



Emergency Action Plan

In the event of an emergency on or off site . . .

. . . the responsible member of staff will:

- Safeguard the safety of the majority of the group.
- Advise all responsible adults of the incident and assess the situation
- Where appropriate, advise that emergency procedures are in operation.
- Account for all those directly and indirectly involved.
- Establish the names of those, if any, directly involved.
- If appropriate, render first aid to those injured.
- If necessary, summon the emergency services.
- If the incident involves injury, ensure that the injured, if a student(s), are accompanied to the hospital or other medical treatment facility preferably by an adult they know.
- Ensure that the remainder of those students involved are adequately supervised and understand the implications of the emergency.
- Advise the Headteacher of the incident.
- Restrict access to telephone or other outside contact for a suitable period of time.

. . . and the Head teacher will:

- Ensure that all information regarding the emergency is obtained.
- Establish a reliable means of communication between the responsible member of staff directly involved in the emergency.
- Advise the Chair of Governors.
- Advise the Local Authority.
- Obtain assistance from other members of staff, as appropriate and if possible, to help in the dissemination of information.
- Advise the parents / spouses etc. of those directly involved in the emergency.
- Advise the parents / spouses etc. of those not directly involved.
- Monitor the situation to ensure all events, information and action taken is recorded.
- Ensure that, where appropriate, all media enquiries are discussed with the Chair of Governors before a response is made.
- Implement the Disaster Recovery Plan as appropriate.