



Sycamore Hall Preparatory School Emergency Plan

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SYCAMORE HALL PREPARATORY SCHOOL

EMERGENCY PLAN

Emergency Procedure

1. Introduction

Sycamore Hall Preparatory School is committed to ensuring that, in the event of a major emergency or incident, the School provides an effective and coordinated response to minimise the impact of the emergency and protect the **health, wellbeing and safety of all children, staff, visitors and other adults** in its care.

An emergency or crisis is an unexpected event which affects the school community and causes disruption on a scale beyond the School's normal capacity to manage. An emergency may involve a significant threat to, or damage to, property, or injury or risk of injury to individuals.

The School will prioritise the preservation of life, the safety of children and adults, and effective communication with the emergency services and relevant agencies.

2. Examples of Emergency Incidents

Examples of incidents which may require the Emergency Plan to be activated include:

- fire or serious damage to school buildings
- flood or other major environmental incident
- serious accident, injury or medical emergency
- death of a pupil, member of staff or other member of the school community
- serious assault or violence
- a missing child or suspected abduction
- an intruder or unauthorised person on the premises
- a dangerous individual or external threat
- a bomb threat or suspected explosive device
- gas leak or other hazardous substance incident
- loss of essential services
- severe weather or other natural emergency
- serious infectious disease outbreak
- significant cyber or information security incident
- any other incident which presents a serious or immediate risk to the safety or wellbeing of the school community.

3. Objectives of the Emergency Plan

In the event of an emergency, the School's priorities are to:

1. **Protect life and ensure the immediate safety of children and adults.**
2. Take appropriate action to remove people from danger, including evacuation, sheltering or lockdown as circumstances require.
3. Contact and cooperate with the emergency services.
4. Ensure that information about the emergency is communicated quickly and clearly to those who need it.
5. Account for all children, staff and visitors as soon as it is safe to do so.
6. Provide appropriate care and support to children and adults affected by the incident.
7. Ensure that important decisions and actions are recorded.
8. Maintain appropriate communication with parents and carers.
9. Protect confidential and sensitive information.
10. Support the School community following the incident and facilitate a return to normal working arrangements as soon as reasonably possible.

4. Activation of the Emergency Plan

The Emergency Plan will normally be activated by the **Headteacher**.

If the Headteacher is unavailable, responsibility will pass to the most senior member of staff available.

Any member of staff who becomes aware of an emergency must take immediate and appropriate action to protect children and others from harm and inform the Headteacher or senior member of staff as soon as possible.

The School will contact the appropriate emergency service without delay where the circumstances require it.

Emergency services: 999

Staff should not place themselves or children at unnecessary risk while attempting to deal with an emergency.

5. Fire and Evacuation

The School's Fire Safety and Evacuation procedures must be followed in the event of fire or another incident requiring evacuation.

Staff must:

- follow the fire alarm and evacuation procedures
- take children to the designated assembly point
- bring the class register where this can be done safely
- account for all children and report any missing person immediately
- ensure visitors and other adults are accounted for
- remain with the children and await further instructions

- never re-enter the building until authorised by the emergency services or the person responsible for the evacuation.

6. Intruder or Unauthorised Person on the Premises

The safety of children and staff is the highest priority.

If an unauthorised or potentially dangerous person enters the School premises, staff should **not automatically approach or confront the individual**.

The appropriate response will depend on the circumstances, including the location and behaviour of the individual and whether there is an immediate threat.

Where possible and safe to do so:

- the Headteacher or senior member of staff should be informed immediately
- the police should be contacted on **999** where there is an immediate threat or risk of violence
- staff should observe the individual from a safe position and provide information to the Headteacher or police
- doors should be secured where appropriate
- children should be moved away from the threat
- staff should follow the School's lockdown or shelter arrangements where these are appropriate
- children should not be moved towards or through the location of the intruder
- staff must not put themselves or children at unnecessary risk by attempting to challenge, restrain or physically remove an intruder.

The School will follow police advice once the police arrive.

7. Lockdown / Shelter

Where there is a serious or immediate threat to people within or near the School, it may be safer for children and staff to remain inside secure rooms rather than evacuate.

Staff should:

- bring children inside where it is safe to do so
- secure doors and windows
- keep children away from doors and windows
- keep quiet and remain calm
- silence phones where appropriate
- follow instructions from the Headteacher or emergency services
- maintain supervision of children
- avoid opening doors to unknown individuals
- wait for the official instruction that the lockdown or shelter period has ended.

The School's lockdown arrangements will be practised periodically in an age-appropriate manner.

8. Missing Child / Suspected Abduction

A missing child is a safeguarding emergency.

Staff must immediately inform the Headteacher or DSL and follow the School's Missing Child procedures.

Where there is a suspected abduction or immediate risk to the child, the police must be contacted on **999** without delay.

The School will provide the police with all relevant information, including:

- the child's name and description
- what the child was wearing
- the child's last known location
- the time the child was last seen
- any relevant medical or safeguarding information
- information about any suspected person or vehicle.

Parents or carers will be contacted as soon as appropriate, taking account of police or safeguarding advice.

9. Serious Accident, Injury or Medical Emergency

Staff should:

1. Ensure the immediate area is safe.
2. Provide first aid within the limits of their training.
3. Call **999** where emergency medical assistance is required.
4. Inform the Headteacher.
5. Contact parents or carers as appropriate.
6. Preserve relevant information and evidence where necessary.
7. Record the incident in accordance with the School's accident and safeguarding procedures.

Where an incident may require reporting under health and safety legislation, the School will follow the appropriate reporting procedures.

10. Bomb Threat or Suspicious Package

If the School receives a bomb threat or a suspicious package is identified:

- staff must not touch, move or interfere with the item
- the Headteacher or senior member of staff must be informed immediately
- the police must be contacted
- staff must follow police instructions

- children and adults must be moved away from danger using the evacuation or shelter arrangements directed by the emergency services
- staff should not use mobile phones or radios close to a suspicious item if advised not to do so by the emergency services.

11. Serious Weather, Flood or External Environmental Incident

The Headteacher will assess the situation and seek advice from the relevant emergency services or local authority where appropriate.

Depending on the circumstances, the School may:

- remain open with additional precautions
- keep children indoors
- delay the start or early closure of the School
- evacuate the premises
- use alternative arrangements for collection
- temporarily close the School.

Parents and carers will be informed of any significant change to normal arrangements.

12. Communication with Parents and Carers

The School will establish a clear and controlled method of communication with parents and carers following a major incident.

Information will be provided as soon as reasonably possible, taking account of:

- the safety of children and staff
- advice from emergency services
- the need to avoid unnecessary alarm
- confidentiality and data protection
- the need to ensure that information provided is accurate.

Parents and carers should not attend the School unless specifically asked to do so, as this may obstruct emergency services or create additional risks.

13. Communication with the Media

Only the Headteacher or an authorised representative of the School should provide information to the media.

Staff should not make public statements about an emergency on behalf of the School or post information about the incident on personal social media accounts.

14. Recording and Documentation

The School will maintain a written record of significant emergency incidents, including:

- the time and nature of the incident
- decisions made

- actions taken
- emergency services contacted
- advice received
- children and adults affected
- communications issued
- any injuries or damage
- follow-up actions.

Records will be retained securely and in accordance with the School's data protection and safeguarding procedures.

15. Support Following an Emergency

Following a serious incident, the School will consider the emotional and practical needs of children, staff and families affected.

This may include:

- additional pastoral support
- access to appropriate professional support
- communication with parents and carers
- support for staff
- safeguarding referrals where appropriate
- liaison with external agencies.

The School will consider whether any child requires additional safeguarding support following the incident.

16. Recovery and Business Continuity

Following an emergency, the Headteacher will assess when it is safe to resume normal operations.

Where the School cannot operate from its usual premises, alternative arrangements will be considered in accordance with the School's business continuity arrangements.

The School will liaise with the relevant authorities and emergency services where appropriate.

17. Review Following an Emergency

After any significant emergency, the School will review its response and identify any lessons learned.

The Emergency Plan will be amended where necessary to reflect lessons from incidents, exercises, changes to the School premises or changes in relevant guidance.

18. Emergency Contacts

Emergency services: 999

Police non-emergency: 101

School: 01302618660 or 07765905637

The School's emergency contact list, including staff, governors, utility providers, local authority and other relevant contacts, will be maintained separately and kept readily accessible to authorised staff.