

Emergency Planning

School Advice Note

1. Emergency planning is a special aspect of health and safety planning. It contains elements of risk assessment and accident investigation too. This is a large topic, but the principles are straightforward enough. The law does not expect the employer to be able to foresee and minimise every possible eventuality, but your insurers may take a more stringent view.
2. Emergency preparedness and planning falls into three phases:

Phase 1: Before the emergency has occurred

- 2.1. Emergency preparedness and planning should rely on the risk assessment process which will identify realistic potential emergency scenarios. These scenarios can be formulated to produce suitable training programmes to underline the relevant performance standards in each case.
- 2.2. At this stage liaison must be established with the relevant emergency services, specialist health and safety advisers and, if necessary, the local community.

Phase 2: During the emergency

- 2.3. Once the emergency has been declared, communication and recording decisions is vital. Senior managers must strive to gain control, as advised by the emergency services in attendance.

Phase 3: During the aftermath

- 2.4. After the crisis is under control, good communications will again determine the rate at which normal operations can be re-established. It is at this stage that the Health and Safety Service may assist or take an active part in any investigation to establish a likely cause, and to recommend any actions to prevent a recurrence.
- 2.5. The standard emergency plans that all workplaces should have as a minimum are:

- 2.5.1. Fire/bomb threat prevention, gas leak, power failure and building collapse.
 - 2.5.2. Evacuation procedures; and Injuries/ill health requiring first aid or medical treatment.
- 3. The Department for Education website has guidance to help you think through the process and provide tools to use in writing your plan and then communicating it effectively to those who will have roles to play.
- 4. Further advice can be found in the following link:
 - 4.1. [Emergency planning and response - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/emergency-planning-and-response): How schools and other educational settings should plan for and deal with emergencies, including severe weather and floods.