

**Lockerley Endowed Church of  
England Primary School**



**Fire Evacuation Plan**

**and**

**Critical Incident Policy and Plan**

**Nov 2025 – Nov 2026**

<b>Date of issue</b>	Nov 2025	<b>Date of next review</b>	Nov 26
<b>Person responsible for updating this plan</b>		Katy Kwiatek	

Copies of this plan are held by:

<b>Name</b>	<b>Designation</b>
Katy Kwiatek	Head teacher
Charlotte Kay	Admin Officer
Alex Clark	Assistant Headteacher
Christina Randles	Chair of Governors

- Critical Incident Policy and Plan/Fire Evacuation Plan from office

**NOT COPY IN FRONT PORCH**

- Pupil and staff absence registers
- Pupil signing in and out book
- If before or after school, Monarch Club registers
- Staff signing in and out board
- Emergency Contacts file with Class Lists
- Visitors Book
- Medical card from office board + relevant medicines
- First Aid Box
- Mobile Phone
- Hall key

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## Introduction

Lockerley Endowed Church of England Primary School recognises its prime responsibility to promote and safeguard the welfare of its children. Children have a right to feel secure and cannot learn effectively unless they do so.

*'Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred.*

*This means that they should consider, at all times, what is in the **best interests** of the child'*  
*Keeping Children Safe in Education September 2023 p4*

We understand that outside events may sometime intrude and may cause injury or stress to staff, pupils or visitors. It is therefore vital that, as a duty of care, we make plans and where possible, train to be able to mitigate the effects of such critical incidents and to minimise injury, damage and trauma.

This plan has been prepared by the Senior Team and agreed by the staff and Governors of our school to assist in dealing with an emergency situation that affects the school community.

This plan relates to an event which may involve:

- The safety of children and/or staff
- The school premises
- A serious accident involving children and/or school personnel on or off the premises
- The death of a child, staff member or Governor
- 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
- A crisis which might affect the public reputation of the school

It also considers where the Headteacher believes that the school will benefit from receiving additional support or, where the community in which the school is based is affected by an emergency.

The school emergency plan aims to:

- Provide support to all children and staff affected by an incident
- Maintain the normal running of any parts of the school not affected
- Return the whole school to normal as soon as possible


The plan provides generic guides to actions that should be considered by the Headteacher, and her nominated deputy, and the critical incident management team (CIMT) in case of an emergency in school or the local community, or on an educational visit.

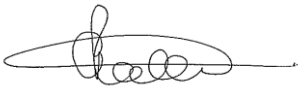
The plan covers procedures for an incident occurring in school time and out of school hours, weekends and during school holidays.

### **Important Actions**

- Review the plan and its content at least once each year
- Keep the plan up-to-date regarding personnel
- Ensure staff know their roles
- Keep the school's contact list near to the phone in case it becomes necessary to activate the plan

Date of policy and plan update (annual review): November 2026

Signed  Headteacher

Signed  Chair of Governors

## Activation

Information about an incident may come from a staff member, pupil, parent, the emergency services or the local authority.

Whoever receives the alert should ask for, and record, as much information as possible (copies of all checklists needed are kept as a pack in the school office, Headteacher's office and on the Safety Board located in the staffroom):

<b>Name of the person informing of the incident</b>	
<b>Details of the incident</b>	
<b>Who else has been informed (E.g. emergency services etc.)</b>	
<b>Exact location of the incident</b>	
<b>Details of any casualties</b>	
<b>Any action taken so far</b>	
<b>Name of contact at the scene</b>	
<b>Number of contact at the scene</b>	
<b>What assistance is needed</b>	

**Immediately inform the Headteacher or Admin Officer (or senior staff if neither role is present) in their absence**

## Responsibilities/Checklist of Initial Action by Headteacher, Health and Safety Manager (or office admin with nominated assistant if neither roles are not in school)

### Responsibilities

- Take charge of events
- Draw up an action plan for the specific incident
- Delegate responsibilities and give task sheets to the chosen person
- 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
- Establish a crisis team meeting place, close to the incident control point

Action to be taken	✓ when complete
Ascertain details of incident	
Take immediate action to safeguard pupils and staff where necessary	
Alert relevant emergency services (Police, Fire, Ambulance) via 999 system  Be prepared to give the following information: <ul style="list-style-type: none"> <li>• Emergency Service(s) required</li> <li>• Exact location of the incident</li> <li>• Number of casualties</li> <li>• Nature of injuries</li> <li>• Location and telephone number where call is being made from</li> <li>• Hazards which may be encountered by the Emergency Services at the site</li> </ul>	
Log all communications and actions	
Notify: Hampshire Duty Emergency Planning Team <b>24 hours 01962 846846</b>  <b>This number should only be used in an emergency. Do not give them to the press, parents or public</b>  The Emergency Planning Team can provide resources to assist during an emergency	
Assemble a critical incident management team from pre-identified staff	
Refer to the list of emergency contact numbers in Appendix 1 for additional support if required	
Where possible, avoid closing the school and try to maintain normal routines	

*(Copies of this plan are kept in the school office, in the school hall and in the entrance porch of school (this copy is available for emergency services))*

## **Critical Incident Management Team (CIMT)**

Our CIMT will comprise of:

- Headteacher
- Assistant Headteacher &/or senior staff
- Admin Officer (+ nominated assistant)
- Caretaker (if onsite)
- 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 school staff room. In cases where it is not possible to use the school premises as a base, the CIMT will make use of the village hall.

Where it is not possible to designate a base for the CIMT, contact should be made with Hampshire County Council's Emergency Planning Division in order to seek advice.

## Implementation

**Headteacher, Health and Safety Manager (or Senior staff if neither roles are not in school)**

Action to be taken	✓ when complete
Ensure that accurate, factual information is available for those arriving at the scene	
Liaise with the Hampshire Duty Emergency Planning Team, Police, Fire and Ambulance services, and other agencies who may become involved	
Act as the main contact to co-ordinate the response	
Inform the Chair of Governors	
Inform all staff, and parents of injured pupils	
Decide how to inform other parents of injured pupils	
Ensure all staff maintain a log of actions and decisions	
Allocate tasks to members of the CIMT as appropriate	
Provide regular briefings for staff	
Continue to liaise with the Hampshire Duty Emergency Planning Team and the emergency services	
Try to maintain normal routines as far as possible	
Inform staff involved to prepare a written report of their involvement, noting events and times	
In the event of serious injuries or a fatality, the Hampshire Duty Emergency Planning Team will advise	
Continue to allocate tasks to members of the CIMT as appropriate	

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## Welfare

**Headteacher, Health and Safety Manager (or Senior staff if neither roles are not in school)**

Action to be taken	✓ when complete
<ul style="list-style-type: none"><li>Secure the immediate safety of pupils and staff - this may include evacuation to the village hall (or church), or keeping pupils and staff inside the building. In the event of this you should lock outside doors, close windows and move children to the cloakroom area between Junipers and Meadows room, to the reflection area in reception, in the library and small area outside the hall, these areas are all away from windows.</li></ul>	
Establish the location of all pupils, staff, and visitors using timetables, registers and the visitor's book, and make a list of those unaccounted for	
Establish a staff rota and ensure that staff take regular rest periods	
Identify those pupils and/or staff who are badly affected, and who need extra support	
Make arrangements for reuniting pupils with their parents	
Take account of religious and cultural factors, and consider contact with leaders of local faith communities	

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**Communications  
Admin Officer**

<b>Action to be taken</b>	<b>✓ when complete</b>
Consider emergency communications needs	
Dedicate lines for incoming and outgoing calls and arrange extra support for reception.  <b>Line to be used for incoming calls only: 01794 340485</b>  Line to be used for outgoing calls only: any member of staff whose mobile has a signal (or other designated phone decided at the time of incident)	
Arrange for the staffing of telephone	
Inform pupils, in groups as small as practicable, considering the best way to impart tragic news (Headteacher or Assistant Head will advise of this. Outside agency advice will be sought according to needs)	
Inform parents of children not directly involved in the incident, as decided by the Headteacher or Assistant Head - use existing arrangements for contacting parents quickly and efficiently as directed	
Receive visitors to the school, ensuring they sign in and out and are issued with identification badges	
Ensure that staff are fully briefed on facts and are aware of what information can be released	

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## Media Chair of Governors

Action to be taken	✓ when complete
Ensure that any media access to the site, staff and pupils is <b>controlled</b> In a major emergency, the police will deal with the press and prevent access to the school	
Liaise with and co-operate with the media and to answer their queries, as appropriate – seek advice from the Headteacher who will have liaised with Hampshire Duty Emergency Planning Team and will have prepared a press statement and an ongoing strategy to deal with the press	
Be aware of the potential problems caused by the spread of misinformation through pupil and/or staff use of mobile phones – be clear with staff that they cannot talk about the incident outside the school	
Provide basic information about the school (see Appendix 2)	
Be prepared to be interviewed by the press if necessary – as directed by Headteacher	
Liaise between the press and those affected about interviews - seeking permission from parents/guardians of any students involved in interviews. Any pupils involved in interviews should be supported <i>Liaison should be in line with directions from Headteacher who will have liaised with Hampshire Duty Emergency Planning Team</i>	

### Advice for Official Spokesperson

- ✗ **DO NOT** speculate - your interpretation or understanding can and probably will be exaggerated or quoted as hard fact
- ✗ **DO NOT** give any fact unless you are certain it is correct
- ✗ **DO NOT** say 'NO COMMENT' - it can be taken as a negative answer which could be inaccurate and lead to difficulties later
- ✗ **DO NOT** be afraid to say '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 HCC Press Officers of any development which may assist them and of any journalist you suspect of acting inappropriately
- ✓ If you know that everyone is safe and well, or those parents of injured children have been told - say so as soon as possible - it stops others panicking

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

## Resources

### Admin Officer

Action to be taken	✓ when complete
Ensure access to site for emergency services. Unlock the five bar gate for emergency vehicles, (not normally locked during school hours) – key for padlock in key box within office cupboard or combination padlock 1066	
<p>Open/close parts of school as required, and turn off water, gas and electricity supplies if necessary</p> <p>Location points            Water: Caretaker's cupboard            Gas: none            Electricity: Meadows classroom (ladder needed)</p>	
Ensure the security of the school premises	
Establish a safe and secure base for the CIMT	
<p>Check that all available communications and office equipment are working (phones &amp; copiers), in:</p> <ul style="list-style-type: none"> <li>• School Office</li> <li>• Headteacher's Office</li> <li>• CIMT Base</li> <li>• CIMT Alternative Base – no phone or copier</li> </ul>	
Arrange a place to receive parents and children involved	
If necessary, evacuate the building in accordance with the School Fire Procedures to the playground or Butts Green/church is the next meeting point if the village hall jeopardises safety. This will be indicated by Headteacher)	
Ensure that parents do not take pupils away, unless directed to do so – seek approval by Headteacher	

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***All other teaching and non-teaching staff***

<b>Action to be taken</b>	<b>✓ when complete</b>
Respond to instructions given by members of the Critical Incident Management Team	
Be ready to respond to any potential hazard in and about the site	
Maintain a calm atmosphere	
<b>Do not speak directly to the media</b> but refer all enquiries to the Headteacher or other person designated as being responsible for contact with the media	

*(Copies of this plan are kept in the school office, in the school hall and in the entrance porch of school (this copy is available for emergency services)*

## Emergencies during educational visits

The Headteacher or Admin Officer should be **immediately informed** of any incident by the group leader.

### Initial Action by Headteacher or Admin Officer (or other senior staff if neither roles are not in school)

Maintain a written record of your actions using this check list and attached log sheet

- Offer reassurance and support.
- Be aware that all involved in the incident, those at the school and you, may be suffering from shock or may panic
- Find out what has happened. Obtain as clear a picture as you can - who informed you of the incident? (Usually the group leader)
- Remind the group leader to follow the checklist for group leaders on educational visits (see Appendix)
- Record the details of the off-site activity/visit during which incident occurred

<b>Location and nature of activity/visit</b>		
<b>Name of person in charge of visit</b>		
<b>Telephone number(s)</b>		
<b>Number of people on the visit</b>	<b>Pupils</b>	
	<b>Teachers</b>	
	<b>Other adults</b>	
<b>Date and time of incident</b>		
<b>Location</b>		

<b>What has happened?</b>			
<b>People affected</b>	<b>Name</b>	<b>Injury</b>	<b>Where they are/will be taken</b>
<b>Emergency Services involved and advice they have given</b>			
<b>Names and locations of hospitals involved</b>			
<b>Arrangements for pupils not directly involved in the incident</b>			
<b>Name of person in charge of your group at the incident</b>			
<b>Telephone Number(s)</b>			

- Depending on the scale of the incident, consider assembling a CIMT to assist with the response

## Initial Action List for CIMT

- Inform school staff as appropriate, depending on the time and scale of the incident
- Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support for 'reception'
- In consultation with Headteacher immediately inform parents of any injured pupils of what has happened and where their son/daughter is, recording what their plans are, e.g. to travel to their son/daughter, any assistance they need and any means of communications with them (e.g. mobile phone number)
- In event of a major incident the police may give advice regarding naming badly injured people or fatalities. You may also need to inform next-of-kin of any staff who have been involved
- Inform parents of any other pupils on the visit but not directly involved in the incident
- Parents should first hear of the incident from the school (or from the party leader), not from hearsay or from the media. Information given must be limited until the facts are clear and all involved parents/next of kin are informed
- Ensure that staff are fully briefed on facts and are aware of what information can be released
- Inform the Chair of Governors
- Contact the local authority:

Hampshire Duty Emergency Planning Team  
**24 hours 01962 846 846**

**This number should only be used in an emergency. Do not give them to the press, parents or public**

The Emergency Planning Team can provide resources to assist during an emergency

### **Support available from the Emergency Planning Division could include:**

- Assistance at school or at the site of the incident by local authority officers, and/or others
- Communications support, including public telephone helpline where appropriate
- Help with arranging travel and transport between the incident, parents and the school help with media management, including press statements and interview briefing
- If necessary, introduce controls on school entrances and telephones
- At least initially, the school is advised to avoid responding to media enquiries and direct these to the public relations division

- Liaise with the public relations division as early as possible, and work with them to prepare a press statement
- Arrange a quiet space to receive parents of the children involved as they arrive at the school

### **Medium term actions/considerations**

- Ensure you contact School Improvement Manager (Derek Myers) and LLP (Sian Smith) as soon as possible the next working day to inform them of the situation
- Inform pupils and staff at school and their parents. Decide what information you should give. Remember that information given must be limited until the facts are clear and all involved parents/next of kin are informed
- In the event of a tragic incident, seek support from Hampshire Duty Emergency Planning Team who may place an educational psychology service to support pupils afterwards
- Staff and pupils **SHOULD NOT** talk to the media or spreading the story unnecessarily (particularly via use of mobile phones and all social media)
- Inform all staff involved to prepare a written report noting events and times. Inform the Hampshire Duty Emergency Planning Team who will advise on reporting procedures and inform trade unions if necessary

## **Post incident care and support**

Post-incident care is aimed at helping individuals to understand their feelings following an emergency and to identify sources of future support. The overall aim of the support is to help people in a way that will reduce the possibility of them developing post-traumatic stress disorder.

The school will always evaluate and give thought to how the topics of loss, bereavement, risks/safety and change are covered in the curriculum following an event. In our everyday curriculum great care is given to ensure that many topics are openly discussed, whether through our PSHE Curriculum School Council or circle time.

The school will always consult with parents following an incident as we feel it is important to consult with parents following an incident to ensure that their needs and wishes are taken into account.

The school will consult with Education Psychology Services who will provide appropriate care and support to those affected by a major incident in the school community.

## **Stand down and recovery**

### ***Recovery Plan Checklist***

#### **As soon as possible after the emergency:**

- Liaise with parents regarding plans for attendance at funerals
- Liaise with parents regarding plans for attendance/representation at memorial services
- Arrange debriefing meetings for staff and pupils
- Arrange debriefing meetings for the Headteacher and CIMT
- Identify and support high-risk pupils and staff
- Promote discussion of the emergency in class
- Consider the need for individual or group support
- Help affected pupils and staff to come back into school
- Initiate a review of the school emergency plan, evaluating the school's response and feeding in any lessons learnt

#### **In the longer term:**

- Consult and decide on whether and how to mark anniversaries
- The impact of some incidents can continue for years, so thought may need to be given to ongoing identification and support measures for both pupils and staff who are affected
- Remember that legal processes, enquiries and news stories may bring back distressing memories and cause upset within the school
- Remember to make any new staff aware of which pupils were involved and how they were affected

## Appendices

### APPENDIX 1 - Contacts

Contact details:

All staff should ensure that they have given the Headteacher an emergency contact number (usually a mobile) so that in the event of an emergency out of school hours, all staff can be contacted. Likewise, all staff should have a contact number for the Headteacher.

**School: 01794 340485**

Chair of Governors: Number held with CIMT  
Hampshire Duty Emergency Planning Team  
**24 hours 01962 846 846**

Key holders are:

Headteacher KK  
Caretaker GT  
Governor CM  
Admin Support JB & CK

Other contacts:

Contractors for services Emcor 01962 847980 Emergency: 08456 018372  
Corporate Communications Team [corporate.communications@hants.gov.uk](mailto:corporate.communications@hants.gov.uk)  
HCC emergency out of hours 0300 555 1373  
Property Services 01962 847801  
Emergency Planning Unit 01962 846846  
Employee Support Line 0800 030 5182  
Children's Services Health & Safety Team (Reporting & Enquiries) 01962 876308  
Children's Services 01962 834566

Other useful numbers

Jayne Fahey (Headteacher Awbridge): 01794 340407  
Emma Jefferies (Headteacher Stockbridge): 01264 810550  
Lucy Macey (Headteacher West Tytherley): 01794 240338

Parents can be contacted through their listed telephone numbers – held within the office (paper copies in folder or on Arbor)

*This section will be reviewed each term to ensure that numbers are kept up-to-date*

## APPENDIX 2 - Communications

Communications systems are put under enormous pressure in the immediate aftermath of an emergency, but are vital to ensuring a well-managed response. You should:

- Staff will be given a direct response from the Headteacher or nominee so that children are not alarmed unnecessarily
- The Senior Management team will wear their staff badges to identify them during the response to the incident
- Identify any lines not generally known to the public (kitchen phone, mobile phones)
- **Be aware that in a power failure, the telephones will not work and there is limited mobile phone signal in Lockerley. The location of the school telephones are in the school office and there is one in Monarch Room.**
- An early decision will be made about how to inform parents, this may involve phone call, parent mail, website, notice on the gates or local radio (in the case of a fatal incident, the police will normally inform the parents of the child or children involved)

*When parents hear of a problem, they will naturally come to the school for information. You may need to identify a space where parents/carers can be seen in groups or on an individual basis where tragic news can be shared in a considerate way. A staff member or trusted adult from the school community may need to be on hand to receive visitors and deal sensitively with their enquiries.*

- The school will communicate with companies affected by the school closure or emergency through phone or email both during the school day or outside school hours
- Local radio BBC Solent Text 81333 start message with Solent

## APPENDIX 3 – Information about the school

Address: Lockerley Endowed Church of England Primary School

Telephone: 01794 340485

Email: adminoffice@lockerley.hants.sch.uk

Type of School: LA Maintained Church of England Voluntary Aided Primary

Diocese: Winchester

DfE number: 3356

URN: 116363

NOR: 74

Local Authority: 850

GPS Coordinates: 51.0351° N, 1.5718° W

What 3 Words: streamers purified shopping

## **APPENDIX 4 – Emergency school closure**

The decision to close a school is made by the Headteacher and Governors.

The emergency closure procedure for schools is available at <http://www.hants.gov.uk/education/schoolclosures/> The school will need its intranet login which can be obtained from the Headteacher or Admin Officer

The school admin team, or allocated CIMT will contact parents through parent mail.

## **APPENDIX 5 – Specific hazards affecting school site**

Specific hazards or risks associated with our school:

- Train derailment
- Low flying military aircraft
- Car crashing into school (due to main road next to school building)
- Explosion of chemical hazards at Lockerley Motors (end of Butts Green)

A plan of the school is included in the critical incident plan pack. A map with access points to the school in case of road closure and emergency access to the school is also included.

## **APPENDIX 6 – Re-entry, Lockdown, Shelter plan and Stay in Place**

In the event of a critical incident the Headteacher or administration staff will blow 3 short blows on a whistle.

### **Re-entry**

- On hearing the signal stop and re-enter the school via fire door by the library entrance
- Children to return to their classroom
- Teachers to be issued with a class list & medical information from the emergency pack
- Await further instruction

### **Lockdown**

- If outside, on hearing the signal stop and re-enter the school via fire door by the library entrance
- In the event of this you should lock outside doors, close windows. Draw the blinds in all rooms (where applicable) and move out of the area
- Skippers class to the Admirals cloakroom
- Admirals class & Admin staff to the reflection area in reception
- Swallowtails to Skippers cloakroom
- Emperors to the library and small area outside the hall. These areas are all away from windows

- Teachers & LSAs to supervise their class and to be issued with a class list from the emergency pack (if on PPA/ away from class, return to class allocated area). Teachers to be issued with a class list & medical information from the emergency pack
- Await further instruction
- Kitchen staff stay in the kitchen with door shut

### **Shelter**

- Move the children to the village hall or church
- Teachers to be issued with a class list & medical information from the emergency pack
- Instigate loss of wifi & communication plan

### **Stay in Place**

- Office staff to be notified of the incident.
- On notification, SLT/ first aider to attend and SLT/ office staff to communicate 'Stay in Place' message to all classes.
- Await further instruction

## **APPENDIX 7 – Checklist for group leaders on educational visits**

The office will issue a checklist for any educational trip. If you are on a local walk, then you should use your mobile to raise an alarm with the school.

- Ascertain details of incident
- Alert relevant emergency services (Police, Fire, Ambulance, Coastguard) via 999 system
- Call for assistance if available (staff, educational site employers, passers-by)
- Administer first aid where possible
  
- Account for all members of the party and ensure that all persons uninjured stay together
- Allocate staff member(s) to travel to hospital(s) with casualties
- Ascertain if there are any witnesses
- Allocate staff member(s) to stay at incident site to liaise with the emergency services
- 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
- Inform Headteacher/member of senior management 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
  
- Consider requesting additional assistance
- Keep Headteacher/member of senior management team regularly updated
- Consider whether activity should be abandoned. If so, arrange for non-casualties to return to school. Liaise with Headteacher/Senior Management Team over transport arrangements
- Do not discuss legal liability

## APPENDIX 8 – Influenza/Covid pandemic plan

The Department for Children, Schools and Families guidance will be followed.

## APPENDIX 9 – Bomb threats and suspect packages

Although bomb threats usually turn out to be hoaxes, they must always be taken seriously. The Headteacher and administration staff have discussed procedure and will follow the caller ID card to obtain as much information as possible and a copy is kept near the phone in the office (a copy of this is in the critical incident pack).

Equally important is dealing with suspect packages - in most cases the package turns out to be a hoax or genuine mistake, but it is better that we all take appropriate precautions if a suspicious letter or package is received. Any member of staff who may deal with incoming mail in the school should be aware of the guidance:

- Do not open the package, LEAVE IT and EVACUATE and seek assistance and guidance from the Administration Manager or Headteacher immediately

### Types of Letters and Packages May be Suspect?

Any letter or package that has suspicious or threatening messages written on it. Letters with oily stains. Envelopes that are lopsided, rigid, bulky, discoloured or have a strange colour. Unexpected envelopes from foreign countries. No postage or non-cancelled postage. Improper spelling of common names, places or titles.

Caller ID Card: Action to be taken	✓ when complete
Stay calm	
Make a note of: <ul style="list-style-type: none"><li>• The exact time of the call</li><li>• The caller's sex and approximate age</li><li>• Any accent the person has, or any distinguishing feature about their voice e.g. speech impediment, state of drunkenness etc.</li><li>• Any distinguishable background noise</li></ul>	
When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller: <ul style="list-style-type: none"><li>• Where is the bomb?</li><li>• What time is it due to go off?</li><li>• What kind of bomb is it?</li><li>• What does it look like?</li></ul>	

<ul style="list-style-type: none"> <li>• What will cause it to explode?</li> <li>• Why are you doing this?</li> </ul>	
Dial 1471 - you may get the details of where the phone call was made from, especially in the case of a hoax caller	
Report the call to the police and the Headteacher/Assistant Head. In the extremely unlikely event that there was a code word with the message, and the location of the bomb was given as a location other than the school, follow the same procedure - report the call immediately to the police, and then notify the Headteacher.	

## Guidance on suspect packages

The likelihood of a school receiving a postal bomb or suspected biological/chemical package is very low, however, you should be aware of the immediate steps to be taken if you receive a suspect package or come into contact with a biological or chemical substance.

Postal bombs or biological/chemical packages may display any of the following signs:

- Grease marks or oily stains on the envelope or wrapping
- An unusual odour including but not restricted to almonds, ammonia or marzipan
- Discolouration, crystals on surface or any powder or powder-like residue on the envelope or wrapping (suspect biological/chemical threat)
- Visible wiring or tin foil
- The envelope or package may feel very heavy for its size
- The weight distribution may be uneven
- Delivery by hand from an unknown source or posted from an unusual place
- If a package, it may have excessive wrapping
- There may be poor hand writing, spelling or typing
- It may be wrongly addressed, or come from an unexpected source
- No return address or postmark that does not match return address
- There may be too many stamps for the weight of the package

### If you suspect that a letter or a package may contain a bomb:

- Stay calm
- Put the letter or package down gently and walk away from it
- Do not put the letter or package into anything (including water) and do not put anything on top of it
- Ask everyone to leave the area including classes
- Notify the police and the Headteacher/Senior Lead
- Do not use mobile phones or sound the alarm using the break glass call points

### If you suspect that a letter or a package may contain a biological or chemical threat:

- Stay calm
- Do not touch the package further or move it to another location

- Shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination
- Notify the Headteacher/Senior Lead

**The Headteacher/Admin Officer (or senior staff if neither role is present) should then:**

- Notify the police immediately on 999
- Ensure that all doors (including internal fire doors) and windows have been closed
- Evacuate the building, keeping people away from the contaminated room as far as possible
- Keep all persons exposed to the material separate from others and available for medical attention
- If anyone is experiencing symptoms of chemical exposure (e.g. streaming eyes, coughs and irritated skin) seek medical attention immediately

If anyone believes they have been exposed to biological/chemical material, they should be encouraged to:

- Remain calm
- Do not touch eyes, nose or any other part of the body
- Wash your hands in ordinary soap where facilities are provided

**APPENDIX 10 – Other services using the school site**

Any community event on the premises would be expected to have a critical incident plan before using the facility.

**APPENDIX 11 – Log keeping**

Any emergency affecting a school may afterwards become the subject of a detailed inquiry. It is important that **accurate** written records are kept, and that no piece of information about either the planning or the response to the incident is lost. Records may also be in the form of a recording made via a telephone or on an answer machine. The records should be retained after the incident for future reference.

**How to write the log:**

- Note all relevant facts in chronological order
- Stick to the FACTS - do not include any assumptions (if you are noting down assumptions to show your reasoning for making a decision, make this clear)
- If you make a mistake, cross it out with a single line | so that what is underneath is still visible, and initial it
- Do not leave blank spaces - or if you do, rule them out with a line
- Do not overwrite – if you make a mistake, cross it out, initial it and start again
- Do not leave large blank spaces between words or between entries
- Do not use correction fluid
- Unused space after the end of a series of entries should be ruled through, then signed in full, dated and timed
- Avoid approximations and abbreviations



## APPENDIX 12 – Training and exercising

All staff have a due diligence to understand and be ready to implement this critical incident plan particularly the section on evacuation and shelter; all staff that have a role in the plan should be aware of the full scope of the plan and their roles and responsibilities.

Throughout the academic year training and refresher training will be given for emergency procedures such as:

- Fire drill
- Bomb drill
- Lockdown drill

A record of staff training will be recorded on staff CPD document.

## APPENDIX 13 – Business continuity

It is important to our school that we can continue with our critical functions after a disaster or emergency. The Senior team have discussed what needs to be in place to continue this functions, and what vital records or data we need to duplicate or back up.

**Equipment** - this doesn't need to include every single item in the school, as numbers of desks and chairs are easy to calculate, but IT, electrical equipment and any other specialist, large, one-off or expensive items.

**IT data and systems** - all important data stored on school computers should be backed up either remotely, or using tapes which should be stored off site. The table allows the recording of essential data sets and IT systems and where they are backed up. Teachers should keep plans and resources on the school system and not memory sticks as the system is backed up by Harrap. Loss of resources can have a large psychological impact on staff.

**Paper based records** - schools will have at least some essential paper based records, which could be easily damaged or destroyed in a fire or flood. These should be listed in the table along with the locations of backup copies which should be stored off site.

## APPENDIX 14 – Loss of Wifi & Communication

In a rural community we rely entirely on our wifi connection for our communication system. In the event of loss of power and wifi, the senior staff have the following plan in place to establish emergency communications in order to close the school:

**Communication (CIMT)** Admin Officer to take laptop and school mobile phone to our nominated location **West Tytherley Primary School**. Contact all emergency contacts to inform of school closure and when & where to collect pupils from.

**Implementation (CIMT)** Headteacher responsible for ensuring all emergency contacts are known by staff so they know who to will be collecting children. Issue each class with a class list and medical information. Headteacher will be on the school gate until all children have left the school site.

**Harrap** to contact school nominated emergency contact (Chair of Governors) to inform of loss of power.





# Paper Based Records

Document	Location	Duplicated?	Where are duplicates held?