



IWYS

ALTERNATIVE PROVISION

EMERGENCY MANAGEMENT

ACTION PLAN

**Keep calm ~ Protect students ~ Call for help
~ Account for everyone ~ Report ~ Record**

Purpose

This Emergency Management Plan sets out the arrangements IWYS Alternative Provision will use to prepare for, respond to and recover from emergencies that may affect students, staff, visitors, contractors, the premises or the continuation of education.

The plan is designed specifically for an Alternative Provision setting, where students may have additional safeguarding, behavioural, medical, emotional, communication, attendance or individual support needs.

The Department for Education's emergency planning guidance applies specifically to alternative provision settings and recommends an ongoing process of risk assessment, contingency planning, staff training, exercises, communication and review.

This plan should be read alongside IWYS policies including:

[Child Protection and Safeguarding Policy](#)

[First Aid Policy](#)

[Administering Medication and Medical Conditions Policy](#)

Emergency Information Pack

IWYS should maintain an emergency information pack containing, where appropriate:

- Current student register
- Staff register
- Visitor/contractor signing-in information
- Emergency contact details
- Parent/carer contact information
- Relevant medical information
- Medication information
- SEND and individual support information
- Personal Emergency Evacuation Plans where required
- Site plan
- Fire evacuation routes
- Assembly points
- Lockdown arrangements
- Utility isolation information
- Emergency telephone numbers
- First aid arrangements
- Insurance information
- Critical supplier information
- Copies of essential policies.

Personal and safeguarding information must be handled securely and only shared where there is a legitimate need.

FIRE / SMOKE

IF YOU DISCOVER FIRE OR SMOKE:

1. **Raise the alarm immediately.**
2. **Call 999** if required.
3. Evacuate students using the safest available route.
4. Take the register **if immediately available** — do not delay evacuation.
5. Go to the designated assembly point.
6. **Check and account for students, staff and visitors.**
7. Report any missing person immediately.
8. **DO NOT re-enter the building** until authorised.

Remember: Never put yourself or students at unnecessary risk attempting to fight a fire.

MEDICAL EMERGENCY FOR SERIOUS INJURY OR ILLNESS:

1. Check that the area is safe.
2. **Call 999** for a life-threatening emergency.
3. Send someone to alert the **First Aider / Emergency Lead**.
4. Give first aid **within your level of training**.
5. Follow the student's individual medical plan where applicable.
6. Use prescribed emergency medication where authorised and appropriate.
7. Arrange for someone to meet the ambulance.
8. Contact the parent/carer as soon as appropriate.
9. Record the incident and inform senior staff.

Examples: unconsciousness • severe breathing difficulty • anaphylaxis • serious bleeding • seizure • major injury.

MISSING STUDENT - IF A STUDENT CANNOT BE LOCATED:

1. **Tell the senior member of staff immediately.**
2. Confirm when and where the student was last seen.
3. Check appropriate areas of the premises.
4. Check whether the student has been authorised to leave.
5. Review known risks and the student's individual risk assessment.
6. Contact the parent/carer where appropriate.
7. Consider **999 / police involvement** where there is an immediate or significant risk.
8. Inform the placing school/local authority where required.
9. Record **all actions, decisions and times.**

DO NOT: place staff at unreasonable risk while searching or pursuing a student.

LOCKDOWN / INTRUDER

IF THERE IS AN IMMEDIATE THREAT:

1. Bring students inside **if it is safe to do so.**
2. Lock/secure doors and windows where possible.
3. Move students away from doors and windows.
4. Keep students calm and quiet.
5. Follow IWYS lockdown instructions.
6. **Do not open doors** unless identity and authority have been established.
7. Call **999** where appropriate.
8. Account for everyone when it is safe to do so.
9. Follow instructions from the police/emergency services.

DO NOT: put yourself or students at unnecessary risk.

SEVERE WEATHER

For Flooding, High Winds, Lightning, Extreme Heat, Snow/Ice or Other Dangerous Weather:

1. Follow instructions from the **Emergency Incident Lead**.
2. Keep students in a safe area where appropriate.
3. Keep away from dangerous areas, windows or floodwater.
4. Check students requiring additional support.
5. Maintain supervision and accountability.
6. Do not allow students to leave if doing so would create an immediate safety risk.
7. Follow arrangements for altered collection, closure or relocation.
8. Communicate with parents/carers **only through authorised arrangements**.

Remember: Official emergency-service/local-authority advice should be followed where applicable.

UTILITY FAILURE

Power • Gas • Water • Heating

1. Inform the **Emergency Incident Lead – (Charmaine Baines – Proprietor)** immediately.
2. Assess whether the building remains safe.
3. Keep students away from affected or hazardous areas.
4. If necessary, evacuate or relocate students.
5. Contact the appropriate utility/emergency service.
6. Consider lighting, heating, drinking water and toilet facilities.
7. Maintain student supervision and accountability.
8. Inform parents/carers if provision or collection arrangements are affected.
9. Do not restore or interfere with utilities unless authorised.

GAS LEAK: Do not use flames or operate electrical switches. Evacuate where appropriate and contact the emergency gas service/emergency services.

IN ANY EMERGENCY

STOP → ASSESS → ACT → REPORT → RECORD

1. PROTECT LIFE

Move yourself and students away from immediate danger where possible.

2. CALL FOR HELP

Call **999** when emergency services are required.

3. FOLLOW PROCEDURE

Evacuate • Lockdown • Shelter • First Aid as appropriate.

4. ACCOUNT FOR EVERYONE

Students • Staff • Visitors • Contractors.

5. REPORT

Emergency Incident Lead / Senior Leader / DSL as appropriate.

6. COMMUNICATE

Use only authorised communication arrangements.

7. RECORD

Record what happened, actions taken, decisions and times.

KEY CONTACTS

Emergency Services: 999

Police non-emergency: 101

NHS: 111

Emergency Gas: 0800 111 999

Electricity Emergency: 105

Emergency Incident Lead: Charmaine Baines – Tel: 07341 214173

Deputy Emergency Lead: Nikki Baines

DSL: Charmaine Baines

First Aider: Charmaine Baines & Nikki Baines

Local Authority Emergency Contact - 01782 234234

Local Safeguarding Children Partnership / MASH – 01782 235100

Assembly Point: Albert Square Monument at the front of Fenton Town Hall, ST4 3FF

Alternative Assembly Point: Gimson Street car park at the back of Fenton Town Hall, ST4 3FF

IWYS ALTERNATIVE PROVISION

Emergency Management Plan • Staff Guide • September 2026