



Bennerley Fields School

Critical Incident Management Plan

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BENNERLEY FIELDS SPECIALIST SPEECH AND LANGUAGE COLLEGE

CRITICAL INCIDENT MANAGEMENT PLAN

Plan Issued: 2003

Reviewed: October 2014

BENNERLEY FIELDS SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

This plan has been prepared and agreed by the staff and Governors of Bennerley Fields School to assist in dealing with critical incidents on or off the site that affect the school community.

Aims

The aims of the school's plan are:

- * To provide support to all children and staff 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.

Types of Incident Covered by the Plan

A Critical Incident is defined as an emergency affecting pupils, personnel or property, requiring immediate responsive action beyond that which could be reasonably expected from the school's own management team during the day to day running of the school.

It may involve:

- * the death of a child, staff member or governor;
- * a serious accident involving children and/or school personnel on or off the premises;
- * a violent intrusion onto school premises (e.g. an armed intruder or a bomb alert);
- * extensive damage to school premises;
- * the release of hazardous substances near or on the school site.

Notification of Incident

You may hear about the incident from a number of sources:

- a staff member
- a pupil
- the police
- parents
- the media
- County Council

Whoever receives the alert should ask for as much information as possible:

- the name of the caller
- 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?

(An aide-memoire is attached to be kept by the school telephone. A log sheet is also included in the plan for use by staff to record information and actions.)

The Headteacher or Deputy Headteacher will decide on the level of response needed:

- can the school cope alone?
- if not, the Education Department or County Emergency Planning Officer will be contacted bearing in mind the capabilities of other organisations, who can be alerted via the County Council

Contact List and Call Out Arrangements

A school contact list of home/work addresses and phone numbers is attached to this plan. These are available only to staff authorised to have access as part of the plan in order to preserve confidentiality and to

Critical Incident Management Team (CIMT)

The CIMT will comprise:

Headteacher

Deputy Headteacher

Chair of Governors (where contactable/available)

Base for Critical Incident Management Team

The base for the CIMT will be the Headteacher's Office where it is still possible to use this. The reserve on-site location will be the Meetings Room (Early Years Building). In cases where it is not possible to use the school premises as a base, the CIMT will make use of Cotmanhay Junior School, Beauvale Drive, Ilkeston DE7 8RR.

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CRITICAL INCIDENT MANAGEMENT PLAN

Information for all teaching and non-teaching staff

- * Be ready to respond to any potential hazard in and about the site.
- * Contact the school office/Headteacher in the event of any emergency, giving information about the -

nature of the incident;
type of help required;
emergency service(s) required;
exact location of the incident;
number of casualties and nature of injuries.
- * If necessary, evacuate the building, according to procedures set out in the Fire Procedures Document.
- * Maintain a calm atmosphere.
- * Respond to instructions given by members of the Critical Incident Management Team.
- * Do not speak directly to the media but refer all enquiries to the Headteacher or other person designated as being responsible for contact with the media.

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CRITICAL INCIDENT MANAGEMENT PLAN

INCIDENT LOG

Incident:

Location of Incident:

Date **Time** **Event/Action taken** **Signature**

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CRITICAL INCIDENT MANAGEMENT PLAN

BASIC INFORMATION ABOUT THE SCHOOL

Name:		Bennerley Fields	
Address:		Stratford Street Ilkeston DE7 8QZ	
Telephone:		0115 9326374	
Age Range:	2-16	Number on Roll:	84
Map of surrounding area:		included in file	
Photographs:		included in file	
Plan of School:		included in file	

DETAILS OF SENIOR STAFF (Actual content to be determined by school)

Headteacher	Ann Harrison
Deputy Headteacher	Alistair Crawford

DETAILS OF GOVERNORS

Chair of Governors	Pauline Wensley
Vice Chair of Governors	Sarah Menzies

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CRITICAL INCIDENT MANAGEMENT PLAN

STAFF LIST

<u>Name</u>	<u>Address</u>	<u>Telephone No.</u>
Ann Harrison Headteacher	7 Hallam Way West Hallam	0115 9325164 07837681845
Alistair Crawford Deputy Headteacher	4 Manor Farm Barns Breadsall Derby DE21 4TP	01332 989027 07816651986
Abigail Evans School Business Manager	113 St Wilfrids Road West Hallam DE7 6HG	0115 944 2984 07966 055 697
Pauline Wensley Chair of Governors	3 Broadbank Broadway Derby DE22 1BR	01332 590392
Sarah Menzies Vice Chair	19 Brookside Bar Chesterfield Derbyshire S40 3PL	01246 566887

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CRITICAL INCIDENT MANAGEMENT PLAN

(Include in the plan other useful contact numbers).

Possible lists are:

- Pupil/Emergency contacts
- Bus and Coach Companies
- Supply Teachers/Relief Staff
- Governors contact numbers
- LEA emergency contact numbers (*these are included in this pack*)

NB. Timetables should be readily available to identify who is where within school.

CRITICAL INCIDENT MANAGEMENT PLAN

EVACUATION PROCEDURES

(Include in the plan details of the school's fire and emergency evacuation procedures and ensure that all staff are aware of these).

Fire Evacuation Procedures

If a fire is discovered:

Sound the alarm, ring 999 or ring the office staff to ring 999

All occupants to go to nearest exit

All occupants assemble at identified points outside, away from building (see below).

Quick check of rooms made by identified people on leaving - listed below.

Office staff take fire evacuation reports, visitor and staff signing in books and walkie talkies.

Teachers take a roll call of children and adults.

Re-entry into buildings strictly forbidden.

Procedure for pupil with disabilities: Mobile pupils exit first, disabled pupils then helped out.

Staff responsible for quick check of rooms - (Pre-planned route)

Early Years Block - Head of Early Years

Main School - Headteacher and Site Manager

Identified Assembly points

Early Years/Infants:

Bottom end of play area if exit through playground doors
or KS2 playground if exit through front door.

(Office staff to liaise with both groups for roll check)

KS2 department/Life Skills room/hall:

Far KS2 tarmac play area.

KS3/KS4/offices/staff room:

KS3/4 outside area

(office staff to liaise between KS2 and KS3 for roll check)

Speech & Language Faculty:

Far KS2 tarmac play area

Visitors:

Visitors are the responsibility of the person they came to see.

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CRITICAL INCIDENT MANAGEMENT PLAN

PERSON IN CHARGE OF THE CRITICAL INCIDENT MANAGEMENT TEAM

Name: Ann Harrison – Headteacher

RESPONSIBILITIES

- * To take charge of events.
- * To draw up an action plan for the specific incident.
- * Where appropriate, to liaise with County Council/Education Department staff.
- * To delegate responsibilities and give task sheets to the chosen person.
- * To provide a flexible response, based on the Critical Incident Management Plan.
- * To appoint a secretary who will keep a comprehensive incident log and support the person in charge.
- * To consult with the Police and the person responsible for liaison with the media about the release of information to students, staff, parents, general enquiries and the media.
- * To establish a crisis team meeting place, close to the incident control point.

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CRITICAL INCIDENT MANAGEMENT PLAN

PERSON TO CONTACT - DERBYSHIRE COUNTY COUNCIL:

Name: Ann Harrison – Headteacher

Derbyshire County Council Emergency Telephone Operator: 01629 580000

Ask the operator to speak to the Emergency Planning Officer under the Council's Major Emergency Scheme.

Contact numbers for the Emergency Planning Division and Education Department are included in this plan.

Give the following information:

1. Your name	
2. Your telephone number	
3. The school's name:	Bennerley Fields Specialist Speech & Language College
4. Address:	Stratford Street Ilkeston
Telephone:	0115 9326374
5. Details of the incident	
6. Nature of assistance required - dealing with the media; transport; catering; communications; admin support	

Bennerley Fields SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

PERSON TO CONTACT EMERGENCY SERVICES

Name: Abigail Evans – School Business Manager or Barbara Joss – Admin Assistant

RESPONSIBILITIES

- * Contact as appropriate: Police 999
 Fire
 Ambulance

- * Be prepared to give the following information:

Emergency Service(s) required.

Exact location of the incident.

Number of casualties.

Nature of injuries.

Location and telephone number where call is being made from.

Hazards which may be encountered by the Emergency Services at the site.

- * To respond to the directions from the person in charge of the Critical Incident Management Team or other personnel in control, i.e. Police, Fire or other Emergency Services, Derbyshire's Emergency Planning Officers.

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PERSON RESPONSIBLE FOR LIAISON WITH THE MEDIA

Name: Ann Harrison – Headteacher

RESPONSIBILITIES

- * Early establishment of central media point.
- * To liaise with and cooperate with the media and to answer their queries, as appropriate.
- * To provide press statements (see separate sheet with headings).
- * To liaise with emergency services including the Police Press Officer and County Council over the setting up of a Media Centre.
- * To show concern and not panic.
- * To provide basic information about the school - refer to separate sheets in file.
- * To liaise between the press and those affected about press interviews - seeking permission from parents/guardians of any students involved in interviews.

Students involved in interviews - ensuring they have support.

Asking the interviewer the questions to be asked in advance of the interview.
- * To respond to directions from the person in charge of the Critical Incident Management Team or other personnel in control, e.g. Police, Derbyshire's Emergency Planning Officers.

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CRITICAL INCIDENT MANAGEMENT PLAN

**SECRETARY TO THE PERSON IN CHARGE OF THE CRITICAL INCIDENT
MANAGEMENT TEAM**

Abigail Evans – School Business Manager

RESPONSIBILITIES

- * To support the person in charge.

- * To keep a comprehensive incident log, as dictated by the person in charge.

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CRITICAL INCIDENT MANAGEMENT PLAN

**PERSON RESPONSIBLE FOR IMMEDIATE ACTIONS TO SAFEGUARD
STUDENTS AND STAFF**

Ann Harrison: Headteacher

RESPONSIBILITIES

- * To evacuate the building in accordance with the School Fire Procedures.
- * If necessary, to use an alternative assembly point.
- * To liaise with the Critical Incident Management Team Leader and Emergency Fire Services, once the names of those present have been checked against attendance list.
The responsibility for rescue rests with the Fire Service.
- * To liaise with staff to ensure that immediate reassurance and support is given for anyone who is distressed.
- * To ensure that parents do not take students away, unless directed to do so.
- * To respond to directions from the person in charge of the Critical Incident Management Team or other personnel in control, e.g. Police, Derbyshire's Emergency Planning Officers.

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CRITICAL INCIDENT MANAGEMENT PLAN

PERSON RESPONSIBLE FOR CHECKING CHANNELS OF COMMUNICATION

Abigail Evans – School Business Manager or Barbara Joss – Admin Assistant

RESPONSIBILITIES

- * Check that all available communications and office equipment are working (phones, photocopiers), in:
 - School Office
 - CIMT Base
 - CIMT Alternative Base

- * Be ready to give the information to Derbyshire's Emergency Planning Officer.

- * To respond to directions from the person in charge of the Critical Incident Management Team or other personnel in control, e.g. Police, Derbyshire's Emergency Planning Officers.

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CRITICAL INCIDENT MANAGEMENT PLAN

PERSON TO OPEN APPROPRIATE BUILDINGS

Name: Ann Harrison (HT) or Paul Cresswell (Site Manager)

RESPONSIBILITIES

- * Open the appropriate parts of the school.
- * Ensure gates are opened to allow access for the Emergency Services.
- * To respond to directions from the person in charge of the Critical Incident Management Team or other personnel in control, e.g. Police, Derbyshire's Emergency Planning Officers.

KEY HOLDERS

1. **Paul Cresswell** **Site Manager**
2. **Ann Harrison** **Headteacher**
3. **Alistair Crawford** **Deputy Headteacher**
4. **Mick O' Gorman** **Head of Key Stage**

Action Sheets from: Health and Safety Handbook

Section on Crisis and Security Management in Schools

MAJOR INCIDENT OCCURRING ON THE SCHOOL SITE

GUIDANCE ACTION SHEET FOR HEADTEACHER / MEMBER OF SENIOR MANAGEMENT TEAM

1. Ascertain details of incident.

A log of decisions made and actions taken should be kept.

In the event of a major incident occurring on the school site the actions below should be considered and implemented as appropriate.

2. Alert relevant emergency services (Police, Fire, Ambulance) via 999 system.
3. Consider evacuation of school (via fire alarm or word of mouth).
4. Initiate School Critical Incident Management Plan.
5. Allocate staff to:
 - account for all pupils/staff/visitors on school site.
 - administer first aid if persons injured.
 - ascertain if there are any witnesses.
 - inform School Support Contact Officer.
 - inform Chief Emergency Planning Officer who can arrange appropriate support.
 - inform staff/pupils of incident. If incident occurs out of school hours consider briefing staff/pupils at earliest opportunity.
6. Inform parents/relatives as appropriate. If there are casualties then visits to parents/relatives should be arranged in conjunction with the Police.
7. Inform Chair of Governors and arrange for other governors to be informed.
8. Consider closing the school.
9. Consider relocation to other premises. If relocation is required this should be arranged in consultation with the Director of Education, Director of Technical Services and Chief Emergency Planning Officer.
10. Notify HSE and Education Department Health and Safety Officer if incident involves a reportable accident or specified dangerous occurrence. Complete accident forms as necessary.
11. Arrange for the staffing of the school telephone. Ensure that staff are fully briefed on facts and are aware of what information can be released.
12. Prepare to deal with the media - this should be done in accordance with the Police and County Council's Public Relations Officer (see aide memoire attached).

ADVICE FOR OFFICIAL SPOKESPERSON(S)

- x **DO NOT** speculate - your interpretation or understanding can and probably will be exaggerated or quoted as hard fact.
- X **DO NOT** give any fact unless you are certain it is correct.
- X **DO NOT** say "NO COMMENT" - it can be taken as a negative answer which could be inaccurate and lead to difficulties later.
- X **DO NOT** be afraid to say "I DO NOT KNOW".

- √ **DO** have the confidence in yourself and your command of the situation to take a positive attitude towards the media.
- √ **DO** inform the Press Officers of any development which may assist them and of any journalist you suspect of acting inappropriately.

**NB PUPILS SHOULD NOT TALK TO THE MEDIA UNLESS
ARRANGED BY STAFF/PARENTS AND THEN ONLY WITH
WRITTEN PERMISSION FROM PARENTS/GUARDIANS**

MAJOR INCIDENT OCCURRING ON AN OUT OF SCHOOL ACTIVITY

GUIDANCE ACTION SHEET FOR GROUP LEADERS

A log of decisions made and actions taken should be kept.

In the event of a major incident occurring on an out of school activity the actions below should be considered and implemented as appropriate.

1. Ascertain details of incident.
2. Alert relevant emergency services (Police, Fire, Ambulance, Coastguard) via 999 system.
3. Call for assistance if available (staff, passers by).
4. Administer first aid where possible.
5. Account for all members of the party and ensure that all persons uninjured stay together.
6. Allocate staff member(s) to travel to hospital(s) with casualties.
7. Ascertain if there are any witnesses.
8. Allocate staff member(s) to stay at incident site to liaise with the emergency services.
9. Arrange for all non-casualties to return to base (accompanied by a member of staff) and that all members of the group are informed of the incident as soon as possible.
10. Inform headteacher/member of senior leadership team (at school) as soon as possible. Give as much of the following information as possible:
 - date, time, location and nature of incident.
 - names of those involved.
 - details of any injuries.
 - actions taken.
 - contact point to be used.
11. Consider requesting additional assistance. Keep headteacher/member of senior leadership team regularly updated.
12. Consider whether activity should be abandoned. If so, arrange for non-casualties to return to school. Liaise with headteacher/senior leadership team over transport arrangements.
13. Do not discuss legal liability.
14. Prepare to deal with the media - this should be done in consultation with the Police (see aide memoire attached).

MAJOR INCIDENT OCCURRING ON AN OUT OF SCHOOL ACTIVITY

GUIDANCE ACTION SHEET FOR HEADTEACHER / MEMBER OF SENIOR LEADERSHIP TEAM

A log of decisions made and actions taken should be kept.

In the event of a major incident occurring on an out of school activity the actions below should be considered and implemented as appropriate.

1. Ascertain the following:
 - Date, time, location and nature of incident.
 - Names of those involved.
 - Actions taken.
 - Who is in charge at the scene.
 - If additional assistance is needed at the site.
2. Inform:
 - School Support Contact Officer.
 - Other staff - if out of school hours, ensure that the site manager is included in the list of staff to be contacted.
 - Chair of Governors and arrange for other governors to be informed.
3. Inform Chief Emergency Planning Officer who can arrange other support as appropriate:
 - transport (under mutual aid arrangements with other counties/districts).
 - insurers.
 - religious support.
 - translators.
 - social services support.
 - public relations support.
 - premises.
4. Initiate Critical Incident Management Plan.
5. Ensure that staff are fully briefed on facts and are aware of what information can be released.
6. Arrange for parents of uninjured to come to the school to meet the children on their return.
7. Arrange for parents/relatives of injured to be informed - this to be done in conjunction with the Police.
8. Notify HSE and Education Department Health and Safety Officer if incident involves a reportable accident or specified dangerous occurrence. Complete accident forms as necessary.
9. Prepare to deal with the media - this should be done in consultation with the Police and County Council's Public Relations Officer (see aide memoire attached).

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INCIDENT REPORT
eg Theft, Vandalism etc

INCIDENT LOG

Incident:				
Location : <u>Date</u>	<u>Time</u>	<u>Event/Action taken</u>	<u>Further Action</u>	<u>Signature</u>