English in Totnes Emergency Action Plan 2019

The English in Totnes (EiT) Emergency Action Plan is intended to assist agents, students, parents and staff to understand what the procedure will be during an emergency situation if the Gate House is closed due to extenuating circumstances, if there is an emergency in Totnes and or if there is an emergency when students are out on an excursion, whether planned by the school or with their group leader. These emergencies cover eventualities such as disasters, either natural (e.g.hurricane), or man-made (e.g. terrorism, a road or rail crash, a violent demonstration, serious equipment malfunction etc).

Please note that this procedure is intended as a guide only, as every situation is different and may require a different response.

English in Totnes Crisis Manager: Jennifer McGeever

English in Totnes Press Officer: Margie Barker

Responsibilities of Key staff

School Director

 To coordinate emergency response and liaise closely with other key staff members

 To ensure at all times that they maintain a record of home telephone numbers, mobile phone numbers and email addresses of all office staff to contact in the event of the emergency. This information will be kept confidentially to the School Manager and School Director.

 To update school website with a special notice on the homepage providing information or contact details in event of emergency

Academic Manager

 To contact all academic staff and instruct them accordingly, considering such issues as when to return to work, whether the school buildings are safe to use and accessible

 To liaise with School Manager to establish the well-being of existing students

 To maintain a list of all teachers' contact details and to provide an updated copy to School Manager monthly

School Manager

- To contact all current students and update them on the nature of the emergency and how it affects the school including whether we are running classes and whether the building is safe to use and accessible

To pass on to the School Director emergency contact information of any students who are unaccounted for

To contact agents, and wherever possible the students' families and/or prospective students who may be affected by the emergency and keep them informed about our response and the well-being of their students

To contact agents or emergency contacts of students who remain unaccounted for

To contact and update host families about the emergency and the way we are dealing with it

To establish the well-being of existing students

To advise on whether and when it is safe to return to the school for classes

To provide email and telephone responses with an update on the latest information we have.

Information for Staff

All efforts will be made to keep staff updated on the status of the emergency and staff should check emails regularly for the latest information on closure of the school and when it is expected to reopen. Where there is a breakdown in communication staff should follow official advice on TV and radio as to whether or not it is safe to travel. At all times, staff should exercise discretion and not travel if they feel it is unsafe to do so.

Contacting Existing Students, their Agents and their Emergency Contacts

Our students are typically far from home and English in Totnes (EiT) has a duty of care to keep their families fully informed about their welfare. Therefore, it is essential that accurate information about the emergency, and those affected, is passed on to agents and/or emergency contacts at the very earliest opportunity. Those contacted will need to know the nature of the emergency, how the students are affected, when to expect the school to reopen, and how to contact the school.

Emergency Point of Contact for Agents, Students, and Other Concerned Parties

School Emergency Email

(24 hours)

info@englishintotnes.com +44 (0) 7760 309246

Note: In the event that communications are affected and the above contact is unreachable, all enquiries should be directed via the School Manager:

- Email: Margie@englishintotnes.com
- Tel: +44 (0)7930 530254

Additional Measures

Publicity

The School Manager will keep the School Director updated and messages will be posted on the EiT website and Social media pages.

Important Note

In the event of an emergency, the School Manager and other key staff members are able to access the school database remotely to access student information. However, the effective implementation of this procedure requires up-to-date information on students and staff. Therefore it is vital that details of current students are entered weekly following intake of new students and that regular checks are made to ensure that these details remain up-to-date.