



Radley CE Primary School & Foundation Stage Unit

Critical Incident Plan

You should read this critical incident plan very carefully as soon as you receive it. It details what plans we have for a critical incident and what you should do in such an event.

A critical incident will usually be **sudden**; will incur considerable **personal distress** to a level which may **overwhelm** normal responses, procedures and coping strategies. There will be emotional and organisational consequences to such an event.

Examples of critical incidents experienced by schools:

- Major incident in which adults and/or children have been killed – Dunblane, M40 mini-bus crash
- An on-site incident involving sudden natural death, assault or hostage taking – machete attack on nursery children
- Personal tragedy or major incident in the community affecting staff and/or pupils – Hillsborough, murder in the community

Existing Measures

You should familiarise yourself with the school's emergency procedures:

- Fire (and bomb) alarm procedure
- Severe weather warnings
- Emergency school closure
- Emergency evacuation of people with physical special needs
- Out and About with Oxfordshire 3
- Plan of the school buildings and grounds

Critical Incident Planning

- Critical incident inside the school building
- An intruder inside the building
- An intruder in the school grounds
- Critical incident while travelling
- Critical incident affecting the wider area (eg gas leak)
- Bomb warning

It may be that the school would be used during a civil emergency where members of the community need to leave their homes. It is the responsibility of

the Local Authority to decide whether a school should be used as a rest centre. In this event, Radley would be closed to the pupils for the duration.

Emergency Plan

- If you hear the fire alarm or hand bell rung (if you are in the Old School) at any time, you must prepare for the safe evacuation of the children you are working with according to the normal, practised routine.

- Once the school has been evacuated safely, you will receive further instructions from the Head teacher, Deputy Head teacher, Business Manager, or site supervisor as to what to do next. This will depend on the situation.

- If there is an external threat (ie outside the building) you should
 - Close the blinds to the classroom
 - Settle the children on the carpet, at their seats, or under the tables as you see fit
 - Await further instructions

- If you notice an external threat, tell another member of staff as quickly as you can and then return to your own class. If you are working alone or with a small group, take them to a larger group, if at all possible.

- If you are told that an EMERGENCY EVACUATION is required, then you prepare to take the children through the nearest door and to the **front garden of the vicarage**. Gather your class in a tight circle near you and await further instructions from the Head teacher, Deputy Head teacher, Business Manager, or site supervisor as to what to do next. In this extreme situation, the police will have been called and will manage the situation.

- If an intruder is found to be within the school building, ensure that the children in your care remain inside the classroom with you. Call the police if you can, even if you think someone else has done this. Do not come out of your classroom until you are told by the police or a member of staff that it is safe to do so.

Signed: _____ Chair of Governors Date: 13.9.17