

## 2. ROLES AND RESPONSIBILITIES

### 2.1 THE ROLE OF THE EMERGENCY SERVICES

a. The Fire Service (Royal Berkshire Fire and Rescue Service)

- Saving life
- Protection of property
- Rendering humanitarian services
- Safety of all response personnel
- Protection of environment
- Chemical incidents/spillages
- Mass decontamination
- Search & rescue, including in collapsed buildings



b. The Ambulance Service (South Central Ambulance Service)

- Saving life
- Treatment and care of the injured
- Triage (dealing with casualties at the scene)
- Liaison with hospitals
- Transportation of casualties
- NHS focal point

c. The Police (Thames Valley Police)

- Saving life
- Protection of property
- Co-ordination of response
- Investigation of incident
- Protection/preservation of scene
- Identification of victims
- Casualty information
- Family liaison e.g. notifying next of kin
- Criminal Investigation

d. The Coastguard (Maritime & Coastguard Agency)

- Saving life
- Civil maritime search & rescue
- Mobilisation and organisation of response
- Co-ordination of response
- Cliff rescue
- Counter pollution
- The Coastguard may be called for example in an accident during an off-site activity situation

## 2.2 THE ROLE OF BRACKNELL FOREST COUNCIL

### a. Within the Children Young People and Learning department:

- To alert schools to a potential local emergency, e.g. flooding, bad weather, etc.
- Guidance on emergency planning, including a template for a School Emergency Plan
- Provide support and direction to schools during emergencies
- Emergency Duty Officers out of hours
- Link between the school and the Borough Emergency Plan
- Link between the school and other Council services
- Assisting with communication to staff, pupils, parents / guardians and media
- Approval of Offsite and Adventurous Activities
- Help schools to recover from an incident
- Educational Psychology services to provide counselling and support
- ICT support
- Home to School Transport
- Relevant contractors – cleaning, catering etc



### b. Within the other departments of the Council:

- To prevent and minimise loss of life and personal injury to children and young peoples, staff, and the local community.
- Seek to reduce, through the exercise of its powers and functions, the risk of a major emergency arising.
- Borough Emergency Plan – for Major Emergencies
- Borough Emergency Planning Officer and out of hours Duty Officers
- Co-ordination of support organisations and agencies
- High level liaison with the emergency services and utilities
- Specialist equipment and skills

- Emergency Call Centre (Forestcare)
- Emergency Operations Centre
- Call Centres for providing information for victims, friends and relatives
- Communications Team - handling the media
- Rest/Reception Centres for evacuees or survivors
- Health and Safety Adviser
- Construction and Maintenance (building surveyors and engineers)
- Social Services psychological welfare support
- Emergency feeding arrangements
- Provision of transport
- Provision of additional communications such as mobile telephones.
- Liaison with BT and other telecommunications providers.
- Provision of administrative support staff.
- Insurance Team

## 2.3 THE ROLE OF THE SCHOOL



- To prevent and minimise loss of life and personal injury to children and young peoples and staff during an incident.
  - To seek to reduce the risk of incidents/emergencies arising.
  - To maintain the relevant section of this emergency plan and to follow these in the event of an emergency.
  - To contact the emergency services where required.
- To contact the Council CYPL department at the beginning of any emergency/incident.
  - Where the emergency services are not involved, or not yet on the scene, school staff will be responsible for the response to the incident.

- g. Where the emergency services are involved school staff will follow the directions of the emergency services, where these do not contravene the school's responsibilities to prevent and minimise loss of life and personal injury to children and young peoples and staff.
- h. Where the CYPL department or Council Emergency Planning Manager have alerted the school to a potential emergency, school staff will be required to follow the directions of the Council (unless otherwise specified), where these do not contravene the schools responsibilities to prevent or minimise loss of life and personal injury to children and young peoples and staff.
- i. In smaller incidents the school should try to maintain the daily routine of staff and pupils not directly involved.
- j. Bring about a swift return to normal life.
- k. To support staff, children and young people, and parents throughout.
- l. To seek to reduce the risk of incidents/emergencies arising by creating, adopting, maintaining and operate a School Emergency Plan.