



Emergency Planning and Response Policy

1. Introduction

This policy outlines the procedures and guidance for emergency planning and response in education, childcare, and children's social care settings at The Caldecott Foundation. The safety and well-being of adults, and children are our top priority, and this policy is designed to ensure preparedness for a range of emergency situations, including but not limited to active shooters, intruders carrying weapons or knives, and civil disorder incidents.

2. Roles & Responsibilities

- **School Leadership Team:** The School Leadership Team is responsible for overall emergency planning and response coordination. This includes designating emergency response teams, overseeing training and drills, and liaising with external agencies.
- **Emergency Response Teams:** Emergency response teams, including first aiders, fire wardens, and designated safeguarding leads, will be trained and equipped to respond effectively to emergency situations.
- **Staff and Children:** All staff and children have a responsibility to familiarize themselves with emergency procedures, participate in training and drills, and follow instructions from emergency response teams during an emergency.

3. Emergency Procedures

Active Shooter Incidents:

- If an active shooter is on the premises, staff should follow the "Run, Hide, Fight" protocol:
- **Run:** Evacuate the building if it is safe to do so. Encourage others to leave and avoid areas where the shooter is present.
- **Hide:** If evacuation is not possible, find a secure location to hide and lock or barricade doors. Silence phones and remain quiet.
- **Fight:** As a last resort, defend yourself and others against the shooter using any available means.
- Staff should call emergency services (police) as soon as it is safe to do so and provide them with relevant information.

Intruders Carrying Weapons or Knives:

- Staff should follow lockdown procedures to secure the premises and protect other staff, and children from harm.
- Activate the alarm system to alert others of the lockdown and follow instructions from emergency response teams.

Civil Disorder Situations:

- If civil disorder occurs on or near the premises, staff should follow lockdown procedures and secure the building.
- Monitor official sources of information and follow instructions from emergency response teams and local authorities.

4. Communication and Notification

- A clear communication plan will be in place to ensure timely and accurate communication during emergencies.
- Staff will be trained in using communication devices and systems to relay information to emergency services, children, parents, and relevant stakeholders.

5. Training and drills

- Regular training sessions and emergency drills will be conducted to familiarize staff and children with emergency procedures and enhance preparedness.
- After-action reviews will be conducted following drills and real emergencies to identify areas for improvement and implement corrective actions

6. Support & Wellbeing

- Psychological support and counselling services will be available to staff and children following an emergency to address emotional and mental health needs.
- Debriefing sessions will be conducted to provide an opportunity for reflection and support for those affected by the emergency.

7. Review and Revision

- This policy will be reviewed annually and updated as necessary to reflect changes in legislation, best practices, and organizational needs.
- Feedback from staff, parents, and external agencies will be considered in the review process.

8. Compliance

- All staff and children are required to comply with this policy and associated procedures.
- Non-compliance may result in disciplinary action in accordance with relevant policies and procedures.

9. Implementation

- This policy will be disseminated to all staff, children, parents, and relevant stakeholders and made available on the school's website and in printed form upon request.

10. Contact Information

- For further information or inquiries regarding this policy, please contact the Designated School Contact.

This policy is designed to ensure a coordinated and effective response to emergency situations in education, childcare, and children's social care settings at The Caldecott Foundation. All adults and children are encouraged to familiarize themselves with this policy and take an active role in maintaining a safe and secure environment.