

Committee:	Executive	Agenda Item No.:	7
Date:	2 September 2013	Status	Open
Category	2. Decision within the functions of Executive		
Subject:	Critical Incident Plan for Heritage High School		
Report by:	Director of Health and Wellbeing		
Other Officers Involved	Emergency Planning Officer		
Director	Director of Health and Wellbeing		
Relevant Portfolio Holder	Councillor Brian Murray-Carr - Cabinet Member for Community Safety		

#### **RELEVANT CORPORATE AIMS**

COMMUNITY SAFETY – Ensuring that communities are safe and secure

To provide a temporary safe and secure location for pupils of Heritage High School in the event of an emergency.

#### **TARGETS**

Does not apply to this report.

#### **VALUE FOR MONEY**

Does not apply to this report.

#### **THE REPORT**

Prior to Bolsover District Councils occupation of The Arc, Heritage High School had an agreement in place with Chesterfield College to use the building as a reserve location during a serious incident should the school need evacuating for a prolonged period. This has never been used to date.

This arrangement, part of Heritage High School's Critical Incident Plan, was to use The Arc as a reserve location where pupils could be held in a safe location until transport could be arranged to collect the pupils. All schools within Derbyshire have a critical incident plan, of which a reserve location is a crucial part.

An enclosed area is required where pupils can be kept together until transport can be arranged to collect the pupils. It is recommended that this location be the outdoor sports pitches unless the weather was poor, in which case the sports hall would be more appropriate. An office location is also required for the school Critical Incident Management Team to work from. If at any time this could not be accommodated then the Emergency Planning Division of Derbyshire County Council would source an alternative location.

Bolsover District Council has been approached by Heritage High School to request continuation of this arrangement.

### **ISSUES/OPTIONS FOR CONSIDERATION**

A protocol has been produced giving the school a procedure to be followed should this situation occur.

### **IMPLICATIONS**

Financial: None identified  
Legal: None identified  
Human Resources: None identified

### **RECOMMENDATION(S)**

**That approval is given for Heritage High School to use The Arc as their reserve location within their critical incident plan within the boundaries of the protocol.**

ATTACHMENTS:                    **Y**  
FILE REFERENCE:                ***please complete***  
SOURCE DOCUMENT:            ***Heritage High School Critical Incident Plan Protocol***

## **HERITAGE HIGH SCHOOL CRITICAL INCIDENT PLAN**

### **Background**

All schools within Derbyshire have a critical incident plan and as part of that have a reserve location they can take pupils to should the school need to be evacuated because of a serious incident. Heritage High School had a previous arrangement with Chesterfield College to use The Arc, prior to occupation by Bolsover District Council, and they would like to continue this arrangement. There was also a reciprocal arrangement with Chesterfield College and Heritage High School would be happy for this to be in place for Bolsover District Council, should it be necessary.

### **Requirements**

The main purpose of using The Arc as an alternative location is to relocate the pupils to a safe place where the buses can be diverted to, to collect them. If possible, they would also require the use of an office/meeting room and a telephone for use by their critical incident team, to manage the incident.

The schedule below summarises the requirements of the school, should they need to relocate to The Arc:

1. Have a reserve off-site location as the base for the critical incident team, such as an office or meeting room
2. Have a safe location to assemble pupils for transportation
3. Have an area allocated to keep the pupils together until transportation arrives. Preferred locations would be:
  - Outdoor sports pitches (in the majority of circumstances)
  - Sports Hall (should weather not allow use of sports pitches)

### **School Contacts**

#### **School General Information**

Heritage High School  
Boughton Lane  
Clowne  
Chesterfield  
Derbyshire  
S43 4QG

Telephone: 01246 810259  
Fax: 01246 811227  
Email: [enquiries@heritage.derbyshire.sch.uk](mailto:enquiries@heritage.derbyshire.sch.uk)  
Headteacher: Donovan Spencer

## **Critical Incident Plan Contact**

Business Manager: Angela Fox

Telephone: 01246 575903

Mobile: 07704 840265

Email: [afox@heritage.derbyshire.sch.uk](mailto:afox@heritage.derbyshire.sch.uk)

## **Activation Procedure**

Heritage High School will follow the protocol below prior to attending The Arc.

### **Heritage High School will:**

1. Contact Central Control at Bolsover District Council on 01246 242309.
2. Confirm the pupils can be accommodated at The Arc in either the sports pitches or the sports hall.
3. Confirm if office space/meeting room is available for use for the critical incident management team.
4. If it is not possible to attend The Arc for any reason, the school should contact Derbyshire County Council Emergency Planning Division on 01629 538364, who will find an alternative location.

### **Bolsover District Council will:**

1. Make arrangements to receive staff and pupils from Heritage High School.
2. Confirm requirements of Heritage High School:
  - sports pitches or sports hall
  - office space

*If it is not be possible to accommodate the school on this occasion, inform them accordingly.*

3. Inform the following:
  - Leisure Services (to make aware that their facilities are required)
  - Joint Chief Executive
  - Joint Director of Health and Wellbeing
  - Emergency Planning Officer