



Ombersley Endowed First

School

Critical Incident Plan

1. Aims

- To secure the scene
- To provide support to all on site 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.

2. Types of Incident Covered by the Plan

- Extensive damage to premises
- Death, serious injury or potential health issues affecting staff or children at school
- An accident away from school
- An incident at the school or in the community that affects the school

3. Receiving the Alert

The alert may come from:

- a staff member
- a pupil
- the police
- parents
- the media
- or other sources

4. *Whoever receives the alert should ensure primarily that the scene is secured and then be prepared to ask for as much information as possible (see Appendix 1 Incident Information Form):*

- 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?

5. The Headteacher will decide on the **level of response** needed:
- can the school cope alone?
 - if not, the County Emergency Planning Officer will be alerted

Tel: 01905 766171 (office hours only)
Manned 24/7 and to be the first number to call: 07624 909756

Email: emergencyplanningstaff@worcestershire.gov.uk (office hours only)

- inform staff on site.

6. **A call-out list** for out of hour's incident must be given to all staff

- Repeat back to the person giving the information and details to ensure that they have been accurately recorded.
- The call out details will be checked regularly for accuracy.

7. **Locations identified for:**

- the management team – Head's office
- informing children - classroom
- receive and inform parents - hall
- the media, if they are to be allowed on site
- a quiet area for children/adults – Tree house or Reception
- possible relocation site. – Church or Crown & Sandys.

8. **Administrative arrangements**

- remind all staff to keep a log of all contacts, decisions and actions (see Appendix 2 Critical Incident Log Sheet).
- keep at least one phone free for outgoing calls (eg fax line)

9. **Inform** (and keep informed):

- staff
- parents
- the police
- the media (via the County Press Team)
- the County Emergency Planning Officer

10. **School Support Team**

Lead Professional
Management Support Team

Headteacher
Chair of Governors
Senior Member of Teaching Staff Team
School Bursar

If the County emergency team is asked to help, officers from service areas identified will be sent to the school to form an Education Support Team. A plan to receive them, provide a briefing and allocate tasks to them will be made.

11. Longer Term Plans

A serious incident may have repercussions over many months. Arrangements for days two and three, when children may know more about what happened, and when staff may be exhausted and may need additional support will be planned with county support.

12. Operational Debriefing

- All staff involved will be debriefed at the end of each working day/shift. Ensuring that information is recorded and shared.
- At the end of the incident Occupational Health Staff may provide a personal debriefing for staff.

Ensure:

- the existence, whereabouts and contents of the School Site Plan and CYPD Response Plan (Appendix 3) are known to staff;
- an identified member of the school staff keeps the plan up to date;
- staff know their roles;
- location of school's own accurate and updated contact list is located near to the phone in case it becomes necessary to activate the plan (school senior management team; governors; local church leaders etc). Office Telephone book

If it becomes necessary to activate the plan:

- How members of staff can be alerted in the first instance;
 - **Teacher2parent text service**
- ID for Headteacher/Senior Management Team - visitors to site may not be familiar with all senior staff or the layout of the building.

Date: February 2017

Review Date: Spring 2020

Signed: *C Moore*

Ombersley Endowed First School Incident Information Form

Date:	Time:
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 3

Immediate Response Checklist	Check
1 Call Emergency Services if appropriate	
2 Gather accurate information about the incident and open a log that will contain all information received, action taken and the times of those events <ul style="list-style-type: none">• Location of injured and uninjured• What has happened?• Where and when?• Extent of injuries, numbers and names	
3 Alert the County's Emergency Planning Team who will implement their disaster plan County Hall, Worcester Tel: 01905 763763 County Emergency Planning Officer mobile: 07624 909756 (manned 24/7) Office hours: 01905 766171	

TERM TIME RESPONSE	OUTSIDE TERM TIME / OUTSIDE SCHOOL HOURS RESPONSE
<ul style="list-style-type: none"> • Follow the Emergency Planning Team's advice about whether the school should be closed • Postpone media comment until you have taken advice from the County Press Office or the Emergency Planning Team. • Until instructed DO NOT reveal or deny the identities of any who may have been involved in the incident to anyone. • Recognise the relevance of multi-cultural and multi-faith factors in the response. 	<ul style="list-style-type: none"> • Arrange for Caretaker to open certain parts of the school as appropriate and to be available and responsive to requests. • Contact School Administration staff who may be required to report to the school. • Consider mode of dress when going into school in case you are unavoidably drawn into a TV interview. • Postpone media comment until you have taken advice from the County Press Office or the Emergency Planning Team. • Until instructed DO NOT reveal or deny the identities of any who may have been involved in the incident to anyone. • Recognise the relevance of multi-cultural and multi-faith factors in the response.

4 Inform Staff

- Communicate the facts
- Communicate procedures for keeping staff up to date with incoming information, and who will be coordinating this
- Agree how and when pupils will be informed
- Agree a special place or sanctuary for very distressed pupils

Be sensitive to the feelings of staff, particularly those who are closest to the pupils and adults involved in the incident, and also to those who have had recent personal traumas. Some staff may be emotionally unable to support children.

5 Inform the Chair of Governors

6 List names of children and adults involved or possibly involved in the incident