Pathway Trust

Emergency Plan

Policy effective from	28 September 2026
Policy owner	Director of Operations
Policy applies to	Berrow Church Primary School Burnham-on-Sea Infant School Castle Batch Primary School Charfield Primary School Cherry Garden Primary School Downend School East Huntspill Primary School Lyde Green Primary School Mangotsfield School Marlwood School Pawlett Primary School Priory Community School Severn Beach Primary School St Andrew's Church Junior School St Anne's Church Primary School The Castle School The King Alfred School Tortworth Primary School West Huntspill Primary School Worle Community School Pathway Partnership Teams
Policy changes since last version	New policy

1. Introduction

1.1 The Pathway Trust (trust) Emergency Plan has been written for those who will be involved in re-establishing the operational delivery of services following a major incident. Any decisions to implement the Plan, close one or more schools, or other actions taken to protect pupils and staff will always be made with the welfare and safety of everyone in the school in mind.

1.2 This document will be reviewed annually by trust and school leaders.

1.3 Briefings will be provided to staff at the start of the school year, as part of the induction for staff joining the trust mid-year, and if any significant changes are made to the plan.

1.4 Further guidance is available in the DfE guidance Emergency planning and response for education, childcare, and children's social care settings - GOV.UK which has been taken into consideration in this Plan.

2. Definitions

2.1 An emergency is any event which causes, or has the potential to cause injury, loss of life, damage to property or significant disruption.

3. Emergency Information Pack

3.1 Each school will hold an emergency information pack with the following contents:

Grab bag at reception/main office at each site	**Online backup**
Copies of this document	Pathway website
School Emergency/Fire Registers	SIMS/Bromcom, MyConcern, CPOMS & Evolve
School Emergency/Fire Evacuation Plans	Every
Site Plans including Asbestos Schematics	Every

3.2 Access to staff and student data with home phone numbers can be accessed on-line from SIMS/Bromcom. Student numbers are also available in CPOMS, MyConcerns and Evolve. These platforms can be accessed by school leaders and designated trust staff.

4. Emergency Team Roles & Responsibilities

4.1 An emergency can be declared by the Headteacher, or a deputy acting on their behalf, activating the Emergency Plan. The Headteacher must inform the Director of Primary/Secondary Schools immediately. Where an emergency relates to multiple schools, the Director of Primary/Secondary Schools can activate the Emergency Plan and will inform Headteachers immediately.

4.2 If an emergency affecting a school is declared by the emergency services or a government body, including through the Emergency Alerts system, the school will activate the Emergency Plan to ensure a coordinated response.

4.3 The Headteacher will form a School Emergency Team to provide local implementation and coordination of the Emergency Plan:

- Immediately contacting the emergency services if required
- Taking steps to ensure that pupils, staff and visitors on site are safe
- Putting in place a command structure to ensure roles and responsibilities are clear for those managing the emergency on the site
- Coordinating immediate communications with pupils, staff and parents
- Maintain a log of key events and decisions to facilitate subsequent review

4.4 The Director of Primary/Secondary Schools will form a Trust Emergency Team to develop and oversee the Emergency Plan:

- Taking all actions necessary to support the Headteacher in managing the emergency and restoring normal conditions as soon as possible
- Drawing together those with specialist expertise relating to the emergency, for instance the Head of Estates, Facilities or IT, Health & Safety Manager, Communications and Engagement Manager.
- Coordinating communication with external agencies, for instance the Local Authority, Department for Education, media
- Maintain a log of key events and decisions to facilitate subsequent review

4.5 Staff are required to cooperate with the Emergency Plan:

- In the event that staff are sent home, they should remain available during normal working hours to assist with necessary tasks.
- Staff should refrain from using social media to report or discuss any incident where the Emergency Plan has been activated.
- Staff communication will be via email and websites if this is operable, or by use of the snow plan telephone lists if not.

4.6 The emergency will be stood down by the Director of Primary/Secondary Schools once normal operational delivery has been re-established.

5. School Closure

5.1 **Closure in advance of a School day.** The school can be closed in advance of a normal school day using the following steps:

- Closure authorised by Headteacher, where possible following discussion with the Director of Primary/Secondary Schools.
- Implementing the school procedure for informing staff (actioned by Headteacher).
- Implementing the school procedure for informing parents (actioned by Operations Manager or School Administrator).

- Notification of a school closure using the Local Authority website (actioned by the Headteacher).
- Recording the closure on the home page of the school website (actioned by Operations Manager or School Administrator).

5.2 **Closure during a School Day.** It is never a preferred option to close the school during a school day, but it can be done using the following steps:

- Closure authorised by Headteacher, where possible following discussion with the Director of Primary/Secondary Schools.
- Consider the use of Places of Safety (as described below).
- Implementing the school procedure for informing staff (actioned by Headteacher).
- Implementing the school procedure for informing parents (actioned by Operations Manager or School Administrator).
- Older pupils with parental authorisation may make their way home by themselves. Parental authorisation can be provided by text message or email from a parent. Pupils will continue to be supervised by staff until parents authorise them to leave or they are collected.
- Notification of a school closure using the Local Authority website (actioned by the Headteacher).
- Recording the closure on the home page of the school website (actioned by Operations Manager or School Administrator).
- With support from the Trust, contact local media and local authority to ensure that messages are posted/broadcast.

5.3 Places of Safety. In the event of a major incident on site requiring the school to be closed, pupils will be released from classrooms or from the emergency assembly point. If the incident has made the school grounds unsafe, staff will escort pupils to the designated place of safety from where they can be collected or from where they can be released to make their own way home if there is approval in place to walk home alone.

School	**Place of Safety**
Berrow Church Primary School	Berrow Village Hall
Burnham-on-Sea Infant School	St Andrew's Church Junior School
Castle Batch Primary School	Castle Batch Baptist Church
Charfield Primary School	St John's Church, Charfield
Cherry Garden Primary School	St Anne's Primary School

School	Place of Safety
Downend School	Mangotsfield School
East Huntspill Primary School	East Huntspill Village Hall
Lyde Green Primary School	Bristol & Bath Science Park
Mangotsfield School	Downend School
Marlwood School	St Helen's Primary School
Pawlett Primary School	Pawlett Pavilion
Priory Community School	Castle Batch Primary School
Severn Beach Primary School	Severn Beach Village Hall
St Andrew's Church Junior School	Burnham-on-Sea Infant School
St Anne's Church Primary School	West Wick - Castle Batch Hewish - Burley Inclusive
The Castle School	Manorbrook Primary School
The King Alfred School	St Andrew's Church Junior School
Tortworth Primary School	Tortworth Farm Shop & Cafe
West Huntspill Primary School	West Huntspill cricket ground
Worle Community School	Meadvale Primary School

6. Lockdowns

6.1 It is possible to envisage circumstances where the school may wish to lock itself in, to secure pupils and staff from an outside threat. This circumstance is described as a 'lockdown'.

6.2 All Pathway schools will have a lockdown procedure which includes the information detailed in the DfE's Lockdown Template. There is no centralised prescriptive lockdown procedure for schools, for the following reasons:

- All schools have their own settings and geographical circumstances which will guide leaders' decisions re lockdown procedures.
- Each school will have its own facilities which may affect decisions as to where pupils can be taken (eg lockable classrooms or not)
- Decisions re any lockdown need to be taken contemporaneously with the

triggering event by school leaders, in line with the circumstances.

6.3 The important factor in any lockdown event is that it responds to the danger presented. For example, a lockdown triggered by a local chemical plant emission will require different actions from one that is triggered by an aggressive intruder. At the same time, there are a number of principles outlined in the DfE Lockdown Template, which should be carefully adhered to:

- Each school must have clearly defined roles, in line with 4.3 above.
- All staff must understand how lockdown procedures are communicated, and how they will be informed of what actions to take.
- In the case that a lockdown is implemented, the school should have the mechanism to communicate the facts with parents and carers and advise on the actions to be taken. This may be facilitated by a third party.
- Lockdown procedures need to take into account the safety of any visitors on-site.
- It is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

6.4 Each school will rehearse a lockdown annually, testing a scenario that is issued by the trust, which will enable leaders to review the effectiveness of the school's lockdown procedure.

7. Emergency Contacts

Emergency Services	999
Pathway Trust	01934 510777
Charfield Primary School	01454 260518
Cherry Garden Primary School	01454 867260
Downend School	01454 862300
Lyde Green Primary School	01454 823150
Mangotsfield School	01454 862700
Marlwood School	01454 862525
Severn Beach Primary School	01454 632518
The Castle School	01454 862100
Berrow Church Primary School	01278 783614
Burnham-on-Sea Infants School	01278 782342
Castle Batch Primary School	01934 514552
East Huntspill Primary School	01278 782453
Pawlett Primary School	01278 684151
Priory Community School	01934 511411
St Andrew's Church Junior School	01278 783558
St Anne's Church Primary School	01934 520461 / 01934 832159
The King Alfred School	01278 784881
West Huntspill Primary School	01278 783842
Worle Community School	01934 510777

South Gloucestershire Council Children and Young People Directorate School Transport Fleet Ops Manager Transport & Procurement Manager Emergency Number	 01454 868008 07786 922634/01454 863918 07881 505684/01454 863450 01454 868009
North Somerset Council	01934 888 888
Somerset Council	0300 123 2224
Department for Education South West Region office Risk Protection Advisors	 RG.SW@education.gov.uk 03300 585566
Health and Safety Executive Major Incidents Out of Hours	 0345 300 9923 0151 922 9235
Contractors	Held on Every

8. Emergency Action Plans

Operational Threat	Steps to Restore Normal Working
Fire	● Follow the school fire and emergency plan ● Contact Emergency Services ● Contact Director of Primary/Secondary Schools
Incident requiring lockdown	● Follow the school lockdown procedure ● Contact Emergency Services ● Contact Director of Primary/Secondary Schools
Incident requiring site evacuation	● Evacuate to place of safety ● Contact Emergency Services ● Contact Director of Primary/Secondary Schools
Catering service loss	● Contact Director of Primary/Secondary Schools ● Contact Head of Facilities ● Contact service provider to assess duration and impact of loss ● Consider alternative catering supply if needed
Electricity/Gas/Water service loss	● Contact Director of Primary/Secondary Schools ● Contact Director of Operations ● Contact service provider ● Assess duration and impact, implement safe alternative arrangements if possible ● Follow procedure for school closure if required
Severe weather (eg extreme heat, flooding, storms, snow)	● Contact Director of Primary/Secondary Schools ● Assess duration and impact, implement safe alternative arrangements if possible ● Follow procedure for school closure if required ● If the impact is severe, email incident.support@education.gov.uk

Operational Threat	Steps to Restore Normal Working
Building loss (eg flood, damage)	• Contact Director of Primary/Secondary Schools • Contact Director of Operations • Assess duration and impact, implement safe alternative arrangements if possible • Follow procedure for school closure if required
Cyber attack	• Follow Cyber Incident Response Process • Contact Director of Primary/Secondary Schools • Contact Head of IT • Contact Service Provider
IT service loss	• Contact Director of Primary/Secondary Schools • Contact Head of IT
Telephony service loss	• Contact Director of Primary/Secondary Schools • Contact Head of IT • Contact Service Provider • Assess duration and impact, inform parents via website
SIMS access loss	• Contact Director of Primary/Secondary Schools • Contact Head of IT • Contact Service Provider • Use CPOMS for emergency contacts • Staff to keep paper register of attendance
Staff availability (eg sickness, transport, industrial action)	• Contact Director of Primary/Secondary Schools • Assess duration and impact, implement safe alternative arrangements if possible • Follow procedure for school closure if required • Consider DfE guidance on Handling strike action in schools
Terrorist Attack or Threat	Educational Visit • Follow increased threat risk assessment, move to back up location or follow direction of police • Notify school directly or via emergency services • School to notify Director of Primary/Secondary Schools School Site/Local Area • Implement Lockdown Procedure above • Follow guidance of emergency services
Biological or environmental hazard	• Implement Lockdown Procedure above • Follow guidance of emergency services
Damage or loss to a radioactive source	• Science Technicians hold a Radiation File (online copy on Every) • If missing during a lesson, hold class, notify Headteacher & instigate search • Otherwise notify Headteacher, check issue logs & stock checks, and follow CLEAPSS L93 section 9.3.4 instigating a search of science department • Contact Director of Primary/Secondary Schools

Operational Threat	Steps to Restore Normal Working
	• Contact Director of Operations • Notify Radiation Protection Advisor for advice and support • If source not recovered notify HSE and Environment Agency
Incident on school visit	• Notify the School Immediately • School to notify Director of Primary/Secondary Schools • Nature of incident will determine response
Serious injury to a pupil or staff member	• Contact Emergency Services • Contact Director of Primary/Secondary Schools
Public Health incident or infection outbreak	• Follow local authority Public Health or UKHSA guidance on health protection in education and childcare settings. • Notify the Director of Primary/Secondary Schools • Notify Head of Facilities • Follow procedure for school closure if required • Update cleaning contractor so they can implement enhanced cleaning regimen immediately
Prison Outbreak (Charfield & Tortworth)	• Follow guidance of emergency services • Instigate school lockdown procedure • Notify the Director of Primary Schools
Severn Siren (Severn Beach)	• Follow Severn Sirens Advice (shut all doors and windows and remain indoors) • Notify parents/carers and update as appropriate • Monitor local radio for updates • Keep main phone line clear for emergency communications • Advise planned visitors or contractors not to attend school until the all clear is sounded. • Notify the Director of Primary Schools