

IN AN EMERGENCY

- a) **If relevant - Call emergency services (Fire, Ambulance, Police) 999**
- b) **If relevant - Refer to, and follow your school's Critical Incident Plan**
- c) If you **smell gas** call National Grid 0800 111 999
- d) If there is a **power cut** call Western Power distribution 0800 365 900
- e) If you have a **burst water main** call South West Water 0800 169 1144
- f) **If the emergency relates to a Health & Safety Issue such as:**
Asbestos release, Legionella, Serious Accident etc
Contact the Health & Safety Team at your Local Authority.
Devon 01392 382027
Plymouth 01752 304141
Torbay 01803 207161
- g) **If the emergency is an Education Issue**
i) Contact the relevant person at the LA
ii) Contact your Diocesan Education Officer / Director of Education (01392 29950)
- h) **If the emergency is a Property Issue and relates to such issues as:**
Heating and Hot Water/Boilers; Fire Alarms; Lifts; Electrical Failure etc
It is likely these issues will be included as part of the school's Service Level Agreement with the Local Authority (in Devon LA it is called 'VA Promise').
 - The individual SLA details can be found on the website link at page <http://www.exeter.anglican.org/index.cfm?page=school.content&cmid=158>).
 - **School to contact SLA link direct** and advise Diocesan Surveyor.
 - In Torbay or Plymouth please phone your SLA contact.
- i) **If the emergency is a Property Issue and relates to such issues as:**
leaking roof, leaking plumbing, broken man-hole cover etc.,
contact one of the following building contractors and advise Diocesan Surveyor:
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| Hodges, Bridle & Co Ltd, Exeter | 01392 279684 |
| TEC Construction Ltd, Plymouth | 01752 695438 |
| Fifields Building Services Ltd, Exeter | 01392 438517 |
| Enelco Ltd, Newton Abbot | 01626 361414 |
| DFR Roofing, Plymouth | 01752 255616 (also branches in Exeter and Torquay) |
| ABC Roofing, Exeter | 01392 433191 |
| Kilbride Roofing, Tiverton | 01884 252213 |
- Additionally, for Schools in Devon LA - *Devon's Property Contractor Database* (operated by EMS) is at: <https://accreditation.santia.net/login/login.cfm> and password protected. (School has been provided with password by Devon County). Select **MPA view** to search for suppliers by Category. *Enter contact details at Property 'Red Book' Section 1.2 for ease of reference.*
- j) **If it relates to a specific building works project at the school (in design or on site)**
contact the project consultant (Architect, Engineer, Contract administrator etc) and then advise/copy in the Diocesan Surveyor.
- k) **If you are not sure!** Call the Diocesan Property Services Office on 01392 294952.