

Emergency Plan

2026–2027

**The Governing Body of Headlands Primary School
endeavours to write and adopt policies that are fully inclusive
for all children / staff / parents / carers / Governors and
members of the wider community.**



Policy approved by Governors:	September 2026
Signature of Chair of Governors:	
Date for renewal:	September 2027

Working together to ensure that all children will reach their full potential in a happy, caring, safe and respectful environment.

1. Plan information

This Emergency Plan provides a practical framework for responding to serious incidents affecting Headlands Community Primary School. It applies during the school day and outside normal hours, including wraparound provision, clubs, educational visits, performances and other school activities.

Version	009
Plan owner / writer	Mr. Andrew Buttery, Headteacher
Issue date	September 2026
Review date	September 2027
Headteacher	Mr. Andrew Buttery
School Business Manager	Mrs. Veneta Borisova
Chair of Governors	Rev Ron Smith

2. Aim, objectives and scope

The aim of this plan is to enable a calm, coordinated and proportionate response to an emergency, with the safety and welfare of children and adults as the first priority and disruption to education kept to a minimum wherever it is safe to do so.

The plan is designed to support a range of incidents, including:

- serious injury or fatality involving a pupil, member of staff or visitor;
- fire, structural damage or another significant premises incident;
- security incidents, including an intruder, serious violence, bomb threat or suspicious item;
- severe weather, flooding, extreme heat or loss of essential utilities;
- significant public health incidents;
- a missing pupil or other serious safeguarding incident;
- cyber incidents, loss of telecommunications or a significant data breach;
- an emergency affecting an educational visit, club or school event;
- the impact of a major incident in the local community.

3. Document ownership, storage and review

The Headteacher owns this plan and is responsible for ensuring that it is reviewed at least annually and after any significant incident, exercise or material change in staffing, premises or guidance. Contact information should be checked termly.

Members of the School Emergency Management Team (SEMT) must know how to access the plan and understand their role. Copies, whether electronic or paper, must be stored securely. A secure off-site copy should be accessible to the Headteacher and other nominated SEMT members for use outside normal school hours.

The school will test relevant procedures through drills, briefings or tabletop exercises and will record lessons learned and actions arising.

4. Emergency contacts

Personal and confidential contact information in this section is for emergency planning purposes only and must not be published or circulated beyond those who require access.

Organisation / role	Contact	Telephone
Headlands Community Primary School	School office	01904 762356
Headteacher	Mr. Andrew Buttery	School office / secure staff contact list
School Business Manager	Mrs. Veneta Borisova	01904 762356 / 07432 082248
Site Manager	Mr. William Baguley	07585 731574
Chair of Governors	Rev Ron Smith	07503 111099 / 01904 767691
City of York Council School Services		01904 551554
CYC Emergency Planning Duty Officer	24-hour emergency use only	07880 505369
Police / Fire / Ambulance	Emergency	999
Police	Non-emergency	101
Electricity network emergency	105 service	105
Yorkshire Water	Emergency contact held by school	0800 573553
Fire alarm contractor	First County Monitoring	01757 213637
Burglar alarm contractor	Mayfair	01757 231637

System numbers, access codes and any additional confidential supplier details must be maintained separately on the secure emergency contacts sheet rather than in copies that may be more widely circulated.

5. Plan activation and immediate priorities

Any member of staff who becomes aware of a serious incident should take immediate action to protect life, call 999 where necessary and inform the Headteacher or most senior member of staff available. The first adult managing the scene acts as Initial Incident Manager until relieved.

- Protect life and prevent further harm.
- Call the emergency services where required and follow their instructions.
- Account for pupils, staff, visitors and contractors.
- Inform the Headteacher or most senior leader available.
- Preserve evidence and do not disturb a potential crime scene unless necessary to protect life.
- Start a written incident log recording times, decisions, actions and information received.
- Establish the SEMT if the incident requires coordinated management.
- Communicate factual, agreed information; avoid speculation.

6. School Emergency Management Team (SEMT)

The SEMT will normally include the following, subject to availability and the nature of the incident:

- Headteacher – Mr. Andrew Buttery (strategic lead / incident lead);
- School Business Manager – Mrs. Veneta Borisova;
- Senior staff as nominated by the Headteacher;
- Site Manager – Mr. William Baguley, where premises or utilities are involved;
- Chair of Governors - Rev Ron Smith, where appropriate.

The SEMT will operate from a safe location determined by the incident. This may be the Headteacher's office, staff room or an alternative off-site location. The location must not compromise emergency service access or safeguarding.

Action	Action taken	By whom
Assess the incident, immediate risks and likely impact.		
Confirm leadership roles and allocate tasks.		
Maintain an incident log and decision record.		
Liaise with emergency services, City of York Council and other agencies.		
Account for pupils, staff and visitors.		
Agree communications for staff, pupils, parents and carers, governors and partner agencies.		
Plan continuity of education, safeguarding, SEND/medical support and essential services.		
Agree media handling: only the Headteacher or an authorised spokesperson should comment.		
Plan recovery, welfare support and a post-incident review.		

7. Communication

Effective communication is essential. Information must be factual, timely, proportionate and approved by the incident lead. Staff must not post or comment about an incident on personal social media accounts or speak to the media.

- Use the school's agreed messaging systems, website and other channels as appropriate.

- Where emergency services are involved, coordinate public messages with them and the local authority where necessary.
- Ask parents and carers not to telephone or attend the site during a lockdown or other incident if doing so would impede the response.
- Provide clear instructions about collection or reunification arrangements when safe to do so.
- Consider accessibility, language, SEND and the needs of families who may not receive digital communications.
- Monitor official emergency alerts and trusted agency information where relevant.

8. Evacuation, shelter and lockdown

Evacuation

Evacuation may be required for fire, a bomb threat, gas leak, structural risk or another hazard. Staff must follow the school's evacuation procedures and emergency service instructions. Registers and visitor information should be taken where it is safe to do so. No one should re-enter the building until authorised.

If the site cannot be re-entered, the SEMT will identify and communicate an appropriate place of safety or alternative accommodation. The suitability of any off-site assembly or reunification location must be confirmed as part of annual planning.

Shelter / invacuation

Sheltering inside the building may be safer during incidents such as smoke or fumes outside, severe weather or another external hazard. Close doors and windows and, where instructed, switch off ventilation systems. Follow advice from the emergency services, local authority or other competent authority.

Partial lockdown

Action	Action taken	By whom
Issue the agreed partial-lockdown alert to all areas of the school, including outdoor duty staff.		
Bring all pupils and adults inside promptly and safely.		
Secure external doors and close windows as appropriate.		
Account for pupils, staff, visitors and contractors.		
Restrict movement within the building as directed by the incident lead.		

Maintain communication with emergency services and await further instructions.		
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Full lockdown

A full lockdown is used where there is an immediate or serious threat in or near the school. Staff should follow the school's practised lockdown signal and procedures. The precise response must reflect the location and nature of the threat and any instructions from police.

Action	Action taken	By whom
Issue the agreed full-lockdown alert to all areas.		
Move pupils and adults to the nearest appropriate secure location; do not move through danger to reach a preferred room.		
Secure doors and windows where possible and safe.		
Keep pupils calm and quiet and away from direct sightlines where appropriate.		
Silence personal devices unless needed for emergency communication.		
Account for pupils, staff and visitors without creating additional risk.		
Do not open doors or leave the secure area until an authenticated all-clear is given by the incident lead or emergency services.		
Do not allow parents, carers or visitors onto the site during lockdown.		

Lockdown signals, room-specific arrangements and any security-sensitive operational detail should be held in the school's staff emergency procedures and practised appropriately; they should not be published in the public version of this plan.

9. Action card - temporary school closure

Action	Action taken	By whom
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Collate information about the incident and assess whether the site can operate safely.		
Seek advice from relevant agencies or utility providers where required.		
Headteacher, or delegated senior leader, makes the closure decision having regard to safety and continuity of education.		
Notify staff, parents and carers and City of York Council as appropriate.		
Record attendance using the appropriate statutory codes and make arrangements for vulnerable pupils.		
Consider remote education, free school meal arrangements and essential safeguarding contact where closure is prolonged.		
Review conditions regularly and reopen as soon as it is safe and practicable.		

10. Action card - serious injury, death or medical emergency on site

Action	Action taken	By whom
Call 999 where required and provide first aid within the limits of training.		
Make the area safe and ensure remaining pupils are appropriately supervised.		
Inform the Headteacher / incident lead and begin an incident log.		
Account for those involved and identify witnesses.		
Arrange for an appropriate adult to accompany a child to hospital where necessary.		

Contact parents, carers or next of kin as appropriate. In the event of a fatality, follow police guidance about notification.		
Preserve the scene and relevant records where an investigation may be required.		
Refer media enquiries to the authorised spokesperson.		
Convene the SEMT and arrange welfare and post-incident support.		

11. Action card - emergency on an educational visit

Action	Action taken	By whom
Protect life, call local emergency services and administer first aid where appropriate.		
Account for every member of the party and ensure adequate supervision.		
Contact the school emergency contact / Headteacher as soon as practicable.		
Agree a clear communication route between the visit leader and school.		
Record facts, times, actions and witness details.		
Do not speak to the media; refer enquiries to the school.		
The school will coordinate communication with parents and carers and any necessary local authority support.		
Review transport, accommodation and safe return arrangements for the remainder of the group.		

12. Action card - assault, violence or aggressive behaviour

Action	Action taken	By whom
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Raise the alarm and summon assistance.		
Call 999 if there is immediate danger, serious violence or a weapon.		
Prioritise escape, safety and separation rather than confrontation.		
Provide first aid and medical support as required.		
Identify witnesses and preserve relevant evidence, including CCTV where available.		
Inform the Headteacher and record the incident.		
Convene the SEMT where the scale or impact requires coordinated management.		

13. Action card - intruder or suspicious person

Action	Action taken	By whom
If safe, report the concern immediately to the office / senior leader; do not place yourself at risk by challenging a person who may be dangerous.		
Call 999 where there is an immediate threat, weapon or serious violence.		
Initiate partial or full lockdown if directed or if the threat requires it.		
Keep pupils away from the threat and follow police instructions.		
Do not use force to remove an intruder unless lawful and necessary to protect yourself or others from imminent harm.		
Record the incident and preserve relevant evidence after the immediate danger has passed.		

14. Action card - fire, structural damage or loss of utilities

Action	Action taken	By whom
Raise the alarm and evacuate if required.		
Call 999 for fire or immediate danger.		
Account for pupils, staff and visitors at the assembly point.		
Do not re-enter until authorised.		
Inform the Headteacher / SEMT and relevant utility, contractor or local authority service.		
Assess whether temporary closure or alternative accommodation is required.		
Protect records and equipment only where this can be done safely.		

15. Action card - severe weather

The school will aim to remain open during severe weather where it is safe to do so. Decisions will consider site safety, staffing, transport, utilities and official warnings.

Action	Action taken	By whom
Monitor Met Office warnings and local authority advice.		
Assess site access, heating, water, electricity, staffing and other safety-critical factors.		
Communicate changes promptly to staff and families.		
Where closure is unavoidable, consider remote education and support for vulnerable pupils.		
Review conditions and reopen as soon as safely practicable.		

16. Action card - missing pupil

Action	Action taken	By whom
Immediately inform the Headteacher / senior leader and		

confirm when and where the pupil was last seen.		
Check registers, sign-out information and likely locations without compromising supervision of other pupils.		
Search the school site systematically using staff allocated by the incident lead.		
Contact parents / carers promptly and establish any relevant information.		
Call police without delay where there is an immediate safeguarding risk, the child is particularly vulnerable, circumstances are suspicious, or initial reasonable checks do not locate the child.		
Keep a written record of times, searches, communications and decisions.		
When the pupil is located, ensure their welfare is checked and complete a safeguarding / incident review.		

17. Action card - bomb threat or suspicious item

Any bomb threat or suspicious item must be treated seriously. Staff should prioritise personal safety, call 999 and follow police instructions. Do not touch, move or interfere with a suspicious item. Evacuation or lockdown decisions should be based on the circumstances and police advice; staff should not automatically move people towards a potential threat.

Action	Action taken	By whom
If a threat is received by telephone, remain calm and record the exact wording and as much information as possible using Appendix 2.		
Alert the Headteacher / senior leader and call 999 as soon as it is safe to do so.		

If a suspicious item is found, do not touch it; move away and prevent others approaching.		
Follow police instructions regarding evacuation, shelter or lockdown and the location of assembly areas.		
Do not use radios or mobile phones in the immediate vicinity of a suspicious device if advised by police.		
Preserve notes, caller information and other evidence for police.		

18. Action card - significant public health incident

Action	Action taken	By whom
Follow current UKHSA, NHS, local authority and Department for Education advice.		
Contact the relevant health protection team when specialist advice is required.		
Maintain safeguarding, first aid and support for pupils with medical conditions.		
Assess staffing and operational capacity and consider proportionate infection-control measures.		
Communicate factual advice to families and staff, avoiding speculation.		
If attendance is disrupted, plan continuity of education and support for vulnerable pupils.		

19. Action card - cyber incident or major data / communications failure

Action	Action taken	By whom
Disconnect affected equipment from the network where advised; do not delete evidence or attempt unapproved fixes.		

Inform the Headteacher, School Business Manager and ICT support immediately.		
Use alternative communication arrangements if email, telephony or management systems are unavailable.		
Assess safeguarding, data protection, payroll, attendance, catering and site-security impacts.		
Escalate to relevant technical, local authority, insurer or regulatory contacts as required.		
Keep a decision and incident log and communicate only verified information.		

20. Recovery and post-incident support

Recovery begins while the incident is still being managed. The school will consider the physical, emotional, educational and operational needs of pupils, staff and families. People may react differently and support should be proportionate to individual need.

- Provide clear, factual information and acknowledge what has happened.
- Restore normal routines where appropriate while allowing flexibility for those directly affected.
- Identify pupils and staff who may need additional pastoral, medical or specialist support.
- Liaise with the local authority and other agencies regarding specialist post-incident support.
- Consider memorials, tributes and anniversaries sensitively and in consultation with affected families.
- Hold a structured debrief and lessons-learned review, and update this plan accordingly.

Appendix 1 - SEMT initial meeting agenda

- Current situation and immediate risks.
- Emergency services / agency updates.
- Pupil, staff and visitor accounting.
- Safeguarding, medical and SEND needs.
- Premises and site security.
- Communication with staff, pupils, parents and carers, governors and partners.
- Business continuity and education arrangements.
- Media / social media handling.
- Actions, owners and deadlines.
- Time and location of next meeting.

Appendix 2 - telephone threat record

If a threat is received by telephone, do not put yourself at risk. Record information as accurately as possible and contact police on 999 as soon as it is safe to do so.

Prompt	Record
Exact words used by caller	
Where is the device / threat now?	
When will it happen?	
What does it look like?	
What type of device / threat is it?	
What will cause it to activate?	
Did you place it?	
Why?	
What is your name?	
What is your address / location?	
What is your telephone number?	
Time call started / ended	
Number on which call was received	
Caller: voice, accent, approximate age, emotional state	
Background sounds	
Any number displayed / caller ID	
Name of person informed and time informed	

Appendix 3 - incident log

Date / time	Information decision /	Action	Person responsible	Completed

Appendix 4 - annual readiness checklist

- Emergency contact details checked and updated.
- SEMT membership and deputies confirmed.
- Staff know how to access the plan and emergency contact information.
- Evacuation and lockdown arrangements reviewed and practised appropriately.
- Off-site assembly / reunification arrangements reviewed.
- Emergency grab information / registers are accessible.
- Wraparound provision, clubs, events and educational visits are covered.
- Arrangements for pupils with SEND, medical needs and other vulnerabilities are considered.
- Cyber / communications contingency arrangements are reviewed.
- Relevant staff have completed security and emergency-response training.
- Governors have reviewed the plan and any lessons learned from exercises or incidents.

Appendix 5 - key guidance

- Department for Education: Emergency planning and response for education, childcare and children's social care settings.
- Department for Education: School and college security guidance (updated July 2026).
- Department for Education: Protective security and preparedness for education settings.
- Keeping Children Safe in Education 2026.
- School fire, health and safety, educational visits, safeguarding, data protection and business continuity procedures.