

**Critical Incident Plan**

**2023-24**

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| Date Reviewed | Reviewed by | Approved by (Governor Committee) | Next Review |
| September 2020 | Liz Smith |  | September 2022 |
| September 2023 | Hannan Mohammed |  | September 2024 |
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**This plan is protected. Do not give any contact details or sensitive information to the media, pupils, parents/carers or members of the public.**

Carfield Primary School aims to protect the wellbeing of its children and young people and staff by providing a safe and nurturing environment at all times. The SLT through Hannan Mohammed has drawn up a CIP as one element of the school’s policies and plans. Our aim is to establish a CMT to steer the development and implementation of the plan. Definition of a ‘Critical Incident’

The staff and management of Carfield Primary School recognise a critical incident to be “an incident or sequence of events affecting pupils, staff or property requiring immediate responsive action beyond that which could be reasonably expected from the school’s management team during the day to day running of the school.”

Critical incidents may involve one or more children and young people, staff members, or members of the local community.

Types of incidents might include:

* The sudden death of a member of the school community
* An accident involving pupils or staff on or off the school premises
* A physical attack on staff or children and young people or intrusion into the school
* Serious damage to the school building through fire, vandalism, floods etc.
* A potential threat to the school through malicious or authentic intent (e.g. bomb scare)
* The disappearance of a member of the school community
* An accident or tragedy in the wider community
* An incident in the neighbourhood (e.g. fire, threat of explosion, severe road traffic accident)

**Aim**

The aim of the CIP is to help school management and staff to react quickly and effectively in the event of an incident, to enable us to maintain a sense of control and to ensure that appropriate support is offered to children and young people and staff. Having a good plan will ensure that the effects on the children and young people and staff will be limited. It will enable us to effect a return to normality as soon as possible.

**Creation of a coping supportive and caring ethos in the school**

We have put systems in place to help to build resilience in both staff and children and young people, thus preparing them to cope with a range of life events. These include measures to address both the physical and psychological safety of the school community.

* Physical safety
* Specific examples of what the school is doing include;
* Evacuation plan formulated for each room
* Regular fire drills occur – One per term at different times of the day and week.
* Lockdown procedure – one per year (Refer to appendix 1)
* Fire exits and extinguishers are regularly checked
* Member of staff on duty at school gate at arrival and leaving times
* Member of staff on duty at the school door at arrival time
* School gate locked during school hours
* School doors locked during class time
* Rules of the playground are documented and discussed with pupils
* Lunchtime supervisors in school yards at lunch play time,

**Health & Safety policy Psychological safety**

The management and staff of Carfield Primary School aim to use available programmes and resources to address the personal and social development of children and young people, to enhance a sense of safety and security in the school and to provide opportunities for reflection and discussion.

Some suggestions follow:

* Social, Personal and Health Education is integrated into the work of the school. It is addressed in the curriculum by addressing issues such as grief and loss; communication skills; stress and anger management; resilience; conflict management; problem solving; help-seeking; bullying; decision making and prevention of alcohol and drug misuse. Promotion of mental health is an integral part of this provision.
* Staff have access to training for their role in Social, Personal and health education
* Staff are familiar with Child Protection Guidelines and Procedures and details of how to proceed with suspicions or disclosures
* Books and resources on difficulties affecting the primary/post primary school student are available
* Information is provided on mental health in general and such specific areas as signs and symptoms of depression and anxiety
* Staff are informed in the area of suicide awareness and some are trained in interventions for suicidal children and young people
* The school has developed links with a range of external agencies – (list of agencies in Critical Incidents Plan)
* Inputs to children and young people by external providers are carefully considered in the light of criteria about student safety, the appropriateness of the content, and the expertise of the providers.
* The school has a clear policy on anti-bullying and deals with alleged bullying instances in accordance with this policy
* There is a pastoral care system in place in the school

Children and young people who are identified as being at risk are referred to the designated staff member (e.g. guidance counsellor or support teacher), concerns are explored and the appropriate level of assistance and support is provided.

Parents are informed, and where appropriate, a referral is made to an appropriate agency

Staff are informed about how to access support for themselves.

Critical Incident Management Team (CMT) A CMT has been established in line with best practice. The members of the team were selected on a voluntary basis and will retain their roles for at least one school year. The members of the team will meet annually to review and update the policy and plan. Preparation of CIP Roles Schools need to make arrangements for assigning roles, taking account of such practical issues as school size and the number of staff available. Many schools will do some doubling up of roles. Schools might wish to consider including one or more Governors on the team as well as members of the school’s care team if there is one in place.

Key roles which need to be covered are as follows:

* Team Leader
* Police/emergency services liaison
* Staff liaison.
* Student liaison
* Parent liaison
* Community liaison
* Media liaison
* Administrator
* Building security management

**Plan Administration**

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| --- | --- |
| **Version** | **2** |
| **Date created** | **20.06.13** |
| **Responsibility for the Plan** | **Head teacher** |
| **Approved by** | **Governing Body** |
| **Date of review** | **Jan 15 (E Smith)**  **Mar 16 (E Smith)**  **Mar 17 (E Smith)**  **June 18 (E Smith/L Culloden)**  **May 2019 (E Smith)**  **May 20 (E Smith)**  **Sept 20 (E Smith)**  **Sept 23 (H Mohammed)** |

**RECORD OF AMENDMENTS**

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| **When Was the Plan last Updated?** | | |
| **Date** | **Name** | **Detail (changes made)** |
| 21.1.13 | J. Petty (Head teacher) | First Version |
| 21/05/13 | Liz Smith (Business Manager) | Names & numbers added. Further detailed processes |
| 20/06/13 | Liz Smith (Business Manager | Further details following staff discussions |
| 14/11/13 | Liz Smith (Business Manager) | Names and additional risks added |
| 15/01/14 | Liz Smith (Business Manager) | Finalised |
| 06/01/15 | Liz Smith (Business manager) | Updated to include new HT |
| 22/03/16 | Liz Smith (Business manager) | Reviewed and updated: Temporary Evac site added. |
| 21/03/17 | Liz Smith (SBM) | Reviewed – evac site now back to the Church, new link Governor added |
| 25/06/18 | Liz Smith and Lorna Culloden (HT) | Reviewed and amended – contacts, meters, etc |
| 23/04/19 | Liz Smith (Business Manager) | Reviewed and amended with new church floor plans following refurb. New staff added (old removed). Added RP due to HT long term absence. |
| 01/05/20 | Liz Smith (SBM) | HOS added, LS removed |
| 01/09/20 | Liz Smith (SBM) | Deputy Head removed |
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**DISTRIBUTION LIST**

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**Copies of this plan should be distributed to:**

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|  | **School Senior Management team** | **Name** |
| 1. 1 | Executive Head | Becky Webb |
|  | Headteacher | Hannan Mohammed |
|  | Assistant Head | Sophie Coley |
|  | Assistant Head | Barry Wood |
|  | Assistant Head | Bethan Arthur |
|  | Business Manager | Jacqui Steel |
|  | **School Premises Management** |  |
|  | Resident caretaker | Karen Newbould |
|  | Assistant caretaker | TBC |
|  |  |  |
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|  | **Critical Incident Management Team** |  |
|  | Executive Head | Becky Webb |
|  | Headteacher | Hannan Mohammed |
|  | Assistant Head | Sophie Coley |
|  | Assistant Head | Barry Wood |
|  | Assistant Head | Bethan Arthur |
|  | Business Manager | Jacqui Steel |
|  | Data Manager | Fiona Wilson |
|  | Buildings Supervisor | Karen Newbould |
|  | Chair of Governors | Derek Grover |
|  | **School Governors** |  |
| 15 | Nominated Governor | Joe Noble (H&S) |
|  | **Other Key Contacts** |  |
| 16 | Extended Service Providers | MPASC |
|  | **Contingency Planning Service** | **Leah Barrett** |

**CONTACT DETAILS – SCHOOL INFORMATION**

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| --- | --- |
| **School Details** | |
| Name of School | Carfield Primary School |
| Headteacher | Hannan Mohammed |
| Assistant Head | Sophie Coley |
| Assistant Head | Barry Wood |
| Assistant Head | Bethan Arthur |
| Chair of Governors | Derek Grover |
| Type of School | Community Primary |
| Address | Argyle Close,  Sheffield.  S8 9HJ |
| School website | https://www.carfieldprimary.co.uk/ |
| School operating hours (including extended services) | 8.40am- 3.10 and 3.15pm (Infants)  8.40am- 3.20pm (Juniors and nursery) |
| Approximate number of staff | 74 |
| Approximate number on roll | 585 (Sept 23) |
| Age range of pupils | 3- 11 years |

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| **School Office Contact Details** | |
| Office telephone number | 0114 2557534 |
| Office fax number | 0114 2580335 |
| Office e-mail address | enquiries@carfield.sheffield.sch.co.uk |

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| **Useful Government Agencies / Offices** | | |
| Local Authority | [www.sheffield.gov.uk](http://www.sheffield.gov.uk) | Assets: 2735621 |
| Department for Education | [www.education.gov.uk](http://www.education.gov.uk) | 0370 0002288 |
| Foreign and Commonwealth Office | [www.fco.gov.uk](http://www.fco.gov.uk) | 020 7008 1500 (24hr) |
| Environment Agency | [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk) | 08459881188 (24hr flood line) |
| Met Office | [www.metoffice.gov.uk](http://www.metoffice.gov.uk) | 0870 900 0100 |
| Health and Safety Executive | [www.hse.gov.uk](http://www.hse.gov.uk) | 0845 345 0055 (Info line)  0845 300 9923 (Incident Contact Centre)  0151 922 9235 (24hr) |
| Teacher Support Network | [www.teachersupport.info](http://www.teachersupport.info) | 0800562561 (24hr England) |
| NHS | [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk) | 0845 4647 / 111 |

**CONTACT DETAILS – CRITICAL INCIDENT MANAGEMENT TEAM**

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| --- | --- | --- | --- |
| **Name** | **Role** | **Contact Number** | **Alternative Contact Number** |
| Becky Webb | Executive Head | 07712306057 |  |
| Hannan Mohammed | Headteacher  Fire Marshall | 07904283598 |  |
| Ruth Kingdon | Assistant Head | 07875292026 |  |
| Sophie Coley | Assistant Head | 07801941571 |  |
| Barry Wood | Assistant Head | 07528102634 |  |
| Bethan Arthur | Assistant Head  SENCO  DSL | 07817265075 |  |
| Jacqui Steel | Business Manager  Fire Marshall | 07884228766 |  |
| Karen Newbould | Buildings Supervisor  Fire Marshall  First Aider | 07500015036 |  |
| Derek Grover | Chair of Governors | 0114 2630691 |  |
| Fiona Wilson | Data Manager  Text messaging  Fire Marshall | 07977 584420 |  |
| Amy Camps  Amanda Dodd | Lead first aider – care plans  Fire Marshall  Text messaging |  |  |
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**CONTACT DETAILS – OTHER USEFUL EMERGENCY NUMBERS**

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This is an example and can be added to or amended by schools as appropriate. It is also designed to cover key numbers that can be printed off and kept in staff only areas.

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| **Agency** | **Type of support** | **Office Hours** | **Out of Hours** |
| **Emergency Services (Police, Fire & Rescue and Ambulance)** | Emergency assistance | **999** | **999** |
| **CYPF Contingency Planning Service** | Advice on managing the critical incident, link to CYPF services | **In order:**  **1. 2053938**  **2. 2734767** | **In priority order:**  1. 07976 578646  2. 07711 799131 |
| **CYPF Educational Psychology Service** | Counselling and psychological support | **2506800** | **NA** |
| **Out of hours Social Care Team** | Looked after children | **NA** | **2734855** |
| **SCC Assets Team** | Premises management support | **2735621** |  |
| **SCC Media team** | Dealing with press, radio, TV | **2053546** | **07711 153995** |
| **SCC Transport** | SEN/social care transport - mainstream buses | **2037570** | **NA** |
| **SCC School Food Service** | Meals and emergency provisions | **2734767** | **NA** |
| **Premises Management** | Jamie Clarke (FRT) | **07712306064** |  |
| **Public Health Sheffield** | Advice on communicable diseases | **0113 386 0300**  **3211177** |  |
| **IT Support**  **Blue Box IT** | Advice and support on software, hardware and e communications | **2557534** | [**support@blueboxg.co.uk**](mailto:support@blueboxg.co.uk) |
| **Schools Human Resources** | Human resources | **03332220091/93** | **NA** |
| **Yorkshire Water**  **a/c 800307852** | Loss of water/contamination  14-0119995-160  14-0136703-146 | **Yorkshire Water 08457372062** |  |
| **Transco**  **British Gas a/c 601245160** | Gas emergency  Meter: EO25K0332616DE  Meter: M100K0256010D6 | **British Gas 08450728807** |  |
| **YEDL**  **NPOWER a/c 27140201**  **And a/c 27140768** | Electrical failure  Meter: NG08K01640  Meter: NG09K91036 | **Npower 08450709494** |  |
| **BBC Radio Sheffield** | Local Radio Station | **0114 2731177 main switchboard** |  |
| **Radio Hallam** | Local radio station | **0114 2091000** |  |
| **Support** | Critical Incident Professional | **Maria Collins-Donnelly 0114 2584793** |  |
| **MPASC** | After School Club  Simon Frances | 07807235308 |  |

**ACTIVATION RECORD**

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| Name of the person contacting you |  | | | |
| Call received | Date: | | Time: | |
| Contact Numbers | Landline: | | Mobile: | |
| Location of the Incident |  | | | |
| Type and brief details of Incident |  | | | |
| People affected (including names, injuries, where they are and where they are being taken to) |  | | | |
| What arrangements are in place (if any) for people not directly involved in the incident |  | | | |
| What advice have emergency services provided |  | | | |
| Who has been informed |  | Headteacher |  | Police |
|  | Deputy Headteacher |  | Fire and Rescue |
|  | Governors |  | Ambulance Service |
|  | Staff |  | Health and Safety Executive |
|  | Pupils |  | Foreign and Commonwealth Office |
|  | Parents / Carers |  | Media |
|  | Extended Services |  | Insurance Company |
|  | Local Authority |  | Trade Unions |
| Does anyone else need to be informed |  | | | |
| What other actions need to be taken |  | | | |

**COMMUNICATION PLAN AND EVACUATION PROCESS**

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**CRITICAL INCIDENT**

**Headteacher**

Decide initial action required

**ACTIVATION OF SCHOOL CRITICAL INCIDENT OR BUSINESS CONTINUITY PLAN**

**Set off alarm**

CIMT gather to implement plan at either:

Lockdown/Shelter – SLT room

Evacuation – Fire Assembly Point 4

Emergency Services Contacted

999

Church of The Nazarene informed (full evacuation only)

Local Authority Services Informed

01142734567

**Lockdown – staff/children in classrooms until ‘all clear’ signal**

**Full Evacuation below:**

All staff to inform children of evacuation procedure

Fire Marshalls – register and inform designated classes as per fire procedure

Hannan to contact emergency services

and tick off classes as they leave

Amy Camps to collect medication and care plans/ first aid kit – leave with Y6

Proceed to The Church of The Nazarene –

Sophie Coley and Y6 to lead

Amy Camps/Sophie with Y5/6

Fiona Wilson Y3/4 classes,

Barry Wood with Y1/2

Sarah With EYFS – back of line

H Mohammed with FS1/2 (back of line)

Support staff to stay with their year groups

**EVACUATION AND LOCKDOWN PROCEDURES**

All other staff to decant where needed – additional supervision/support

Hannan to send a text to parents when arrived at church (nursery – Y6)

Jacqui to contact LA/other services. Grab bag to take to church

Visitors leave the site

H Mohammed/Karen to end the evacuation line – secure the site if possible

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| **Emergency** | **Signal** | **Signal for all-clear** |
| Evacuation | As per fire drill – continuous alarm | Verbal – Fire Marshalls  H. Mohammed to give all clear |
| Lockdown | Intermittent alarm for 1 minutes (manually operated) to be activated in both buildings (main office & staffroom). CIMT  SLT to radio to Y3/4 building to check on staff | Continuous alarm for 1 minutes  Code word – Can I speak to Bill please  H.Mohammed to advise |
| Shelter | Verbal communication to each class | FS1/FS2 – Sarah  Y1/Y2 –Barry  Y3/4 – Jacqui  Y5/6 – Sophie  HM – police/media |

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| **Location of Fire Evacuation Assembly Point(s)** | |
| **1** | **Bottom Yard – central (mix of FS2, Y5/6)** |
| **2** | **Middle Yard – modular side (mix of Y1 and Y6 and 2 x Y2)** |
| **3** | **Top Yard – trim trail side (Y3, and Y4)** |
| **4** | **Middle yard – main entrance (visitors, fire marshall meeting point)** |
| **6** | **Nursery playground (FS2) and Nursery** |
| **7** | **Bottom Yard – lunchtime only** |

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| **Location of Place of Safety (Remote Evacuation Site) & Contact Details** | |
| **1** | The Sheffield Church of the Nazarene  Jo Bambrough- Administrator: 0114 2500995  The Church: 0114 2500995 |

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| **Location for Meetings/Media/Parents** | |
| **1** | Church room – Large meeting room (lower ground) |
| **2** | In school Block A – lower hall |
| **3** | In school Block B – upper hall |

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| **Location for On Site Debriefing / isolation / Contemplation Rooms** | |
| **1** | Church room – Prayer room/office/store/lobby |
| **2** | In school Block A – SLT office |
| **3** | In school Block B – Staff room |

**Lockdown Procedure**

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lockdown procedures may be activated in response to any number of situations, but more typical examples might be:

* A reported incident or civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school) • An intruder on the school grounds (with the potential to pose a risk to staff and pupils)
* A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
* A major fire in the vicinity of the school
* The close proximity of a dangerous dog roaming loose

The school's lockdown plan is as follows:

The Headteacher or SLT in her absence will contact the Site Manager and initiate ‘Lockdown’.

If it is necessary to evacuate the building, the fire alarm should sound. Considerations if the Fire Alarm Sounds Whilst in Lock-down Specific arrangements should be made for pupils/staff with different needs (i.e. hearing/visual impairment or mobility needs). In the event of Carfield primary School being in official lockdown and the fire alarm sounding, a member of the admin team should contact the emergency services as in a normal fire alarm activation. Caution should be taken, as if an intruder has gained entry into the building, triggering the fire alarm may be a means to entice pupils and staff from secure holding rooms. The First Responder uses the first available means of remote communication, e.g. phone / radio or mobile phone to contact the admin team with clear short information, who, where, what. Code for lockdown: Can I speak to Bill Please?

The admin team inform the Site Manager and Headteacher so the intermittent fire alarm can be activated. The Site Manager should then identify a member of the admin team to stand by the alarm whilst he goes to the identified area to investigate. The Site Manager will need to approach with caution. If a fire is discovered this information should be communicated back to the identified member of the admin team at the fire alarm panel, who should resound the alarm, update the emergency services and evacuate the Academy/site.

**Signal for lockdown**

* Intermittent fire alarm – Site Manager or Headteacher

**Signal for all clear**

* Verbally from the Police, Headteacher, Deputy Headteacher, SENCO, Safeguarding Deputy or the Chair of Governors.

All classes to remain in their own classrooms. Entrance points (e.g. doors, windows) which should be secured:

* External doors
* Fire Doors
* Internal doors
* All windows

**Communication arrangements**

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the office as this could delay more important communication.

Examples of discreet communication channels might be:

* Where staff have access to an internal e-mail or messaging system, they could access their account and await further instruction.
* In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet.
* Internal text / email could then be used to communicate instructions in an emergency
* Radios (channel 16) reducing volume Lockdown Procedure (Staff will be alerted to the activation of the lockdown practise in advance)

**When the intermittent alarm sounds, staff must take the following action:**

* The school office will establish communication with the Emergency Services
* Pupils who are outside of the school building are brought inside as quickly as possible and returned to their classroom
* Those inside the school should remain in their classrooms.
* Corridors should be checked by the nearest adult and any child who is out of class must immediately go to the nearest classroom.
* Staff will make sure all pupils are accounted for by taking a register
* All external doors and windows should closed/locked (depending on the circumstances, internal classroom doors must also be closed).
* All light and electronics whiteboards turned off 9
* Blinds should be drawn and pupils sit quietly
* Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via radio. Mobile phones must be on silent.
* Staff should encourage the pupils to keep calm

If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place. Parents/Families Parents will be notified as soon as it is safe and practical to do so; via the established communication systems (only when appropriate and via guidance from Emergency Services) Pupils WILL NOT be released to parents during a lockdown.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown practise should be undertaken at least once a year. The Site Manager will log. All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going risk assessment based on advice from the Emergency Services.

This can then be communicated to staff and pupils. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

**Lockdown – All clear**

Once the incident has been assessed as safe, all classrooms will be visited by the Headteacher or in the absence of the Headteacher, a member of the SLT and told the situation is under control and the class can resume activities as normal.

**Communication between parents and the school**

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

**Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds.

The school may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents. It would be good practice to:

* Rehearse lockdown arrangements with all staff and students
* Display lockdown drill information in every classroom alongside information relating to fire drills/evacuation

Staff will ALWAYS have advance notice of a Lockdown practise.

**CRITICAL INCIDENT EVACUATION BAG**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Termly check – Jacqui Steel

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| Item | Notes/Instructions | Date Checked | Checked by |
| Critical Incident Plan including appendices | In addition, a plan is stored in the church. |  |  |
| Incident log book/sheets | As above |  |  |
| Staff, parent and key contact lists | Online text messaging –web access. Staff phone, church computer  Fire evacuation registers – will be brought by CIMT |  |  |
| Details of pupils/staff with health issues | Amy Camps will bring care plans/medical information |  |  |
| First Aid Kit | Amy Camps will bring individual medication  Church has own first aid supplies |  |  |
| Biscuits/chocolate | Limited, parents would collect the same day. Water available at the church. |  |  |
| ID Badges for CIMT members | All staff already have |  |  |
| High Visibility Vests | Issued on arrival to CIMT –fire vests |  |  |
| Whistle | None |  |  |
| Disposable camera | None |  |  |
| Stationery | In bag |  |  |
| Mobile phone | CIMT to use own |  |  |
| Computer Access | Based on site (church office) - Record keeping/admin needs |  |  |

BLUE BOX IT – remote access back up facility. Retrieve data and download to a compatible machine (nearest school- Mundella) to access all staff/student and financial data (SIMS).

**SITE INFORMATION**

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| **Utility Supplies** | **Location** | **Notes/Instructions** |
| Gas | British gas Business | Meter:  Block A/modular - M100K0256010D6  Block B – M025K0122814D6 |
| Water | Yorkshire water | Meter:  Block A/modular: 14-0119995-160  Block B: 14-0136703-146 |
| Electricity | Npower | Meter:  Block A/modular - NG08K01640  Block B - NG09K91036 |
| Heating | Kier Heating section  Energy Unit - assets | Block A - gas mains  Modular – gas mains  Block B – gas mains |
| Alarm | Wilkins Alarm  Chubb Security  Protec Fire & Detection | Intruder  CCTV  Fire |

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| --- | --- | --- |
| **Internal Hazards** | **Location** | **Notes/Instructions** |
| Asbestos | e.g. Asbestos File (office) | Full details also available remotely on technology forge |
| Chemical Store(s) | Cleaners cupboards | Cosch register – on server |
| Petrol store | Bottom Yard – locked shed |  |

See Appendix 2 – School floor plans

**ACTION CHECKLIST – SHORT TERM ACTIONS**

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**Day One**

|  |  |  |
| --- | --- | --- |
| **Action** | **Person responsible** | **Done**  **** |
| Gather accurate information | **Hannan Mohammed** |  |
| Who, what, where, when? (alert log completed) | **Admin team** |  |
| Call CMT meeting – specify time and place | **Hannan Mohammed** |  |
| Contact external agencies (contact list) | **Admin Team** |  |
| Arrange supervision for children and young people | **Bethan Arthur: DSL** |  |
| Hold staff meeting | **Hannan Mohammed** |  |
| Agree schedule for the day | **CMT team** |  |
| Inform all children and young people | **Hannan Mohammed** |  |
| Draw up a list of vulnerable children and young people | **Bethan Arthur: DSL** |  |
| Contact families affected | **Admin** |  |
| Contact media team and agree a statement | **Hannan Mohammed with CMT** |  |
| Contact Contingency Planning Service\* (see below) Property & FM, Health & Safety, Insurance & Risk as appropriate | **Jacqui Steel** |  |
| Inform all parents | **Hannan Mohammed** |  |
| Hold end of day staff briefing | **Hannan Mohammed** |  |

**ACTION CHECKLIST – MEDIUM AND LONG TERM ACTIONS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Days 2-3**

|  |  |  |
| --- | --- | --- |
| **Action** | **Person responsible** | **Done**  **** |
| Call CIMT meeting to review day 1 | **Hannan Mohammed** |  |
| Meet external agencies as necessary | **Hannan Mohammed** |  |
| Meet whole staff | **Hannan Mohammed** |  |
| Arrange support/counselling | **Bethan Arthur** |  |
| Visit anyone affected personally by the incident (at home/hospital) | **Bethan Arthur** |  |
| Liaise with families on any sensitive issues (e.g. bereavement/injury) | **Bethan Arthur** |  |
| Agree on attendance of any off site arrangements (e.g. funeral media) | **Hannan/SLT** |  |
| Consider partial or full school closure | **Hannan Mohammed** |  |

**Day 4 and beyond**

|  |  |  |
| --- | --- | --- |
| **Action** | **Person responsible** | **Done**  **** |
| Monitor children and young people and staff for signs of distress | All staff to liaise with Hannan and SLT |  |
| Liaise with agencies if referrals are required | DSL |  |
| Plan for return of children and young people most significantly affected | Hannan Mohammed |  |
| Decision on how to mark the occasion | Hannan Mohammed |  |
| Review response to incident and amend the CIP | Hannan Mohammed |  |

**Appendix 1 – Reporting the Critical incident to the contingency Planning Service**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The CYPF Contingency Planning Service can help you in an emergency and should be notified of **all** Critical Incidents. Officers should be contacted in the following priority order

1. **Joanne Pepper 0114 2053167, 07896990100 joanne.pepper@sheffield.gov.uk**
2. **Martin Green 0114 2735827, 07710012984 martin.green@sheffield.gov.uk**
3. **Leah Barratt 0114 2735175, 07711799131 leah.barratt@sheffield.gov.uk**

**(FAX - 0114 2736279)**

The following information may be required dependant on the nature of the incident.

* NAME OF SCHOOL .........................................................................….
* SITE OF INCIDENT .........................................................................…..
* CONTACT NAME ......................................................................….……
* CONTACT NUMBER ...........................................
* MOBILE NUMBER ...........................................
* TIME OF INCIDENT ................................................................…..
* NATURE OF INCIDENT ..........…………………………………………..

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* NUMBERS INVOLVED - ages .............................................
* ARE ANY PEOPLE INJURED ………………………………..
* EXTENT OF INJURIES - low; serious .............................................
* DAMAGE TO PREMISES. …………………………………
* WHAT ACTION HAS BEEN TAKEN SO FAR?

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1. HAVE EMERGENCY SERVICES BEEN INFORMED?  
     
    Y N   
     
     
    - are they on site Y N
2. WHAT HELP DO YOU NEED?

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1. ARE THERE ANY ACCESS DIFFICULTIES?

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**Date and Time received:** Date: ....................................... Time: ..................

Officer receiving information: ..............................................................……..

**Appendix 2 – Critical Incident Log Sheet**

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It is important to keep a log of actions and decisions in the event of an incident. Completed log sheets will:

* Assist in maintaining a true picture of the unfolding events
* Assist in providing information for any inquiry which may follow an emergency response
* Help with improving the response to Critical Incidents in the future

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** |  | **Name & Role** |  |
| **School/setting** |  | **Incident ref.** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **TIME** | **MESSAGE FROM (How received, Name, Position, Organisation)** | **MESSAGE/REQUEST DETAILS** | **RESPONSE**  **(Decisions, reasons, actions)** |
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|  |  |  |  |
| **TIME** | **MESSAGE FROM (How received, Name, Position, Organisation)** | **MESSAGE/REQUEST DETAILS** | **RESPONSE**  **(Decisions, reasons, actions)** |
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