

DKN GymnastiX



Emergency Planning, bomb threat and lockdown

January 2025

Introduction

The purpose of the Policy is to set out the framework for how the club will effectively respond to an emergency that may occur in the club:

1. Plan distribution
2. Training
3. Contact details
4. Evacuation
5. Bomb threat
6. Lockdown

1. Plan distribution

- All coaches/volunteers should have access to a copy of the emergency plan. An electronic copy should be provided to the school caretaker and management of Woodbridge High School in order to provide a central record.
- New members of staff must read the emergency plan.

2. Training

- New members of staff must read the emergency plan.
- Staff need to be made aware of the emergency plan and their roles when responding to an incident

3. Contact details

Contact details of the following should be available:

- School staff – management/caretaker/ emergency response officer
- Club staff – coaches, volunteers, admin etc.
- Parents/guardians
- The emergency services – police, incident response team, fire brigade, ambulance

4. Evacuation:

- The purpose of an evacuation is to move gymnasts and staff away from danger to a safe place. This is likely to involve withdrawal from a hazard within a specific part of the school building but in some circumstances, could require evacuation of the whole site. Gymnasts and staff may be required to move from an initial assembly point to alternative premises.

5. Bomb threat



- All staff need to be aware of the actions to take if they receive a call from someone claiming to have information about a bomb.
- Bomb threats can come from a variety of sources, including truants or strangers.

6.Lockdown

- The purpose of a lockdown is to prevent an intruder from causing harm to gymnasts and staff. Entrances to the Sport Hall must be secured in an effort to prevent the intruder from entering the premises and staff and gymnasts must find a suitable place to protect themselves.
- The lockdown instruction should be given by the school authorities (manager on duty). They should follow the school instructions
- Coaches/ volunteers ensure that both they and gymnast remain in the sport hall until the all clear has been given or evacuate as a result of instructions from the authorities.
- Coaches should remain with their gymnasts at all times
- Staff remain calm and maintain/spread calmness. In most situations children will mimic adults behavior.