



# Sycamore Hall Preparatory School Emergency Plan

Document Type	Policy
Title of document	School Emergency Plan
Policy Reviewed:	1 <sup>st</sup> September 2024
Policy Amended:	1 <sup>st</sup> September 2024
Policy seen by all Staff:	1 <sup>st</sup> September 2024
Maintained By	Deputy Head teacher
Next Review Date	1 <sup>st</sup> September 2025
Copy held	Policy folders
	vol

# SYCAMORE HALL PREPARATORY SCHOOL

## EMERGENCY PLAN

### Emergency Procedure

Sycamore Hall is committed to ensuring that, in the event of a Major Emergency or incident, the School will provide an effective Emergency response to minimise the impact of the Emergency and ensure the **wellbeing and safety** of all children and adults in the school' care.

An Emergency incident or crisis can be clarified as an unexpected event which affects the school community, and which causes disruption on a scale, which is beyond the normal coping capacity of the School. The Emergency incident may involve significant threat, damage or injury to property and individuals.

### Action to be taken if an intruder enters the premises

If an intruder enters the premises the safety of the children is of the utmost priority.

1. The intruder will be observed closely by a member of staff (Mrs. S. Nicklin) who will also try to ascertain the nature of his business and how much of a threat he/she is.
2. All children will be summoned to the School Hall and accompanied by a teacher.
3. The Headmistress will contact the local police.

The following are examples of Emergency Incidents that may impact on the School:

Fire or flood to buildings and contents

Death, accident or assault to members of staff or pupils Missing

Person(s)/abductions

Natural major Emergency incident - Earthquake, etc.

An intruder enters the premises

### Objectives of School Emergency Plan

In the event of an emergency such as a flood, explosion, etc. the action taken should concentrate on the evacuation of people and saving lives.

Ensure the Emergency incident is communicated quickly and clearly to supporting agencies, enabling support arrangements to be rapidly activated, e.g. Fire Station, Police, etc.

Ensure that actions and decision making during the Emergency incident is properly recorded.

To facilitate the return to normal working arrangements at the earliest time.

**The Emergency Plan will be put into action by the Headmistress.**