

# Critical Incident/Evacuation Plan

**Article 39:** *You have the right to help if you've been hurt, neglected or badly treated.*



**Grange  
Academy**

*Belong • Believe • Achieve*

Reviewer: Catherine Assink – Head of School

Reviewed: February 2021

Due for review: February 2022

## **Critical Incident Plan**

The purpose of this plan is to provide guidance for all members of the Grange Academy community who may be involved in a serious incident affecting the school. All persons need to be prepared and know what actions to take in the event of:

1. a critical incident
2. the school needing to be evacuated

### **1 A Critical Incident**

An incident is deemed to be critical when it constitutes a serious disruption arising with little or no warning on a scale beyond the coping capacity of the school operating under normal conditions, and requiring the assistance of the Emergency Services and/or Bedford Local Authority and others. Examples could include:

- death or serious injury as a result of violence, accident, self harm and/or sudden/traumatic illness
- major fire
- building collapse
- riot and/or civil disorder
- natural (excessive snow) and/or man made disaster
- terrorism
- missing person(s)/abductions

Incidents can occur:

- on the school site during school hours
- on school transport
- whilst the pupils are taking part in activities away from the school site
- on school premises as part of after school activities
- within the local community involving pupils from our school

The LAB of Grange Academy have established the plan in consultation with staff. The plan will be reviewed regularly by the LAB and Senior Leadership Team. The plan will be made available to all LAB and members of staff thereby ensuring that it is accessible both during and out of school hours, on and off the school site. A school critical incident management team has been identified with agreed roles and responsibilities. The team will initiate the critical incident plan when an incident is deemed to be critical by the Head of School or other SLT. As soon as the incident is deemed critical, a log of events should be opened.

## **2 Evacuation of the School and Site**

### **The Need**

It may be that for various reasons, the school has to be evacuated. The school building, or part of it, may be declared unusable or unsafe by the Fire Officer or other competent person. It may be that the school is requisitioned by a competent person to be used as a base for residents in the case of a critical incident in the locality.

### **Action**

The Head of School will inform all staff that the building is unusable.

### **Evacuation of Site**

All staff (including those signed in in the visitors book) and pupils will proceed to the assembly point on the playground. Staff will then lead the school to the park.

### **Contact with the public**

**STAFF MUST ON NO ACCOUNT TALK TO THE PRESS OR TO PARENTS.**

Every inquiry must be referred to the Head of School who will also liaise with the emergency services. Parents wishing to collect their children will be advised where to go from the control point and notices.

### **Deployment of Staff**

**TEACHING STAFF MUST STAY WITH THEIR CLASS AT ALL TIMES CALMING AND REASSURING THEM.**

Remaining staff must report to the Head of School on arrival at the Glegg Arms Hotel. Duties to be undertaken by non-teaching staff (under instruction from the Head of School) will include:

1. Informing parents by phone and requesting them to collect their children.
2. Manning checkpoint so that children and parents can be united.
3. Administering first aid/comfort.

**Before this is actioned, staff must check with the Head of School/Police as to names of casualties to ensure that those parents are not contacted by anyone other than the Police.**  
**Release of Children from School**

**NO CHILD MAY BE TAKEN AWAY UNLESS THEY HAVE BEEN MARKED ON THE CRITICAL INCIDENT REGISTER SET UP FOR THIS INCIDENT**

Staff may be with their class for some time and should seek to undertake calming and reassuring activities with their children. It may also be helpful to undertake activities that will take the children's minds off the situation as many may well show symptoms of mild shock.

Staff not with a class will be responsible for asking parents to collect their children from the appropriate place. Class teachers should only release a child via the assigned person. STAFF MUST STAY IN PLACE even when numbers grow less, unless directed by Control.

**Checkpoint staff must ensure the identity of adults coming to collect children and ask for identification if necessary.**

#### **Health of Staff**

Colleagues should be aware that staff are not immune from shock and should seek to be mutually supportive, reporting to the Head of School any concerns they may have about each other. This will be of particular importance if the original or subsequent incidents involved serious injury or a fatality. Bereavement and Stress Counselling will be arranged by the Head of School for both staff and children if required.

**REMEMBER ALL ENQUIRIES ABOUT PROCEDURE SHOULD BE ADDRESSED TO THE HEAD OF SCHOOL WHO IS IN SOLE COMMAND OF THE ORGANISATION OF THE EMERGENCY. IN THE EVENT OF THE HEAD OF SCHOOL NOT BEING PRESENT, THE DEPUTY HEAD OR MOST SENIOR MEMBER OF STAFF, WILL ASSUME HER DUTIES AND A NAMED MEMBER OF SUPPORT STAFF WILL STAY WITH THEIR DESIGNATED CLASS.**

## Procedure to be Activated in Case of Having to Evacuate Site

### Grange Academy

#### Critical Incident Control Checklist

**PHONE** Mrs Pearson using mobile or text service if appropriate

- 1 Emergency services 999
- 2 Chair of LAB
- 3 Bedford LA
- 4 Police

**Control Point** Miss Assink, Mrs Morris, Mrs Thomas

**All Teachers to Stay with Their Class from Beginning to End Until Control Tells Them They Can Leave.**

**Runners** Staff as designated by Head of School – see below

#### Support Staff Assignments

Name	Assignment	Resources/Role	Place
<b>Cheryl Trinder</b>	Control	Luminous tabard, first aid kit, whole school list, clipboard, pencils. Meet parents, tell name of child to runner, and mark off on list when child handed over to parent.	Park
<b>Janine Ashton Lewis</b>	Control	Luminous tabard, first aid kit, whole school list, clipboard, pencils. Meet parents, tell name of child to runner, and mark off on list when child handed over to parent.	Park
<b>Hannah Langsman</b>	Control	Luminous tabard, first aid kit, whole school list, clipboard, pencils. Meet parents, tell name of child to runner, and mark off on list when child handed over to parent.	Park
<b>Angela Morris</b>	Phone	Telephone list (A-I), pencil, clipboard, message wording.. Check casualties. Phone parents as assigned (A-I) using wording as enclosed	Office
<b>Louisa Heritage</b>	Phone	Telephone list (J-R), pencil, clipboard, message wording, Check casualties. Phone parents as assigned (J-R) using wording as enclosed	Office
<b>Charlotte Thomas</b>	Phone	Telephone list (S-Z), pencil, clipboard, message wording, Check casualties. Phone parents as assigned (S-Z) using wording as enclosed	Office
<b>Clare Breare</b>	Gate Control at control point	Allow children out when marked off. Do not allow parents through gate.	School Gate

<b>Kate Cowan</b> <b>Shanie Lumsden</b>	Runner between control and class teacher	Collect children from class teachers upon request of control. Ensure child is marked off class register. Take to control to hand over to parents.	Various
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**IN THE EVENT OF THE HEAD OF SCHOOL NOT BEING PRESENT, MRS THOMAS AND MRS MORRIS WILL ASSUME MAIN RESPONSIBILITY**

**Grange Academy**

**Critical Incident Plan**

**Phoning Parents**

You should at all times seek to reassure parents keeping closely to this prepared script. Please do not elaborate or enlarge upon any details as this may increase alarm or may lead to litigation at a later stage.

**You should only phone those people who you are told to phone.**

You should say

**“Good morning/afternoon. This is *your name* from Grange Academy. Is that Mrs/Mr *name of parent*? There is no cause for alarm but I am phoning to tell you that there has been an incident in school and we have had to leave the building. Your child has not been hurt and is safe and well.**

**\*We have evacuated to Addison Park. Please would you come and collect your child as soon as possible from the checkpoint which is at the main entrance of the park.”**

**(add to message if not parent) –**

**“Please bring some form of identification with you for use if required”**

**In the case of adverse weather conditions:**

CA to contact local church for alternative accommodation.

Office to text and e-mail parents.

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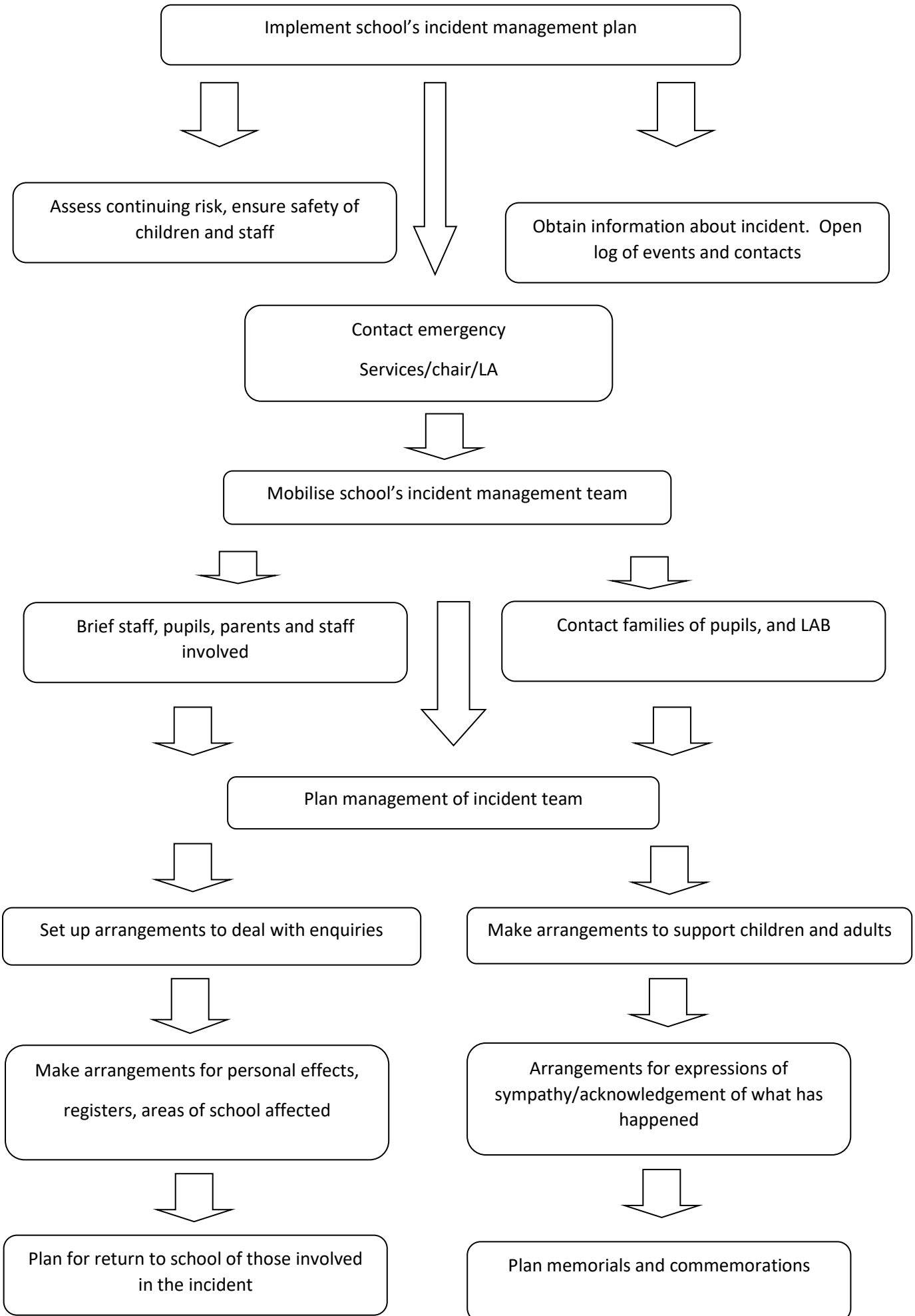
**Critical Incident Plan**

**Has my authority to assist with the processes involved in the evacuation and has assumed the duties of a member of staff.**

**Please assist with the request made to you.**

Signed.....

**Miss C. Assink (Head of School)**



## School Contact Information

<b>School Incident Management Team Leader</b>	<b>Catherine Assink</b>	<b>01234 407 100</b>
<b>School Incident Management Team</b>	<b>Cheryl Trinder Janine Ashton Lewis Hannah Langsman</b>	<b>01234 407 100</b>
<b>Site agent</b>	<b>Graham Ward H&amp;S Manager</b>	<b>07717002650</b>
<b>Chair of LAB</b>	<b>Gill Lake</b>	<b>07930826474</b>
<b>Emergency Services</b>	<b>Bedford</b>	<b>999</b>
<b>BILTT Executive Principal</b>	<b>Terry Ashmore</b>	<b>01234 408479</b>

**For all other staff contact numbers see main staff list from office**

**In the event of the incident being out of school hours the cascade to be used is as in appendix 1**



# Grange Academy Incident Log

Name: .....  
..... of .....

Page

Date	Time	Event Name and Nature of Contact	Agreed Action (s)

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#### **4. NATIONAL ORGANISATIONS**

##### **CRUSE – Bereavement Care**

Phone: 0870 167 1677 (national rate)

Website: [www.crusebereavementcare.org.uk](http://www.crusebereavementcare.org.uk)

Telephone counselling service for those who are bereaved and those who care for bereaved people. Can offer referrals to local Cruse branches and other bereavement and counselling services throughout the UK.

##### **The Compassionate Friends**

Phone: 0117 953 9639 (national rates)

Support for bereaved parents who have lost a child of any age from any circumstances.

##### **Winston's Wish Family Line**

Phone: 0845 2030 405 (local rates)

Website: [www.winstonwish.org.uk](http://www.winstonwish.org.uk)

Information and guidance for families of bereaved children. Can provide contact details for local groups which support bereaved children.

##### **Child Bereavement Trust**

Phone: 0845 3571000 (local rates)

Information line for parents who have been bereaved.

##### **The Samaritans**

Phone: 0845 790 9090 (local rates)

Website: [www.samaritans.org](http://www.samaritans.org)

Confidential emotional support for anyone in a crisis

##### **Survivors of Bereavement by Suicide**

Phone: 01482 610728 (national rate)

Can provide details of local self help groups for those bereaved by suicide.

##### **Childline**

Phone: 0800 1111 (free phone)

National help line for children

##### **British Red Cross National Office**

Advice on memorials and donations

9 Grosvenor Crescent,

London

SW1X 7EJ

Tel. 020 7235 5454

*In the event of families then needing to be informed, a school message will be posted on the website issued by the Head of School*