



Caring **A**chieving **R**espectful **E**xciting

Critical Incident Management Plan

School Leader: J Blain

Link Governor: Clive Sayers

Policy Approved **Signed: Clive Sayers** **Date: 08.06.17**

Policy Reviewed Signed: Date: 13.06.19

Policy Reviewed Signed: Date:

Policy Reviewed Signed: Date:

Policy Reviewed Signed: Date:

This plan has been prepared and agreed by the staff and Governors of Hardwick Primary School to assist in dealing with critical incidents on or off the site that affect the school community.

Aims

The aims of the school's plan are:

- * To provide support to all children and staff affected by the incident.
- * To maintain the normal running of any parts of the school not affected.
- * To return the whole school to normal as soon as possible.

Types of Incidents Covered by the Plan

A Critical Incident is defined as an emergency affecting pupils, personnel or property, requiring immediate responsive action beyond that which could be reasonably expected from the school's own management team during the day to day running of the school.

It may involve:

- * the death of a child, staff member or governor;
- * a serious accident involving children and/or school personnel on or off the premises;
- * a violent intrusion onto school premises (e.g., an armed intruder or a bomb alert);
- * mail and deliveries (e.g., explosives, sharps or blades, offensive material, chemical, biological, radiological materials)
- * extensive damage to school premises;
- * the release of hazardous substances near or on the school site.
- * outbreak of infectious disease.

Notification of Incident

You may hear about the incident from a number of sources:

- a staff member
- a pupil
- the police
- parents
- the media
- City Council Children and Young Peoples Services

Whoever receives the alert should ask for as much information as possible:

- the name of the caller
- what has happened?
- have the emergency services been informed/are they attending?
- exact location (and any access problems if not on site)
- casualties
- actions taken so far
- name/contact at the scene (if not on site)
- what assistance is needed?

Appendix 1

Bomb or threat alert aide memoire also found in Fire Register /Folder

(An aide-memoire is attached to be kept by the school telephone. A log sheet is also included in the plan for use by staff to record information and actions.)

Appendix 2

Suspicious Post indicators and aide memoire also found in Fire Register/Folder

Appendix 3

Person Borne Devices indicators and aide memoire also found in Fire Register/Folder

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The Head of School or Senior Leadership Team will decide on the level of response needed:

- can the school cope alone?
- For Derby Diocesan Academy Trust contact YMD Boon Health & Safety Dianne Banks 01858 464482 / 07388990912
- For Derby Diocesan Academy Trust call CEO at Church House, 01332 388660 **out of hours support Sarah Ferguson** 07813 005854
- For Derby City Councils People's Services Directorate **out of hours support: for use in an extreme emergency such as a school fire or a serious accident involving staff and pupils: Phone** the City Councils 24/7 Care Link Line Derby 642203 out of hours including evenings, nights and weekends. **When you speak to the helpline operator explain your problem and ask to be connected to a Senior People's Services Directorate Officer** City Councils People's Services

People's Services Directorate Officers can provide legal, health and safety, building and media advice as well as support from someone away from and less directly involved from what could be a very traumatic incident.

In some serious emergencies the Councils Emergency Planning Team may be able to give assistance. The Emergency Planning Team have close links with all supporting agencies and can for example organise alternative transport should a school visit coach be involved in an accident.

The Emergency Planning Team can be contacted either through the police dealing with the incident or through Derby City Councils People's Services Directorate 24/7 Care Link Line Derby 642203 out of hours including evenings, nights and weekends.

Contact List and Call Out Arrangements

A school contact list of home/work addresses and phone numbers is attached to this plan. These are available only to staff authorised to have access as part of the plan in order to preserve confidentiality and to comply with data protection rules.

Incident Management Team (CIMT)

The CIMT will comprise:

Executive Head
Head of School
School Business Leader
Assistant Heads
Chair of Governors (where contactable/available)
Board of Governors

Base for Critical Incident Management Team

The base for the CIMT will be the Head of School's office where it is still possible to use this. The reserve on-site location will be *Meeting Room 2*. In cases where it is not possible to use the school premises as a base, the CIMT will make use of *Arboretum Primary School Corden Street Derby*

Information for all teaching and non-teaching staff

- Be ready to respond to any potential hazard in and about the site.
- Contact the school office/Head of School in the event of any emergency, giving information about the -
 - nature of the incident;
 - type of help required;
 - emergency service(s) required;
 - exact location of the incident;
 - number of casualties and nature of injuries.
- If necessary, evacuate the building, according to procedures set out in the Schools Fire Procedures Document.
- If appropriate in the event of an outside threat commence Ingress Procedures set out in the Schools Ingress Document. **See Appendix 5**
- Maintain a calm atmosphere.
- Respond to instructions given by members of the Critical Incident Management Team.
- Do not speak directly to the media but refer all enquiries to the Head of School or other person designated as being responsible for contact with the media (follow the school's media guidance)

INCIDENT LOG

Incident:

Location of Incident:

<u>Date</u>	<u>Time</u>	<u>Event/Action taken</u>	<u>Signature</u>
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BASIC INFORMATION ABOUT THE SCHOOL

Name:		Hardwick Primary School	
Address:		Dover Street Derby DE23 6QP	
Telephone:		01332 272249	
Age Range:	3-7	Number on Roll:	600
Map of surrounding area:		included in file	
Photographs:		included in file	
Plan of School:		included in file	

DETAILS OF SENIOR STAFF (Actual content to be determined by school)

Executive Head	
Head of School Assistant Heads School Business Leader	

DETAILS OF GOVERNORS

Chair of Governors	
Vice Chair of Governors	

STAFF LIST

<u>Name</u>	<u>Address</u>	<u>Telephone No.</u>
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See attached list.

X:\STAFF\Confidential\Critical Incident

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(Include in the plan other useful contact numbers).

Possible lists are:

- Pupil/Emergency contacts
- Agencies supply staff
- Bus/Coach companies
- Governors contact numbers

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EVACUATION/ INGRESS PROCEDURES

(Include in the plan details of the school's fire and emergency evacuation procedures and ensure that all staff are aware of these).

See attached:

Appendix 4

<T:\POLICIES\Current Policies\Health and Safety Policies\Emergency Evacuation Plan.pdf>

Appendix 5

<T:\POLICIES\Policies for Review and Approval\Health and Safety Policies\Ingress Plan Nov 2015.docx>

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PERSON IN CHARGE OF THE CRITICAL INCIDENT MANAGEMENT TEAM

Name: Head of School

(Senior Leadership Team) in Head of School's absence- contact Head of School / Exec Head and inform immediately)

RESPONSIBILITIES

- * To take charge of events.
- * To draw up an action plan for the specific incident.
- * Where appropriate, to liaise with YMD Boon Health & Safety/ DDAT, City Council Children and Young Peoples Department Director/Assistant Directors. City Council Staff.
- * To delegate responsibilities and give task sheets to the chosen person.
- * To provide a flexible response, based on the Critical Incident Management Plan.
- * To appoint a secretary who will keep a comprehensive incident log and support the person in charge.
- * To consult with the Police and the person responsible for liaison with the media about the release of information to students, staff, parents, general enquiries and the media.
- * To establish a crisis team meeting place, close to the incident control point.

PERSON TO CONTACT – DDAT

YMD Boon Health & Safety

Name: School Business Leader

During office hours - 01858 464482

Out of office hours - 07388990912

Derby Diocesan Academy Trust – 01332 388660

Out of office hours - 07813 005854

During office hours -Derby City Council 01332 642203

Out of office hours- Derby 01332 642203 – City Council 24-hour helpline who have access to home numbers of senior CYPS staff able to give help and advice. Tell the City Council helpline operator that you need to contact a Senior Children and Young Peoples Department Officer.

Give the following information:

1. Your name	
2. Your telephone number	
3. The school's name:	Hardwick Primary School
4. Address:	Dover Street Derby DE23 6QP
Telephone:	01332 272249
5. Details of the incident	
6. Nature of assistance required - dealing with the media; transport; catering; communications; admin support	

PERSON TO CONTACT EMERGENCY SERVICES

Name: School Business Leader

RESPONSIBILITIES

- * Contact as appropriate:

Police	999
Fire	999
Ambulance	999

- * Be prepared to give the following information:
 - Emergency Service(s) required.

 - Exact location of the incident.

 - Number of casualties.

 - Nature of injuries.

 - Location and telephone number where call is being made from.

 - Hazards which may be encountered by the Emergency Services at the site.

- * To respond to the directions from the person in charge of the Critical Incident Management Team or other personnel in control, i.e. Police, Fire or other Emergency Services, YMD Boon, DDAT, Derby City Council Emergency Planning Officers.

PERSON RESPONSIBLE FOR LIAISON WITH THE MEDIA

Name Head of School/ Chair of Governors

RESPONSIBILITIES

- * Early establishment of central media point. DDAT Administration will be able to put you in contact with the Academies Press Team. Arrangements are in place for advice from the City Councils Press Team to be available both during office hours and out of office hours.
- * To liaise with the Press Team and cooperate with the media and to answer their queries, as appropriate.
- * To provide press statements (see separate sheet with headings).
- * To liaise with emergency services including the Police and City Council over the setting up of a Media Centre.
- * To show concern and not panic.
- * To provide basic information about the school - refer to separate sheets in file.
- * To liaise between the City Council Press Team and those affected about press interviews - seeking permission from parents/guardians of any students involved in interviews.

If it is considered appropriate for students to be involved in interviews - ensuring they have support.

Asking the interviewer, the questions to be asked in advance of the interview.

- * To respond to directions from the person in charge of the Critical Incident Management Team or other personnel in control, e.g. Police, DDAT, YMD Boon Health and Safety Derby City Council Children and Young Peoples Service Officers, Derby City Council Emergency Planning Officers.

SECRETARY TO THE PERSON IN CHARGE OF THE CRITICAL INCIDENT MANAGEMENT TEAM

Name / to be decided at time of incident

RESPONSIBILITIES

- * To support the person in charge.
- * To keep a comprehensive incident log, as dictated by the person in charge.

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PERSON RESPONSIBLE FOR IMMEDIATE ACTIONS TO SAFEGUARD STUDENTS AND STAFF

Name: Head of School

RESPONSIBILITIES

- * To evacuate the building in accordance with the School Fire Procedures. / OR
- * Commence Ingress Procedures if threat on school grounds or surrounding area
- * If necessary, to use an alternative assembly point.
- * To liaise with the Critical Incident Management Team Leader and Emergency Fire Services, once the names of those present have been checked against attendance list.

The responsibility for rescue rests with the Fire Service.
- * To liaise with staff to ensure that immediate reassurance and support is given for anyone who is distressed.
- * To ensure that parents do not take students away, unless directed to do so.
- * To respond to directions from the person in charge of the Critical Incident Management Team or other personnel in control, e.g. Police, DDAT, YMD Boon Health and Safety, Derby City Councils Emergency Planning Officers.

PERSON RESPONSIBLE FOR CHECKING CHANNELS OF COMMUNICATION

Name: Caretaker/ School Business Leader

RESPONSIBILITIES

- Check that all available communications and office equipment are working (phones, fax, and copiers).
- In the event of a power failure school switchboards will not function. It will appear to callers that school phones are ringing when they call but they will not be actually ringing in the School. Similarly, there will be problems with outgoing calls. Phones in school kitchens can be useful in these circumstances since they generally are linked directly to the telephone system without going through powered switchboards and continue to work during power failures.
- During major incidents concerned parent's calls can clog school switchboards preventing calls needed for management of the incident getting through. School kitchen phones can also be used in these circumstances or at the start of the incident a suitable mobile number can be passed to those who need to make contact with the school and those managing the incident on site.
- School Office 01332 272249
- CIMT Base Head of School Office
- CIMT Alternative Base Arboretum Primary School Corden Street Derby
- Be ready to give the information to YMD Boon Health and Safety, DDAT, Derby City Councils Emergency Planning Officer.
- To respond to directions from the person in charge of the Critical Incident Management Team or other personnel in control, e.g. Police, YMD Boon Health and Safety, DDAT, Derby City Councils Emergency Planning Officers.

PERSON TO OPEN APPROPRIATE BUILDINGS

Name: Caretaker/ Emergency Keyholder/Vinci

RESPONSIBILITIES

- * Open the appropriate parts of the school.
- * Ensure gates are opened to allow access for the Emergency Services.
- * To respond to directions from the person in charge of the Critical Incident Management Team or other personnel in control, e.g. Police, DDAT, YMD Boon Health and Safety, Derby City Councils Emergency Planning Officers.

Action Sheets from: Health and Safety Handbook

School Closure Procedures

In the event of needing to close the school the following procedures will be followed:

1. Emergency services, the LA, New Communities Team, Vinci and Chair of Governors will be notified.
2. All parents will be notified by the school website, email and text.
3. If it is at the start of the school day Senior Leaders and Rainbow Team staff will stand at the school gates notifying parents and ensuring all unaccompanied children are brought in to school.
4. All children will go to their classrooms and all outdoor activities will be cancelled. Children will be supervised by their Class Teachers or Teaching Assistants and cover and provision will be coordinated by Assistant Head's.
5. If the closure is during the school day, the outside gates will be unlocked and parents will collect their children from their usual end of day collection points.
6. Each class teacher will be responsible for keeping a register of attendance for their class using the fire evacuation registers. Mark the register with a tick when the child is collected.
7. After an hour all outside gates will be locked and parents will be asked to collect children from the school office.
8. Class teachers will send their completed fire registers to the school office where they will be completed by Office and Rainbow Team staff as children are collected.
9. Year leaders will notify the office of how children are being supervised and in which classrooms.
10. Office staff will contact all parents who have not collected their children and coordinate the collection of children from classrooms once parents arrive.
11. Any children left in school over lunchtime will be provided with a school lunch if possible.
12. Staff will only be allowed to go home once all children in their team have been collected safely and if:
 - a. there is no running water;
 - b. there is no electricity;
 - c. there is no heating;
 - d. the building, grounds or current circumstances have been declared as unsafe by the Head of School, School Business Leader, Assistant Heads.
13. If the school should need amenities /services or should need to be evacuated arrangements have been made with Arboretum Primary School as an assembly point and evacuation coordination centre.

MAJOR INCIDENT OCCURRING ON THE SCHOOL SITE

GUIDANCE ACTION SHEET FOR HEAD OF SCHOOL / MEMBER OF SENIOR LEADERSHIP TEAM

1. Ascertain details of incident.

A log of decisions made and actions taken should be kept. This may be used later for legal purposes or for future training.

In the event of a major incident occurring on the school site the actions below should be considered and implemented as appropriate.

2. Alert relevant emergency services (Police, Fire, and Ambulance) via 999 system.
3. Consider evacuation of school (via fire alarm or word of mouth).
4. Initiate School Critical Incident Management Plan.
5. Allocate staff to:
 - account for all pupils/staff/visitors on school site;
 - administer first aid if persons injured;
 - ascertain if there are any witnesses;
 - inform YMD Boon Health and Safety
 - inform DDAT
 - inform School Support Contact Officer – People's Services Directorate Derby City Council
 - if appropriate inform Chief Emergency Planning Officer through the police or through a senior CYPS officer who can arrange appropriate support;
 - inform staff/pupils of incident. If incident occurs out of school hours discuss with senior CYPS officer when it would be most appropriate to brief staff/pupils.
6. Inform parents/relatives as appropriate. If there are casualties, then visits to parents/relatives should be arranged in conjunction with the Police.
7. Inform Chair of Governors and arrange for other governors to be informed.
8. Consider closing the school.
9. Consider relocation to other premises – useful to have arrangements in place within a neighbouring school or Council building for use in an emergency. If relocation is required, this

should be arranged in consultation with the People's Services Directorate School Organisation and Premises Team. Telephone 642732

10. Notify HSE and CYPS Department Health and Safety Officer if incident involves a reportable accident or specified dangerous occurrence. Complete accident forms as necessary.
11. Arrange for the staffing of switchboard/telephone. Ensure that staff are fully briefed on facts and are aware of what information can be released.
12. Prepare to deal with the media - this should be done in accordance with DDAT Public Relations Officer, Police and City Council's Public Relations Officer (see aide memoire attached).

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ADVICE FOR OFFICIAL SPOKESPERSON(S)

- x DO NOT** speculate - your interpretation or understanding can and probably will be exaggerated or quoted as hard fact.
- X DO NOT** give any fact unless you are certain it is correct.
- X DO NOT** say "NO COMMENT" - it can be taken as a negative answer which could be inaccurate and lead to difficulties later.
- X DO NOT** be afraid to say "I DO NOT KNOW".
- ✓ **DO** have the confidence in yourself and your command of the situation to take a positive attitude towards the media.
- ✓ **DO** inform the Press Officers of any development which may assist them and of any journalist you suspect of acting inappropriately.

**NB PUPILS SHOULD NOT TALK TO THE MEDIA UNLESS
ARRANGED BY STAFF/PARENTS AND THEN ONLY WITH
WRITTEN PERMISSION FROM PARENTS/GUARDIANS**

MAJOR INCIDENT OCCURRING ON AN OUT OF SCHOOL ACTIVITY

GUIDANCE ACTION SHEET FOR GROUP LEADERS

A log of decisions made and actions taken should be kept. This may be used later for legal purposes or for future training

In the event of a major incident occurring on an out of school activity the actions below should be considered and implemented as appropriate.

1. Ascertain details of incident.
2. Alert relevant emergency services (Police, Fire, Ambulance, Coastguard) via 999 system.
3. Call for assistance if available (staff, passers-by).
4. Administer first aid where possible.
5. Account for all members of the party and ensure that all persons uninjured stay together.
6. Allocate staff member(s) to travel to hospital(s) with casualties.
7. Ascertain if there are any witnesses.
8. Allocate staff member(s) to stay at incident site to liaise with the emergency services.
9. Arrange for all non-casualties to return to base (accompanied by a member of staff) and that all members of the group are informed of the incident as soon as possible.
10. Inform Head of School/member of senior leadership team (at school) as soon as possible. Give as much of the following information as possible:
 - date, time, location and nature of incident;
 - names of those involved;
 - details of any injuries;
 - actions taken;
 - contact point to be used.
11. Consider requesting additional assistance. Keep Head of School/member of senior leadership team regularly updated.
12. Consider whether activity should be abandoned. If so, arrange for non-casualties to return to school. Liaise with Head of School/senior management team over transport arrangements. The City Councils Emergency Planning Team are able to arrange transport at short notice.
13. Do not discuss legal liability.
14. Prepare to deal with the media - this should be done in consultation with the Police and /or the City Councils Press Team (see aide memoire attached).

MAJOR INCIDENT OCCURRING ON AN OUT OF SCHOOL ACTIVITY

GUIDANCE ACTION SHEET FOR HEAD OF SCHOOL / MEMBER OF SENIOR LEADERSHIP TEAM

A log of decisions made and actions taken should be kept. This may be used later for legal purposes or for future training

In the event of a major incident occurring on an out of school activity the actions below should be considered and implemented as appropriate.

1. Ascertain the following:
 - date, time, location and nature of incident;
 - names of those involved;
 - actions taken;
 - who is in charge at the scene;
 - if additional assistance is needed at the site.
2. Inform:
 - YMD Boon Health and Safety 01858 464482 / 07388990912
 - DDAT during office hours 01332 388660 out of hours 07813 005854
 - Exec Head 07580 092012
 - People's Services Directorate during Office Hours Derby 642732
out of Office Hours through Derby City Councils 24-hour Care Link Line Derby 642203,
ask to be put through to a Senior People's Services Directorate Officer
 - other staff - if out of school hours, ensure that the caretaker/premises officer is included
in the list of staff to be contacted;
 - Chair of Governors and arrange for other governors to be informed.
3. It may be appropriate to ask the Police or Senior Education to inform the Chief Emergency Planning Officer who can arrange other support as appropriate:
 - transport (under mutual aid arrangements with other counties/districts);
 - insurers;
 - religious support;
 - translators;
 - social services support;
 - public relations support;
 - premises.
4. Initiate Critical Incident Management Plan.
5. Ensure that staff are fully briefed on facts and are aware of what information can be released.
6. Arrange for parents of uninjured to come to the school to meet the children on their return.

7. Arrange for parents/relatives of injured to be informed - this to be done in conjunction with the Police.
8. Notify HSE and YMD Boon Health and Safety Officer if incident involves a reportable accident or specified dangerous occurrence. Complete accident forms as necessary.
9. Prepare to deal with the media - this should be done in consultation with the Police and DDAT Public Relations Officer, City Council's Press Team (see aide memoire attached).

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Appendix 1

Bomb Alert

Checklist; Actions to be taken on receipt of a bomb threat:

Switch on speaker phone (if connected)

Tell the caller which town/district you are answering from

Record the exact wording of the threat:

Ask the following questions:

- **Where is the bomb right now?** _____
- **When is it going to explode?** _____
- **What does it look like?** _____
- **What kind of bomb is it?** _____
- **What will cause it to explode?** _____
- **Did you place the bomb?** _____
- **Why?** _____
- **What is your name?** _____
- **What is your address?** _____
- **What is your telephone number?** _____

Record time call completed:

- **Where automatic number reveal equipment is available record number shown:**

Inform the SLT

Contact the police on 999. Time informed: _____

The following should be completed once the caller has hung up and the SLT and police have been informed.

- Time and date of call: _____
- Length of call: _____
- Number at which the call was received: (i.e. your extension number): _____

About the caller:

- Sex of caller: _____ Age: _____
- Nationality: _____

See tick list

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Tick where appropriate

Language

Well Spoken

Irrational

Taped message

Offensive

Incoherent

Message read by threat maker

Callers Voice

Calm

Crying

Clearing throat

Angry

Nasal

Slurred

Excited

Stutter

Slow

Lisp

Accent

Type of accent _____

Rapid

Deep

Hoarse

Laughter

Familiar

If so whose voice did it sound like

Background sounds

Street noises

House noises

Animal noises

Crockery

Motor

Clear

Voice

Static

PA System

Booth

Music

Factory machinery

Office machinery

Other (specify)

Other remarks

Signature: _____

Date: _____

Print name: _____

Appendix 2

Suspicious Post

General Indicators

General indicators that a delivered item may be of concern include:

- unexpected item, especially if hand delivered
- a padded envelope ('Jiffy Bag') or other bulky package
- additional inner envelope or other contents that may be difficult to remove
- labelling or excessive sealing that encourages opening at a particular end or in a particular way
- oddly shaped or lopsided
- envelope flap stuck down completely (normally gummed envelope flaps leave slight gaps at edges)
- marked 'to be opened only by...' 'personal' or 'confidential'
- item addressed to the organisation or a title (rather than a specific individual)
- unexpected or unusual origin (postmark and/or return address)
- no return address or return address that cannot be verified
- poorly or inaccurately addressed address printed unevenly or unusually
- unfamiliar writing or unusual style
- unusual postmark or no postmark
- more stamps than needed for size or weight of package
- greasy or oily stains emanating from package
- odours emanating from package.

Explosive or incendiary indicators

Additional explosive or incendiary indicators include:

- unusually heavy or uneven weight distribution
- small hole(s) in envelope or wrapping.

"White powder" indicators

Additional chemical, biological or radiological (CBR) indicators include:

- powders, liquids emanating from package
- wrapping stained by liquid leakage
- unexpected items or materials found in package on opening or X-raying (loose or in a container) such as powdered, crystalline or granular solids; liquids; sticky substances or residues
- unexpected odours observed on opening
- sudden onset of illness or irritation of skin, eyes or nose

Action upon discovery of any suspicious delivered item

Avoid unnecessary handling and X-raying -

- if you are holding the item, put it down on a cleared flat surface
- keep it separate so it is easily identifiable
- do not move it.

Move away immediately -

- clear immediate area and each adjacent room, including rooms above and below
- if there is any suggestion of chemical, biological or radiological materials, move those directly affected to a safe location close to the incident - keep these individuals separate from those not involved
- prevent others approaching or accessing the cleared areas.

Do not use mobile phones or two-way radios in the cleared area or within fifteen metres of the suspect package.

Communicate regularly with staff, visitors and the public.

Notify police -

- if the item has been opened, or partially opened prior to being deemed suspicious, **it is vital that this is communicated to the police**
- Person opening post to complete an action log recording their observations without distraction.
- Avoid discussing the incident observations with others prior to arrival of police
- Ensure witnesses remain available to discuss with police

Inform Head of School/Assistant Heads/School Business Leader

Head of School to decide if Emergency Evacuation Plan appropriate

Appendix 3

Person borne devices

What to look out for:

- * Can be concealed on person

- * In a rucksack
- * Carrier bag
- * Briefcase

Weight less than 15kg sufficient to be carried

Often designed to be left unattended:

- * Corridors
- * Lifts
- * Stairs
- * Unlocked store room
- * Reception
- * Behind furniture/screens

Safety Measures

- * All staff and children to be vigilant
- * Report unexpected suspicious packages to Head of School, School Business Leader, or Assistant Head of Schools.
- * Ensure exterior doors kept closed
- * Identify visitors and confirm legitimate before giving access to building
- * **Should a suspicious item be found during a search, under no circumstances should it be touched or moved in any way.**
- * **Report to police and follow their advice**

Head of School to follow Emergency Evacuation Plan

Appendix 4

Emergency Evacuation Plan

Upon hearing the fire alarm (a continuous bell), please guide Pupils to the nearest exit.

Keep calm and DO NOT:

Use the stairs

Use the lift

Raise your voice

Line the Pupils up quietly facing away from the building. Please follow the fire exits as set out below. Wait with the Pupils until you are advised it is safe to return into school.

The school is to be evacuated as follows:

	Escape route	Alternative route
Hall (2 emergency break glass boxes situated adjacent to exits from the hall)	When nearest to servery leave by exit doors nearest servery, turn left and exit school by fire door. Proceed to front of school to muster point located in the car park. When nearest to Reception leave by exit door nearest the Reception Foyer and proceed through main entrance to muster point. Pupils to be escorted to Hastings Street. Pupils to be in pairs- staff at front, middle and rear- to muster point on upper playground.	If one set of doors blocked Half exit through Foundation Group Room and out onto Foundation Playground. Exit playground via gate to car park. Pupils to be escorted to Hastings Street. Pupils to be in pairs- staff at front, middle and rear- to muster point on upper playground. Other half exit through doors either to Reception or by server dependent on doors blocked and follow nearest exit route to muster point in front of school to be escorted to main playground on Hasting Street
Caretaker Office Studio 1	Leave by Studio 1 exit door to main car park. Do not re-enter the main school. Staff to escort pupils to Hasting Street playground muster point.	Through exit onto main corridor turn right through double doors to Reception. Exit via main entrance Pupils to be escorted to Hasting Street and join muster point.
Studio 1/ Sensory Room G3 (emergency break glass box situated next to exit door to car park)	Leave via exit door and assemble by muster point. Pupils to be escorted to Hasting Street and join main muster point.	Through exit onto main corridor turn right through double doors to Reception. Exit via main entrance Pupils to be escorted to Hasting Street and join muster point.
Foundation 1 G4 (emergency break glass situated next to)	Leave by exit door onto play area, assemble by the muster point sign.	Through Studio 1, exit onto car park and through gate onto foundation playground to muster point

exit to playground)		
Foundation 2 G5 (emergency break glass situated next to exit to playground)	Leave by exit door onto play area, assemble by the muster point sign.	Through Studio 1, exit onto car park and through gate onto foundation playground to muster point
Foundation Group area G6	Leave by exit door leading to Foundation 2 onto play area, assemble by the muster point sign.	Leave by exit door leading to hall and exit through double doors leading to Reception Foyer. Proceed through main entrance and through gate onto foundation playground, join class on playground at muster point.
Head G15	Leave by main entrance, do not re-enter the main school escort pupils to Hasting Street and join muster point.	Exit through Reception area onto main corridor, turn left and exit through Studio 1. Pupils to be escorted to Hasting Street and join muster point.
Admin. G16	Leave by main entrance, do not re-enter the main school Two staff to remain at Dover Street Entrance with visitors, other staff to escort pupils to Hasting Street and join muster point.	Exit through Reception area onto main corridor, turn left and exit through Studio 1. Pupils to be escorted to Hasting Street and join muster point.
Reception / Waiting area (emergency break glass situated next to Store and SBM office)	Leave by main entrance. Do not re-enter the main school. Staff to escort pupils to Hasting Street playground muster point.	Exit through Reception area onto main corridor, turn left and exit through Studio 1. Pupils to be escorted to Hasting Street and join muster point.
Meeting room G14	Leave by main entrance, do not re-enter the main school. Pupils to be escorted to Hasting Street and join muster point.	Exit through Reception area onto main corridor, turn left and exit through Studio 1. Pupils to be escorted to Hasting Street and join muster point.
SBL Office G1	Leave by main entrance, do not re-enter the main school. Pupils to be escorted to Hasting Street and join muster point.	Exit through Reception area onto main corridor, turn left and exit through Studio 1. Pupils to be escorted to Hasting Street and join muster point.

Changing rooms	Turn right Exit building. Proceed to front of school to muster point. Pupils to be escorted to Hasting Street and join main muster point	Turn left and exit via main entrance. Pupils to be escorted to Hasting Street and join muster point.
Downstairs Corridor (emergency break glass next to changing rooms by exit)	Stairs by reception leave by Reception onto main car park Stairs by changing rooms leave by exit doors at end of corridor Proceed to front of school to muster point located in the car park.	Stairs by Reception into Studio1 exit onto car park. Stairs by changing rooms proceed to main Reception and exit onto car park Proceed to muster point.
Kitchen (Break glass by exit doors)	Leave by exit door. Turn right and proceed to front of school to muster point	Through hall and exit via main entrance to muster point

First floor. Leave by First floor exits where possible

	Escape route	Alternative route
Year 5 Group Area (Break glass by exit door)	exit onto playground and join muster points with class	Exit through F1 or F2 class through cloakroom directly on to the playground. Pupils are to be organized into individual classes at Fire Assembly Point
Year 5/6 Corridors and Library area	Follow fire exit signs to left, exit through Year 5/6 group area and exit onto playground and join muster points with class	Exit through classroom F3 or F4 through cloakroom directly on to the playground. Pupils are to be organized into individual classes at Fire Assembly Point
6HR F1 (Break glass by exit doors in cloakroom)	Exit directly through the cloakroom directly on to the playground. Pupils are then to be organized into individual classes at Fire assembly Point	Exit via classroom door, turn right through Year 5/6 Group area and exit onto playground
5ED F2 (Break glass by exit doors in cloakroom)	Exit directly through the cloakroom directly onto the playground. Pupils are then to be organized into individual classes at Fire assembly Point	Exit via classroom door, turn right through Year 5/6 Group area and exit onto playground
5RA F3 (Break glass by exit doors in cloakroom)	Exit directly through the cloakroom directly onto the playground. Pupils are then to be organized into individual classes at Fire assembly Point	Exit via classroom door, turn right along library corridor through Year 5/6 Group area and exit onto playground

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5JS F4 (Break glass by exit doors in cloakroom)	Exit directly through the cloakroom directly onto the playground. Pupils are then to be organized into individual classes at Fire assembly Point	Exit via classroom door, turn right along library corridor through Year 5/6 Group area and exit onto playground
SENCO Inclusion office	Exit room, turn left and proceed to the fire exit at the end of the corridor. Proceed directly to the main playground/ fire assembly point	Exit via F3 classroom door through cloakroom exit onto playground
Language Room F21	Exit leadership room, turn left and proceed to the fire exit at the end of the corridor. Proceed directly to the main playground/ fire assembly point	Exit via F3 classroom door through cloakroom exit onto playground
Top of stairs nearest to lift and corridor to right leading to main playground (Break glass top of stairs and by exit doors to playground)	Turn right and right at junction to exit to main playground/ fire assembly point	Turn left and proceed along corridor leading to veranda exit and proceed to main playground/fire assembly point
Rainbow Room F5	Turn right and right at junction to exit to main playground. Pupils are then to be organised into individual classes.	Turn left and proceed along corridor leading to veranda exit and proceed to main playground/fire assembly point
Sunshine Room F6	Turn right and right at junction to exit to main playground. Pupils are then to be organised into individual classes.	Turn left and proceed along corridor leading to veranda exit and proceed to main playground/fire assembly point
4TH F7	Exit classroom proceed straight ahead along the corridor by rainbow room, turn right at junction to exit to main playground.	Turn left and proceed along corridor leading to veranda exit and proceed to main playground/fire assembly point
4MH F8	Exit classroom turn right, then left proceed straight ahead along the corridor by rainbow room, turn right at junction to exit to main playground.	Turn left and proceed along corridor leading to veranda exit and proceed to main playground/fire assembly point

Group Area (Maths/English store) F9	Exit room turn left to the exit onto the veranda and proceed to the playground. Pupils are then to be organised into individual classes at Fire assembly point	Exit room turn right, then left proceed straight ahead along the corridor by rainbow room, turn right at junction to exit to main playground.
Staff Room F10	Turn left and proceed to the exit at the end of the corridor <u>checking the staff toilets on the way</u>. Exit onto the veranda and assist the teachers in organising the classes on the upper KS2 playground at Fire assembly point	Turn left and right at junction then proceed along the corridor through all double doors to Year 1 Group area. <u>Checking all rooms and toilets on their way</u>
4SH F11	Exit classroom turn left to the exit onto the veranda and proceed to the upper KS2 playground. Pupils are then to be organised into individual classes at Fire assembly point	Turn left and right at junction then proceed along the corridor through all double doors to Year 1 Group area. Pupils to proceed to main playground to their right to be organised into individual classes.
3KH F12 (Break glass by exit doors in cloakroom)	Exit classroom turn left to the exit onto the veranda and proceed to the upper KS2 playground. Pupils are then to be organised into individual classes at Fire assembly point	Turn left and right at junction then proceed along the corridor through all double doors to Year 1 Group area. Pupils to proceed to main playground to their right to be organised into individual classes.
Year 4 and staff room corridor (Break glass by exit doors to veranda)	If near classes 4 TH, 4MH turn right, then left proceed straight ahead along the corridor by rainbow room, turn right at junction to exit to main playground. If near Staffroom, 4SH 3KH leave by the exit onto the veranda and proceed to the upper KS2 playground. Pupils are then to be organised into individual classes at Fire assembly point	Turn left and right at junction then proceed along the corridor through all double doors to Year 1 Group area. Pupils to proceed to main playground to their right to be organised into individual classes
Year 3 and 2 corridor (Break glass at top of stairs)	turn left onto corridor and then turn right and proceed through the fire exit and onto the veranda, proceed to the upper KS2 playground at Fire assembly Point	Exit via 3HH or 3HE class room through the cloakroom onto small play area and proceed to the upper KS2 playground. Pupils are then to be organised into individual classes at Fire assembly point
3HH F13 (Break glass by exit doors in cloakroom)	Exit classroom through the cloakroom onto small play area and proceed to the upper KS2 playground. Pupils are then to be organised into individual classes at Fire assembly point	Exit via class room door turn right, then right again, proceed along the corridor out onto veranda onto the playground

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3HE F14 (Break glass by exit doors in cloakroom)	Exit classroom through the cloakroom onto small play area and proceed to the upper KS2 playground. Pupils are then to be organised into individual classes at Fire assembly point	Exit via class room door turn right, then right again, proceed along the corridor out onto veranda onto the playground
Yr. 3/4 Group area (Food Tech) F23	Exit classroom and turn left onto corridor and then turn right and proceed through the fire exit and onto the veranda, proceed to the upper KS2 playground at Fire assembly Point	Turn right proceed to end of corridor, through double doors and Year 1 Group area onto playground
2EC F15 (Break glass by exit doors in cloakroom)	Exit classroom through the cloakroom onto small play area and proceed to the upper KS2 playground. Pupils are then to be organised into individual classes at Fire assembly point	Exit via class room door turn left, proceed along the corridor through double doors and Year 1 Group area out onto playground
2EH F16 (Break glass by exit doors in cloakroom)	Exit classroom through the cloakroom onto small play area and proceed to the upper KS2 playground. Pupils are then to be organised into individual at Fire assembly point	Exit via class room door turn left, proceed along the corridor through double doors and Year 1 Group area out onto playground
Assistant Heads	Exit office turn right onto corridor and proceed through the double doors leading to Year 1 classrooms exit fire doors, turn right and proceed to Fire Assembly Point	Exit turn left onto corridor at corner turn right and through fire doors onto veranda and proceed to playground.
1CB F17 (Break glass by exit doors in cloakroom)	Exit classroom through the cloakroom onto small play area and proceed to the playground. Pupils are then to be organised into individual classes at Fire assembly point	Exit via class room door turn left, and proceed to playground
1CM F18 (Break glass by exit doors in cloakroom)	Exit classroom through the cloakroom onto small play area and proceed to the playground. Pupils are then to be organised into individual classes at Fire assembly point	Exit via class room door turn left, and proceed to playground

Year 1 Group Area (Break glass by exit doors)	Exit via fire doors and proceed to playground	Exit via 1CB or 1CM through the cloakroom onto small play area and proceed to the playground
6FN F19 (Break glass by exit doors in cloakroom)	Exit classroom through cloakroom, turn right and proceed directly to the main playground/ Fire assembly point	Exit via classroom door, turn right proceed to end of corridor, turn right at junction and exit onto playground
6PC F20 (Break glass by exit doors in cloakroom)	Exit classroom through cloakroom, turn right and proceed directly to the main playground/Fire assembly point	Exit via classroom door, turn right proceed to end of corridor, turn right at junction and exit onto playground
Year 4 and 6 group area (Former Library) F27	Exit classroom, turn left proceed to the end of the corridor then turn right and exit directly on to the playground where the assembly point is located. Pupils are then to be organized into individual classes at Fire assembly Point	Exit classroom, turn right proceed to end of corridor, turn left at junction and exit onto playground
Studio 2	Exit onto Library corridor. Follow fire exit signs to right, turn left at end of corridor and exit onto playground and join muster points with class	Exit onto Year 2/3 corridor turn left, proceed along the corridor through double doors and Year 1 Group area out onto playground

Teachers are responsible for recording daily on laminated fire registers am and pm any absent Pupils. The fire register must be kept with the teacher at all times when in school. Fire register to be updated with new pupils
Lunch registers, late books and pupil signing out books will be used to account for all Pupils at lunchtime. Please ensure your class lunch register is accurate.
Exit gates on Hasting Street can be opened with combination if pupils escorted from Dover Street exit to main playground. All staff advised of combination.

All Pupils are to be escorted from the small playground to the main KS2 playground assemble in year group lines in class order (facing away from the building) for ease of counting and staff should ensure that a calm atmosphere is maintained.

There is an **emergency exit gate** located via the veranda/small play area (upper level) leading onto St James Street. **ADDITIONAL GATE KEY ABOVE 3HE/3HH CLOAKROOM EXIT. This exit is only to be used if there is no safe or clear route to the main play area/evacuation point.**

Staff to take fire register kept in class when leaving the building. Check that all Pupils are accounted for and immediately report any missing Pupils to the Head of School (1st), or School Business Leader (2nd), or Assistant Head Teacher (3rd)

Foundation playground report any missing Pupils to the Head of School (1st), or School Business Leader (2nd), or Assistant Head Teachers (3rd)

The Head Teacher or a member of SLT will check with each year group whether there are any missing Pupils

All visitors advised to report to person with Walkie Talkie to confirm their safe evacuation.

Nobody must re-enter the building without permission from the Fire Warden or Fire Brigade.

Generic Emergency Disabled Evacuation Plan

All visitors will be given emergency evacuation instruction on how to evacuate building in the case of emergency by Reception staff on arrival in school.

- The fire alarm is a continuous bell.
- All occupants of the building are to make their way to the nearest exit following emergency evacuation signs above doors.

- If on ground floor leave by nearest fire exit and muster on car park, making presence known to Reception staff with walkie talkie.
- If on upper floor make way to main playground following emergency evacuation signs above doors, make presence known to member of staff with walkie talkie.
- Visitors will be asked if they require assistance to evacuate building and staff will be instructed accordingly on how to assist visitor to evacuate safely as directed by visitor E.g.
 - Mobility
 - Hearing
 - Sight
- A visitor badge will be given including written instruction on the emergency procedure.

School Events including:

Assemblies,

Fundraising,

Parents evenings

Classroom workshops

Senior person welcoming visitors is responsible for advising visitors of procedures to follow in the case of emergency evacuation.

- The fire alarm is a continuous bell.
- All occupants of the building are to make their way to the nearest exit following emergency evacuation signs above doors.
- Staff will ensure all school children safely evacuated, directing visitors as required. Parents are responsible for their own evacuation and non- school children they have brought with them. .
- **School Hall:**
 - visitors to leave at far exit nearest to changing rooms and directed to Reception gate on car park
- **Studio 1**
 - visitors to leave at exit onto car park and be directed to Reception gate.
- **Studio 2**
 - visitors to leave by Year 5/6 corridor to main playground and be directed to Tyre Park away from pupils.
- **Classroom**
 - Visitors to be advised route they will take to leave building.

Appendix 5

Ingress Plan

1. Staff on duty to alert children and other staff by:
 - a. blowing whistle (prolonged blast);
 - b. followed by clearly and calmly shouting "Ingress, everyone inside immediately";

- c. one member of staff to go indoors and raise alarm in classes and phone down to office;
 - d. rest of staff to stay outside with children and escort into the building via quickest direct route.
 - e. Staff lock exterior doors and classroom windows (close blinds if safe to do so).
 - f. office staff to:
 - i. raise alarm in the rest of the school over intercom/Tannoy system repeating alarm call "Ingress, all classes to safe rooms";
 - ii. lock downstairs outside doors;
 - iii. raise external alarm via red panic buttons and phone 999 and ask for police/emergency services assistance;
 - iv. contact the LA emergency hotline. 01332 642203
 - g. senior leaders to coordinate safety around school.
2. One member of staff in 5JS, 5HR, 5ED, 6HR to open outside doors onto the Top Playground to allow access into the building.
3. Children to evacuate to the following areas:
 - a. Nursery and Reception to the downstairs Hall (unless upstairs and then Studio 2);
 - b. Year 1 to upstairs Studio 2;
 - c. Year 2 to upstairs Studio 2;
 - d. Year 3HE and 3HH to Cookery Room, 3KH to stay in class;
 - e. Year 4 to stay in classrooms;
 - f. Year 5 to upstairs Studio 2;
 - g. Year 6 to upstairs Studio 2.
4. Once all children and staff inside close outside doors, windows and pull down blinds.
5. Once all children and staff in classes lock (if possible)/barricade internal doors, and wait for safe instruction to leave classrooms.
6. Office to liaise with outside agencies and coordinate emergency services.
7. Office to evacuate to Meeting Room 1, lock doors to Head of Schools room and main office- key to be kept on hook above Head of Schools door from main office.