

Rush Common School

SCHOOL CRITICAL INCIDENT MANAGEMENT PLAN

Definition

'An event - or events - usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures and which is likely to have emotional and organisational consequences.

Scope of the Plan

In School

- A deliberate act of violence, such as the use of a knife or firearm
- A school fire
- A Pupil or teacher being taken hostage
- The destruction or serious vandalising of part of the school
- Public Health threats (eg meningitis)
- Adverse weather conditions (eg snow)

Outside School

- The death/serious injury of a Pupil or member of staff through natural causes or accidents
- A transport-related accident involving Pupils and/or members of staff
- Death or injuries on school journeys or excursions
- Civil disturbances and terrorism

In the event of a School related emergency the proposed arrangement is outlined here:

INCIDENT OCCURS

The Headteacher is notified School 01235 533583, Mobile 07951 312099

The Headteacher or member of the Senior Leadership Team:

- Emergency Services **999** if appropriate
- The Chair of Board of Directors Alan Lane 07771 627497
- Head of Business and Finance 07967 139923
- Assistant Headteacher 07766 320829
- Site Manager 07752 363767
- Local Radio station if appropriate Radio Oxford

Out of School Opening Hours

A Site Team member or member of staff witnessing or first discovering the incident will be responsible for initiating the immediate response to the emergency situation.

He/she will:

- Call the emergency services **999**
- Evacuate the premises immediately if necessary
- Inform the Headteacher and Head of Business and Finance

Off Site Incident

- Group Leaders will take a copy of the procedures with them on any off-site activity
- Group Leaders will:
 - Account for all party members
 - Delegate a member of staff to take care of uninjured members of the party
 - Call the School
 - Keep a log of actions taken and conversations held

Communications during an Emergency Situation

- The Headteacher / Head of Business and Finance will be in communication with emergency services via mobile
- The School switchboard to be used for incoming calls only
- Mobiles will be used for outgoing calls
- Staff dealing with incoming calls will receive written briefings
- All calls will be logged
- The Headteacher only will handle media enquiries

Shelter/Lockdown Procedures

Shelter in School buildings may be appropriate if there is a toxic release or the threat from an intruder on the school grounds or within the vicinity of the School.

The Procedures will be as follows:

- Signal for commencing lockdown procedures will be given
- Headteacher or member of Senior Leadership Team will call Emergency Services **999**
- Staff will move Pupils into school hall or safe areas
- Doors and windows will be locked
- Pupils will be seated away from doors and windows

- If some Pupils are outside they will be told to enter the building if this ensures their safety
- Signal for an 'all clear' will be given
- In event of a toxic release, any extractor fans will be switched off

Evacuation

In event of the need to evacuate the building, The School's Fire Drill procedures will be followed.

School Closure

The decision to close the School will only be made in exceptional circumstances by the Headteacher.

Due to the timing of the School day, the decision to close the School due to say severe weather conditions, will need to be made the previous day or by 6.30am on the day.

This will be communicated via the School's learning platform Kaleidos and InTouch.

A member of the administration team will contact the local radio.

Training and Exercising

Training and Exercising will be undertaken.

Important Areas in an Emergency Situation

(when evacuation is not needed)

- Control Point - Headteacher's office
- Parents/Pupils - Hall
- Media Briefing Point – Hearing Impaired Base / Year 6 Block
- Staff Welfare Facilities - Staffroom

Role	Name	Responsibilities
Incident Manager	Headteacher	<ul style="list-style-type: none"> • Consider the need to alert other colleagues and external agencies. Collate all relevant information relating to the emergency. Co-ordinate the emergency response strategy, liaising with relevant agencies, eg the emergency services,

		School Directors as appropriate. Monitor the emergency response. Provide regular staff/team briefings. Authorise any additional expenditure
Deputy Incident Manager	Head of Business and Finance/Assistant Headteacher	<ul style="list-style-type: none"> Assists Incident Manager. Co-ordinates and manages staff in the Incident Response Team. Monitors staff welfare and organises staff roster
Parent Liaison Officer(s)	Assistant Headteacher	<ul style="list-style-type: none"> Advises parents and provides information. Provides point of contact. Arranges on site co-ordination of visiting parents. Maintains regular contact with parents where appropriate
Administrators	Administration Team/Headteacher's PA	<ul style="list-style-type: none"> Man telephone lines. Help to collate information. Relay incoming and outgoing messages by telephone, fax, email, etc in a prompt manner. Provide admin support to the Incident Manager and Deputy Incident Manager. Maintain a master log of key events and decisions, including expenses incurred
Communications Officer/Media Spokesperson	Headteacher/Assistant Headteacher	<ul style="list-style-type: none"> Acts as point of contact for media enquiries. Assist with internal communications
Teachers		<ul style="list-style-type: none"> Maintain supervision. Ensure the safety and security of Pupils. Provide information and offer reassurance.

		Monitor Pupils physical and psychological welfare.
Site Leader	Site Manager	<ul style="list-style-type: none"> • Ensure site security at all times. Provide information about site facilities/layout as necessary. Assist with access/egress to the school.
Liaison Officer	Headteacher	<ul style="list-style-type: none"> • Communicate with colleagues at the school on a regular basis and receive updates/progress reports