7: Emergencies on Educational Visits - Implementation

Considerations for School Duty Officer

Communication

Inform school staff as appropriate, depending on the time and scale of the incident.

Contact the SCC Emergency Management Duty Officer: 07831473039 / 03456009009 for details of the support available that would be coordinated by the AEO, Head of Strategic Risk Management and Emergency Management Team. It includes:

- a) Help with media management, including press statements and interview briefing
- b) Help with arranging travel and transport between the incident, parents and the school
- c) Provision of extra communications, including public telephone helpline where appropriate
- d) Assistance at school or at the site of the incident by Area Education Officer, Area Schools Officer and/or others
- e) For an incident occurring in another UK local authority, establishing links with that authority or, for an incident occurring abroad, communication via the Foreign Office, to British Consulate, foreign police, etc.
- f) Advice regarding insurance matters.

Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support for reception if required.

Write number to be used for incoming calls only:.....

Write number to be used for outgoing calls only:.....

Inform parents of any other pupils on the visit but not directly involved in the incident. Decide which parents should be informed and by whom and contact them as appropriate. Parents should first hear of the incident from the school (or from the party leader), not from hearsay or from the media. Information given must be limited until the facts are clear and all involved parents/next of kin are informed.

Inform pupils and staff at school and their parents. Decide what information you should give. Remember that information given must be limited until the facts are clear and all involved parents/next of kin are informed. In the event of a tragic incident, consider seeking support from the educational psychology service and 4S about the best way to inform pupils and to support them afterwards.

Staff and pupils should be told to avoid talking to the media or spreading the story unnecessarily (particularly via use of mobile phones).

Inform the Chair of Governors. Teresa Parkinson on 07740433606

Media management

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Introduce, if necessary, controls on school entrances and telephones.

At least initially, the school is advised to avoid responding to media enquiries and direct these to SCC press office.

Liaise with SCC press office and the AEO / ASO as early as possible, and work with them to prepare a press statement.

Resources

Consider arrangements required in order to receive people that may be arriving at the school, such as parents of children involved, media, emergency services.

Consider resources required and their location in order to be able to respond efficiently to the incident.

Reporting of accidents

Tell the staff involved to prepare a written report noting events and times. Inform the Head of Strategic Risk Management who will advise on reporting procedures and inform trade unions if necessary. Accident report forms should be completed and, in the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours. Staff may wish to submit draft reports to trade union legal officers.



Section 8: Stand-down and Recovery

When the emergency services have left the school, or in the case of an incident on a school trip, when pupils and staff have returned home and media interest has subsided, the school can begin the recovery process.

Headteachers should work with their ASO to develop a recovery plan for the school. A range of support will continue to be available from across the Local Authority. This support should be accessed through the school's ASO.

There may be formal inquiries or even police investigations into the incident, which may continue for some time, and require the cooperation and support of school staff, pupils and parents.

Some elements that should be considered or undertaken include:

Recovery plan

As soon as possible after the emergency:
Liaise with parents regarding plans for attendance at funerals
Liaise with parents regarding plans for attendance/representation at memorial services
Arrange debriefing meetings for staff and pupils
Arrange debriefing meetings for the headteacher and SEMT
Identify and support high-risk pupils and staff
Promote discussion of the emergency in class
Consider the need for individual or group support
Help affected pupils and staff to come back into school
Identify and consider legal implications and seek advice appropriately
Initiate a review of the school emergency plan, evaluating the school's response and feeding in any lessons learnt
In the longer term:
Consult and decide on whether and how to mark anniversaries.
The impact of some incidents can continue for years, so thought may need to be given to ongoing identification and support measures for both pupils and staff who are affected.
Remember that legal processes, enquiries and news stories may bring back distressing memories and cause upset within the school.
Remember to make any new staff aware of which pupils were involved and how they were affected.



Section 9: Roles and Responsibilities

Role	Responsibilities	Staff responsible	Named Staff
Lead Coordinator	Direct the school's response to the emergency	Head teacher	Paul Jensen
Welfare	For the well being and safety of both students and teachers (evacuation etc)	Inclusions & Exams Officer	Tricia Lindsey
Communications Media	Communicate with pupils, parents, SCC (press), and visitors	Deputy Head	Jez Lord
Continuity and Recovery	Identifies any critical areas (insurance, IT servers etc) that may be affected during/after incident	School Business Manager	Hayleigh Rogers
Premises and Resources	School site management Location arrangements for visitors, SEMT	Premises Manager	Andy Wort

The SEMT will be supported by their Area Schools Officer and the Local Authority, which will activate its own emergency procedures to assist with the response to a major emergency affecting a Surrey school.



Section 10: Training and Exercise

This section describes the training and exercise arrangements to validate the school emergency plan, using the training & exercise schedule below. This ensures that staff members who have a role in the response are aware of the plan and are comfortable with the roles they may be asked to perform in an emergency.

Activity		Spring Term	Summer Term	Autumn Term	Spring Term	Summer Term
Production of school plan						
Plan review (Annually)						
General training for staff						
Training for SEMT						
Exercise on drills						
Full live exercise						

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[Appendix 1: School site plan](#)

(Floor plan diagram, cut off valves, fire control equipment...)

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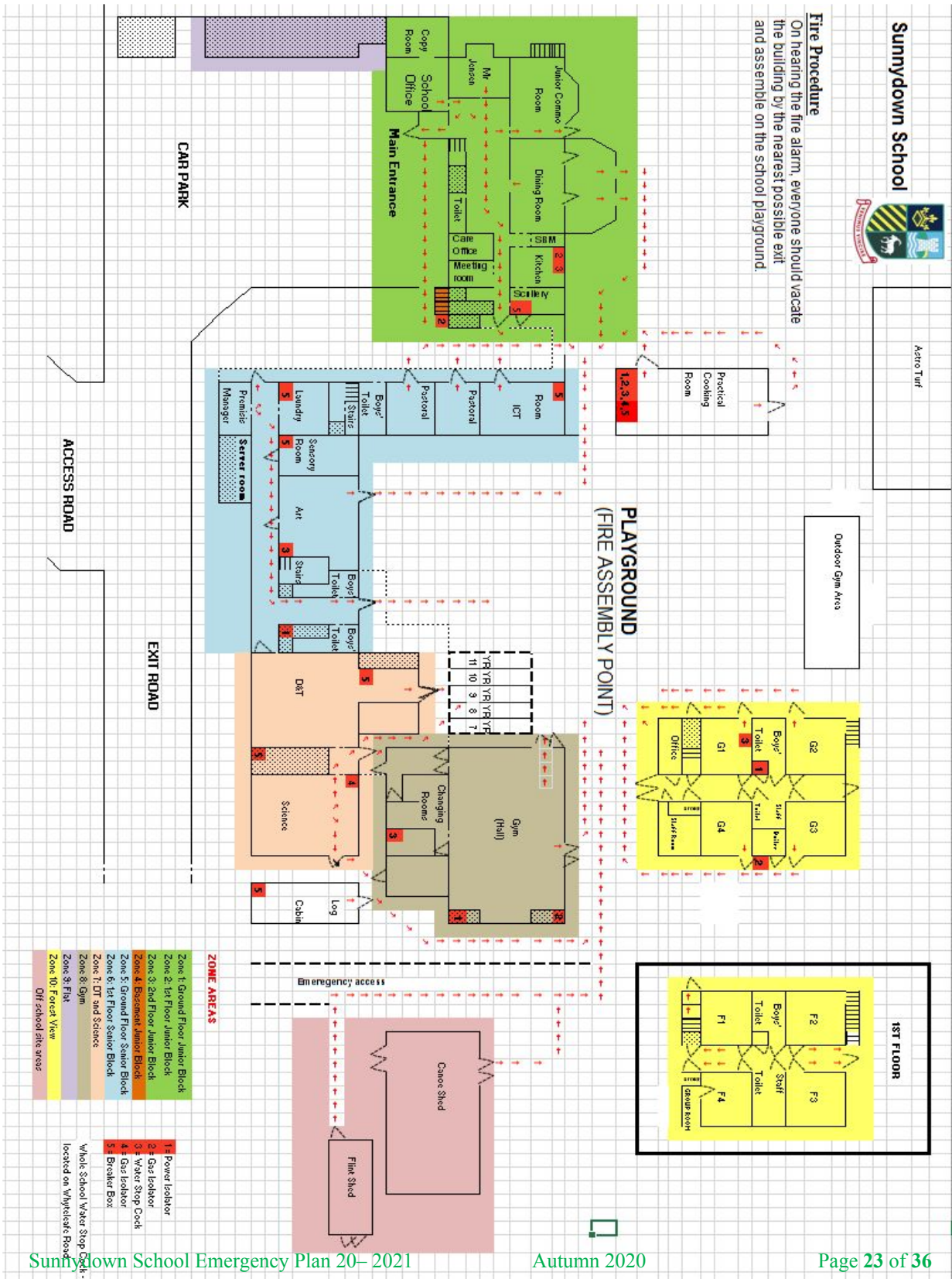
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Fire and evacuation drills

- All pupils are to assemble on the area of the playground outside the DT Room and the Gym. (During inclement weather assemble inside the gym at the Headteacher's instruction)
- The pupils will line up in class order with Year 7 classes adjacent to the Gym, followed by Years 8, 9, 10 and Year 11 lining closest to the ICT Room. (In the Gym students line up as they would for whole school assembly)
- All pupils to be facing the DT Room starting from the edge of the path opposite the DT Room. Form Tutors or Class Teachers to remain with their class and other staff and any visitors to assemble under the canopy outside the Art Room.

Appendix 2: School hazard assessment & locality map (Location of hazardous chemicals, nearby industrial sites and rivers...)

Hazards	Location	Description (Type/quantity)
Flammable materials	Car Park Cupboard (White Door)	Paints located at the far end
Toxic materials	Science store	Inventory on the chemical cabinet
Asbestos reports	Visitor sign in	White Surrey CC ring binder
Fuel storage	Canoe Shed in locked cage	Fuel for the ride on mower (Green and Red Jerry Can 4.5ltrs)
Radioactive material	None	N/A
Chemicals	Science store	Dry acid, contains sodium hydrogen sulphate. List in Fire folder
Garaged vehicles	None	N/A



Paint/chemical cupboards	DT room	Inventory list inside the cabinet
Boiler	Under the main building Forest view	Down steps opposite the cloisters External door opposite the brick wall
Swimming pool	N/A	N/A

Appendix 3: Facilities List

(Location of electronic equipment, fire control, cut off switches & operation...)

Facility	Location	Description
Grab bag	1 x school office	Green folder on the wall and red bag
Keys to buildings	Staff listed on page 6 and spare key cabinet in main office	2 x wall mounted grey key boxes in main office (master key stored under the unit)
Next-of-kin contact lists for pupils & staff	Main office & Grab Bag	2 x labelled black boxes with Sims.net printed list for pupils list also in Grab Bag
First aid kits	Main Office Kitchen + Burns Kit Cooking Room Care Office Sleeping in area Senior Kitchen Science Room + eye wash Art Room New build (staff room) DT Room PE Room Mini Bus x 2 Galaxy	
Spillage clean up equipment/disinfectant	Located in cleaning cupboards both locked (see AW or key cabinet)	Cupboard next to staff toilets in main building Under the stairs of the new building
Fire Controlling		

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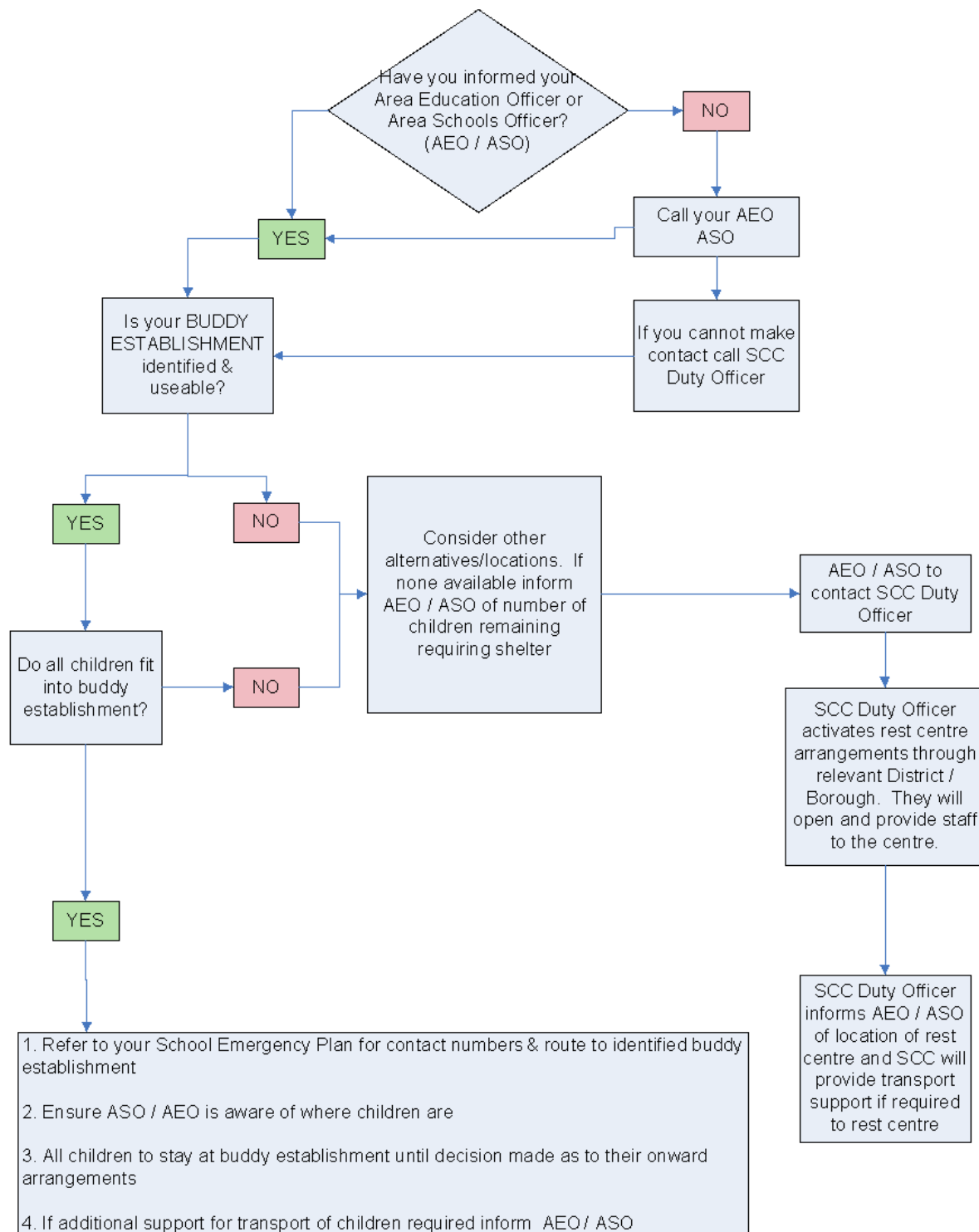
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Fire extinguishers	In each main area	29 x Water 26 x Co2 8 x Fire blanket 3 x Foam 8 x Powder 1 x Wet chemical
Fire exits	See school map appendix 1	
Fire alarm/Fire control board	Control box in school office & New Build	Main school office Front Entrance
Shut off switches		
Gas shut off	Main Building DT room PCR Forest View	Down steps under main building Room in the corner of the class Cupboard opposite the front door Pump room opposite the long brick wall See school map – marked red
Electricity and water shut off	Electricity : PCR Main building Gym + New build Water:	Cupboard opposite the front door Cupboard in the old staff room Cupboard to the right of the room Whole school stop cock Whyteleafe Road See school map – marked red



School Evacuation Flowchart



Appendix 4: Evacuation & Sheltering

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Appendix 5: Buddy Establishments

A buddy establishment is any identified ‘place of safety’ nearby where pupils and staff can be taken if unable to return to the school for some time.

Name & Address of establishment	Contact name & number	Arrangements for getting pupils there
St Francis Catholic Primary School Whyteleafe Road, Caterham, Surrey CR3 5ED	Maria Wheeler Head Teacher 01883 342005	Walk across to the school

See Appendix 4 for a school evacuation flow chart. If you need to evacuate your school your first action, following calls to the emergency services, should be to call your Area Education Officer or Area Schools Officer.



Appendix 6: Bomb threat prompt card for reception staff

1. Stay calm
2. Let them finish the message without interruption. Try to record EXACTLY what they say, especially any codeword they might give.
3. Make a note of: <ul style="list-style-type: none"> ● the exact time of the call ● the caller's sex and approximate age ● any accent the person has, or any distinguishing feature about their voice eg speech impediment, state of drunkenness etc. ● any distinguishable background noise.
4. When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller: <ul style="list-style-type: none"> ● Where is the bomb? ● What time is it due to go off? ● What kind of bomb is it? ● What does it look like? ● What will cause it to explode? ● Why are you doing this? ● What is your name? ● What is your address? ● What is your telephone number?
5. Dial 1471 - you may get the details of where the phone call was made from, especially in the case of a hoax caller.
6. Report the call to the police and the Headteacher/nominated Deputy immediately . In the extremely unlikely event that there was a codeword with the message, and the location of the bomb was given as a location other than the school, follow the same procedure – report the call immediately to the police, and then notify the Headteacher.
7. Schools address: Sunnydown School 152 Whyteleafe Road Caterham Surrey CR3 5ED Tel: 01883342281

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Fax: 01883341342

8. Initiate Evacuation Procedure – See page 24
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Appendix 7: Emergency arrangements for other services using the school site

Inform any booked lettings of a cancellation

Inform London TKD – Hire upstairs area

Inform CH & Co – Catering Provider



Appendix 8: Closing the school

When the decision is made to close the school by the Headteacher or deputy the AEO or ASO <01737 737950> should be contacted during office hours, if unavailable or out of office hours contact the Emergency Management Duty Officer on <03456 009 009>

Step 1 :

Communicate to all staff carers and students

Step 2:

Log movements of pupils, including name of person collecting the pupil, time and date.

Step 3:

Efficient methods and the procedures for communicating the closure to relevant parties. Potential communication methods:

School website

School switchboard / answer phones

Telephone cascade via parents using Friends of Sunnydown

SCC website

Local Radio

Step 4:

Procedures for caring for pupils whose parents cannot be contacted or who cannot make their own way home or if there is not adequate time to send pupils home. (This may involve using the buddy establishment St Francis)

Step 5:

Consider next steps and ongoing communication to all parties



Appendix 9: Incident Logging

Essential considerations for log keeping:

- Use hardback notebook
- Numbered pages
- Bound so pages cannot be easily removed (e.g. not spiral bound)
- Permanent black ink

Time	Event	Action and by whom	Outcome and further actions

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Appendix 10: Business Continuity

Purpose of the Business Continuity Phase

The purpose of the business continuity phase of your response is to ensure that critical areas are resumed as quickly as possible and/or continue to be delivered during any disruption. This may involve activating arrangements for critical areas to enable alternative ways of working. During an incident it is unlikely that you will have all of your resources available to you, it is therefore likely that some 'non critical' areas may need to be suspended at this time.

Activation

When key school activities are not met and school cannot perform business as usual

Business Continuity Roles and Responsibilities

These form part of the SEMT in Section 9 (Continuity and Recovery, Premises and Resources)

Contact List

In Section 3 of the Emergency Plan Template you will find the Emergency contact list. For business continuity purposes this should include suppliers and other key 3rd party dependencies.

Business Continuity Matrix Table

The adjoining table documents all Critical Area's within the school and any important activities that connects to them. It will help identify areas of concern that could be impacted and where prioritising the critical areas to keep the school working as close or as similar to business usual can be effective for your organisation.

Critical Areas and Resources: Business Continuity Matrix Table

Critical Area and Activities	Premises/ Equipment	Possible impacts	Alternative arrangements
Transport	School Car Park, Taxi's Specialist transportation	Severe weather Impacts upon Strategic Road Network	Utilising online learning platforms or email work that can be completed off site
Catering	Kitchen School Hall/Canteen	Kitchen Fire Catering company cannot deliver food	Use the practical cooking room Students bring in own lunch Another external catering company can be used Using buddy school canteen facilities
Delivery of Lessons/Exams	2 Buildings 7 classrooms	Unable to deliver exam on stated day	Other premises
Personnel/Staff		Shortage of staff (illness, travel issues etc)	Use of temporary staff. Training Staff so they are multi-skilled. Work in advance; e.g. handover periods for planned staff absence
IT	IT staff Laptops/iPads SMART Board, Projectors Desktops USB sticks IT rooms	Electronic failures Cyber attack Staff sickness Fraud	Back-ups of key school data e.g. CD or Memory Stick back-ups, photocopies stored on and off site, mirrored servers etc. Reverting to paper-based systems e.g. paper registers, whiteboards etc. Emergency generator e.g. Uninterruptible Power Supply (UPS).
Heating	Boiler	No heating	Surrey CC Helpdesk
Communications	Every Office/Classrooms x 8, Telephones, Internet/Intranet	Power outage	Website -Schools website IT - GLF Phones - Cavendish
Premises	Keys (Key Holders) Heating Maintenance	Fire Building unusable	Work with Buddy school to facilitate lessons for students. Utilise other areas of school property where possible

