

# **BURE PARK PRIMARY SCHOOL**

## **CRITICAL INCIDENTS AND EMERGENCY PLANNING POLICY**



**Learning, Caring, Growing, Sharing**

<b>ROLE</b>	<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
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<b>Next Review</b>	<b>February 2026</b>
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## **CRITICAL INCIDENTS AND EMERGENCY PLANNING POLICY**

The aim of this policy is to lessen and manage the effect of a Critical Incident on the staff, students and parents at Bure Park Primary School. It is anticipated that by adopting the procedures outlined in this policy it will be possible to provide a more secure environment for everyone associated with the school. Every reasonable step will be taken to:

- Prevent or minimise the loss of life and injury to pupils and staff;
- Alert relevant parties, e.g. the emergency services, the local authority, parents/carers and school governors;
- Take control at the scene until the emergency services arrive;
- Minimise disruption to the normal daily routine of staff and pupils;
- Support staff, pupils and parents in the aftermath of an incident;
- Ensure effective working with the media.

### **What is a Critical Incident?**

A Critical Incident is one which arises suddenly. Critical Incidents may occur in school or out of school, but both types will have a major impact on staff and students. An incident might be designated as critical where the result is likely to be serious disruption to the running of the School, or where there is likely to be significant public and/or media attention on the School.

The school recognises that there cannot be a separate written plan to cover every possible emergency. Core staff training includes regular discussions of the steps to be taken in the more common emergencies, including a deliberate act of violence, fire, the destruction or serious vandalism of part of the school or public health threats (e.g. meningitis). Where damage to premises is the focus, Oxfordshire County Council will take the leading role in managing the crisis in collaboration with the school and other agencies.

Where the crisis is related to people, such as in the event of a death or serious injury, the assumption is that the school is likely to take the lead, with the support of the Local Authority, as necessary.

### **Examples of in-school Critical Incidents**

- A serious accident to a child or adult
- The death of a student or member of staff
- A traffic accident involving a student or staff member
- Violence or assault within school
- A school fire or explosion
- Destruction of part of the school building
- Abduction of a student
- A student or students absconding

- An illness such as meningitis within the school or the local community
- Severe weather requiring closure of the school
- Bomb threat
- Terrorist alert
- Airplane crashing on or near the site
- Train crash within Bure Park School or Community

### **Examples of out-of-school Critical Incidents**

- An accident to a student or staff member while out of school on a visit or swimming.
- Death or injuries on a school journey
- Tragedies involving children from many schools, eg. the tragedy at Hillsborough Football Ground
- Civil disturbances

### **In the event of a crisis like this there can be three aspects to deal with at once:**

- the Critical Incident itself
- the impact on your school as a community
- the public impact of the incident, including how it is reported in the media

### **Practice within school**

Individual class teachers have an important role to play in managing Critical Incidents and may well be the best people to deal with the students in their classes. In times of crises, teachers must react as they feel is appropriate and there can be no easy formula for dealing with Critical Incidents. However, by ensuring good communication within School, a crisis may be managed more effectively.

We recognise that planning is essential if emergencies are to be managed effectively. We cannot plan in detail for every possible scenario, but our generic plan ensures that those involved in the initial stages have a firm basis from which to develop their response.

## **Critical Incidents Team**

A central component of this policy is the identification of the composition, roles and responsibilities of the Critical Incidents Team.

The role of the team is to review and direct the handling of the incident and the response and recovery process in order to:

- ensure the safety and security of students, staff, other users of the premises and visitors;
- minimise the loss to the school in physical, human and financial terms;
- manage an incident to minimise disruption to regular operations;
- liaise with appropriate agencies, including the Media.

The Critical Incidents Team will comprise the following personnel:

- Head teacher (DSL)
- Chair of Governors
- Deputy Headteacher
- School Business Manager
- Health and Safety/Premises Governor

The Critical Incidents Team will, dependent upon the nature of the incident itself, be concerned with any of the following issues:

- adequate assessment of hazards and situations which may require emergency action;
- analysis of requirements to address these hazards; establishment of liaison with all relevant emergency services; development of an effective management plan;
- dissemination of planned procedures;
- dissemination of information to:
  - all staff
  - parents
  - pupils
- communications to:
  - Chair of Governors and Governing Body
  - Local Education Authority
  - Media
- Organisation of practice drills to test the plan;
- Bi-annual review of this Policy
- assisting the Headteacher with all aspects of the implementation of the plan;

## **Procedures During an Incident**

1. The Headteacher or Deputy Headteacher must be informed of any Critical Incident as soon as possible.
2. As soon as an incident is confirmed, the Critical Incidents Team will meet to decide strategies.
3. Arrange for staff directly involved to meet with the enforcement agencies (Police, Health and Safety Executive and /or Environmental Health). Emergency Manager to be present and meeting to decide what information will be released to the media, parents and governors.
4. Call a meeting for staff:
  - to give facts about the incident
  - to outline what support is available to staff
  - to plan with staff how and what they can tell other people and pupils about the incident
  - to prepare a statement for them to use.
5. Arrange for Support Agencies to come into school to support those colleagues directly involved.
6. Ensure that pupils not involved in the incident are informed, in small groups.
7. Make appropriate arrangements for Emergency Agencies to interview staff/pupils. Ensure that pupils are accompanied by a parent or senior member of staff.

## **ACTION PLAN**

Major incidents require the following procedures: -

1. Assess the situation
2. Notify Headteacher or in her absence Deputy Headteacher.
3. Convene the Critical Incidents Team.
4. Inform immediately the Chair of Governors and OCC Director for Children and Adult Services.
5. Collect, record and convey as much accurate information as possible.
6. Identify two callers to staff:
  - school phone for incoming calls
  - mobile phone for outgoing information/staff uses
7. Office area, if appropriate, to be used for enquiries
8. Use the up-to-date list of students' next of kin (record files) and contact parents of affected children.
9. Record all actions
10. Headteacher, alone, to act as 'press officer'. Do not speak to the press or media. It is important that the Director for Learning and Culture in the County Council's Public Relations Unit should undertake such communication. In any case employees will most probably be involved in more activities during any emergency.
11. Refusal of access to press/television on school premises.

## **ACTION PLAN TIMING**

<b>Action</b>	<b>Timescale</b>
Obtain factual information at the start	Within hours
Senior Staff meeting with support personnel	Within hours
Advise Director of Education	Within hours
Convene the Critical Incidents Team	Within hours
Contact families	Immediately
Call a staff meeting to give information	Same day if possible
Inform students in small groups	Same day if possible
Arrange a debriefing meeting for staff involved	Same day if possible
Arrange a debriefing for students directly involved	Same day if possible
Identify high risk students and staff	Following day

Promote discussion in classes	Following days and weeks
Identify the need for group or individual treatment	Over days and weeks
Organise counselling	As required
Mark anniversary (discreetly)	Annually

## **INCLEMENT AND SEVERE WEATHER RESULTING IN CLOSURE OF THE SCHOOL/BEFORE SCHOOL OPENS**

In the event of severe weather requiring closure of the school, the Headteacher will contact the Chair of Governors as a first point of call to assess the weather conditions locally. In the unlikely event of closure, the Headteacher will contact the Deputy Headteacher and Premises Manager who will disseminate all information to their staff.

The School Business Manager will contact the local radio stations to broadcast the school closure. All parents and staff are also advised to check the school website for information which will be posted accordingly.

### **DURING SCHOOL HOURS**

In the event of severe weather requiring closure of the school whilst students and staff are on the premises, the Headteacher will assess the local and surrounding area weather conditions.

The Headteacher will contact the Chair of Governors to consent to the closure of the school.

Each class teacher and/or Teaching Assistant will contact all parents of children in their class for the child to be collected as soon as possible. Once the safety of the students has been secured, the staff who have longer commuting distances will be given the opportunity to leave, ensuring all children have appropriate supervision.

All staff and parents should check the school website for further advice and information on [bureparkprimary.org](http://bureparkprimary.org)

**IN THE EVENT OF A MAJOR EMERGENCY/FIRE ON OR AROUND THE SCHOOL SITE THE FOLLOWING ACTIONS SHOULD BE TAKEN:**

1. The Most Senior Member of Staff will take over as the Emergency Manager. When the school is not occupied, this may be carried out by a member of the Governing Body.
2. An assessment of the situation should be quickly made
3. Contact Emergency Services.
4. Give Emergency First Aid (See list of trained people).
5. If appropriate, evacuate the building as if there was a FIRE using the continuous fire bell. Procedures and evacuation routes are displayed in each room within the school.
6. The children should be kept together in class groups in the normal assembly point for fire practice. Nobody should re-enter the building for any reason.
7. If the normal assembly points are deemed dangerous then the children should be taken to the nearest safe point in the school grounds. The Fire Marshal will converse with the Headteacher and direct safe evacuation of the building and area.
8. In the event of the whole area becoming unsafe (e.g., an airplane crashing on the site) then instructions will be given by the Emergency Manager and/or Fire Marshal where to evacuate the site. The children should then be taken as safely as possible to Bicester Emmanuel Church, Bure Park or the nature reserve if the Church is deemed too close to the incident. Teachers must ensure the contact details for parents/guardians are picked up prior to evacuation of the classroom.
9. No child should leave the care of the teacher or appointed adult in charge of the class except in the company of a parent.
10. Where possible the parents will be contacted by the Emergency Manager and advised of the best course of action.
11. The Local Authority, Chair of Governors and members of the Governing Body also need to be contacted as soon as possible.

## **BOMB THREAT MANAGEMENT**

### **STAFF**

Staff have responsibility:

- To know what to do in the event of a bomb threat and take appropriate action.
- To know what to do if a suspicious package/letter is discovered and take appropriate action.

### **PROCEDURE INSTRUCTIONS**

#### **1. INSTRUCTIONS TO STAFF IN THE EVENT OF A BOMB THREAT ALERT**

These instructions set out the procedure to be adopted in the event of a bomb threat becoming apparent in any of the school buildings or properties.

All actions resulting from a bomb threat will be coordinated by the Headteacher or, in her absence, Deputy Headteacher or most senior person on site.

#### **2. DEALING WITH TELEPHONE WARNINGS**

Terrorists, militants, extremists (e.g., Animal Rights etc.) frequently, but not always, give telephone warnings of bomb explosions. So, unfortunately, do hoaxers whose threats are empty. A warning may be received that any part of the premises is at risk. In such cases we will have to decide how to respond. In particular we will have to decide whether to evacuate the premises. In all cases, whether or not the person receiving the call considers the threat to be credible, they should:

- Telephone the Police immediately
- Search the premises
- Consider whether to evacuate the premises

**IN ALL CASES IT IS IMPORTANT TO TELEPHONE THE POLICE IMMEDIATELY WITH DETAILS OF THE CALL.**

Responding to warning calls often involves making difficult decisions. What is often overlooked, however, is how important and yet how difficult it is to obtain the maximum amount of useful information from the call. The following advice is designed to help in this.

- Keep calm
- Try to obtain as much information as possible from the call
- Make a note of the details on the caller display or use the '1471' facility, if available

## **REPORT THE CALL TO THE HEADTEACHER OR IN HER ABSENCE THE DEPUTY HEADTEACHER**

### **Obtaining information**

The caller may ring off immediately after giving the message, but whoever takes the call should, nevertheless, try to get a response to the above questions and record down the answers.

In all cases where a bomb threat is received, the Headteacher, or nominated Deputy should immediately inform the Police and advise them of what action is being taken.

### **Critical Incident - Teachers**

An incident might be designated as critical where the result is likely to cause a serious disruption to the running of the school. A Critical Incident could result in either evacuation of the school building or a lockdown. These are the procedures to follow in the event of a Critical Incident. For further information refer to the Critical Incident Policy.

### **Teacher Responsibilities during a Critical Incident requiring evacuation:**

- Upon hearing the continuous Fire Alarm, teachers to pick up the laminated copy of the class register list, together with the contact details for the children in their class.
- Ask TA to pick up the pink medical box, whilst TA is checking toilets for children.
- Calmly ask children to **immediately** line up and evacuate the building quickly and quietly through the cloakroom door.
- Congregate outside on the assembly point – the school field in front of the classroom. (If normal assembly point is too dangerous, the Headteacher and/or Fire Marshal will advise and direct you to the safe available assembly point).
- Teachers to take register and ensure all children are present. In the event of a child missing, the Teacher to inform the Fire Marshal by raising their hand until the Fire Marshal has noted accordingly.
- The Fire Marshal and/or Headteacher will direct and advise when and how further evacuation of the school grounds will take place; either to the Emmanuel Church (if safe) or the Nature Reserve using the exit gates advised.

- Once everyone is present at the agreed assembly point, it will be the responsibility of the Teacher and TA assigned to the class to call parents/guardians in order to collect children from the designated area.
- Teachers must not release any children until a parent/guardian is present.
- Further action required will be advised by the Fire Department, Headteacher or appropriate responsible person.

**NB** In the event of an incident occurring during lunchtime, all teachers should evacuate the school by the nearest exit door and meet their class assembled outside.

### **Critical Incident – Teaching Assistants**

An incident might be designated as critical where the result is likely to cause a serious disruption to the running of the school. A Critical Incident could result in either evacuation of the school building or a lockdown. These are the procedures to follow in the event of a Critical Incident. For further information refer to the Critical Incident Policy.

#### **Teaching Assistant Responsibilities during a Critical Incident requiring evacuation:**

- Upon hearing the continuous Fire Alarm, TA to pick up the pink medical box on the way to checking toilets.
- All Teaching Assistants should check the corridor, toilets or any adjoining rooms (including Math's cupboard, Staff room, library, DT room, toilets for the disabled) closest to where they are sitting, to ensure no children are there. If children are found they should be assisted to the nearest exit point and join their assembled class outside.
- Congregate outside on the assembly point – the school field in front of the classroom. (If normal assembly point is too dangerous, the Headteacher and/or Fire Marshal will advise and direct the safe available assembly point).
- Any designated 'register takers' should obtain the register from the assembled office staff to ensure all staff are accounted for.
- In the event of a person missing, the Teaching Assistant informs the Fire Marshal by raising their hand until the Fire Marshal has noted accordingly.
- The Fire Marshal and/or Headteacher will direct and advise when and how further evacuation of the school grounds will take place; either to the Emmanuel Church (if safe) or the Nature Reserve using the exit gates advised.

- Once everyone is present at the agreed assembly point, it will be the responsibility of the Teacher and TA assigned to the class, to call parents/guardians in order to collect children from the designated area.
- Staff must not release any children until a parent/guardian is present.
- Further action required will be advised by the Fire Department, Headteacher or appropriate responsible person.
- Staff with responsibilities for children with Special Educational Needs and children with disabilities should follow guidance on individual Personal Emergency Evacuation Plans

### **Critical Incident – Lunchtime supervisors**

An incident might be designated as critical where the result is likely to be serious disruption to the running of the school. A Critical Incident could result in either evacuation of the school building or a lockdown. These are the procedures to follow in the event of a Critical Incident. For further information refer to the Critical Incident Policy.

### **Inside Lunchtime Supervisors Responsibilities during a Critical Incident requiring evacuation:**

- Upon hearing the continuous Fire Alarm calmly ask children to **immediately** evacuate the building quickly and quietly through the fire exit doors by the serving hatch.
- The person closest to the exit door should stand and observe the children evacuating, and direct children to the assembly point on the school field and NOT the car park. (The office staff will ensure the gate has been unlocked to allow children through the gate).
- Children should be directed to assemble in the school field in front of their classroom. (If normal assembly point is too dangerous, the Headteacher and/or Fire Marshal will advise and direct the safe available assembly point).
- The lunchtime supervisor closest to the toilet doors should ensure that no children are in the toilets or any adjoining rooms.
- All staff congregate on the school field, ensuring they can be seen by the Teaching Assistant taking the register to ensure all staff are accounted for.
- The Fire Marshal and/or Headteacher will direct and advise when and how further evacuation of the school grounds will take place; either to the Emmanuel Church (if safe) or the Nature Reserve using the exit gates advised.

- Once everyone is present at the agreed assembly point, it will be the responsibility of the teacher and TA assigned to the class to call parents/guardians in order to collect children from the designated area. Lunchtime supervisors may be asked to assist.
- No child can be released without prior consultation with the class teacher **and** until a parent/guardian is present.
- Further action required will be advised by the Fire Department, Headteacher or appropriate responsible person.

### **Critical Incident – Lunchtime supervisors**

An incident might be designated as critical where the result is likely to be serious disruption to the running of the school. A Critical Incident could result in either evacuation of the school building or a lockdown. These are the procedures to follow in the event of a Critical Incident. For further information refer to the Critical Incident Policy.

### **Outside Lunchtime Supervisors Responsibilities during a critical incident:**

- Upon hearing the continuous Fire Alarm, the whistle must be blown and calmly ask children to assemble **on the school field** approximately 20 meters in front of their classroom. (If normal assembly point is too dangerous, the Headteacher and/or Fire Marshal will advise and direct to the safe available assembly point). The class teacher will join the assembled children.
- All staff to congregate on the school field, ensuring they can be seen by the Teaching Assistant taking the register to ensure all are accounted for.
- The Fire Marshal and/or Headteacher will direct and advise when and how further evacuation of the school grounds will take place; either to the Emmanuel Church (if safe) or the Nature Reserve using the exit gates advised.
- Once everyone is present at the agreed assembly point, it will be the responsibility of the teacher and TA assigned to the class to call parents/guardians in order to collect children from the designated area. Lunchtime supervisors may be asked to assist.
- No child can be released without prior consultation with the class teacher **and** until a parent/guardian is present.
- Further action required will be advised by the Fire Department, Headteacher or appropriate responsible person.

### **Critical Incident – Office Staff**

An incident might be designated as critical where the result is likely to be serious disruption to the running of the school. A critical incident could result in either evacuation of the school building or a lockdown. These are the procedures to follow in the event of a Critical Incident. For further information refer to the Critical Incident Policy.

#### **Office Staff Responsibilities during a critical incident requiring evacuation:**

- Upon being notified of a fire or incident, the fire alarm must be raised by a member of the office to alert staff.
- Staff to pick up the ‘signing in register’ for visitors and staff and pass to designated Teaching Assistants who will then take the register and ensure all staff are accounted for. The visitors register should be checked by a member of the office staff.
- All staff to assemble **on the school field** by the entrance gate. (If normal assembly point is too dangerous, the Headteacher and/or Fire Marshall will advise and direct to safe available assembly point). All staff to congregate on the school field, ensuring they can be seen by the Teaching Assistant taking the register to ensure all are accounted for.
- The Fire Marshal and/or Headteacher will direct and advise when and how further evacuation of the school grounds will take place; either to the Emmanuel Church (if safe) or the Nature Reserve using the exit gates advised.
- Once everyone is present at the agreed assembly point, it will be the responsibility of the teacher and TA assigned to the class to call parents/guardians in order to collect children from the designated area. Lunchtime supervisors may be asked to assist.
- No child can be released without prior consultation with the class teacher **and** until a parent/guardian is present.
- Further action required will be advised by the Fire Department, Headteacher or appropriate responsible person.