

TO: All Headteachers / Principles / Education Providers

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Please ask for: Alexander Bartoszewicz
Date: 04 January 2019

Dear Colleague

2018 EASEE Package / School Emergency Plan Workshop

Solihull Metropolitan Borough Council (SMBC) recommends that all schools should have Emergency and Business Continuity plans and procedures in place.

To assist in the development of your Schools Emergency and Business Continuity arrangements the Coventry, Solihull and Warwickshire (CSW) Resilience Team have reviewed and updated their EASEE guidance. These resources, together with general advice and support, are freely available to you and your school from the CSW Resilience Team and can be accessed via our website:

www.cswprepared.org.uk/schools-support/

The EASEE resources are available on the CSW Resilience Team website which consists of:

- EASEE School Emergency Plan Template
- School EP Risk Assessment
- Planning Resources
- Training Materials
- Exercising Materials
- Review Resources
- Additional Advice and Guidance
- EASEE Guide to Removing Passwords
- EASEE Emergency Plan Development Guide

For security and audit purposes, the documents are password protected, the passwords can be accessed via the [Solihull Password Request Form](#). If your school does not have a '.solihull.sch.uk' email, please use the [Contact Us](#) form on the teams website.

If requesting the EASEE document through the [Contact Us](#) page please detail the following information in your request:

- Your name;
- The school you are a part off,
- Position within the school;
- Your email;
- A contact number for yourself; and,
- The subject relating to what your enquiry is about.

If any of this information is missing it may lead to a delay in issuing your school with passwords to the EASEE documents.

I would also like to take this opportunity to remind you that the CSW Resilience Team are on call 24/7 to ensure an effective Local Authority response to any incident occurring across the sub-region and can provide advice and support to schools 24/7 in the event of a school emergency.

In the event of a major incident your first actions should be to call **999** and request the assistance of the emergency services (if required) and implement local procedures to make sure that the welfare and safety of your staff, students and visitors is assured.

The process to notify the CSW Resilience Team and Solihull MBC of a School Emergency is:

1. Call the 24 Hour Emergency Contact Number: **02476 832 673** (Please do not share this number with the general public or place on websites).
2. Ask for the CSW Duty Officer and provide the operator with the requested information:
 - a. Say that you need to get in contact with the CSW Duty Emergency Planning Officer (DEPO);
 - b. Your name and position within the school;
 - c. The name of the school;
 - d. A contact number for yourself;
 - e. And a brief summary of what the situation is.
3. The Operator will contact the CSW DEPO and they will then call you on the contact details provided and discuss what support is needed.

During an incident the type of support the CSW Resilience Team can provide in a Major Incident is:

- A initial single point of contact with the rest of the Local Authority;
- Assisting in evacuations and transport;
- Setting up a Temporary Rest Centre(s) in ;
- Provision of Emergency Planning and Business Continuity advice; and,
- Provision of Incident / Emergency Response advice.

If you need some advice in putting together your School Emergency Plan, general awareness of a School Based Incident or an Exercise to test you plan(s), please contact us (using the details above) and we will happily advise.

On **Tuesday the 2nd of April** we will be running two School Emergency Plan workshops for Headteachers, these will be held at Sans Souci. The first session will be from 09:15 to 11:45. The second session will be from 13:00 to 15:45. If you are able we would welcome you to bring your current School Emergency Plan so that you can reflect on it throughout the workshop. To support the development and implementation within your school there are additional places available for you to bring another Senior Member of staff.

If you are interested please make contact with Donna O'Carroll via email; donna.ocarroll@solihull.gov.uk in Education Safeguarding detailing which session you would like to attend and who will be attending.

Yours sincerely,
Alexander Bartoszewicz
Senior Emergency Planning Officer