



St Mary's CE Primary School

'Nurturing Success in Every Child'



Critical Incident Response Plan 2015

Approved by governors on.....

Signed on behalf of the Governing Body.....

This Plan should be read in conjunction with School Closure Guidelines and Bad Weather Guidelines issued by the East Riding of Yorkshire Councils for schools.

A critical incident can take many forms but should be considered to an event which poses serious and immediate risk to the health and safety of members of the school community. Clearly it is not possible to foresee every possibility but the following response plan, which assumes the need to close the school, should be adapted according to need.

In the event of any critical incident the first priority is the safety of children, staff and other people at the school. A brief risk assessment should be undertaken to assess the nature and potential scale of the critical incident by the headteacher or senior member of staff. None of the actions below should be taken if they will compromise that safety in any way.

Headteacher (or senior member of staff on site)

- Follows this plan and LA School Closure Guidelines
- Informs local radio stations of request for parents to collect children immediately
- Alerts staff to the initiation of the Critical Incident Response Plan
- Identifies and informs support staff who will have specific roles
- Contacts Council
- Makes decisions about whether it is necessary to evacuate elsewhere
- Contacts Molescroft Primary School and Longcroft School to evacuate to should it be necessary
- Completes school evacuation sign

Caretaker

- Checks building if appropriate and safe to do so, and reports back to headteacher
- Circulates around building, offering assistance as required
- As areas are evacuated, locks appropriate doors

Administrative staff

- Oversee the children leaving the school
- Listen to local radio information on internet for latest weather information, informing headteacher of any important information
- Assign support staff to gather children from classes as parents and carers arrive
- When classes are down to small number left, make phone calls to emergency contact numbers
- Gather critical admin items to be taken off site by administrative officer

Including

Paper copies of emergency contact information

Registers

Data backups

- Laminate the A3 school closure sign, kept on file in Office Shared Area
- Ensure school's mobile phone charged and passed on to headteacher

Kitchen staff

- Turn off gas and electrical items and supplies if appropriate
- Go to administrative area and assist with evacuation of children

Teaching Staff

Teaching staff with class responsibilities oversee classes whilst waiting for children to be collected

- Get children to collect all of their things from the cloakrooms and be ready to leave
- Maintain calm with the children through keeping them active and dealing sensitively with any concerns
- Ensure personal items are taken home
- When there are 5 or less children still in the classroom or when asked to, take those children to the school hall, with books or work that they can do in there, pass on the register to administrative staff – children will then be collected from the hall or evacuated to another school by staff

Support Staff

Classroom based support staff will be assigned to particular roles, depending on who is in school at the time. The roles will be as follows

- 1 member of support staff assigned to assist caretaker
- Other members of support staff to go to administrative area and assist with evacuation of children

Individual pupil support staff to oversee assigned child if felt necessary, if not, to act as classroom based support staff above.

Immediately prior to final evacuation

Staff

Depending on nature of critical incident, staff will also be expected to evacuate, leaving enough staff to oversee the final children and the final evacuation routines. Priority for staff evacuation will be based on factors including home location, information from local radio, childcare arrangements and transport availability.

Children

In the event that the school requires complete evacuation before all children are collected, remaining staff will transport children to the nearest 'safe' school.

Headteacher and Caretaker

- Final check of the school
- Lock up school site
- School Closure sign put up on school gate, giving details of where the school has evacuated to and the school's mobile phone number for emergency contact.

Headteacher to notify LA and Chair of Governors of evacuation.

As St Mary's has been subject to flood damage in the past a specific Flood Alert Response Plan has been developed as follows:



School Flood Alert Plan



Actions to be taken to avoid losses and actions to be taken in the event of actual or anticipated flooding of the school building.

Damage limitation measures to be acted on at all times

- In classroom stores use plastic crates to store things at the lowest levels

- On bookcases in classrooms, limit the books on the lowest shelves, put in boxes if possible
- In classroom cupboards on lowest shelves use boxes/trays for storage
- Do not file irreplaceable information in the bottom drawer of filing cabinets

All children will be evacuated first

Headteacher (or senior member of staff on site)

- Follows this plan and LA School Closure Guidelines
- Informs local radio stations of request for parents to collect children immediately
- Alerts staff to the initiation of the Critical Incident Response Plan
- Identifies and informs support staff who will have specific roles
- Contacts Council
- Makes decisions about whether it is necessary to evacuate elsewhere
- Contacts Molescroft Primary School and Longcroft School to evacuate to should it be necessary
- Completes school evacuation sign

Caretaker

- Checks building, moving items on to higher levels where possible (if flooding imminent)
- Checks all electrical items are switched off and all trailing wires are moved to higher levels
- Sets up dining tables in the hall so that most of them are on top of two others
- Circulates around building, offering assistance as required
- At appropriate points turns off school gas and electricity supplies
- As areas are evacuated, checks for any further damage limitation that can be done and then locks appropriate doors

Administrative staff

- Oversee the children leaving the school
- Listen to local radio information for latest flood and weather information, informing headteacher of any important information
- Assign support staff to gather children from classes as parents and carers arrive
- When classes are down to small number left, make phone calls to emergency contact numbers
- Move things from the office to higher levels
- Gather critical admin items to be taken off site by administrative officer
 - Including
 - Paper copies of emergency contact information
 - Registers
 - Data backups
- Laminate the A3 flood evacuation sign, kept on file in Office Shared Area
- Ensure school's mobile phone charged and passed on to headteacher

Kitchen staff

- If possible, move foodstuffs and equipment to higher levels
- Turn off gas and electrical items and supplies if appropriate

Teaching Staff

Teaching staff with class responsibilities oversee classes whilst waiting for children to be collected

- Get children to collect all of their things from the cloakrooms and be ready to leave
- Maintain calm with the children through keeping them active and dealing sensitively with any concerns
- Oversee movement of items to higher levels, any adults still in the classroom and if appropriate, the children, can help with this

- As children leave and tables become free, if possible these should be put on top of each other, with items from low shelves/floor level put on top, including classroom chairs
- Ensure personal items are taken home
- Oversee moving as many trays out of tray units onto desks/higher levels
- Use painting aprons etc. to block under external doors to help avoid mud coming in with water
- When there are 5 or less children still in the classroom or when asked to, take those children to the school hall, with books or work that they can do in there, pass on the register to administrative staff – children will then be collected from the hall or evacuated to another school by staff

Support Staff

Classroom based support staff will be assigned to particular roles, depending on who is in school at the time. The roles will be as follows

- 1 member of support staff assigned to assist caretaker
- Other members of support staff to go to administrative area and assist with evacuation of children

Individual pupil support staff to oversee assigned child if felt necessary, if not, to act as classroom based support staff above.

Immediately prior to final evacuation

Staff

Depending on information received about the degree and nature of the flooding and weather and the location of staff homes, as the number of children reduces, staff will also be expected to evacuate, leaving enough staff to oversee the final children and the final evacuation routines. Priority for staff evacuation will be based on factors including home location, information from local radio, childcare arrangements and transport availability.

Children

In the event that the school requires complete evacuation before all children are collected, remaining staff will transport children to the nearest 'safe' school.

Headteacher and Caretaker

- Final check of the school
- Lock up school site
- Flood evacuation sign put up on school gate, giving details of where the school has evacuated to and the school's mobile phone number for emergency contact.

Headteacher to notify LA and Chair of Governors of evacuation.