



DISASTER AND EMERGENCY PROCEDURE & POLICY

SNAPS YORKSHIRE CIO

July 2026

Introduction

SNAPS has adopted policies and procedures to minimise risks to employees, volunteers, contractors, trustees and families, and has a health and safety policy and procedures that are regularly reviewed. The Board of Trustees recognises that not all circumstances are under the control of the charity, and that emergencies and disasters may happen. This policy was originally based on a model policy written by Handsam (Health and Safety Management Systems) Ltd and Broomfield SILC's disaster/emergency policy (previous SNAPS site).

Aims

The aims of this policy are to prepare the employees, volunteers, contractors, trustees and families for any disasters that may occur and to make them aware of the signals and immediate actions they need to take in an emergency situation.

What can happen?

By 'disaster' we mean an incident that has caused death or serious injury to a member or members of the school community. An emergency situation may arise when there is a significant risk that a disaster may occur. Examples of incidents include:

- the death of a child, parent, employee, volunteer, contractor or trustee from natural causes;
- a deliberate act of violence against employees, volunteers, contractors, trustees or families;
- a fire or major incident in the building
- a serious accident of any sort involving death or mutilation
- External threat or attack

In any emergency, our first duty is to support and help children, parents, employees, volunteers, contractors and trustees involved. We are also concerned to ensure that the handling of the disaster does not result in damage to the building.



Emergency Procedures

There are three types of emergency procedures:

1. Evacuate
2. Invacuate (low level threat)
3. Invacuate (high level threat)

Evacuation Procedure

Evacuate (Fire or non-fire): the fire alarm is the sign to evacuate the building and assemble in the designated assembly points.

Different routes are prescribed for different rooms. Unless the fire/incident prevents it, they must be adhered to if congestion is to be avoided. These are fully detailed in the fire plan, and each room has a notice detailing their primary and secondary fire exits. All employees should ensure that they are familiar with these procedures.

If this system is to work, it is vital that all employees, volunteers, contractors and families sign into and out of the building when they arrive and leave.

ACTIONS:

- On hearing the fire alarm, SNAPS employees will ask everyone in the room to follow them to their nearest fire exit. All present will be taken through the nearest fire exit. If this is not possible, the next available exit must be sought. NO ONE should stop to collect any belongings.
- Fire Marshals to check toilets/other agreed communal areas.
- Employees conduct a head count to ensure everyone signed in is accounted for and raise an alarm if there is a concern.
- Any employees who have evacuated to a different area to the normal assembly point must inform the Site Manager via mobile phone, who will relay this information forward.
- The Fire Marshals inform the Site Manager if everyone is accounted for, which is then relayed to the Chief Executive.
- No-one may re-enter the buildings until they have been given all clear by the Site Manager/Children's Services Manager/Chief Executive.

INVACUATION (LOW LEVEL THREAT):

In the event of an emergency arising in a SNAPS facility where it is advisable for all present at a SNAPS activity to shelter in their current location, such as noxious fumes noticed in the area, then invacuation procedures would be activated. Once activated, no movement is allowed out of the school building; everyone must be sheltered inside either building.



Students and staff would be released from lockdown when advised by the Children's Services Manager or Site Manager.

Dependent on the emergency, movement may be allowed within school, but employees will shut down the perimeter and the main escape doors to ensure site safety. Site Manager/Children's Services Manager will advise if movement is allowed.

Under Invacuation, ensure everyone stays inside the school building.

ACTIONS:

- If appropriate, move everyone away from the incident (e.g. to the other side of the building).
- Employees lead all present back inside the building ensuring all doors and windows are closed and ventilation / air circulation systems are switched off.
- Check for missing / injured employees, volunteers, contractors or families.
- Reassure families and keep them engaged in an activity or game.
- Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services. Families, employees, volunteers and contractors will be released from lock-down by the Site Manager or Children's Services Manager by use of code word.
- Children's Services Manager/Site Manager to check main entrance, other areas away from main activity areas.

INVACUATION WITH LOCKDOWN (HIGH LEVEL THREAT)

This may be used where there is a more serious threat or potential danger in the local area.

ACTIONS:

- Employees ensure everyone is moved away from windows to an agreed 'safe' area in the class which is below window height and away from doors
- Employees check their immediate vicinity and lock / secure entrance points (e.g. doors, windows) to prevent the intruder from entering the building.
- Take action to increase protection from attack:
 - Block access points (e.g. move furniture to obstruct doorways),
 - Sit on the floor, under tables or against a wall,
 - Keep out of sight,
 - Draw curtains / blinds/ put up window covers/ VP covers,
 - Turn off lights,
 - Stay away from windows and doors and



- Put all mobile phones into silence mode.
- Ensure that everyone is aware of an exit point in case the intruder does manage to gain access.
- If possible, check for anyone who is missing/injured.
- Remain inside until an all-clear has been given by Children's Services Manager, Site Manager or unless told to evacuate by the emergency services.
- If possible one employee checks toilets and helps anyone to make their way back to the group quietly or stays in the toilets with them
- Anyone outside immediately comes into building, via the nearest exit, closing all external doors.
- No one should move around the building.
- If possible, the Site Manager or Children's Services Manager checks areas of use away from the main hall and classrooms.

Immediately after the lockdown, a register must be taken to ensure everyone is accounted for. If this is not the case, the Site Manager/Children's Services Manager must be alerted and must alert the Chief Executive.

If at any point in the lockdown, employees are told to invacuate or evacuate to be mindful of who can access the fire alarm. Employees must be vigilant regarding the validity of emergency signals and around why the lockdown was originally put in place.

Drafted: 5 th May 2025 Approved By Board: 15 th July 2026 Next Review Date: July 2027
