



Danesgate Community School *Emergency Plan – Information for Website*

In the event of an emergency/incident taking place

Introduction

This is an excerpt from the emergency document that has been prepared by Danesgate Community School. Planning for emergencies, suitable for specific purposes when dealing with incidents that are out of the normal day-to-day type of event. In order to keep children and staff safe every effort has been made to deal with the consequences of a large scale emergency/incident.

Aim

The aim of the plan is to enable an appropriate response to an emergency/incident involving any user of Danesgate Community School at the site or on an educational visit. Tricia Head the Head Teacher, has the responsibility for ensuring that it is reviewed at least annually.

Objectives

The objectives of the plan are to respond to incidents involving:

- Serious one or more injury/fatality of a pupil or member of staff (e.g. transport, school trip accidents, violent attack).
- Significant damage to school property (e.g. fire, fallen tree, Roof extraction)
- Criminal activity (e.g. bomb threat, intruder alert,)
- Severe weather (e.g. flooding/snow, high winds)
- Public health incidents (e.g. influenza pandemic)
- The effects of a disaster in the local community. (air borne pollution)
- Serious incident linked with local environment (Police station, Army barracks)

Scope

The Plan covers procedures for incidents occurring during both in and out of school hours, including weekends and holidays were a situation arises.

The School Emergency Management Team (SEMT) Objectives

- To assess and mitigate the impact of the incident as far as is possible.
- To contact and reassure staff, and advise them of immediate contingent arrangements.
- To maintain, so far as possible, a normal level of service to the school community.
- To contact and reassure parents and pupils as appropriate.
- To ensure that correct procedures are followed and records are maintained.



Lockdown Procedures

Lockdown is the term given to protecting children and staff by keeping them safe. An example of when a lockdown may be appropriate would be in the event of a direct physical threat to staff and children by an armed person in or around the site premises.

Two levels of lockdown are provided in this document. These are a **partial lockdown** and a **full lockdown**.

Communication between parents/ guardians and the site

Should a Lockdown occur, it is advised that developments are communicated to parents / guardians as soon as is practicable and in some cases in agreement with the emergency services and the most senior member of staff overseeing the incident. Parents will naturally be concerned, anxious and all accurate information releases will assist to alleviate undue anxiety. However due to the nature of some situations I'm sure you will appreciate it will not always be appropriate for Danesgate to fully announce what is happening. Although every effort will be made to place information on the website for Parents/guardians to enable them to understand the potential outcome and when possible time frames will be to reunite with their children. Please be reassured that the site/emergency services understands their concern for their child's welfare, and that everything possible is being completed to ensure their safety.

- Parents/guardians must be made aware to refrain from directly calling the site's office. Calling the site will tie up telephone lines that will be required to be used by the responsible person and the emergency services.
- Parents / guardians must refrain from initially attending the site. This may interfere with the emergency provider's access / investigation and may put themselves and others in danger.
- Parent / guardians must wait patiently until a safe and satisfactory outcome has been achieved and agreed by all parties, where a designated safe area will be identified for the safe handing over of the children to their parents / guardians.

During the initial "breaking news" of the incident it is vital that all parents are reassured regarding the welfare and safety to their children is paramount and that the matter is being dealt with by the emergency services and City of York Council jointly to resolve the matter as soon as possible with little impact to the children and the wider community.

However it must also be stressed that at this time **"the site is in a full lockdown procedure. During this period the switchboard and entrances will be un-manned, external doors will be locked and no person is allowed in or out of the premises until further notice.** Should a prolonged lockdown incident occur, City of York Council and its partners have the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area and other pre-determined facilities. This will be dependent on the severity of the incident that has led to a Lockdown procedure taking effect.

