



Department
for Education

Self-Assessment Emergency Incident Planning Checklist

The checklist below sets out critical information which should be included in your plans as a minimum. If you answer NO to any of the questions below, you should review your plans/arrangements and consider developing them. Any residual risks should be recorded and managed appropriately.

Critical/Emergency Incident Planning	Yes/No	Comment/Action
Site and building security checklist		
Are your buildings secure during operating hours?		
Can public access be restricted?		
Are your identification arrangements robust?		
Do you have a process for dealing with a security alert?		
Do you regularly review your security arrangements?		
Site plan		
Does your plan clearly mark all points of entry?		
Does your plan include locations of hazardous chemicals, gas / electric / water shut of valves?		
Does it clearly indicate safety equipment such as fire extinguishers, evacuation chairs etc?		
Does your plan clearly identify safe zones / lockable rooms?		
Does your plan indicate which areas are covered by CCTV?		
Is your plan regularly reviewed?		
Business Continuity plans		
Do these arrangements identify critical activities?		
Do these arrangements identify contingency arrangements?		
Are these arrangements reviewed (at least every 12 months) plus following activation and/or implementation?		
Have these arrangements been tested/exercised in the last 12 months?		
Do they include a Communications Plan?		
Do they include a Short-term loss or shortage of staff or skills plan?		
Do they include information about how a closure or partial closure of the premises / facilities would be managed?		

Do they include a how you would manage a technology failure?		
Do they include information about Suppliers and Contractors failure?		
Have these arrangements been tested?		
Are these arrangements regularly reviewed?		
Evacuation plans		
Are Incident Control Offices and deputies clearly identified?		
Do these arrangements include on-site evacuation point(s)?		
Do these arrangements include alternative off-site evacuation point(s)?		
Are these arrangements regularly reviewed (at least every 12 months) and following an incident?		
Are these arrangements regularly tested?		
Do your Bomb Alert plans include		
Do these arrangements include on-site evacuation point(s)?		
Do these arrangements include alternative off-site evacuation point(s)?		
Does your plan include Bomb Threat and Suspicious Package procedures?		
Are these arrangements regularly reviewed (at least every 12 months) plus following activation and/or implementations?		
Have these arrangements been tested?		
Shelter (Invacuation) Plan		
Do the arrangements include designated rooms?		
Do they include actions to mitigate the risk of harm/injury?		
Are these arrangements regularly reviewed (at least every 12 months) plus following activation and/or implementations?		
Have these arrangements been tested?		
Lockdown plan		
Do the arrangements include designated rooms?		
Do they include actions to mitigate the risk of harm/injury?		
Do they include information about equipment that could be used as a weapon?		
Are these arrangements regularly reviewed (at least every 12 months) plus following activation and/or implementations?		
Have these arrangements been tested?		
Post Incident Support Checklist		
Do your arrangements clearly identify sources of help		
Do your arrangements include communication plans?		
Do your arrangements include how you would support students, parents/carers and staff		
Summary	Yes/No	Comment/Action
Do you ensure that the following groups are aware of all of the above plans?		
Staff (inc Volunteers)		
Governors		
Students		

Contractors		
Visitors		
Do you ensure that the following groups are suitably trained to respond to incidents and emergencies?		
Staff (inc Volunteers)		
Governors		
Students		
Contractors		
Is this training/information regularly reviewed including following activation/implementations of any of the above plans/arrangements?		