

TO: All Headteachers / Principals / Education Providers

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Please ask for: Alexander Bartoszewicz
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Dear Colleague,

2018 EASEE (Educational Advice & Support for Educational Establishments) Package

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:

- School EP Risk Assessment
- Planning
 - Distribution log template
 - Grab bag check list
 - Business Impact Analysis template
 - Planning Schedule
- Training
 - General Awareness Training
 - Grab Bag Training
 - School Emergency Response Team Training
 - Site Tour
- Exercising
 - Training/Exercises Scenarios
 - Exercise Planning Document
- Reviewing
 - Debrief form
 - Action Plan
 - Version Record Sheet
- Additional Advice and Guidance
- EASEE Guide to Removing Passwords
- EASEE Emergency Plan Development Guide
- EASEE School Emergency Plan Template

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 of;
- 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 is:

- A single point of contact with the rest of the Local Authority;
- Assisting in evacuations and transport;
- Setting up a Temporary Rest Centre(s);
- 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 your plan(s), please contact us (using the details above) and we will happily advise.

Yours sincerely,

Alexander Bartoszewicz
Senior Emergency Planning Officer