

Critical incident plan - Jan 2016

Incident	Plan of action	Reporting/Review
Fire evacuation	<ol style="list-style-type: none"> <li>1. Adult who first becomes aware of fire should sound alarm using the nearest point</li> <li>2. On hearing alarm                             <ul style="list-style-type: none"> <li>- Pupils stop, walk silently through nearest fire door – (each classroom, hall and community room) to assembly point, playground at front of school, class teacher begins head count of pupils</li> <li>- Staff – escort pupils calmly and quietly to assembly point</li> <li>- Office staff bring Integris print out visitors book and mobile phone to assembly point</li> <li>- Rachel Darby/Another (to be trained) – checks toilets/cloakrooms</li> </ul> </li> <li>3. Registers are called</li> <li>4. No one to return to the building until asked to do so by the Head teacher or designated teacher in charge</li> <li>5. Call Chair of governors as soon as it is safe</li> </ol>	<p>Contact to be made with parents via text mail</p> <p>Contact to be made with any adults who may be arriving</p> <p>Caroline Bradbury to Contact OCC</p> <p>Review positive/negatives at staff meeting</p>
Bomb threat	<ol style="list-style-type: none"> <li>1. Check for suspect package</li> <li>2. Office to phone police</li> <li>3. Open all doors and windows</li> <li>4. Evacuate following fire procedure</li> <li>5. Walk calmly to Home farm trust – (exit school gate, walk down Trenchard avenue – left – follow, HFT on left hand side)</li> <li>6. Call Chair of governors as soon as it is safe</li> </ol>	<p>Contact to be made with parents via text mail</p> <p>Contact to be made with any adults who may be arriving</p> <p>Caroline Bradbury to Contact OCC</p>
Lock down due to threat from nearby spillage, gas, chemicals	<ol style="list-style-type: none"> <li>1. Go inside, inform all staff, pupils and visitors to stay inside</li> <li>2. Close all windows and doors (Staff own), Rachel Toilets, library, Caroline offices and entrance areas, Ruth Community room and hall</li> <li>3. Ring 999 – request urgent assistance (FOLLOW ADVICE)</li> <li>4. Call Chair of governors as soon as it is safe</li> </ol>	<p>Contact to be made with parents via text mail</p> <p>Contact to be made with any adults who may be arriving</p> <p>Caroline Bradbury to Contact OCC</p>
Snow/flood/ other incidents causing school closure	<ol style="list-style-type: none"> <li>1. Monitoring of weather by all staff</li> <li>2. Caroline Burgess to phone Ruth Leach as early as possible</li> <li>3. If school is to be closed text service to be put into action/ telephone tree</li> <li>4. Ruth to phone radio stations using agreed codes.</li> <li>5. Ruth and Caroline to remain in contact – making decisions about next day's action, notify all</li> </ol>	<p>Contact to be made with parents via text mail</p> <p>Contact to be made with any adults who may be arriving</p> <p>Caroline Bradbury to Contact OCC</p>
Intruder in building	<ol style="list-style-type: none"> <li>1. Move people away from danger if possible</li> <li>2. Leave building if practical</li> </ol>	

	<ol style="list-style-type: none"> <li>3. Phone 999</li> <li>4. Follow advice</li> <li>5. Call Chair of governors as soon as it is safe</li> </ol>	Caroline Bradbury to contact OCC
Intruder on site Eg – estranged parent	<ol style="list-style-type: none"> <li>1. Staff, pupils and visitors advised to stay inside</li> <li>2. Office ring 999 = urgent assistance – follow advice</li> <li>3. Close all windows and doors</li> <li>4. Call Chair of governors as soon as it is safe</li> </ol>	Caroline Bradbury to contact OCC
Evacuation of playground	<ol style="list-style-type: none"> <li>1. Staff to continually blow whistle</li> <li>2. Sensible child sent to alert staff</li> <li>3. Staff to head count and bring children inside</li> <li>4. Close all windows and doors</li> <li>5. Notify parents</li> </ol>	Use text mail to inform parents Notify relevant authorities
Other critical incidents	<ol style="list-style-type: none"> <li>1. Go inside, everyone stay inside (unless emergency services advise otherwise)</li> <li>2. Close all windows and doors</li> <li>3. Make sure everyone is comfortable</li> <li>4. Tune into local radio – FOX FM 102.6, BBC OXFORD 96.2</li> <li>5. Follow advice received</li> <li>6. Call Chair of governors as soon as it is safe</li> </ol>	Use text mail to inform parents

Headteacher..... Date.....

Date agreed with governing body ..... signed..... Chair of Governors