



## Emergency College Closure Summary for Staff and Students

All staff members are requested to read the full policy - KMS 557 Emergency Closure Policy.

### **CLOSURE DURING THE COLLEGE WORKING DAY**

In the event of an emergency or worsening weather conditions during a normal academic day, the College may close to ensure students and staff can return home safely.

A decision will be made by the Principal/SMT and will be based on discussions with the transport provider and consultation of local traffic and weather reports. The **Head of Student Administration** will discuss the status of buses with the transport provider to ascertain whether students can return home safely once a College closure announcement is made. Kura will provide a list of expected arrival times (ETA) for the buses. The Head of Student Administration will create a list of students that travelled into College on each route.

Kura will send notification(s) as required via the app notifying/reminding students of their transport departure time from College

The College closure message on the main switchboard will be activated by the Student Administration team.

#### **A specific time will be set for closure (usually one hour after announcement).**

Following a decision to close:

The **Deputy Principal** will send an email to staff notifying them of the agreed time of closure.

**The Marketing** Manager will ensure there is a live global alert on the website

All staff with key responsibilities for assisting safe departure of students will meet at the Bus park, shelter can be taken in the indoor arena as required

- Assistant Principal (Student Experience & Progression)
- Head of Student Administration
- H&S Manager
- Deputy or Head of Department
- Student Welfare

Created by:	Marketing & Communications Manager	Review Date:	January 2024
Approved by:	SMT	Next Review Date:	November 2024
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**KINGSTON MAURWARD SYSTEM**  
**KMS 558 Emergency Closure Staff and Student Summary**

The **Deputy Principal** will ensure that Teachers bring **ALL** students that utilise college transport to the Indoor Arena as a '**muster point**' at a specific time. The Head of Student Administration will coordinate the taking of registers as students board buses, before any student or teacher departs from campus.

Any student that traveled into College using College transport must notify their teacher if they wish to travel home via a different method. The Teacher must inform the Student Administration Team of any amended transport arrangements. If there is any reason why a student cannot be safely moved e.g. disability, the teacher should call premises department to inform them and ask for help.

The **Estates Manager** will activate College gritting procedure in accordance with the Health & Safety Policy / Risk Assessment Policy, at the earliest sign of bad weather to enable students and staff to leave campus safely.

**Non-essential staff to the procedure can leave campus at the specific closure time once they have been dismissed by their line manager.**

## **EARLY MORNING – PRE COLLEGE DAY CLOSURE**

Or each morning a College closure is in place:

In the case of bad weather, The **Head of Estates** and **Principal** will be responsible for assessing the campus before **6am** to ascertain safety issues and will review local weather and road reports and news bulletins.

View [www.bbc.co.uk/weather](http://www.bbc.co.uk/weather) [www.metcheck.com](http://www.metcheck.com) [www.metoffice.gov.uk](http://www.metoffice.gov.uk)

In the absence of these staff members, the responsibility will fall to the Duty Manager on the Fire/Security rota (hereby referred to as **On-Campus Manager**).

The **On-Campus Manager** will then telephone the Principal or, if the Principal is unobtainable, the next member of the SMT on the list below, to update them on the local situation by **6am**.

The **Head of Student Administration** will also telephone the Principal or SMT to discuss any transport issues and liaise directly with Kura. The Head of Student Administration will have a direct line of communication to a designated contact at Kura.

### **Senior Management Team to be contacted:**

Principal  
Deputy Principal  
Assistant Principal (Student Experience & Progression)  
Assistant Principal (Curriculum & Quality)  
Chief Finance Officer

The Principal/SMT member will make the decision whether to close the College for the day by **06.30am**.

**KINGSTON MAURWARD SYSTEM**  
**KMS 558 Emergency Closure Staff and Student Summary**

If the decision to close the College is made, the SMT member will update:

**All other remaining SMT Members and:**

- **Principal of Dorset Studio School**
- **Marketing Manager**
- **Head of Student Administration**
- **On-Campus Manager/Head of Estates/Head Gardener**
- **Heads of Academic Departments**
- **Health and Safety Manager**
- **RVCS contact**
- **THS contact**
- **Any other tenants in the Stinsford Centre**
- **14-16 schools programme providers**

Where a decision relating to predicted bad weather is required, whenever possible the decision to close the College will be taken the day before.

In this event a key team will meet before 3pm to put plans in place to close the college.

- **SMT**
- **Marketing Manager**
- **Head of Student Administration**
- **On-Campus Manager/Head of Estates Health and Safety Manager**

Final decision for any college closure remains with Principal/SMT.

If it is decided that the College will close or if there are any other changes affecting the timetable the Transport providers will be contacted by the **Head of Student Administration** Following a decision to close the next day, an email and SMS text message will be sent to all staff and students by the **Deputy Principal** detailing how long the College is expected to be closed for. Kura will send a message via the Kura app to reflect that transport will not be running

All Managers will assume the same responsibilities each day of closure as per those outlined in the Early Morning Pre College Closure guidance section.

**IF IN DOUBT – PLEASE VISIT THE COLLEGE WEBSITE, SOCIAL MEDIA OR CALL 01305 215000**

**COLLEGE REMAINS OPEN - BUT ISSUE WITH STUDENT TRANSPORT**

Should the decision be taken to keep the College open but problems with transport in some areas are anticipated, Kura will update students/parents/careers via the Kura app, the app will also reflect any changes to travel arrangements The **Head of Student Administration** will contact Marketing to update the website and social media.

The decision by a transport provider not to travel does **NOT** automatically mean that the College will close, unless a message is put on the front page of the website the College remains open.

The **Head of Estates** to contact Dorset County Council to discuss additional help gritting the campus plus the road from the College entrance to the roundabout.