

# BYRON COURT PRIMARY SCHOOL

## Emergency Planning Policy

### 1.0 INTRODUCTION

This policy is designed to set out the framework within which the school will prepare for and respond to any emergency.

An emergency can be described as an unplanned event or incident that potentially or actually has a significant adverse effect on the health, safety or well-being of any children or adults associated with the school. Alternatively, it may be an untoward event, which, because of its extent or severity, poses a potential or actual threat to the normal processes or functioning of the organisation. This may include loss of services, death, serious illness, accidents, extreme weather, local or national disasters and threats.

### 2.0 AIMS

The overall aim of responding to any emergency will be to minimise risk and harm to anyone connected with the school, and to provide an appropriate, reasoned and suitable set of actions that offer appropriate care, protection and support. It is also designed to promote continuity of work as far as possible.

The Executive Headteacher of the school will:

- 2.1 ensure that there are up-to-date detailed plans that can be implemented swiftly in the event of foreseeable emergencies;
- 2.2 ensure that plans for providing service continuity during and after an incident are in place;
- 2.3 ensure that an up-to-date list of emergency contacts is in existence and readily available to all staff members;
- 2.4 ensure that all staff members are aware of emergency plans and their part in responding to any emergency;
- 2.5 assess any incident, decide whether it constitutes an emergency, and maintain an incident log;
- 2.6 ensure that all appropriate and available support is enlisted from the Council and elsewhere in managing an emergency and setting up subsequent recovery plans if required;
- 2.7 ensure that suitable emergency equipment is readily available and maintained in good working condition;
- 2.8 ensure that any relevant emergency procedures are tested routinely as appropriate;
- 2.9 have due regard to any advice provided by Brent Council and other relevant public authorities when responding to any known emergency;

2.10 consider the use of “mass communication” mechanisms such as Teachers2Parents to communicate information on an emergency quickly to parents (bearing in mind that not all parents have access to email or text messaging); and via the school website.

2.11 inform the Chair of Governors of any matters that she/he feels appropriate.

Staff members will be made familiar with the availability of emergency plans and will be expected to follow them under the direction of the Executive Headteacher.

Any media enquiries to staff or governors will be directed initially to the Executive Headteacher, who will liaise with Brent Council’s communication team where possible before responding.

At any time when the Executive Headteacher is not available, the Head of School or most senior staff member present will fulfil the Executive Headteacher’s role in an emergency.

### **3.0 THE ROLE OF THE GOVERNING BODY**

The normal principle of Chair’s action being acceptable in a case of urgency can be followed.

The Governing Body will expect the Executive Headteacher to manage all incidents as she/he feels fit, taking decisions as appropriate, and will receive a report from the Executive Headteacher (and Chair if appropriate) at the next meeting following any emergency. The Executive Headteacher and Chair will decide whether an emergency board meeting is required. The purpose of such a meeting will be to inform governors of the facts and explain any strategic issues that need to be considered as a result of the emergency.

The Governing Body will review the overall sufficiency of emergency planning and this policy at least every other year.

### **4.0 MONITORING, EVALUATION AND REVIEW**

4.1 This policy should be read in conjunction with the following policies:

Health and Safety Policy

4.2. This policy will be monitored by the Governors and SLT as and when required.

4.3 The policy will be reviewed annually.

### **5.0 REVIEW**

5.1 Amended Policy date: November 2017

5.2 Review date: November 2018

