



## EMERGENCY PLAN CONTACT DETAILS

To: Heads of all Educational Establishment

June 2023

This matter is being dealt with by: Emma Daisley  
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### Children, Education & Families Directorate Emergency Plan Update of Contact Details

The Children, Education & Families Emergency Plan relies on up-to-date contact details being available for all establishments. This information is used to make urgent contact with the Head of Establishment, or to gain access to the building, out of normal working hours.

Even if your school has Academy status, we are still requesting you give us these contacts we would like to hold this data for Emergency issues. The Police and Fire Service will contact us initially if there were an incident.

Examples of when the contact details are used include:

- Advise senior school staff of a serious out of hours property incident such as a fire/flood etc
- Gain access to the building for urgent repair & maintenance
- Make urgent arrangements to use the accommodation for peace time emergency e.g. provision of temporary rest centre facilities

It is important that the contact details for each establishment include senior members of staff as well as the site Manager/Caretaker. All of the people on the list must be key holders.

**You are requested to provide the contact details for your establishment using the contact details form:**

[Emergency Contacts Blank Form](#)

Return your completed form to [school.planning@oxfordshire.gov.uk](mailto:school.planning@oxfordshire.gov.uk)

Please ensure that you also notify the Directorate of future changes to the emergency contact details as they occur.

#### **Data Protection Act 1998**

The information provided will be kept by Oxfordshire County Council. Access will be limited to those County Council Officers and those of their Agents with a specific requirement to use the contact information. The County Council undertakes to use the information for the specific purpose of reporting a significant incident affecting the establishment, or to gain access to the building out of normal hours.