

# Whole School Emergency Planning Policy

St Aidan's CE Academy



Updated: December 2025

Review Date: December 2026

# **Whole School Emergency Planning Policy**

## **AIMS**

- To establish procedures for the orderly and safe management of emergencies involving risk to pupils, risk to members of staff, parents/carers or potential harm to property or to the environment.
- To safeguard all members of the school community in the event of a credible threat to health and safety.
- To plan for, practise and expedite the safe and orderly management of an emergency, which is likely to involve an entire or partial evacuation of the school buildings.

## **RATIONALE**

There are various emergency situations which may necessitate the safe, partial or total evacuation/invacuation or closure of the school buildings. These situations will vary but will always involve a crisis that threatens: the health and safety of pupils and adults; or potential severe damage to property; or major social or transportation disruption. These crises may include:

- Bombs, or bomb alerts
- Fire, or fire alerts
- Threatened civil disorder
- Epidemics or pandemics
- Extreme weather
- Other eventualities that may necessitate a quick and orderly evacuation
- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of pollution
- An incident related to terrorism

In line with The Terrorism (Protection of Premises) Act 2025, commonly referred to as Martyn's Law, school qualifies under tier 1 and as such this policy has been reviewed in line with these guidelines and all staff have received the appropriate training

**NB** There are, conversely, other crises that might necessitate the safe housing of pupils and others in the school buildings until the situation is resolved. Advice leading to such a decision will always be sought from the emergency services and the Governors.

## **EMERGENCY PLANNING: FIRST STEPS**

As soon as the Headteacher, or a member of the Senior Leadership Team (SLT), are notified of an emergency they will meet with all relevant parties, and seek all relevant advice, to assess the risk. This group will include – whenever possible – the Chair of

Governors. The advice sought will depend on the perceived nature of the risk; however, the advice will always be sought from a recognised public body such as Kirklees Council. This advice will clarify the essential steps to be taken in planning to safeguard life and/or property. Existing plans issued by relevant public agencies will be followed, to the extent that they are deemed to apply to particular situations.

### **EMERGENCY PLANNING: AN IMMEDIATE EVACUATION**

If there is insufficient time for consultation, or if an alarm is triggered, evacuation will immediately proceed (in the orderly manner outlined in this document and rehearsed by the entire school). This procedure may only be modified or reversed by the Headteacher or a member of SLT. The principle that will guide decisions at all times will be 'safety first' for all pupils and employees.

### **EMERGENCY PLANNING: RISK ASSESSMENTS**

At the heart of emergency planning will be a thorough and on-going assessment of real or potential risk of harm to individuals or damage to property or the environment. Regular re-assessments of risk will be conducted during the unfolding of any emergency and during the implementation of emergency plans.

### **EMERGENCY PLANNING: COMMUNICATION**

Having agreed an outline plan, with all relevant individuals and agencies, the Headteacher, or member of SLT, shall communicate the plan to the entire school community and to parents (as well as relevant Emergency Services etc.). Care will be taken to ensure that this process will be conducted in a calm and measured manner. Expectations placed on all concerned will be communicated with clarity and firmness.

### **EMERGENCY PLANNING: IMPLEMENTATION**

The emergency action to be taken will vary according to the circumstances (e.g. evacuation of the school premises because of serious threat; serious accident to school trip party; natural disasters in the community; acts of terrorism; etc). However, the following guidelines will indicate how the emergency should be handled:

1. In the event of a crisis the Headteacher, or member of the SLT, shall attempt to get as much factual information as possible, and will decide to whom it should be communicated, and how.
2. Where necessary, steps will be taken immediately to ensure the welfare and physical safety of pupils and staff, by evacuating the premises, alerting medical services, police, and/or other emergency services, or by sending immediate school support.
3. Next-of-kin will be contacted as soon as possible either by telephone, school jotter or in person, and given as much information as is available, using information provided by class or lists from school trips.

4. The official contact with the press or media shall be the Headteacher or member of the SLT. Unless there are good reasons for doing so, the Headteacher will not permit representatives from the media onto school premises. The Headteacher may call upon the relevant Press Officer to liaise with reporters.
5. Parents should not attempt to call or come to the school, as this may hinder the school's effort to contact and work with the emergency services.
6. Where it is deemed necessary, and there is sufficient time, the Headteacher will call a meeting of the Senior Leadership Team (and the Chairman/Vice Chairman of the Board of Governors) to decide on strategy. They will assist in deciding, for example:
  - if the school should continue as normal
  - if and how the school should be represented at funerals/hospital(s) etc.
  - if external support agencies should be invited into the school to deal with possible cases of Post Traumatic Stress Disorder in staff or pupils
  - what other support may be necessary for the school, the staff or the pupils
  - what can be done to help the school as a community to come to terms with the relevant events, etc
7. If the alarm goes off, for any reason at 3.30pm, staff will take pupils outside and line up as usual. Pupils who normally walk home alone should not leave the premises but stay with their class teacher. Parents should vacate the building and move to the bottom of the playground away from the building. Designated Staff will check the building to make sure that no one is inside. Class teachers will identify any pupils who are not present as they may have left prior to the alarm sounding and, if necessary, staff will contact parents to check pupils have arrived home safely. Pupils will be reunited with their families as soon as possible. They will only be released once the all clear has been given by a Senior Member of Staff.
8. Class Teachers will manage the assembly and dismissal of pupils in and from the evacuation zone (including taking a roll call of all pupils). Once pupils are back in the building it is the responsibility of class teachers to be in their classes promptly, ready to receive their class and ready to resume teaching.

## **FIRE**

If any pupil or a member of staff detects fire or smoke then the glass should be broken at the nearest fire alarm point. The Headteacher, or member of SLT, will be quickly informed as to the seriousness of the cause for the alarm; nevertheless, in the meantime, evacuation will always proceed immediately.

## **EVACUATION**

Class teachers should immediately guide their class to the relevant Fire Assembly Points. Office staff teaching assistants will ensure all staff and pupil toilets are clear and ensure that everyone has left the school before evacuating themselves. Lists of staff and

evacuation route maps will be displayed in every classroom. Pupils with restricted mobility will be assisted safely out of the premises under the supervision of their class teacher.

Under no circumstances:

- should there be any running or shouting
- should pupils retrieve bags, coats etc.
- should anyone return to the building without the permission of the Headteacher or member of SLT
- should there be any fire-fighting before a full evacuation

## **INVACUATION**

Our lockdown procedure is as follows:

1. Staff will issue an alert via our internal communication system.
2. Staff will make sure all children are accounted for.
3. Staff will make sure doors and windows are secure.
4. Blinds will be pulled down, staff will take the children to the carpet and read them a story.
5. If necessary, the emergency services will be called.
6. If out of their classroom, pupils will move immediately to the nearest classroom.

If outside pupils will move immediately inside to their own, or the nearest classroom

## **SUPERVISORY PERSONNEL**

- Class teachers and teaching assistants should assist with the orderly evacuation of the building, then help to organise registration groups at the assembly point.
- Office staff should bring out the evacuation pack, visitors iPad, pupil signing out book and a medical bag.
- Class teachers will conduct a headcount of their class. They should report any absences immediately to the Headteacher or a member of SLT.
- The Headteacher will register all teaching staff and any substitute teachers.
- The SBM will register all non-teaching staff.
- The Catering Manager will account for their staff.
- Members of the SLT will oversee all of this, and report to the Headteacher when it is safe to return to the school buildings.
  - Only the Headteacher, or person in charge, can give permission to re-enter the building.
- One of the main duties of the Health & Safety Committee will be (in consultation with the Headteacher) to plan and evaluate at least two annual Whole School Evacuation and Invacuation practices.

## **EPIDEMICS, PANDEMICS and DANGEROUS CONTAGION**

In the event of risk to the school population of serious illness, the Headteacher or SLT will seek the advice of the relevant Health Trust official. This advice will, when reasonably practicable, be implemented in full.

### **INCLEMENT WEATHER, HEATING SYSTEMS ETC.**

From time-to-time the Headteacher may be required to decide when the school must shut and for how long. These closures will be implemented in accordance with the Department of Education guidance.

When such a decision is reached it will be communicated to the entire school community (including parents), to the media and to the Local Authority as quickly as possible.

### **BOMB ALERTS**

In the event of a credible warning from a recognised authoritative source the building will be evacuated as designated above.

### **PARTIAL EVACUATION**

There may be occasions when a class teacher assesses the risk to pupils to be too high to remain in their classroom. The teacher should notify an adjacent teacher (who will notify the Headteacher, or a member of SLT, immediately) and evacuate his/her class to the Assembly Point.

### **EMERGENCY SITUATIONS**

In the event of civil disturbance, at the discretion of the school's Headteacher, pupils and staff may be evacuated from the building (on other occasions, they may be held in the building). The safety of pupils and employees will always come first, in deciding the strategy for dealing with such incidents.

In the event of an evacuation during school time, Class Teachers will accompany pupils to the Assembly Point. Senior staff will position themselves as directed to ensure the safety of all pupils.

If the evacuation is after 3:30 pm, then please apply the following guidelines:

- The relevant member of staff should calmly inform pupils the club has been cancelled.
- All pupils should contact their parents, via school office or supervised using a mobile phone.
- No pupil will be allowed to leave the school unless the supervising member of staff has spoken to the parent and has received permission for the pupil to go home.
- The relevant member of staff should remain with pupils until they are all safely collected and on their way home (or arrange for another member of staff to remain with pupils).

### **EVACUATION PROCEDURE & EXIT ROUTES**

When the alarm sounds teachers should instruct pupils to leave via the nearest exit. Classes should line up as detailed above.

## **STAFF IN CHARGE OF AREAS**

Reception (TA to check YR toilets)	Miss Ford
Year 1/2 (TA to check toilets)	Mrs Burkinshaw
Year 2/3 (TA to check toilets, shared area & spare classroom)	Mrs Lumb/Mrs Heald
Year 4 (TA to check toilets, shared area & Rainbow Room)	Mrs Housley
Year 5 (TA to check Y5 & shared area)	Mrs Sommerville
Assembly hall, disabled toilet & school offices	Mrs Taylor/Mrs Garner
HT office, staff toilet, staff room, & library	Mrs Walshe

## **CONTACT DETAILS**

Chair of Governors	Lynda Earnshaw
Headteacher	Ali Walshe
School Business Manager	Lisa Taylor
Caretaker	Fergus Brookes
Lanefields	Emma/Kim