

This plan has been prepared and agreed by the staff and Governors of St Scholastica's Primary School to deal with critical emergencies on or off site that affect the School community.

Aims

- ✓ To provide support to all children, staff and visitors (including parents) 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.

Critical Incidents covered by plan

- A deliberate act of violence, such as the use of a knife or firearm
- Major damage to building by fire/ explosion or flooding
- A pupil or staff member being taken hostage/ missing
- Fatality on site
- Terrorist action
- Total or significant IT/Data loss

Outside School

- The death of a pupil or member of staff through natural causes
- Accidents/ suicide or significant criminal action
- A transport related accident involving pupils and/ or members of staff
- A major disaster in the community
- Death or injury while on school trips
- Civil disturbances including terrorism
- Medical epidemic

Initial Actions

Convene Critical Incident Management Team (CIMT)

Mrs Naomi Mulholland (Head) Nick Blackham, Emma Cousins, Adrian Howe & Martina Sanderson

Ensure Emergence Services have been contacted

- Open and continue to maintain, a personal log of all factual information received, actions taken, and time of those events
- Initiate evacuation if necessary
- Make every attempt to clarify exactly what has happened
- Consider whether event requires involvement of The Hackney Learning Trust (HLT) Support Team or the Diocese of Westminster (DOW)
- CIMT will set up in School office, if possible, or Church Office

Off-site Emergency information required

- Name of the caller
- What has happened?
- Have the emergency services been called/ are they attending
- What is the exact location of the incident?
- Are there casualties?
- Name and contact details at the scene, please see log sheet provided

Information for all staff

- Be ready to respond to any potential hazard/incident while on site
- Contact the school office/ Head teacher in the event of any emergency
- Details required
- Nature of the incident
- Type of help required
- Emergence services required
- Exact location of incident

- Number of casualties and nature of injuries
- Respond to instructions given by members of the CIMT
- **Do not speak directly to the media**

Media Attention

Direct any Media attention to the CIMT, or HLT or DOW Media Relations Team for comment.

It is very important that if names of those who may be involved in the incident are known **DO NOT** release or confirm them to anyone before those identities are formally agreed and parents or next of kin are informed.

Stage Two

CIMT will make arrangements to enable accurate information to flow into and out of the school and for telephone calls, by ensuring:-

- Sufficient help is available to answer the many calls that could be received (HLT could set up help line)
- An independent phone will be set up for outgoing calls only
- Staff will be briefed on maintaining a log of all calls received
- Regular updated statements for outgoing answer phone messages with alternative contact numbers for parents, press
- Contact parents or next of kin as soon as possible
- In the case of a major incident parents may already be aware, it may be appropriate to ask the parents to come to the school for a briefing and support
- A Space may be asked to attend

Staff

- Members of CIMT will not accompany casualties to hospital,
- Staff involved will be briefed on their roles and responsibilities,
- The school will be aware at all times of adverse reaction by staff, to the event,
- Staff may be in shock, the school staff may not drive parents to the scene of the incident,

HLT & DOW Support Team

The School will liaise with HLT or DOW Senior Officer for duration of incident

Stage Three

Following the close of the incident A space, will be asked to provide ongoing support to those affected by the incident

Evacuation

The school holds a fire evacuation drill at least once every term, in the event of a major incident the fire plan will be implemented if necessary.

Documents

The school will insure two copies of the Emergency Action Plan, along with full contact details for Children and staff, as well as details of next of kin contact details will be kept together in a secure location following Hackney Learning Trust guide lines.

Agreed By Governors: 1st July 2015

Presented to staff: July 2015

Signed by Chair of Governors _____ Date _____

Signed by Head Teacher _____ Date _____

Review date: July 2016