FALKIRK COUNCIL

**Negotiating Group for Teachers**

# Management Side Teachers' Side

**Education Services Haypark Business Centre**

**Sealock House Room 5 Suite A**

###### 2 Inchyra Road Marchmont Avenue

###### Grangemouth Polmont

**FK3 9XB Falkirk FK2 0NZ**

 23 April 2012

To: All Headteachers, Depute Headteachers

 and Unit Managers

cc Senior Staff Group

 Resource Managers

Dear Colleague

#### NGT/34

## PROVISION OF STAFF CONTACT TELEPHONE NUMBERS

## FOR BUSINESS CONTINUITY/EMERGENCY PLANS

NGT have recently discussed the above and it was agreed and accepted that:

* School management teams will be asked for details of contact telephone numbers for use in emergency situations.
* The use of these numbers will be governed by the Council/Education Services Emergency Planning and Business Continuity Plans.
* It is a matter for each individual school to decide who from the management team should be contacted first in the event of an emergency. (This can mean using rotas.)

Yours sincerely

Gary Greenhorn (Management Side)

Margaret Smith (Teachers' Side)

**Joint Secretaries**

**Note to Headteacher/Unit Manager**

Please put a copy of this circular in your school's NGT folder, which should be freely available to all staff.