

1 Introduction

- This Emergency Response Plan has been devised in order to provide a detailed Departmental emergency response, in light of a Coronavirus outbreak.
- It seeks to outline a comprehensive set of planning assumptions and subsequent actions in the event of Coronavirus impacting on DfE-led education and childcare sectors

2 Purpose

The purpose of this document is to:

- Detail the Department's emergency response approach when planning and responding to the Coronavirus incident, focusing on DfE-led education and childcare sectors which may be impacted
- Provide support to both the ERG Management Team and Operational and Policy Leads, when planning and responding to a Coronavirus incident

3 Scope

The scope of this emergency plan covers the Departments response to a Coronavirus incident across all DfE-led educational settings.

4 Roles and Responsibilities

- The Department for Education's primary role in responding to the Coronavirus will be in providing support and obtaining direction from the Lead Government Department (Department for Health and Social Care – DHSC)
- The Department will need to ensure a presence is maintained and if necessary, any inputs are made into Cross-Government meetings held which relate to Coronavirus (e.g. COBR Officials (O) and COBR Ministerial (M))
- The ERG Management team (supported by the ERG Secretariat function) will assume the position of coordinating and planning the Departmental response to Coronavirus
- It is the responsibility for those named in Annex A, to represent and respond as the Operational/Policy Lead for their area of the organisation.
- It is important that if the Lead names detailed in Annex A are not available, the Deputy Lead (or the subsequent Lead name provided) is able to make decisions should the need arise, and that their details are communicated to ERG.

7.2 Escalation Stage 2 - Infection spreads Regionally/Globally but outside UK

Scenario	Action	Involvement	Activity
<p>Infection spreads Regionally/Globally but outside UK. Wide geographical spread of infection. Spread to closer locations (e.g. Europe)</p>	<p>Begin series of ERG calls to establish 'battle rhythm' response to incident</p>	<p>As detailed in escalation 1 but bringing into play additional Operational/Policy Leads as required</p>	<p>As per escalation stage 1 and in addition:</p> <ul style="list-style-type: none"> • Identify attendees to any Cross-Government meetings relating to incident (Lead Government Department calls, COBR Official (O) COBR Ministerial (M)) • Begin drafting communications to all educational settings (HE/FE/schools and early years settings) taking advice and generic guidance from Lead Government Department (DHSC) • Clarify 'confirmed case protocol' process with DHSC/Public Health England (PHE) • Establish link with Ministry of Housing, Communities and Local Government (MHCLG) to clarify how local response is to be coordinated at a local level with regards to educational settings • Prepare briefing note to Minister/SoS that outlines current position regarding incident

7.3 Escalation Stage 3 - First confirmed UK case (Imported)

Scenario	Action	Involvement	Activity
First confirmed UK case: imported case	Continue with established 'battle rhythm' response to incident Stand up Coronavirus 'hub' to coordinate medium/long term response	As detailed in escalation 2	As per escalation stage 2 and in addition: <ul style="list-style-type: none"> • Lead government Department to confirm case and DfE to consider if impact on educational settings • Begin sequencing of communications to educational settings, focusing on most immediately affected and obtaining clearance from Lead Government Department • Stand up Coronavirus 'hub' within Departmental Operations Centre (DOC) to coordinate and plan wider response • Establish and stand up Leads for communicating with the sector • Send agreed communications to all educational settings

7.4 Escalation Stage 4 - First confirmed UK case (Contracted)

Scenario	Action	Involvement	Activity
First confirmed UK case: UK contracted case	Continue with established 'battle rhythm' response to incident Establish Coronavirus 'hub' to coordinate medium/long term response	As detailed in escalation 3	As per escalation 3 and in addition: <ul style="list-style-type: none"> • Ensure robust system in place for monitoring, capturing and responding to queries from educational settings • Consider frequency of ERG calls • ERG to confirm weekend 'on-call' rota • Confirm frequency of ministerial briefs • Refer to LGD 'Confirmed Case Protocol' as detailed in Annex C and obtain confirmation regarding confirmed UK case

7.5 Escalation Stage 5 - Containment no longer possible

Scenario	Action	Involvement	Activity
Sustained human to human transmission: Containment no longer possible	Convene ERG/ Coordinate response Coronavirus 'hub' to coordinate medium/long term response	ERG Coronavirus 'hub'	As per escalation stage 4 and in addition: <ul style="list-style-type: none"> • Internal Business Continuity plan implemented, focusing on staff welfare and messaging • LGD to confirm clear scope of transmission, e.g. number of confirmed cases and whether these have occurred in an educational setting. • LGD to provide advice on coordination and messaging to institutions affected • Take advice from CCS on the need to close any educational settings impacted • Liaise with Facilities regarding general cleanliness across sites, i.e. deep cleaning, posters "Catch it, Bin it, Kill it", hand gel etc. • ERG to be stood up 24/7, invoke rota • Ongoing analysis of impact on sectors • Consider and plan for action by SoS/Ministers, regarding advice to close educational settings in light of coronavirus cases being reported in educational settings (National?) • Consider and plan for action by SoS/Ministers, regarding advice to close educational settings in light of coronavirus cases being reported in educational settings

Scenario 6 – Containment no longer possible

**In addition to the actions in scenario 5

Activity	Detail	Timeframe	Owner
Communications	Engage with Internal Comms regarding lines to take for DfE staff, i.e. working from home		ERG
	Agree on messaging to the sector if enforcing school closures		Policy
	Instruct the Business Continuity Manager to draft a note to Facilities regarding general cleanliness across sites		ERG

Scenario 7 – Pandemic

**In addition to the actions in scenario 6

Activity	Detail	Timeframe	Owner
Legal/Policy	Implement Pandemic Influenza Bill	?	ERG/Coronavirus 'hub'
Operational	Implementing temporary closure of educational institutions and childcare premises, utilising Pandemic Influenza (Emergency) Bill	-	SoS/Ministerial
Operational	SoS would have the ability to temporarily close schools, 16-19 Academies and Further Education Institutions, in light of a Pandemic Influenza outbreak	-	SoS/Ministerial