

Emergency Situation Policy



1. Purpose

The purpose of this policy is to establish clear procedures for responding to emergency situations, including but not limited to terrorism, knife attacks, violent threats, and other crises, in order to ensure the safety of all staff, volunteers, and young people at Rye Youth Zone.

2. Scope

This policy applies to all staff, volunteers, members, and visitors to Rye Youth Zone. It outlines the procedures to follow in the event of an emergency situation, ensuring swift action, communication, and recovery.

3. Definitions

- **Emergency Situation:** Any event or occurrence that threatens the safety and well-being of individuals at Rye Youth Zone, including but not limited to:
 - Terrorism-related incidents
 - Knife attacks
 - Violent incidents
 - Medical emergencies
 - Natural disasters
 - Any situation posing imminent harm to individuals.
- **Terrorism Incident:** Any act of violence or threat of violence intended to cause fear, harm, or disruption.

4. Prevention Measures

While we hope to avoid such situations, Rye Youth Zone takes a proactive approach to reducing risks, including:

- Staff and volunteers will receive regular training on identifying signs of potential threats (e.g., suspicious behaviour, individuals carrying weapons).
- A comprehensive risk assessment will be conducted annually, and as needed, to identify vulnerabilities and enhance the safety of the facility.
- All staff and volunteers are expected to be familiar with emergency procedures, including evacuation routes, emergency exits, and first-aid protocols.
- Security measures, such as ID checks for visitors and monitoring of exterior of premises via CCTV will be implemented.
- Clear and visible signage outlining emergency exits, fire assembly points, and emergency contacts will be posted throughout the facility.

5. Immediate Response in the Event of an Emergency

In the event of an emergency situation, Rye Youth Zone staff will follow these procedures:

- **Stay Calm and Assess the Situation:** Staff must remain calm and quickly assess the situation to determine the level of threat. If there is immediate danger, priority will be to ensure the safety of the young people and others in the building.
- **Lockdown Procedure (if applicable):**
 - If a terrorism threat or armed attacker is identified, a *lockdown* procedure will be initiated.
 - Staff will immediately lock all doors and windows, close blinds, and direct everyone to the safest, most secure areas.
 - All members and visitors should remain out of sight, staying low to the ground and away from windows.
 - Ensure all young people are accounted for, and prevent anyone from leaving until it is safe to do so.
- **Evacuation Procedure:**
 - If evacuation is necessary (e.g., fire, bomb threat, or an immediate physical threat), staff will lead young people to the nearest safe exit, avoiding areas of potential danger.
 - In the event of an evacuation, the designated assembly point will be at the bench in the car park (if in green area) and by the front pedestrian gate (if in blue area).
 - Staff must account for all young people and staff members and ensure no one is left behind.
- **Communication:**
 - The designated emergency contact (the Session Leader) will immediately inform emergency services (Police, Ambulance, etc.) of the situation.
 - In the event of a major incident, the Session Leader will notify parents / guardians of young people involved and ensure accurate communication is maintained throughout the incident.

6. Responding to Specific Emergencies

- **Knife Attack or Armed Threat:**
 - If there is a direct threat, staff must immediately evacuate the building if possible. If not, initiate lockdown procedures as outlined above.
 - Staff should not attempt to confront the attacker unless absolutely necessary. The primary goal is to protect lives and maintain distance.
 - Call 999 immediately to report the threat, providing as much detail as possible (location, number of attackers, weapons involved, etc.).
- **Terrorism or Bomb Threat:**
 - Evacuation is the preferred option if the threat is immediate. If there is suspicion of a bomb or explosive device, staff should not touch any suspicious items.
 - A bomb threat should be taken seriously. In case of a suspected terrorist incident, staff should evacuate calmly and proceed to the assembly point.
 - Contact emergency services immediately. Follow their instructions.

- **Medical Emergency:**
 - If an individual is injured or requires immediate medical attention, call 999 to request an ambulance.
 - Staff should provide basic first aid until help arrives.
 - Evacuate the area if needed to allow space for medical assistance.

7. Post-Emergency Actions

After the emergency has been resolved, Rye Youth Zone will:

- Ensure that all individuals are accounted for and that any injuries or concerns are addressed by medical professionals.
- Provide support services to staff and young people who may have been affected by the incident. This includes mental health and counselling support if necessary.
- Conduct a debrief with all staff involved in the emergency to assess the response, identify areas for improvement, and adjust protocols as needed.
- Notify parents/guardians of young people involved in the situation and offer counselling or support services as required.

8. Training and Drills

- Staff and volunteers will undergo training and regular drills to prepare for emergency situations, including lockdown and evacuation procedures.
- Drills will be conducted at least twice per year to ensure all individuals are familiar with the processes and can react swiftly in an emergency.

9. Contact Information

- **Tilling Green Emergency Contact:** 01797229600 (Janet or Bev)
- **Health and Safety Officer & Fire Safety Officer:** Sophie Thorpe, sophielthorpe88@gmail.com, 07983 574 528
- **Rye Youth Zone CIC Directors:** Sophie Thorpe, Caroline Drummond (caroline.drummond@yahoo.com, 07455 383237), Jenny Sinclair, Jane Burnett, Mike Boyd. **Email:** info@theyyz.com **Mobile:** 07565 326363
- **Local Police Station:** [Insert contact details]
- **Nearest Hospital:** Conquest Hospital, The Ridge, Saint Leonards-on-sea TN37 7RD

Policy Review

- This policy will be reviewed annually or after any major incident to ensure its effectiveness.
- Any updates will be communicated to all staff and volunteers, and necessary revisions will be made based on feedback and new developments in safety practices.

Approved by Sophie Thorpe and Caroline Drummond (RYZ Directors)

Date 17th of February 2025

Last review: 17th of February 2025

Next review: 17th of February 2026