

# New Ash Green Primary School



## School Emergency Management and Business Continuity Plan

<b>School Address</b>	North Square, New Ash Green Longfield, Kent DA3 8JT
<b>School Contact Number</b>	01474 873 858

<b>Plan Administration</b>		
Version number	5	
Date of issue	1 September 2025	
Electronic copies of this plan are available from	Office Manager	
Hard copies of this plan are available from	Office	
Location of emergency grab bag(s)	By entrance to the left of the door in the Pastoral Office	
Date of next review	1 September 2026	
Person responsible for review	Executive Headteacher	
<b>Plan Distribution</b>		
Name	Role	Issue Date
Mrs Caroline Cain	Executive Headteacher	September 2025
Mrs Helen Davin	Head of School	September 2025
Mrs Joanne Goodey	Office Manager	September 2025
Sarah Gingell, Charlotte Nurdin, Sam Goss and Sarah Bassett	Senior Leadership Team	September 2025
Mr Oliver Harding	Chair of Governors	September 2025

*This plan is protected and confidential. Do not give any contact details or sensitive information to the media, pupils, parents/carers or members of the public.*

## CONTENTS

Page 3	Section 1	Introduction
	1.1	Aims and Objectives
	1.2	Scope of the Plan
Page 4	Section 2	Activation Triggers and Initial Action
Page 5 – 6	Section 3	Contact Details
	3.1	School Emergency Management Team
	3.2	Local Authority
	3.3	Stakeholders and Extended Services
	3.4	Other School Staff
	3.5	Other Organisations
Page 7	Section 4	Local Authority Support Network
Page 8 - 11	Section 5	Roles and Responsibilities
	4.1	Executive Headteacher
	4.2	Head of School
	4.3	Office Manager
	4.4	Site Manager
	4.5	Chair of Governors
Page 12	Section 6	Business Continuity
	6.1	Purpose of the Business Continuity Phase
	6.2	Critical Function Analysis and Recovery Resources
Page 13 - 15	6.2.1	Strategies for Continuity of Services
Page 16	Section 7	Recovery and Resumption
	7.1	Purpose of the Recover and Resumption Phase
	7.2	Recovery and Resumption Actions
Page 17	Appendix 1	Sample Log Sheet
Page 18	Appendix 2	Site Information
Page 19	Appendix 3	Evacuation
Page 20	Appendix 4	Rest Centre

# **SECTION 1 – INTRODUCTION**

## **1.1 Aims and Objectives**

To provide a flexible response to an emergency or disruptive incident so that New Ash Green School can:

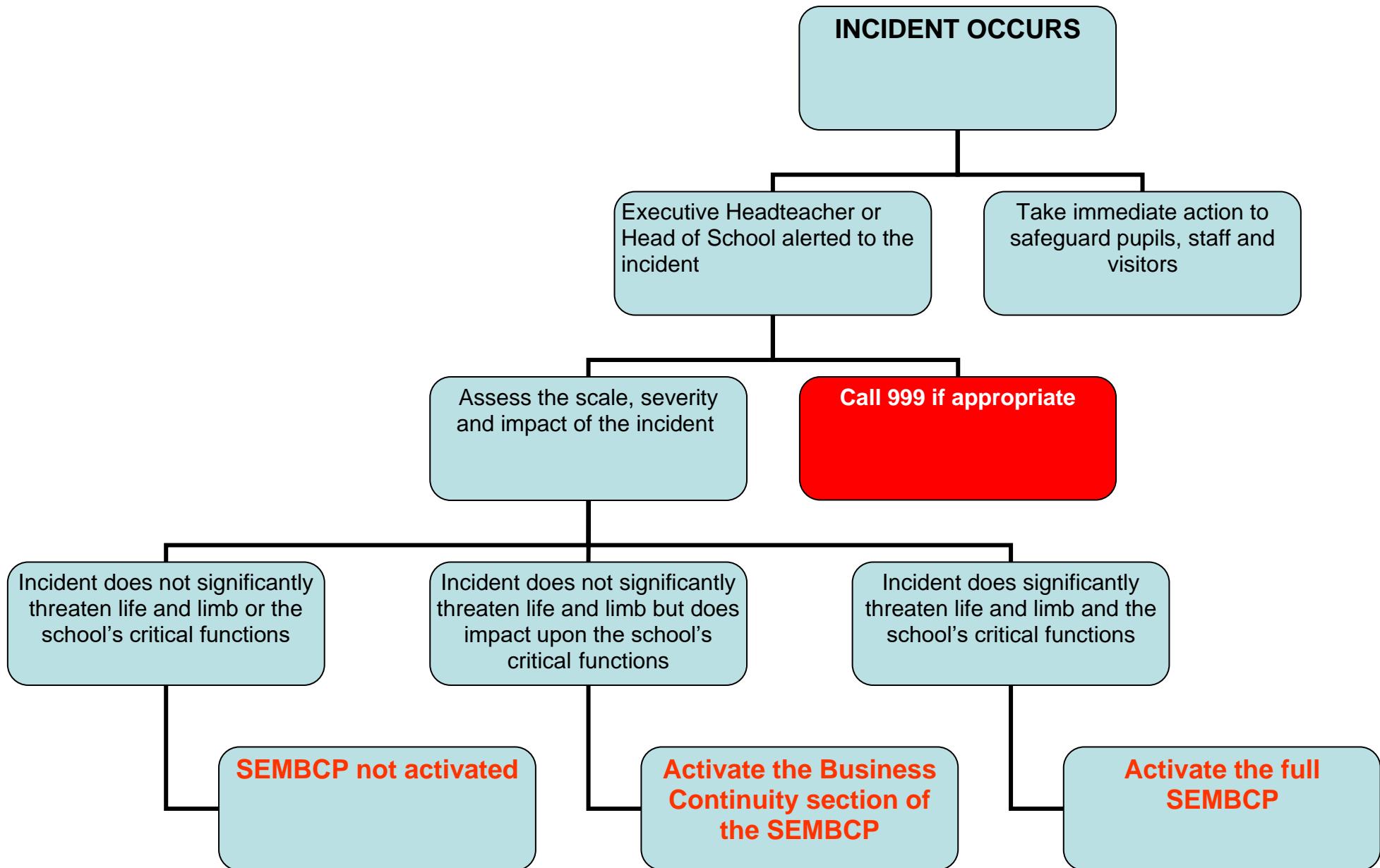
- minimise the impact of an emergency or major incident,
- ensure that the emergency incident is communicated quickly and clearly to supporting agencies and partners, enabling support arrangements to be rapidly activated,
- maintain high standards of welfare and duty of care arrangements for pupils, staff and carers,
- ensure that decision making and actions during the emergency situation are properly recorded,
- to minimise educational and administrative disruption within a school,
- to facilitate the return to normal working arrangements at the earliest time.

## **1.2 Scope of the Plan**

This plan is designed to allow schools to cope in a wide range of emergencies, including those occurring:

- within the school during the school day,
- to the school outside of school hours,
- on school trips and journeys,
- to pupils on the way to or from school,
- from events immediately outside the school gates,
- from events that adversely affect an area wider than the school itself.

## SECTION 2 – ACTIVATION TRIGGERS AND INITIAL ACTION



## SECTION 3 – CONTACT DETAILS

<b>3.1 School Emergency Management Team</b>			
<b>Name &amp; Title</b>	<b>24hr Telephone Contact</b>	<b>Email</b>	<b>Address</b>
<i>Executive Headteacher</i>	07742 757 603 01732 469 136	<a href="mailto:headteacher@new-ash.kent.sch.uk">headteacher@new-ash.kent.sch.uk</a>	45 Seal Hollow Road, Sevenoaks Kent TN13 3RY
<i>Head of School</i>	07902 159 866	<a href="mailto:hdavin@new-ash.kent.sch.uk">hdavin@new-ash.kent.sch.uk</a>	25 Walmsley Road Broadstairs CT10 2BH
<i>Office Manager</i>	07961 589 296	<a href="mailto:office@new-ash.kent.sch.uk">office@new-ash.kent.sch.uk</a>	10 Mayplace Close Bexleyheath, Kent DA7 6DT
<i>Site Manager</i>	07883 526 920	<a href="mailto:lparker@new-ash.kent.sch.uk">lparker@new-ash.kent.sch.uk</a>	82 Penenden New Ash Green Longfield DA3 8LS
<i>Chair of Governors</i>	07789 773 765	<a href="mailto:oharding@new-ash.kent.sch.uk">oharding@new-ash.kent.sch.uk</a>	29 Punch Croft New Ash Green Longfield DA3 8HP

<b>3.2 Local Authority</b>			
<b>Name &amp; Title</b>	<b>24hr Telephone Contact</b>	<b>Email</b>	<b>Address</b>
Area Education Officer	08458 247 247 KCC Switchboard	Ian Watts, Area Education Officer: 03000 414 302/07919 212 062  Ann Drury, PA to Ian Watts: 03000 410 157  David Hart – Area Schools Organisation Officer (Press): 03000 410 195	North Kent Education Team, Children Young People & Education, Kent County Council, 30 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4AE
Duty Emergency Planning Officer	01622 221 321	<a href="mailto:emergency.planning@kent.gov.uk">emergency.planning@kent.gov.uk</a>	County Emergency Centre, 4 <sup>th</sup> Floor, Invicta House, Maidstone.

### 3.3 Other School Staff – See current staff file in Grab Bag

### 3.4 Stakeholders and Extended Services

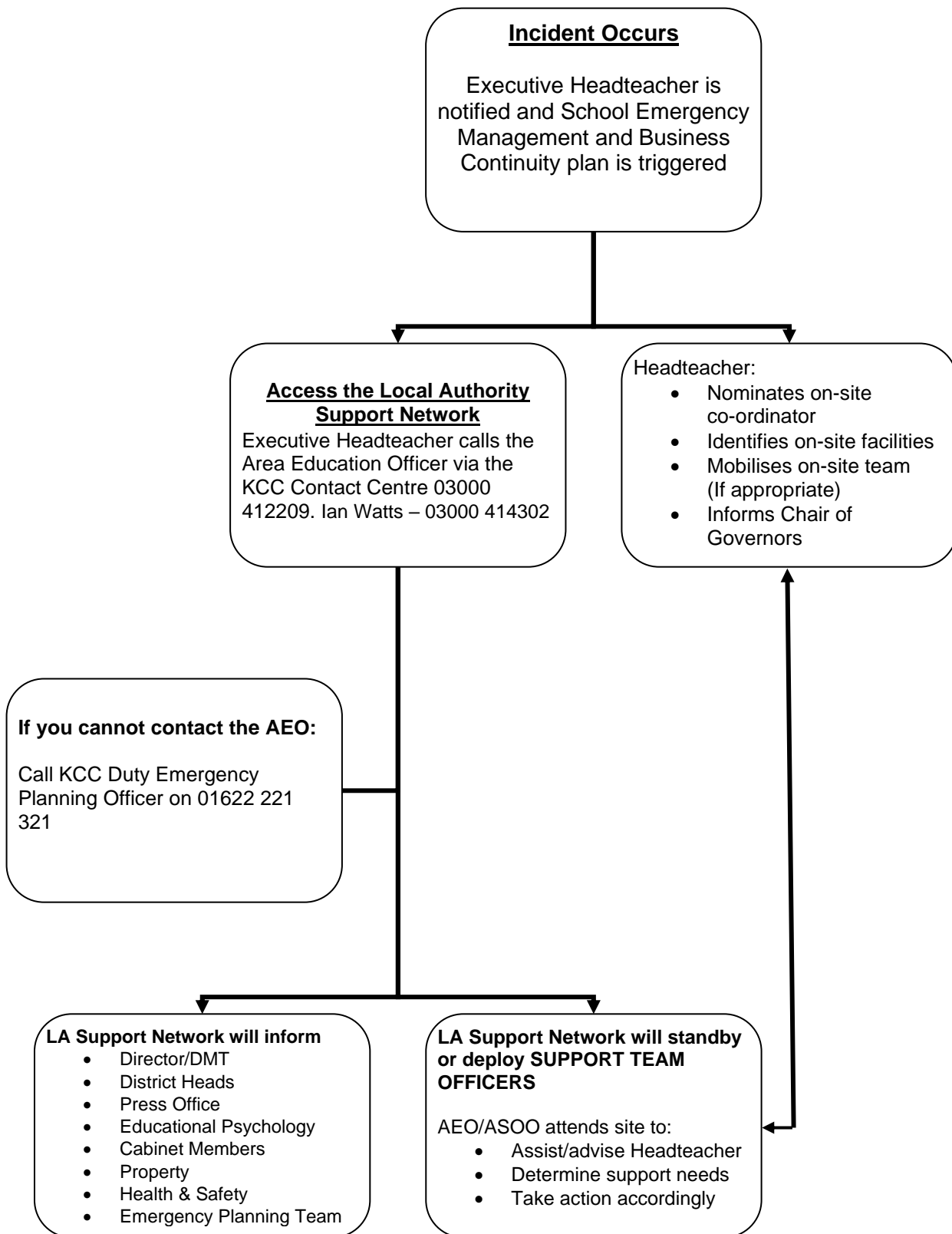
Name & Title	24hr Telephone Contact	Email	Address
Molly's Pre-School Manager: Nikki Ewen	07715 679 955 01474 873 038	Prefer phone call, but if necessary use: <a href="mailto:newashgreenpreschool@new-ash.kent.sch.uk">newashgreenpreschool@new-ash.kent.sch.uk</a>	Molly's Pre-School, North Square, New Ash Green, DA3 8JT
Breakfast Club Manager: Teresa Feller	07943 103723	<a href="mailto:tfeller@new-ash.kent.sch.uk">tfeller@new-ash.kent.sch.uk</a>	28 Farm Holt New Ash Green Longfield, DA3 8QA
West Hill Life Ltd Manager: Genene Copley	07900 216 543 01322 278 677	<a href="mailto:westhillchildcare@gmail.com">westhillchildcare@gmail.com</a>	New Ash Green Primary School North Square, Kent DA3 8JT
Seeclear Cleaning Managing Directors: Mark Judd \ Andrew Hampshire Account Manager: Anne-Marie Hopkins	Main Office: 01795 477783	<a href="mailto:mark@seeclearfacilities.co.uk">mark@seeclearfacilities.co.uk</a> <a href="mailto:andrew@seeclearfacilities.co.uk">andrew@seeclearfacilities.co.uk</a> <a href="mailto:anne@seeclearfacilities.co.uk">anne@seeclearfacilities.co.uk</a>	Seeclear Facilities UK Ltd 1 Quarry Hill Road, Borough Green Sevenoaks Kent TN15 8RF
Kent County Council Jenny Wood Soft FM Manager (Schools) Wioletta Donchev Soft Services Officer (Cleaning)	07824 347 915  07866 146 583	<a href="mailto:jenny.wood@kent.gov.uk">jenny.wood@kent.gov.uk</a>  <a href="mailto:wioletta.donchev@kent.gov.uk">wioletta.donchev@kent.gov.uk</a>	Kent County Council Infrastructure Deputy Chief Executive's Department Sessions House Maidstone ME14 1XQ
Nourish Contract Catering Ltd Operations Manager: Natalie Love	07961 804 696 020 8778 1111 (Office hours only)	<a href="mailto:natalielove@nourishcc.co.uk">natalielove@nourishcc.co.uk</a> <a href="mailto:trinarice@nourishcc.co.uk">trinarice@nourishcc.co.uk</a> <a href="mailto:accounts@nourishcc.co.uk">accounts@nourishcc.co.uk</a> <a href="mailto:office@nourishcontractcatering.co.uk">office@nourishcontractcatering.co.uk</a>	Unit 27, Metro Business Centre, Kangley Bridge Road, Sydenham, London SE26 5BW
Helen Sear Counsellor	07961 329 397	<a href="mailto:helensearcounselling@gmail.com">helensearcounselling@gmail.com</a>	N/A
Little Leaves Pre School	01474 872 441	<a href="mailto:littleleaves@outlook.com">littleleaves@outlook.com</a>	Ash Road (off North Square) New Ash Green DA3 8JY

### 3.5 Other Organisations

Name & Title	24hr Telephone Contact	Email	Address
Gymnastics Club: Jo Lewington	07828 090 828	<a href="mailto:jolewington@btinternet.com">jolewington@btinternet.com</a>	67 Neal Road, West Kingsdown, TN15 6DG
Dance Club: Angela Deamer	07975 603 296	<a href="mailto:angelawoodgate@hotmail.co.uk">angelawoodgate@hotmail.co.uk</a>	147 Ayelands, New Ash Green DA3 8JU
Martial Arts Luke Yates	07720 263 984	<a href="mailto:yatesmartialarts@gmail.com">yatesmartialarts@gmail.com</a>	111 Lunedale Road, Dartford, Kent, DA2 6JX

# SECTION 4 – LOCAL AUTHORITY SUPPORT NETWORK

In the event of a school related emergency, the proposed arrangement with the Local Authority is:



## SECTION 5 – ROLES AND RESPONSIBILITIES

The following checklist is provided to assist the School Emergency Management Team to carry out their roles and responsibilities once the SEMBCP has been activated. These checklists are a general guide, further actions may be required that are specific to the incident as it occurs.

### 4.1 Executive Headteacher

Action	Completed by	Time
Activate the School Emergency Management Team.		
Commence a log of all action and decisions (see Appendix 1)		
Ensure safety/welfare of pupils and all adults in the care of the school.		
Identify any vulnerable pupils or adults needing specific support.		
Activate the Local Authority Support Network.		
Decide whether to keep pupils in classrooms and safe areas or consider evacuation (see Appendix 3).		
Consider activating school closure arrangements.		
Ensure that the SEMT are effectively carrying out their designated roles and responsibilities.		
Ensure that the school emergency grab bag has been collected.		
Liaise with the emergency services.		
Keep staff informed of the situation.		
Ensure Chair of Governors is kept informed of the situation and the response arrangements.		
Prepare information and advice to parents.		
Call meetings of the SEMT as required and ensure that the SEMT and LA receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		

## 4.2 Head of School

Action	Completed by	Time
In the absence of the Headteacher, adopt their roles and responsibilities.		
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT.		
Obtain as much information as possible from the Headteacher about the situation.		
Commence a log of all action and decisions.		
Lead arrangements to ensure safety/welfare of pupils and all adults in the care of the school.		
Lead and direct all school staff to support decisions taken by the Headteacher.		
Seek advice from the Headteacher on whether to keep pupils in classrooms and safe areas or consider evacuation.		
If directed by the Headteacher – make arrangements for the evacuation of the school to designated evacuation points or back up location.		
If directed by the Headteacher – make arrangements to activate closure arrangements.		
Keep staff informed.		
Assist the Headteacher in providing consistent advice/information to parents.		
Attend meetings of the SEMT as required, and ensure that you receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		

### 4.3 Office Manager

Action	Completed by	Time
Obtain as much information as possible from the Headteacher and/or Deputy Headteacher about the situation.		
Commence a log of all actions and decisions.		
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT.		
Support the Headteacher and/or Deputy Headteacher in contacting all members of the SEMT and request they carry out their roles and responsibilities as described in the SEMBCP.		
Advise the Headteacher and/or Deputy Headteacher if any member of the SEMT is unavailable and cannot carry out their roles and responsibilities.		
Ensure copies of the SEMBCP are available for the SEMT.		
Ensure that pupil records and registers are available.		
Ensure that pupil medical records are available.		
Highlight to SEMT any pupils that may need specific support.		
Ensure that parental/carer records and contact numbers are available.		
Ensure that staff records and contact details are available.		
Ensure that the visitor and pupil signing in/out book is available.		
Lead the office staff in assisting the SEMT with information needs and the emergency response.		
Assist the Headteacher and/or Deputy Headteacher in providing consistent advice/information to parents.		
Where possible cancel any planned visitors to the school.		
Advise service providers of the interruption to the normal arrangement for provision of goods/services to the school (catering/transport etc).		
Attend meetings of the SEMT as required, and ensure that you receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		

## 4.4 Site Manager

Action	Completed by	Time
Obtain as much information as possible from the office manager/secretary about the situation.		
Commence a log of all actions and decisions.		
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT.		
Ensure that emergency services are able to access the incident quickly and without obstruction.		
Ensure all building and gate keys are available.		
If required - immobilise the gas supply, electricity or water supply (see Appendix 2).		
If required assist with evacuation.		
Where possible assist with ensuring the security of the school site.		
Attend meetings of the SEMT as required, and ensure that you receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		

## 4.5 Chair of Governors

Action	Completed by	Time
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT.		
Obtain as much information as possible from the Headteacher and/or Deputy Headteacher about the situation.		
Commence log of all actions and decisions.		
Assist the Headteacher and/or Deputy Headteacher in providing consistent advice/information to parents.		
Attend meetings of the SEMT as required, and ensure that you receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		



## 6.2.1 Strategies for Continuity of Services

	<b>Arrangements to manage a loss or shortage of Staff or skills</b>	<b>Further Information</b> (e.g. Key contacts, details of arrangements, checklists)
<b>a.</b>	Use of temporary staff e.g. Supply Teachers, Office Staff etc.	List of school staff attached and all will be deployed as necessary Classic Education Limited 01474 359333 for supply teachers if necessary.
<b>b.</b>	Multi-skilling and cross-training to ensure staff are capable of undertaking different roles and responsibilities, this may involve identifying deputies, job shadowing, succession planning and handover periods for planned (already known) staff absence e.g. maternity leave.	3 staff able to work on SIMS, Schools Financial Support Service available for Finance Management assistance. Ongoing coaching from SLT on roles & responsibilities in an emergency. HLTA's are able to work in all age groups and generally local and can be called on at short notice. Office Manager to review site information regularly.
<b>c.</b>	Using different ways of working to allow for reduced workforce, this may include: <ul style="list-style-type: none"> <li>• Larger class sizes.</li> <li>• Use of Teaching Assistants, Student Teachers, Learning Mentors etc.</li> <li>• Virtual Learning Environment opportunities.</li> <li>• Pre-prepared educational materials that allow for independent learning.</li> <li>• Team activities and sports to accommodate larger numbers of pupils at once.</li> </ul>	Will use all these strategies as appropriate.
<b>d.</b>	Using mutual support agreements with other Schools: emergency secondments.	Longfield Headteachers Consortium work together and support each other.
<b>e.</b>	Ensuring Staff management issues are considered i.e. managing attendance policies, job description flexibility and contractual requirements etc.	<i>All Job descriptions contain the phrase 'all reasonable requests as the Head teacher may make'?</i>
<b>f.</b>	As a last resort, providing a child-minding (rather than educational) service using the above volunteers and remaining staff (to less impact on local and wider economy).	Use this strategy as a last resort

	<b>Arrangements to manage loss of technology / communication / data / power</b>	<b>Further Information</b> (e.g. Key contacts, details of arrangements, checklists)
<b>a.</b>	Back-ups of key school data e.g. CD or Memory Stick back-ups, photocopies stored on and off site, mirrored servers etc.	Purchase EIS disaster Recovery Package – replaces all Office IT equipment. All data backed up off site with EIS Maidstone.
<b>b.</b>	Reverting to paper-based systems e.g. paper registers, whiteboards etc.	Blank registers in SEMBCP grab bag
<b>c.</b>	Flexible lesson plans.	Yes
<b>d.</b>	Emergency generator e.g. Uninterruptible Power Supply (UPS).	Via Kent support
<b>e.</b>	Contact the utility company responsible or appropriate repair contractor.	Contact information available via the internet (library or local staff homes)
<b>f.</b>	Emergency lighting.	
	<b>Arrangements to manage denial of access to your premises or loss of utilities</b>	<b>Further Information</b> (e.g. Key contacts, details of arrangements, checklists)
<b>a.</b>	Using mutual support agreements with other Schools.	Longfield Head teachers Consortium have mutual understanding.
<b>b.</b>	Pre-agreed arrangements with other premises in the community i.e. Libraries, Leisure Centres, Colleges, University premises.	Possibility of using Village Hall or Milestone Academy in emergency
<b>c.</b>	Virtual Learning Environment opportunities.	EducationCity and School is Great available for virtual learning – codes in SEMBCP Pack
<b>d.</b>	Localising the incident e.g. isolating the problem and utilising different sites or areas within the school premises portfolio.	Divide the double classrooms back to single rooms, depending upon incident.
<b>e.</b>	Off-site activities e.g. swimming, physical activities, school trips.	Cygnet's leisure pool – 01474 337484 (Mondays only)
<b>f.</b>	Stagger lessons across break times and lunch to maximise use of available space, and extend the school day to expand the time available in classrooms.	Divide the double classrooms back to single rooms, depending upon incident.

	<b>Arrangements to mitigate the loss of key suppliers, third parties or partners</b>	<b>Further Information</b> (e.g. Key contacts, details of arrangements, checklists)
<b>a.</b>	Pre-identified alternative suppliers.	Caterers and cleaners (details above)
<b>b.</b>	Ensuring all external providers have business continuity plans in place as part of contract terms.	Have discussed with the companies. Emergency food held in case meals don't reach the school.
<b>c.</b>	Insurance cover.	
<b>d.</b>	Using mutual support agreements with other schools.	Via Longfield Head teacher Consortium.

# SECTION 7 – RECOVERY AND RESUMPTION

## 7.1 Purpose of the Recovery and Resumption Phase

The purpose of the recovery and resumption phase is to resume 'business as usual' working practises for the school as quickly as possible. Where the impact of the incident is prolonged, 'normal' operations may need to be delivered under new circumstances e.g. from a different location.

## 7.2 Recovery and Resumption Actions

	<b>ACTION</b>	<b>FUTHER INFO/DETAILS</b>	<b>ACTIONED? (tick/cross as appropriate)</b>
1.	Agree and plan the actions required to enable recovery and resumption of normal working practises.	Agreed actions will be detailed in an action plan and set against timescales with responsibility for completion clearly indicated.	<input type="checkbox"/>
2.	Respond to any ongoing and long-term support needs of staff and pupils.	Depending on the nature of the incident, the School Emergency Management Team may need to consider the use of Counselling Services.	<input type="checkbox"/>
3.	Once recovery and resumption actions are complete, communicate the return to 'business as usual'.	Ensure all staff are aware that the SEMBCP is no longer in effect. Text or call to senior staff who will telephone as per the school telephone tree. Home connect message to parents, Ensure Area office are aware by phone. SBM to phone external agencies.	<input type="checkbox"/>
4.	Carry out a 'debrief' of the incident with staff (and possibly with pupils). Complete a report to document opportunities for improvement and any lessons learnt.	The incident de-brief report should be reviewed by all members of the School Emergency Management Team to ensure key actions resulting from the incident are implemented within designated timescales. Governors may also have a role in monitoring progress in completing agreed actions to further develop the resilience of the school.	<input type="checkbox"/>
5.	Review this SEMBCP in light of lessons learnt from incident and the response to it.	Implement recommendations for improvement and update this Plan. Ensure any revised versions of the Plan are read by all members of the SEMT.	<input type="checkbox"/>



## APPENDIX 2 - SITE INFORMATION

Utility Supplies	Location	Notes/instructions
Gas	Just outside of Boiler House	Gas meter cupboard (key in office)
Water	Church Road	Meter outside gate
Electricity	Staff room - walk-in cupboard by work surfaces	Switch gear cupboard
Heating	Boiler House	Gas x 2 boilers

Internal Hazards	Location	Notes/instructions
Asbestos	In cupboard behind Office Manager	Asbestos Register
Chemical Store (s)	In each area	Cleaning Equipment held in lock cupboards.

Pre-designated areas	Location	Notes/instructions
SEMT briefing area	Heads Office/Library	
Media briefing area	Darwin Suite/School grounds	

## APPENDIX 3 - EVACUATION

### Signals

Signal for fire evacuation	Two tone siren
Signal for bomb evacuation	Red bell card
Signal for silent evacuation	Red bell card
Signal for Intruder on site	Red locked padlock card
Signal for all-clear	Red unlocked padlock card

### Assembly points - fire evacuation

Fire evacuation assembly point A	Front two playgrounds – Hemstalls/Roundwood
Fire evacuation assembly point B	Bramleyham playground
Fire evacuation assembly point C	Rear car park/field

### Assembly points - bomb evacuation

Bomb evacuation assembly point A	Back green gates
----------------------------------	------------------

If the school has been evacuated and pupils are not able to return to school (or go home) it may be possible to relocate temporarily to another building (e.g. buddy school).

### Pre-identified buddy school / place of safety / rest centre

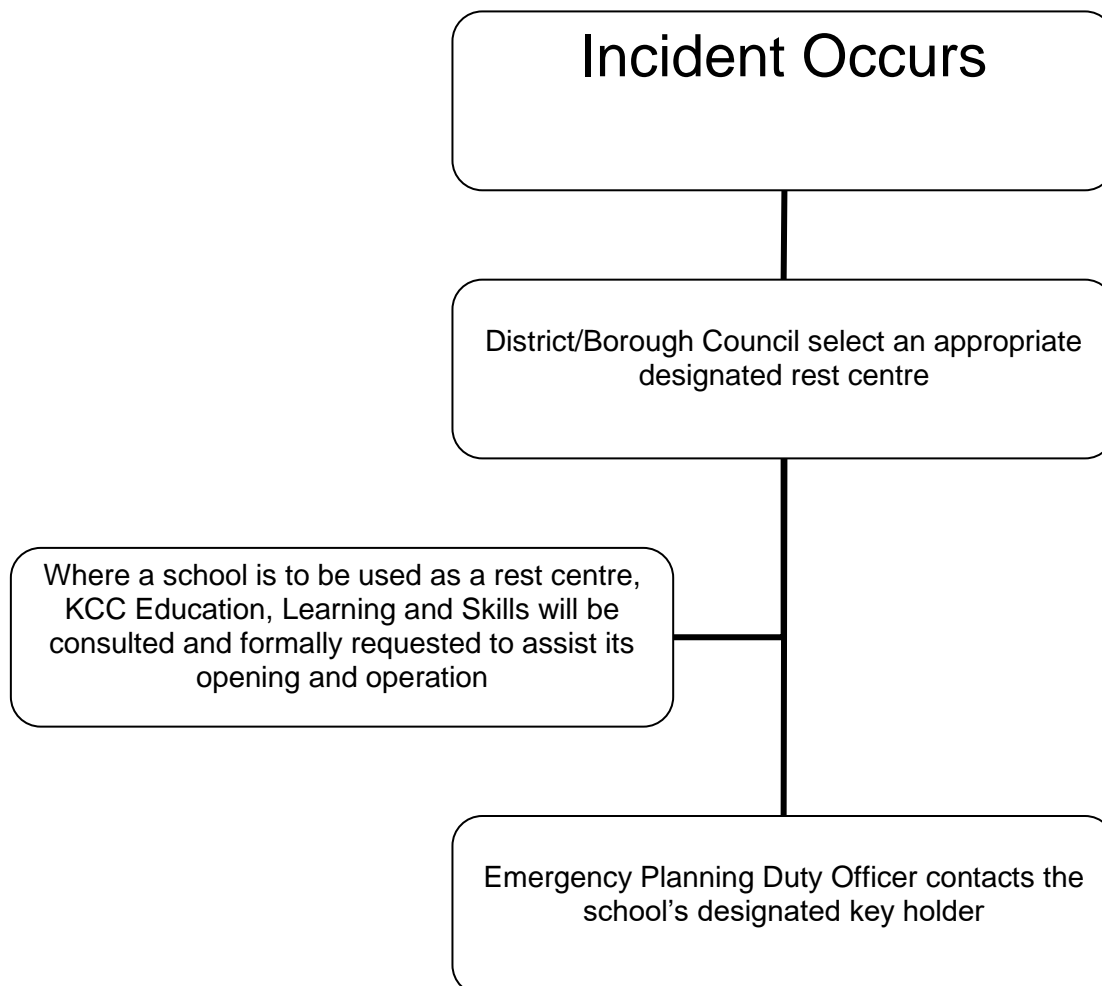
Name of premise	Milestone School
Type of premise	School
Contact name and details of key holder(s)	School Business Manager - Stuart Norris 01474 709420/07834 417979
Address	Ash Road, New Ash Green, Longfield, Kent DA3 8JZ
Directions / map	Route known to staff
Est. travel time (walking, with pupils)	15 minutes with small children
Est. travel time (by coach, with pupils)	N/A
Capacity (inc. sleeping)	N/A
Facilities / resources	Use of sports hall during emergency evacuation before children are returned to parents
Notes	

<b>School Closure</b>	<b><a href="http://www.kentclosures.co.uk">www.kentclosures.co.uk</a></b>
Email	Held by Executive Headteacher
Password	Confidential - Held by Executive Headteacher

## APPENDIX 4 – REST CENTRE

**Milestone Academy** is a designated rest centre.

### Activation arrangements



### Key Holders – Contact Details

Name & Title	24hr Telephone Contact	Email	Address
Mrs C A Cain	07834 417 557 01732 469 136	<a href="mailto:headteacher@new-ash.kent.sch.uk">headteacher@new-ash.kent.sch.uk</a>	45 Seal Hollow Rd Sevenoaks TN13 3RY
Mr L Parker	07883 526 920	<a href="mailto:lparker@new-ash.kent.sch.uk">lparker@new-ash.kent.sch.uk</a>	82 Penenden New Ash Green Longfield DA3 8LS
Mrs J Sharpe	07923 466 064	<a href="mailto:jsharp@new-ash.kent.sch.uk">jsharp@new-ash.kent.sch.uk</a>	94 Penenden New Ash Green, Kent, DA3 8LT