

Emergency Planning

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An emergency has been defined by the Central Emergency Planning Unit as “Any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the efforts cannot be dealt with by the emergency services and public service providers as part of their normal day to day activities.” One of the most effective means of mitigating the effects of an emergency is to be prepared.

The preparation of a plan is one of the main activities involved in preparedness. Each school should therefore have a plan in place, which is realistic, robust, flexible and meets all the assessed needs of the school. A plan should clearly state:

- Where responsibilities lie;
- What is expected of responders;
- What services and resources will be required and how to access them;
- Who has the authority to make decisions;
- How communication will work;
- What management arrangements exist; and
- How actions will be co-ordinated with other responding organisations.

A draft emergency plan and further guidance is available from the Board’s Health and Safety Adviser.

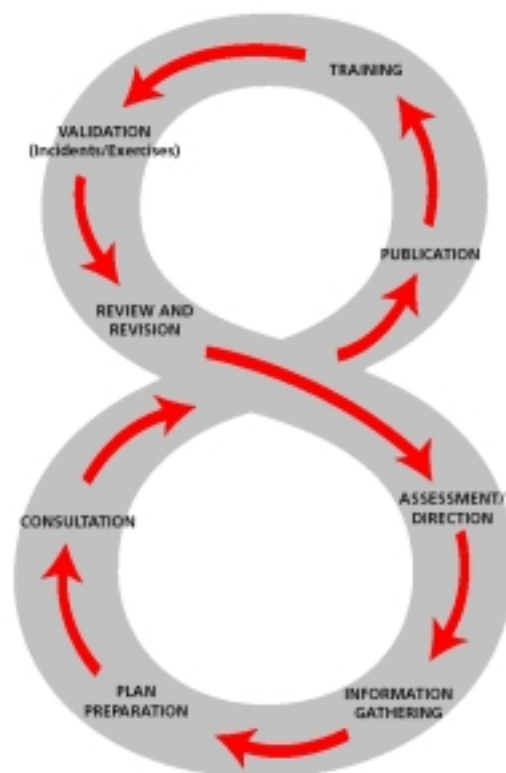


Diagram 1 - The Planning Cycle.