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Dear Colleagues,

Emergency Preparedness for Educational Settings

26th and 27th February, 2024

Digital Support and Resources

We were delighted to welcome school colleagues alongside leads from the Department for Education, Gloucestershire Constabulary (including the firearms capability), Fire and rescue Service and Ambulance Service officers to focus on how we can all work together to manage emergency incidents in our education settings at The Manor by the Lake on 26th or 27th February.

Thank you for all your feedback which indicates that school leaders found this both a valuable learning opportunity, a networking opportunity, and a chance to begin evaluating your own emergency contingency planning.

As promised, we are pleased to share with all education leaders, a set of digital guidance and resources to support your ongoing planning work in your setting whether you were able to join us at the event in February or not.

Some of the key themes and discussion areas from the event and that have emerged from your feedback, include:

- **Readiness:** Most attendees confirmed they have plans in place to respond to emergencies/lock down and there was a strong commitment to develop/update/iterate plans and test/exercise those plans and think through local contexts.
- **Testing/exercising:** The level of exercising and testing of the plans varied, but concerns were shared about the potential trauma when involving young children, including nursery aged children, in testing.

- **Site security:** A lot of consideration of how secure school sites are and the ability to lockdown
- **Small rural schools** (mainly primary settings) challenges such as time it would take for police to attend site for emergencies, staffing limitations as well as Wifi connectivity and network coverage.
- **Comms:** Having comms message templates drafted early which can be amended was key
- **Codes:** Codes for standby or lockdown were discussed and there is mixed use of this currently in settings.
- **Behaviours:** Headteacher and staff safe behaviours around personal safety.
- **Hand-held bells/school bells/ Walkie Talkies/whistles/Fire alarms:** Discussion around the use and availability of such devices.
- **SEND/High needs children:** Staffing ratios to get children quickly to safety and very specific medical needs and the need to access to medication/oxygen.
- **Designated safe places:** Some places can be identified ahead of any incidents; however, the police will confirm a designated place of safety if needed at the time depending on police cordons/road closures.
- **Police cordon and parameters and access:** How paramedics and ambulance will arrive ensuring safety is considered.
- **Logs and decision making:** Understanding steps taken and the rationale for decision making, as well as options considered records.
- **Gurda boxes:** placed outside setting, accessible to police/fire/ambulance with a secure key which has maps, action cards and plans which are fire/water resistant.
- **Key APPS to download: ProtectUK & Jesip**

To recognise these emerging themes, and to enable you to undertake proportionate preparations for your setting, we have organised the resources into priority items to put a robust set of contingencies in place, and then a set of additional items that you may find useful in further developing thinking and planning beyond the priority actions.

Priority Resources:

Title of the Resource	Ref.	Source	Use
Template Major Incident Initial Action Card V1.0	1	Gloucestershire Constabulary	For education settings to consider modifying for their own use suitable to their individual establishments. The document has been compiled with input from the three Gloucestershire emergency services to include prompts for

			immediate information that responding agencies may require should they attend an emergency at an educational setting.
Schools Emergency Plan	2	Nottinghamshire County Council	For education settings to consider modifying for their own use suitable to their individual establishments. Includes further actions cards for consideration.
JESIP Principles	3	JESIP	The principles for multi-agency working during all phases of an incident. These should be considered in any future planning work

Additional Resources:

Title of the Resource	Ref.	Source	Optional Use
FAQs from the emergency Lockdown event	4	Gloucestershire OPCC	To clarify points raised during the event held on 26 th & 27 th February 2024
M-ETHANE Report	5	JESIP	An initial reporting framework, which can also be used to update all emergency services as any incident evolves. To be considered when writing plans involving initial contact with the emergency services
Run Hide Tell Teacher Guide and Lesson Plans	6	PSHE & DfE	Run Hide Tell, lesson plans and guidance for Key Stages 3 & 4.
Incident Management Log Book	7	Gloucestershire Local Resilience Forum	An example log book for educational settings to consider, when reviewing what major incident log keeping they will put in their plans.

It is our hope that the event on 26th and 27th February is the beginning of our focus in the county on emergency preparations in education settings. We will be

back in touch in May to seek some feedback from you on your progress with your preparations and what further support you might find valuable.

Ongoing Constabulary support for schools developing their plans will be coordinated through the Schools Beat team; each school has a named Schools Beat officer and they can be contacted by email, schoolbeat@gloucestershire.police.uk

Thank you once again for such positive engagement with this important work to keep the children and young people safe in our county's schools. We look forward to working with you as we all put our emergency preparations in place,

Yours sincerely,



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Director of Education



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Chief Constable
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