



Academies Trust

**Shared Business Continuity
Management Plan for
Co-op Academy Nightingale**

November 2017

Detailing arrangements for:
Incident Management
Business Continuity
Recovery and Resumption of Normal Academy Activity

1.0 About this Plan

1.1 Document Control

Date	Revision/Amendment Details & Reason	Author
October 2014	First publication as Trust –wide document	S. McMullan (Deputy Director)
November 2015	Refreshed to include closer links with The Co-operative Group	F. Norris (Director of the Trust)
November 2017	Refreshed to include current Trust arrangements and contact with the Co-op	F. Norris (Director of the Trust)

1.2 Plan Purpose

To provide a flexible response so that **Co-op Academy Nightingale** can:

- Respond to a disruptive incident (incident management)
- Maintain delivery of critical activities during an incident (business continuity)
- Return to 'business as usual' (resumption and recovery)

1.3 Plan Owner

The Headteacher is this Plan's Owner and responsible for ensuring that it is maintained, exercised and updated in accordance with CAT's Policy for reviewing business continuity and emergency response plans.

The Headteacher will take daily responsibility to discharge any actions and executive decision making, ensuring that the Director of the Trust is fully aware of any significant issues or actions taken.

1.5 Distribution List

This Business Continuity Plan is distributed to:

NAME	ROLE	PLAN REF NO
Frank Norris	Director of Trust	frank.norris@co-operative.coop
Gary Lagar	(Finance and Resources Director)	Gary.lagar@coop.co.uk
Lynda Johnson	(Education Director East)	lynda.johnson@coop.co.uk
Juliet Caunt	Head of HR	Juliet.caunt@co-operative.coop
Clare Scanlan	(Governance and Communications Manager)	claire.scanlan@coop.co.uk
Russell Gill	Chair of the CAT Board	Russell.gill@co-operative.coop
Jack Sowter	Headteacher	j.sowter@Nightingale.coop
Tony Hind	Chair of Governors	tony.hind@coop.co.uk
Mike Smith	Vice Chair of Governors	mikesmith2205@hotmail.co.uk
Lisa Arnold	Mitie Facilities Manager	Lisa.Arnold@mitie.com

Plan Storage

All parties on the distribution list, see above, are required to safely and store securely a copy of this plan at their regular place of work and off-site.

1.7 Plan Review Schedule

This Plan will be updated as required and formally reviewed annually or following a significant incident during which the Plan has been used and reviewed by the Governing Body.

2.0 Plan Activation

2.1 Circumstances

This Plan will be activated in response to an incident causing significant disruption to the academy, particularly the delivery of key / critical activities.

Examples of circumstances triggering activation of this Plan include:

- Loss of key staff or skills e.g. above normal levels of absenteeism due to illness or other scenarios such as severe weather, transport disruption
- Loss of critical systems e.g. ICT failure, power outage
- Denial of access, or damage to, facilities e.g. loss of a building through fire or flood, an external emergency with the academy in the Emergency Service's cordon preventing access, academies facilities in use for General / Local Elections, severe weather scenarios or utilities failure
- Loss of a key resource e.g. an external supplier / partner vital to the delivery of a critical academy activity
- Bomb threat including terrorist attack
- A major fire
- Intruder (general) or Dangerous intruder (lockdown)
- Evacuation including where it is impossible to send students home (agreement with nearby school / library / community centre / church etc)
- Death or injury on site
- Death or injury off-site activity
- Critical buildings / facility issue (closure)

2.2 Responsibility for Plan Activation

A member of the nominated **Incident Management Team (CIMT)**¹ will normally activate and stand down this Plan.

¹ See Section 3.1 for the responsibilities your School Incident Management Team

2.3 Escalating a Serious Incident

All serious incidents should be reported to the Director of the Trust. If the incident is deemed to be of a 'critical' nature, the Critical Incident Plan will be activated and other **Co-op Academy Nightingale** representatives (and members of the Local Authority, if deemed appropriate) will be notified.

All incidents affecting the physical infrastructure of **Co-op Academy Nightingale** should be reported to the Director of the Trust or, if appropriate, the Finance & Resources Director. They will then take appropriate action to support the **Co-op Academy Nightingale** response to an incident in terms of activating other services and partner agencies including The Co-op as required.

3.0 Roles and Responsibilities

3.1 Academy Incident Management Team

Role	Responsibilities	Accountability / Authority
Director of the Trust,	<ul style="list-style-type: none"> ▪ Senior responsible owner of Business Continuity Management across CAT ▪ Ensuring the CAT has capacity within its structure to respond to incidents ▪ Determining the CAT's overall response and recovery strategy ▪ Business Continuity Plan development ▪ Developing continuity arrangements and strategies e.g. alternative relocation site, use of temporary staff etc ▪ Involving the CAT community in the planning process as appropriate ▪ Plan testing and exercise ▪ Conducting 'debriefs' following an incident, test or exercise to identify lessons and ways in which the plan can be improved ▪ Training staff within CAT on Business Continuity ▪ Embedding a culture of resilience within CAT, involving stakeholders as required 	Business Continuity Co-ordinator liaises directly into the Principal / Headteacher and will usually be a member of the CAT Incident Management Team.
Headteacher	<ul style="list-style-type: none"> ▪ Senior responsible owner of Business Continuity Management in the academy ▪ Ensuring the academy has capacity within its structure to respond to incidents ▪ Determining the academy's overall response and recovery strategy 	Headteacher has overall responsibility for day-to-management of the academy, including lead decision-maker in times of crisis.

	<ul style="list-style-type: none"> ▪ Training staff within the academy on Business Continuity ▪ Embedding a culture of resilience within the academy, involving stakeholders as required 	
<p>Co-op Academy Nightingale Incident Management Team <i>(including Headteacher, Head of School))</i></p>	<ul style="list-style-type: none"> ▪ Leading the academy's initial and on-going response to an incident ▪ Declaring that an 'incident' is taking place ▪ Activating the Business Continuity Plan ▪ Notifying relevant stakeholders of the incident, plan activation and on-going response actions ▪ Providing direction and leadership for the whole CAT community ▪ Undertaking response and communication actions as agreed in the plan ▪ Prioritising the recovery of key activities disrupted by the incident ▪ Managing resource deployment ▪ Welfare of Pupils and their parents / carers ▪ Staff welfare and employment issues 	<p>The Co-op Academy Nightingale Incident Management Team has the delegated authority to authorise all decisions and actions required to respond and recover from the incident.</p>

The following staff have been identified as the **Co-op Academy Nightingale** Incident Management Team:

Name	Role	Contact Details (delete/amend as necessary)
Jack Sowter	Headteacher	Mobile Number: 07821590137 Email Address: j.sowter@nightingale.coop Or jpsowter@hotmail.com Out of Hours Contact Details: 01423 540 090
Sarah Woodland	Deputy Headteacher	Mobile Number: 07467 146874 Email Address: s.woodland@nightingale.coop Or swoodland23@hotmail.co.uk Out of Hours Contact Details:07957 684312
Sharon Pritchard	Administration Manager	Mobile Number: 07933696015 Email Address: s.pritchard@nightingale.coop Out of Hours Contact Details: 01132874731
Haley Crispin	Family and Specialist Support Worker	Mobile Number: 07769 187619 Email Address: h.crispin@nightingale.coop Or haleycrispin123@gmail.com Out of Hours Contact Details:07415 106257

3.2 Additional Response and Recovery Roles

Depending on the circumstances of the incident, it may be necessary to activate one or all of the roles described below.

Role	Responsibilities	Accountability / Authority
Incident Loggist (record keeper) Deputy Headteacher	<ul style="list-style-type: none"> Ensuring that all key decisions and actions taken in relation to the incident are recorded accurately 	Reporting directly to the Headteacher
Media Coordinator - Lily Connaghan	<ul style="list-style-type: none"> Collating information about the incident for dissemination in Press Statements Liaison with The Co-operative Group's Press Office to inform media strategy <p>Lily Connaghan Communications and Marketing Officer- Leeds Hub Co-op Academies Trust</p> <p>07889 590844</p> <p>Dave Smith, Co-op & PR 07702 152771</p> <p>Chris Sonne 07770 544 721</p>	The Media Co-ordinator should assist with providing information to the Press Office but should <u>not</u> undertake direct contact with Media.
ICT Coordinator – Sarah Woodland	<ul style="list-style-type: none"> Ensuring the resilience of the Academy's ICT infrastructure Liaison with external ICT support and / or external providers (if applicable) 	<p>ICT Coordinator reports directly to the Director of the Trust for plan development issues.</p> <p>In response to an incident, reporting to the Academy's Incident Team</p>

	<ul style="list-style-type: none"> ▪ Work with the Business Continuity Coordinator to develop proportionate risk responses 	
Recovery Coordinator Jack Sowter	<ul style="list-style-type: none"> ▪ Leading and reporting on the Academy's recovery process ▪ Identifying lessons as a result of the incident ▪ Liaison with Director of the Trust to ensure lessons are incorporated into the plan development 	Part of the Academy's Incident Management Team, however will remain focussed on leading the recovery and resumption phase. Reports directly to Director of the Trust

4.0 Incident Management

4.1 Purpose of the Incident Management Phase

The purpose and priorities for this phase are to:

- Protect the safety and welfare of pupils, staff, visitors and the wider community
- Protect vital assets e.g. equipment, data, reputation
- Ensure urgent and necessary communication takes place
- Support the Business Continuity phase
- Support the Recovery and Resumption phase

4.2 Incident Checklist (guidance only)

	ACTION	FUTHER INFO/DETAILS
1.	Make a <i>quick</i> initial assessment: <ul style="list-style-type: none"> ▪ Survey the scene ▪ Assess (i.e. scale/severity, duration & impact) ▪ Disseminate information (to others) 	Gather and share information to facilitate decision-making and enhance the response <i>A full impact assessment form can be found in Appendix A</i>

2.	Call the Emergency Services (as appropriate)	TEL: 999 Provide as much information about the incident as possible
3.	<ul style="list-style-type: none"> ▪ Evacuate the building, if necessary. ▪ Consider whether it may be safer or better for the welfare of individuals to stay within the Academy's premises and congregate at a relative place of safety indoors. ▪ Only if there is time and it is safe to do so, consider the recovery of vital assets / equipment to enable delivery of critical academy activities ▪ Notify relevant stakeholders of site evacuation 	<ul style="list-style-type: none"> ▪ Use normal fire evacuation procedures for the premises ▪ Consider arrangements for staff/pupils with special needs ▪ If the decision is to stay within the premises, ensure the assembly point is safe and take advice from Emergency Services as appropriate
4.	Ensure all pupils, Staff and any Visitors report to the identified Assembly Point.	In normal circumstances, the school evacuates to an assembly point on the school playground (MUGA)
5.	Check that all Pupils, Staff, Contractors and any Visitors have been evacuated from the building and are present. Consider the safety of all pupils, staff, contractors and Visitors as a priority	
6.	Ensure appropriate access to site for Emergency Service vehicles	Ensure any required actions are safe by undertaking a dynamic risk assessment
7.	Establish a contact point for all supporting personnel	Consider the availability of staff and who may be best placed to communicate information
8.	Identify Academy Incident Management Team to undertake specific emergency response roles	
9.	Ensure a log of key decisions and actions is started and maintained throughout the incident	
10.	Where appropriate, record names and details of any staff, contractors or visitors who may have been injured or affected by the incident as part of your incident record keeping	This information should be held securely as it may be required by Emergency Services or other agencies either during or following the incident
11.	<ul style="list-style-type: none"> ▪ Take further steps to assess the impact of the incident ▪ Agree response / next steps 	Continue to record key decisions and actions in the incident log

12.	Log details of all items lost by Pupils, Staff, Visitors etc as a result of the incident, if appropriate	
13.	Consider the involvement of other Teams, Services or Organisations such as The Co-operative Group who may be required to support the management of the incident in terms of providing additional resource, advice and guidance	
14.	Inform the Director of the Trust	
15.	If appropriate, arrange contact with The Co-op's Press Office.	Establish a media area if necessary.
16.	Assess the key priorities for the remainder of the working day and take relevant action	Consider actions to ensure the health, safety and well-being of the academy community at all times. Consider your business continuity strategies i.e. alternative ways of working, re-location to your recovery site etc to ensure the impact of the disruption is minimised.
17.	Ensure Staff are kept informed about what is required of them	Consider: <ul style="list-style-type: none"> ▪ what actions are required ▪ where staff will be located ▪ Notifying staff who are not currently in work with details of the incident and actions undertaken in response
18.	Ensure Governing Body are kept informed as appropriate to the circumstances of the incident	It is suggested that direct and regular contact with Chair is maintained and cascade system of phone calls and updates instigated.
19.	Consider the wider notification process and the key messages to communicate	Local Radios may be useful in broadcasting key messages, in addition to Twitter and other Social Media through coordination with The Co-op Press Office
20.	Communicate the interim arrangements for delivery of critical academy activities	Ensure all stakeholders are kept informed of contingency arrangements as appropriate

21.	Log all expenditure incurred as a result of the incident	Record all costs incurred as a result of responding to the incident
22.	Seek specific advice/ inform your Insurance Company as appropriate	Insurance Policy details can be found at Zurich Insurance
23.	Ensure recording process in place for staff/pupils leaving the site	Ensure the safety of staff and pupils before they leave site and identify suitable support and risk control measures as required

5.0 Business Continuity

5.1 Purpose of the Business Continuity Phase

The purpose of the business continuity phase of your response is to ensure that critical activities are resumed as quickly as possible and/or continue to be delivered during the disruption. This may involve activation one or more of your business continuity strategies to enable alternative ways of working. During an incident it is unlikely that you will have all of your resources available to you, it is therefore likely that some 'non critical' activities may need to be suspended at this time.

5.2 Business Continuity Actions

	ACTION	FUTHER INFO/DETAILS
1.	Identify any other stakeholders required to be involved in the Business Continuity response	Depending on the incident, you may need additional/specific input in order to drive the recovery of critical activities, this may require the involvement of external partners
2.	Evaluate the impact of the incident	Take time to understand the impact of the incident on 'business as usual' academy activities by communicating with key stakeholders to gather information. Consider the following questions: <ul style="list-style-type: none"> ▪ Which academy activities are disrupted?

		<ul style="list-style-type: none"> ▪ What is the impact over time if these activities do not continue? ▪ Would the impact be: <ul style="list-style-type: none"> ○ Manageable? <input type="checkbox"/> ○ Disruptive? <input type="checkbox"/> ○ Critical? <input type="checkbox"/> ○ Disastrous? <input type="checkbox"/> ▪ What are current staffing levels? ▪ Are there any key milestones or critical activity deadlines approaching? ▪ What are your recovery time objectives? ▪ What resources are required to recover critical activities?
3.	Plan how critical activities will be maintained, utilising pre-identified or new business continuity strategies	<p>Consider:</p> <ul style="list-style-type: none"> ▪ Immediate priorities ▪ Communication strategies ▪ Deployment of resources ▪ Finance ▪ Monitoring the situation ▪ Reporting ▪ Stakeholder engagement <p>Produce an action plan for this phase of response.</p>
4.	Log all decisions and actions, including what you decide not to do and include your decision making rationale	Use the Decision and Action Log to do this.
5.	Log all financial expenditure incurred	
6.	Allocate specific roles as necessary	Roles allocated will depend on the nature of the incident and availability of staff
7.	Secure resources to enable critical activities to continue/be recovered	Consider requirements such as staffing, premises, equipment, ICT, welfare issues etc

8.	Deliver appropriate communication actions as required	Ensure methods of communication and key messages are developed as appropriate to the needs of your key stakeholders e.g. Staff, Parents/Carers, Governors, Suppliers, Sponsor, Local Authority, Central Government Agencies (EFA, DfE etc).
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5.3 Business Continuity Strategies

	Arrangements to manage a loss or shortage of Staff or skills	Further Information (e.g. Key contacts, details of arrangements, checklists)
1.	Use of temporary staff e.g. Office Staff etc	Central Trust guidance
2.	Multi-skilling and cross-training to ensure staff are capable of undertaking different roles and responsibilities, this may involve identifying deputies, job shadowing, succession planning and handover periods for planned (already known) staff absence e.g. maternity leave	
3.	Using different ways of working to allow for reduced workforce, this may include: <ul style="list-style-type: none"> ● Working from home ● Working at another trust academy ● Working at a temporary site 	
4.	Suspending 'non critical' activities and focusing on your priorities	
5.	Using mutual support agreements with other organisations	
6.	Ensuring staff management issues are considered i.e. managing attendance policies, job description flexibility and contractual requirements etc	

	Arrangements to manage denial of access to CAT premises or loss of utilities	Further Information (e.g. Key contacts, details of arrangements, checklists)
1.	Using mutual support agreements with other organisations	Central arrangements through CAT
2.	Pre-agreed arrangements with other premises in the community i.e. Libraries, Leisure Centres, Colleges, University premises	Central arrangements through CAT
3.	Localising the incident e.g. isolating the problem and utilising different sites or areas within the CAT premises portfolio	Using alternative CAT sites in Leeds
4.	Working from home	

	Arrangements to manage loss of technology / telephony / data / power	Further Information (e.g. Key contacts, details of arrangements, checklists)
1.	Back-ups of key data e.g. CD or Memory Stick back-ups (encrypted), photocopies stored on and off site, mirrored servers etc ensuring compliance with CAT's data security policy	Back-up procedures must be identified and recorded / monitored / tested regularly
2.	Reverting to paper-based systems e.g. paper registers, whiteboards etc	
3.	Emergency generator e.g. Uninterruptible Power Supply (UPS)	If appropriate
4.	Emergency lighting	Regular testing evident

	Arrangements to mitigate the loss of key suppliers, third parties or partners	Further Information (e.g. Key contacts, details of arrangements, checklists)
1.	Pre-identified alternative suppliers	Includes access to provisions available from CAT academies
2.	Ensuring all external providers have business continuity plans in place as part of contract terms	

3.	Insurance cover	Currently negotiated as part of CAT insurance arrangements
4.	Using mutual support agreements with The Co-operative Group	
5.	Using alternative ways of working to mitigate the loss e.g. suspending activities, adapting to the situation and working around it	

6.0 Recovery and Resumption

6.1 Purpose of the Recovery and Resumption Phase

The purpose of the recovery and resumption phase is to resume 'business as usual' working practises for the academy as quickly as possible. Where the impact of the incident is prolonged, 'normal' operations may need to be delivered under new circumstances e.g. from a different location.

6.2 Recovery and Resumption Actions

	ACTION	FUTHER INFO/DETAILS
1.	Agree and plan the actions required to enable recovery and resumption of normal working practises	Agreed actions will be detailed in an action plan and set against timescales with responsibility for completion clearly indicated.
2.	Respond to any on-going and long term support needs of Staff	Depending on the nature of the incident, the academy Incident Management Team may need to consider the use of Counselling Services
3.	Once recovery and resumption actions are complete, communicate the return to 'business as usual'.	Ensure all staff are aware that the business continuity plan is no longer in effect.
4.	Carry out a 'debrief' of the incident with Staff. Complete a report to document opportunities for improvement and any lessons identified	The incident de-brief report should be reviewed by all members of the academy Incident Management Team and in particular by the Business Continuity Coordinator to ensure key actions resulting from the incident are implemented within designated timescales.

		Governing Body may also have a role in monitoring progress in completing agreed actions to further develop the resilience of the academy.
5.	Review this Continuity Plan in light of lessons learned from incident and the response to it	Implement recommendations for improvement and update this Plan. Ensure any revised versions of the Plan is read by all members of the Business Continuity Team

7.0 Appendices

Log of Events, Decisions and Actions			
Completed by		Sheet Number	
Incident		Date	
Time	Log Details		
24hr clock			

Completed By		Incident	
Date		Time	

Question	Logged Response	
How were you made aware of the incident?		
What is the nature of the incident? (e.g. type, location & severity)		
Are there any staff or pupil casualties or fatalities? (Complete casualty / fatality sheets if needed)		
Have the Emergency Services been called?		
Is the incident currently affecting CAT's activities? If so, which areas?		
What is the estimated duration of the incident?		
What is the actual or threatened loss of workforce?	Over 50%	<input type="checkbox"/>
	20 – 50%	<input type="checkbox"/>
	1 – 20%	<input type="checkbox"/>

Has access to the whole site been denied? If so, for how long? (provide estimate if not known)	
Which work areas have been destroyed, damaged or made unusable?	
Is there evidence of structural damage?	
Which work areas are inaccessible but intact?	
Are systems and other resources unavailable? (include computer systems, telecoms, other assets)	
If so, which staff are affected by the ICT disruption and how?	
Have any utilities (gas, electricity or water) been affected?	
Is there media interest in the incident? (likely or actual)	
Does the incident have the potential to damage CAT's reputation?	

Other Relevant Information	
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POSSIBLE EMERGENCY ITEMS

Section	Details
Business Continuity	Business Continuity Plan (plus spare copies of forms in Appendices)
	Key contact details, including: Governors, Parents/Carers, Local Authority, Suppliers etc
Financial Information	Bank, insurance details, Payroll etc
	Assets Register and Insurance Policy
Staff Information	Staff contact details
	Staff emergency contact details
	Office telephone list (for phone divert)
	Back-up rota and data restoration routine for IT/Phone
Possible equipment and other items	First Aid Kit
	Portable radio (plus spare batteries)
	Back-up tapes
	Mobile phone and battery powered mobile phone charger
	Hazard barrier tape

	Contact details for taxi / transport providers
	1 AS Floor Plans
	Spare keys
	Whistle / megaphones
	High visibility jackets

STAFF CONTACT LIST

Name	Role	Contact Details
Michaela Andrews	Teacher	31 Springfield Mount, Horsforth LS18 5DP 07825266294 M.andrews@nightingale.coop
Lauren Banyard	Teacher	33 Thornhills, Haxby, York, YO32 3WD 07904732670 L.banyard@nightingale.coop
Halema Begum	Teaching Assistant	9 Banstead Terrace East, Harehills, Leeds, LS8 5PX 01132407077 H.begum@nightingale.coop
Debbie Bellis	Teacher	12 The Avenue, LEEDS, LS15 4AS 07914865078 D.bellis@nightingale.coop
Ashley Bellwood	Teaching Assistant	890 York Road, Leeds, LS14 6HT 07887774882 A.bellwood@nightingale.coop
Lindsey Bradshaw	Teacher	3 Fairfield Road, LEEDS, LS24 9SW 07734252063 L.Bradshaw@nightingale.coop

Natalie Chesterman	SEN Assistant	7 Colenso Gardens, Holbeck, Leeds, LS11 0AY 07958808237 N.chesterman@nightingale.coop
Jessica Clarke	Teacher	491 Selby Road, LEEDS, LS15 7AX 07909225154 j.clarke@nightingale.coop
Haley Crispin	Family Support	1 Coldcotes Garth, LEEDS, LS9 6PG 07955293685 H.crispin@nightingale.coop
Lesley Culley	Teacher	Flat 102 Tumblebeck Neptune Street LS9 8AR 07538279942 L.culley@nightingale.coop
Zara Gisby	Teaching Assistant	11 Fairfield Court, Garforth, Leeds, LS25 1ES 07969218191 z.gisby@nightingale.coop
Fiona Hughes	Family Support	4 Deighton View, Meanwood, Leeds, LS6 4QS 07428751768 F.hughes@nightingale.coop
Nazia Hussain	Teaching Assistant	15 Bayswater Mount, Harehills, LEEDS, LS8 5LP 01132935044 N.hussain@nightingale.coop
Farzana Kauser	Teaching Assistant	80 Bayswater Road, Harehills, LEEDS, LS8 5NW 07707327559 F.kauser@nightingale.coop
Mehreen Kauser	Administration Assistant	28 Sutherland Mount, Burmantofts, Leeds, LS9 6DP 07514879718 M.kauser@nightingale .coop
D Mailat	Teaching Assistant	46 Brownhill Terrace LS9 6DX 07534806685 Daniela_tod_uk@hotmail.co.uk

Yolanda Martin	Teacher	707 Shadwell Lane, Leeds, LS17 8ET 07710402900 Y.martin@nightingale.coop
Nicola Matthews	Teaching Assistant	12 Invergarry Close LS25 2NB 07849848884 N.matthews@nightingale.coop
Shauna May	Teaching Assistant	43 Brown Hill Crescent, Harehills, Leeds, LS9 6EB 07713034943 S.may@nightingale.coop
Kathryn McDonagh	Teaching Assistant	8 Oak Royd, Garforth, Leeds, LS25 1PH 01132876904 K.mcdonagh@nightingale.coop
Angela Packer	Teaching Assistant	4 Fearnville Drive, LEEDS, LS8 3DF 07707627101 A.packer@nightingale.coop
Matthew Phillips	Assistant Headteacher	11 Strawberry Avenue, Garforth, Leeds, LS25 1EE 07805557859 M.phillips@nightingale.coop
Emma Pickthall	Teacher	47 Topcliffe Grove, Morley, Leeds, LS27 9AT 07392339938 E.pickhall@nightingale.coop
Sharon Pritchard	Administration Manager	5 Kentmere Avenue Garforth Leeds LS25 2BA 07933696015 S.pritchard@nightingale.coop
Emily Roebuck	Teacher	Apartment 5 The Hall Allerton Hill, Chapel Allerton, Leeds, LS7 3NZ 07712284777 E.roebuck@nightingale.coop
Hawa Shurkian	Teaching Assistant	6 South Farm Road, LEEDS, LS9 6NY 07486441489 H.shurkian@nightingale.coop

Kassayeneh Simie	Teaching Assistant	43a Roker Lane, PUDSEY, LS28 9NA 07908618749 K.simie@nightingale.coop
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KEY CONTACTS LIST

CONTACT	TELEPHONE NUMBER incl business and home
Key Sponsor Contacts	
Frank Norris – Director of Trust	07753307839 and 01612830285
Local contacts	
Fire & Rescue Services	999 or 101
Hospital – your nearest A&E	St James – 0113 243 3144 / Leeds General Infirmary – 0113 243 2799
Your Local Church or Religious Centre	
Local BBC Radio	BBC Radio Leeds – 0113 2344 1188 – Newsdesk – 224 7300
Other Local Radio	Radio Aire – 0113 283 5500 Capital FM – 0113 308 5100
NHS – your local clinic	St Georges Centre, St Georges Road, Leeds. LS10 4UZ
Community Provider Trust –	Leeds Community Healthcare NHS Trust – 0113 220 8500
Leeds & York Partnership NHS Trust – Mental Health	0113 855 5000
Health Protection Agency	West Yorkshire Healthy Protection Unit – 0113 284 0606
Meningitis freephone number	080 8800 3344
Other Useful Contacts	
Foreign Office	020 7270 1500