



Critical Incident Plan

Updated – January 2023

Kingswood Parks Primary School
01482 427870

Section 1: Introduction

PLANS AIMS AND OBJECTIVES

The aim of this Plan is to mitigate the effects of any emergency on the School, staff and pupils, and the contributing objectives are to:

- Safeguard pupils, staff and visitors;
- Alert relevant parties of an incident at the School or off site involving school children (ie school trips) eg emergency services, the Council, parents and school Governors;
- Minimise disruption to the normal daily routine of staff and pupils;
- Support staff, pupils and parents in the aftermath of an incident.

WHEN THE PLAN WILL BE ACTIVATED

This plan will be activated when a member of the School's Critical Incident Management Team is notified of an incident, considers that it is necessary to take action and considers that suitable action cannot be taken without triggering the co-ordination arrangements contained in this plan.

RESPONSIBILITY FOR ACTIVATING THE PLAN

The following people can activate the plan and have been appropriately briefed on how to do so:

Name	Role
Nic Loten	Head Teacher
Simon Harris	Deputy Head Teacher
Claire Davis	Assistant Head Teacher
Wendy Crombleholme	School Business Manager

HOW THE PLAN WILL BE ACTIVATED

This Plan will be activated when a member of the School's Critical Incident Management Team decides that the plan should be triggered and begins to follow the initial actions checklist in Section 2.

Section 2: School Specific Information

CRITICAL INCIDENT MANAGEMENT TEAM

In the event of the Plan being triggered, a Critical Incident Management Team will be brought together to manage the school's response to the emergency. The team will usually consist of:

Name	Role
Nic Loten	Head Teacher
Simon Harris	Deputy Head Teacher
Claire Davis	Assistant Head Teacher
Claire Davies/Cathy Quantrill	SMT
Wendy Crombleholme	School Business Manager
Ben Norton	Chair of Governors
Shaun Furley	Senior Site Facilities Officer
Stephen Towse	Site Facilities Officer

INCIDENT MANAGER

The Critical Incident Team meeting will be chaired by the School Incident Manager, who will be responsible for co-ordinating the school's response to the emergency. The School Incident Manager will be one person from the following list:

- Nic Loten
- Simon Harris
- Claire Davis

OTHER INCIDENT ROLES

The School Incident Manager will decide whether the incident warrants specific roles – these should be identified for members of the Critical Incident Team. These are:

Deputy Incident Manager Year Group Leaders	Simon Harris Claire Davis Cathy Quantrill Claire Davies Samantha Brockwell
Parent Liaison Officer(s)	Claire Davis
Administrators	Wendy Crombleholme
Communications Officer / Media Spokesperson	Nic Loten/Simon Harris
Facilities Manager	Shaun Furley

INCIDENT ROOM

If a Critical Incident Management Team is brought together, it has been agreed that they will meet in one of the following location(s):

- Head Teacher's Office; or
- Broadacre Primary School

EMERGENCY BOX

An emergency box has been stored in the School Admin Store Cupboard.

It contains:

- A copy of this plan;
- Plan of the school;
- Log in Details for Teachers 2 Parents – (included in this plan) to contact parents);
- Back up of Pupil / Staff Next of Kin Contact information;
- Class Lists;
- List of qualified first aiders;

- Emergency Log Sheets (Appendix A);
- List of bus and coach hire companies;
- Details of how to switch the electric and gas supply to the school off:
 - Keys are in the cupboard in Admin Office;
 - Cabinet is opposite Health Centre – outside the boundary fence;
 - Green gas cabinet – open with triangle key – pull red leaver toward you;
 - Metal electricity cabinet – open right hand door with pyramid shape key, black dial on left hand side, turn to 0.
- Any special medication for children or staff that require it;
- Administration pack including paper and writing materials;
- Incident role badges;
- High visibility vests.

DETAILS OF SITE ACCESS AND EGRESS

The site access and egress points are as follows:

Primary

- Pedestrian gate situated on the Village Green Boundary of the school site;
- Vehicular gate situated on the Shinewater Park Boundary of the school site.

Secondary

- Pedestrian gate situated on the Runnymede Lane Boundary of the school site.

PRE-IDENTIFIED LOCATION FOR SHELTER DURING A PROLONGED SCHOOL EVACUATION

Arrangements have been made to shelter at the following place:

- Broadacre Primary School.

