

HARRIETSHAM C OF E PRIMARY SCHOOL

School Emergency Management and Business Continuity Plan

School Address	West St Harrietsham Maidstone Kent ME17 1JZ	
School Contact Number	01622 859261	
Plan Administration		
Version number	12	
Date of issue	May 2026	
Electronic copies of this plan are available from	headteacher@harrietsham.kent.sch.uk office@harrietsham.kent.sch.uk	
Hard copies of this plan are available from	The school office	
Location of emergency grab bag(s)	Evacuation Folder (black ring binder) Evacuation Checklist on unit to right of sliding glass screen	
Date of next review	May 2027	
Person responsible for review	Jackie Chambers (Headteacher)	
Plan Distribution		
Name	Role	Issue Date
Jackie Chambers	Headteacher	01.05.26
Becci Masterson	Business Manager	01.05.26
Samantha Fenner	Deputy Headteacher	01.05.26
Rebecca Emson	Chair of Governors	01.05.26
Chris Back	Vice-Chair of Governor	01.05.26
Matt Dunk	Site Manager	01.05.26

NB: This plan should be kept confidential amongst staff and Governors within Harrietsham Church of England Primary School. It will not be shared with parents / carers or visitors or published on the school website.