

# St Anne's Infants' School

## Emergency and Critical Incident Policy

### Rationale

This policy seeks to identify and make explicit the principles governing the practices adopted in an emergency or critical incident.

### Terminology

**Emergency** – refers to any incident which requires the

- evacuations of the site (as in the case of fire, flood, chemical leak etc)
- closure of the site (such as severe weather, failure of services such as mains water etc)
- lock down of the site (such as intruder, chemical spillage, road traffic accident)
- Attendance of an ambulance, fire or police crew (such as an accident, violent incident etc)

**Critical incident** – refers to any incident which is or is likely to

- put children, staff and visitors in danger (such as fire, intruder, chemical spillage, major incident within the vicinity of the school such as rail, road accident)
- be disruptive to the education of the children (such as – as above)
- be unplanned and unforeseen (such as – as above)
- significant and potentially devastating (such as – the injury or death of child or adult connected to the school)

### Principles

The aim of managing an emergency or critical incident is to ensure the **safety and wellbeing** of the children, staff and visitors by minimising the risks and responding to the situation as it unfolds.

In order to support this aim the following principles apply:

- the school will have a generic emergency/critical incident plan for
  - evacuation of the site
  - lock down of the site
  - closure of the site
  - significant and potentially devastating incident
- staff, children and visitors made aware of plans through regular drills and briefings
- plans reviewed and updated each time a drill occurs or are used for real
- staff to make dynamic risk assessments in a real emergency, critical incident
- Regular internal and external communication during and after the incident

## **Aim of the policy**

The aim of the policy is to ensure staff, children and visitors react effectively and appropriately to any emergency or critical incident befallen on the school.

**In the event of a real emergency or critical incident** – the following need to happen

### **Someone needs to take charge**

This is likely to be the headteacher, or a senior member of staff, however this could be anyone and would be determined by circumstances.

It is also likely that the person in charge will take counsel from those around them in order to make decisions.

The role is likely to encompass some of, but not be exclusive, to the following:

- Set up a response team and brief them on their roles and levels of autonomy
  - communications officer / team (to communicate internally and externally)
  - emergency services liaison officer (liaising with the emergency services of LA)
  - procurement officer/team (acquiring mains services, support/counselling)
  - deployment officer (allocating staff to roles from info given by person in charge)
- Make decisions on what to communicate, to whom, when and how (what's the message, how and when to present it)
- Make dynamic risk assessments on the situation as it progresses
  - Who to inform, contact, ask for help
  - Where to be in order for all to be as safe as possible
  - Who to be with whom

### **Communication**

- Briefings to and for parents, media and other interested parties need to be at regular intervals, subject to emergency services advice where applicable, and consist of the following
  - Information about
    - What has happened
    - Present situation
    - What's in place
    - What's going to happen
    - When you will communicate again

### **Dynamic risk assessments**

Staff need to make decisions based on their own situations and decide what is best to do at that particular time with the information and resources they have at their disposal.

## **EVACUATION PRACTICE PLAN**

Evacuations will be practiced three times a year, with the initial evacuation in Term 1 culminating in the whole school assemblance at Wicklea. Sounders will also be activated during September to help the pupils identify and understand the reasons for it.

Drills will be conducted at different times within the school day and have different scenarios. Staff and sensitive children will be notified before the commencement of a drill, thus indicating to staff that if the alarm sounds unexpectedly it may be for real.

### **Alarm**

- The office staff/caretaker will sound the alarm (fire alarm) and start timing the evacuation. They will contact BCC beforehand to stand down the fire service.
- In the event of a real emergency the alarm is connected to BCC security services who will alert the fire service.

### **Evacuation**

- Please ensure that you are familiar with the fire exits.
- On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner.
- Staff must be the last to leave the room to ensure that everyone is out and ensure all doors are closed behind them, once the doors are closed it will be assumed that the room is empty.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to the playground Assembly Point.
- Specific arrangements (PEEP) must be made for pupils with disabilities and shared with key members of staff to ensure that these children are assisted during evacuation.
- No running is to be permitted to avoid panic.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point, by the quickest exit.
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, or, in the case of a fire evacuation drill the senior person in charge.
- Throughout the year the evacuations will take place at different times of the day.
- The last person to leave through an exit is to close the door.
- Staff passing the toilets and intervention rooms will check they are clear whilst leaving.
- ALL STAFF are responsible for sweeping the building, If you do not have children to evacuate then check the building you are in for any unattended children.

### **Assembly**

- Each class has a designated playground area as an assembly point.
- All visitors on the school premises should muster in the area next to the road.
- Once a year an evacuation to Wicklea will take place.
- In the event of a real emergency, assembly and head count will be in the playground and then assembly and roll call at Wicklea.

- The School Business Manager /caretaker/ SLT member will wait near the school with the premises log to liaise with emergency services.

### **Roll Call**

- The class leader will do a headcount and call the evacuation register to ensure all children and class staff are present.
- The Office staff will check that all visitors and contractors are present.
- The office staff will bring the Premises book/ trolley, Evacuation registers and signing in/out books.
- Each teacher must raise their hand to verify that everyone is present in their class.
- In the event of a missing person/child this information will be given to the fire service along with the possible location of the missing person for them to instigate a search.

### **Outcomes and Issues**

- Any problems and issues are to be reported to the Caretaker and SBM so that issues can be actioned quickly and effectively.
- Timings will be logged by the School Business Manager / Caretaker in the Fire log and a report sent to the Health & Safety Governor and the Finance and Premises Committee in an annual report.

### **LOCKDOWN PLAN - Getting children off the playground and into the building or vice versa**

Lockdowns will be practiced three times a year. Drills will be conducted at different times within the school day and have different scenarios. Staff and sensitive children will be notified before the commencement of a drill, thus indicating to staff that if the alarm is raised unexpectedly it may be for real.

#### **Scenario 1 – Getting people in**

- In the event of a dangerous incident outside the school buildings a member of playground staff will blow a continuous whistle indicating to the staff and pupils that everyone should re-enter the school and go directly to class. There they will sit quietly and listen to the teachers instructions. Staff will account for their own pupils and all staff will personally assess their own situation and stay in contact with other members of staff when possible.
- All pupils/ staff will be asked to enter the building and go to class through the nearest door, staff should close ALL doors once all children are in (including internal doors)
- Blinds, doors are to be closed and the doors barricaded if it though necessary by that member of staff.
- Pupils with disabilities / special needs will need to be assisted by a member of staff using a dynamic risk assessment and knowledge of the child's Personal Emergency Plan.
- No running is to be permitted to avoid panic unless specifically told to do so by an adult.
- If a child is missing it must be reported to the leadership team as soon as safely possible.
- In the event of a real emergency all staff will communicate with the relevant authorities / emergency services. It should not be assumed that someone else has done so.

## **Scenario 2 – Getting people out**

- In the event of a dangerous incident happening inside the school building(s) the staff will dynamically assess the best action to take to protect the children in their care at that moment and themselves. The pupils will be asked to sit quietly and listen to the adults instructions. Staff will account for their own pupils and all staff will personally assess their own situation and stay in contact with other members of staff when possible.
- Possible options would be to flee the area or barricade themselves in.
- Contact should be maintained with other members of staff or the emergency services where possible. Constant updates should be communicated if appropriate.
- In the event of a real emergency the person taking overall charge of the situation will appoint a communications persons / team who will communicate with the relevant authorities / emergency services and staff.

## **Outcomes and Issues**

- Any problems and issues are to be reported to the Caretaker and School Business Manager so that issues can be actioned quickly and effectively.
- In the event of a real incident a follow up review will take place to ascertain if lesson can be learnt.

A report will be sent to the Health & Safety Governor and the Finance and Premises Committee in an annual report.

It is the intention of the school to brief staff, children and parents of the plan three times a year.

## **CLOSURE OF THE SITE PLAN**

### **Scenario 1 – school closure when school is not in session**

In the event of either the possibility of or being unable to open the school in the event of snow the following procedure will apply

- Staff make individual dynamic risk assessments according to their own situation in relation to their ability to get to school safely within the working day
- Using the contact list SLT ascertain whether enough staff can get to school safely
- Caretaker informs head of local conditions including state of building / site and services
- Headteacher with Chair of Governors makes the decision to close the school, partially close eg certain rooms or classes, open later, close earlier
- Headteacher informs key contacts of decision, who in turn inform their contacts, including the local authority, contractors, visitors and parents
- Parents notified of decision as early as possible via text, Facebook, answer machine, local radio

- If the site is unable to open for any length of time, alternative St Anne's Infant's educational provision will be run from Wick Lea Academy via a reciprocal arrangement.

## **Scenario 2 – school closure whilst school in session**

In the event of needing to close the school when in session the following will apply

- SLT will make a dynamic risk assessment of the situation and inform the Head or most senior member of staff on the premises, who will liaise with the relevant authorities / emergency services and Chair of Governors (if possible) or governor representative and make decision based on
  - safety of children, staff and visitors, including adequate supervision and safe environment
  - adequate or the ability to secure adequate mains services, including water, heat and food, for the numbers
- The decision may be to close the school, partially close eg certain rooms or classes, close earlier and open later, or close for certain parts of the day such as lunch time
- Headteacher or most senior member of staff informs key contacts of decision, who in turn inform their contacts, including the local authority, contractors, visitors and parents
- Parents notified of decision as early as possible via text, answer machine, local radio
- If needed alternative pick up arrangements will be made from **Wicklea** Academy, or another local venue if this is not appropriate.
- If the site is unable to open for any length of time, alternative St Anne's Infant's educational provision will be run from **Wicklea** Academy via a reciprocal arrangement.

## **SIGNIFICANT AND POTENTIALLY DEVISTATING INCIDENT PLAN**

It is the intention of the school to brief staff of the plan three times a year.

### **Scenario 1 – incident happening when school not in session**

- Headteacher or most senior member of staff, in liaison with Chair of Governors, or governor representative prepare statement and or school response
- Inform SLT of statement/response who in turn inform their key contacts using contact list
- Headteacher and or Chair of Governors inform Local Authority and media using the prepared statement/response
- School Business Manager working with office staff to inform parents using the information system / text etc and the prepared statement / response
- Deputy headteacher to work with office staff to secure appropriate outside agencies /services to support staff, children and parents in dealing with the incident

### **Scenario 2 – incident happening when school is in session**

- Headteacher or most senior member of staff, in liaison with Chair of Governors, or governor representative prepare statement and or school response
- If practicable and appropriate, headteacher informs as many staff as possible together using statement/response
- If practical and appropriate, headteacher informs children supported by their teachers and support staff
- Headteacher or their representative or Chair of Governors inform Local Authority and media using the prepared statement/response
- School Business Manager working with office staff inform parents using the information system / text etc and the prepared statement / response
- Deputy headteacher to work with office staff to secure appropriate outside agencies /services to support staff, children and parents in dealing with the incident

### **Attendance of an ambulance, fire or police crew**

- If an emergency vehicle needs to attend the site the office staff will be ready to open the gates and direct the vehicle to a safe parking area as close to the incident as needed. The staff should wear yellow vests.
- The playground should be cleared and all pupils taken to safety.
- Confidentiality and privacy should be considered in the case of an injured person.
- A member of SLT will stay with the crew and communicate to other staff where necessary.
- The office staff will be available to communicate with parents, staff and visitors as necessary.

### **Lead staff in the case of a critical incident or emergency.**

Anna Sutherland – Head teacher  
 Maxine Jones – SBM and H&S officer  
 Rae Fillingham – Deputy Head  
 Emma Evans – H&S Governor  
 Adam Rumney – Chair of Governors  
 Rachel Friday-Chair of Governors

### **Associated policies**

Fire Risk Assessment  
 BCC Health , safety and wellbeing policy  
 SAI H&S policy statement  
 H&S management structure