

# Critical Incident Emergency Plan



Person responsible for Policy	Karen McCurdy
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## Contents Page

Distribution List .....	3
Record of Updates & Glossary of Terms .....	4
Introduction .....	5-6
Critical Incident Response Team .....	7-9
Outline of responsibilities for those:	
(a) in charge of the Critical Incident Response Team; .....	10
(b) responsible for liaison with the media; .....	11
(c) to contact Emergency Services; .....	12-13
(d) to contact Council and members of the Critical Incident Response Team; .....	14-15
(e) to open appropriate buildings; .....	16
(f) to check channels of communication; .....	17-18
(g) to contact appropriate others; .....	19
(h) responsible for contacting all staff/ parents/ students .....	20
(i) responsible for immediate actions to safeguard pupils and staff.....	21
(j) responsible for In-evacuation.....	22

## Appendices

A. Contents of the Critical Incident File.....	23
B. Out of hours booking procedures .....	24
C. Basic information about the school .....	25
D. Security Strategy .....	26
E. Incident Log .....	27
F. Educational visits .....	28
G. School maps	

**Everyone on the distribution list must have a copy of the Critical Incident Emergency Plan, and be advised of updates and amendments.**

### **DISTRIBUTION LIST**

	<b>Name</b>	<b>Designation</b>
1	Karen McCurdy	Headteacher
2	Amy Flynn	Teacher / deputy DSL
3	Abigail Moss	Teacher
4	Sarah Ward	Teacher
5	Eleanor Bryan	Senior Administrator
6	Richard Woods	TLP Assistant CEO Lead Operations



contained in the Critical Incident File can be found in the Appendix of the Critical Incident Emergency Plan.

### **Critical Incident Response Team**

The team is made up of school staff who have the relevant training, knowledge and experience to deal with a critical incident.

Karen McCurdy  
Ellie Bryan  
Richard Woods (TLP)

### **Introduction**

Critical Incident Emergency Plans may never be used, but they will be worthwhile to ensure an immediate, effective and caring response, if needed.

It is impossible to predict the exact form or effect of an emergency. These emergency plans are meant to be broadly applicable emergency arrangements rather than specific detailed arrangements.

Emergency management arrangements must be flexible.

### **Information for all staff**

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

A Critical Incident is something that cannot be managed solely from a school's own resources and the Head Teacher considers that the school will benefit from receiving direct support from the Local Authority.

Examples could be:

- Health hazard i.e. the outbreak of infectious disease
- Civil disturbance in the community
- Death of a student, member of staff or member of the public on site
- Serious injury of a student, member of staff or member of the public on site
- School fire or explosion, Power cut or other similar site major incident
- Incidents attracting unusual attention from the media
- Incidents involving serious threat
- Incidents charged with profound emotion, or other incidents with extremely unusual circumstances which produce a high level of immediate or delayed emotional reaction, surpassing the individual's normal coping mechanisms

It is not possible to predict the exact form of a critical incident but the first and most important action is to ensure everyone is removed from any potential danger, so staff should be ready to respond to any potential hazard in and about the site in an immediate, effective and caring response.

In the event of any emergency, staff should contact Karen McCurdy with information about:

- nature of the incident
- type of help required
- emergency service(s) required
- exact location of the incident
- number of casualties and nature of injuries.

If necessary, **evacuate the building**, in accordance with the Fire Evacuation Procedure. A copy of the Fire Evacuation Procedure is also included in the Critical Incident file.

It is conceivable that at times we may have to instigate an **invacuation procedure** i.e the effective, efficient and safe transfer of students and staff to inside the buildings. Such situations may arise through;

- The presence/ detection of a dangerous animal(s) on site
- The presence/detection of a dangerous person(s) on site
- Falling trees/ power cables
- External flooding; excessive weather conditions

A copy of the Invacuation (Lock In) Procedure can be found in school. A copy of the Invacuation Procedure is also included in the Critical Incident file.

Maintain a calm atmosphere.

Respond to instructions given by members of the Critical Incident Response Team. The persons in charge of the Critical Incident Response Team, Karen McCurdy, will coordinate the activities of the Critical Incident Response Team and delegate responsibility for tasks.

Do not speak directly to the media but refer all enquiries to the persons responsible for contact with the media; Karen McCurdy/Peter Cox

## **Critical Incident Response Team**

**Base:** Heads Office

**Reserve:** Staff Room

**Off-site reserve:** TLP Offices

### **Members :**

Headteacher/chair Karen McCurdy

Staff: Sarah Ward, Amy Flynn, Ellie Bryan

Reserve: Abigail Moss,

The Head Teacher will also be available to support other team members as needed.

Several people are allocated to each of the nine jobs.

**The person in charge of the Critical Incident Response Team** (Karen McCurdy) will delegate responsibility for the nine tasks.

The person in charge will give each of the nine people leading the task a list of duties to undertake that relate to their specific role as a member of the Critical Incident Response Team.

All members of the team will have a copy of the Critical Incident Emergency Plan, individual task sheets, a summary sheet and the Critical Incidents in Schools booklet. These documents can also be found in the Critical Incident File\*

It is planned that all members of the team will have initial instructions about their role(s); training; and regular “reminder sessions”.

In the event of staff absences from the Critical Incident Response Team, a full list of members/ reserves and their contact details can be found in the Critical Incident File\*

The Critical Incident File\* also contains the school telephone directory which provides internal extension numbers as well as some useful mobile numbers.

The Critical Incident File\* also contains a full list of staff with access to a school mobile phone and their numbers.

In the event of a critical incident, the Critical Incident Response Team will meet in the Staff Room (see list of reserves if this location is inaccessible).

The CIT Lead will lead the meeting and provide additional information and direction to the staff allocated to each of the tasks, dependent on the nature of the incident.

**CRITICAL INCIDENT RESPONSE TEAM**

*Karen McCurdy, Sarah Ward, Amy Flynn Ellie Bryan*

*Reserve: Abigail Moss*

**LEAD: Karen McCurdy**

**DEPUTY: Ellie Bryan**

**MEDIA**

Lead: Trust CEO

Deputy: Karen  
McCurdy

**OTHERS**

Lead: Karen McCurdy

Deputy: Ellie Bryan

**EMERGENCY SERVICES**

Lead: Karen McCurdy

Deputy: Ellie Bryan

**STAFF/ PARENTS/ STUDENTS**

Lead: Amy Flynn Deputy: Abigail Moss

**COUNCIL & LOCAL AUTHORITY**

Lead: Karen McCurdy Deputy: Ellie Bryan

**BUILDINGS**

Lead: Karen McCurdy                      Deputy 1: Ellie Bryan  
Deputy 2: Sarah Ward

**SAFEGUARDING**

Site Lead: Karen McCurdy  
Site Deputy: Amy Flynn

People Lead: Catherine Holyland  
People Deputy: Sarah Ward

**COMMUNICATION**

IT Lead: Karen McCurdy                      IT Deputy: Marcus Health

**INVACUATION**

Lead: Karen McCurdy                      Deputy: Sarah Ward

Copies of The Critical Incident File are located in Head Teacher's office and home address, fire box and each classroom and hall

**Person in charge of the Critical Incident Response team**

**Lead: Karen McCurdy**

**Deputy: Sarah Ward**

**Responsibilities:**

To co-ordinate the activities of the Critical Incident Response Team;

To draw up an emergency plan for the specific incident, based on the Critical Incident Emergency Plan which can be found in the Critical Incident File\*;

To delegate responsibilities and give task sheets to the chosen staff;

To provide a flexible response, based on the Critical Incidents in Schools document (a copy can be found in the Critical Incident File\*)

To keep a comprehensive incident log - pro formas kept in the Critical Incident File\*;

To consult with the Police and the person responsible for liaison with the media (Karen McCurdy) about the release of information to students, staff, parents, general enquiries and the media.

To advise the Critical Incident Response Team on times and venues for reconvening as and when appropriate.

**Person responsible for liaison with the media:**

**Lead: CEO**

**Deputy: Rose Taylor**

In the event of a crisis, all press enquiries should be dealt with by the True Learning Partnership,.

**Responsibilities:**

To establish a central media point (playground), to be determined depending on the nature of the incident

To liaise with emergency services and the Council over the setting up of a Media Centre;

Copies of The Critical Incident File are located in Head Teacher's office and home address, fire box and each classroom and hall

To liaise with, and co-operate with, the media and to answer their queries, as appropriate;

To liaise with local radio stations as necessary, i.e in the event of school closure. Information on using local radio stations to inform parents of school closures can be found in the Critical Incident File.\*

BBC Radio Manchester	0161 244 4321
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To provide briefings;

To provide press statements;

To provide basic information about the school;

To liaise between the press and those affected about press interviews - seeking permission from parents/guardians of any pupils involved in interviews;

To ensure that pupils involved in interviews have support;

To ask the interviewer the questions to be asked in advance of the interview;

To respond to directions from the person in charge of the Critical Incident Response Team or other personnel in control, e.g. Police, Civil Contingencies Team.

See the Critical Incident File\* for a copy of Procedures when dealing with the Press/Media

### **Person to contact emergency services**

**Lead: Karen McCurdy**

**Deputy: Ellie Bryan**

### **Responsibilities:**

To contact as appropriate:

Police	999
Fire	999
Ambulance	999

To give the following information:

1. Your name
2. Your mobile telephone number
3. Hague Bar Primary School

Copies of The Critical Incident File are located in Head Teacher's office and home address, fire box and each classroom and hall

Lower Hague (Road B6101)

1663 03

4. Details of the incident What happened?

- To whom?
- Where?
- When?
- Numbers of those affected or injured
- Location of those affected
- Whether there is still a continuing danger or not
- What happened since?
- Which emergency services are needed?
- 

**Local emergency services**

<u>Contact</u>	<u>Telephone</u>
Derbyshire police non- emergency	101
Derbyshire weekdays emergency	01629 538364
Fire Service	999
Police	999
Gas Leak - National	0800 111 999
Water Issues – United Utilities	0800 330033
Electricity – United Utilities	0800 195 4141
Plumbing – Glossop Plumbing	01457 601577
Buildings – TLP Advise	01457 601577
Intruder alarm - ASI	Head office at Pure
Fire Alarm – John Potts	01246 269770 (passcode 83002160)
Fencing (Country fencing, Romiley)	07908708448
Emergency Glaziers – Secure Glazing	0161 427 5608
General Electrics – John Potts	0800 169 4083

**Person to contact council and members of the local authority  
special crisis team:**

**Lead: Karen McCurdy**  
**Deputy: Ellie Bryan**

**Responsibilities:**

Copies of The Critical Incident File are located in Head Teacher's office and home address, fire box and each classroom and hall

**Critical Incident Management Team** in Children's Services can provide assistance to schools in the event of a critical incident or with more minor problems, such as short term closure due to electrical failure. The Unit should be informed of any closures and will circulate this information to all others who need to know.

CIMT contact details:

Social Care Emergency	01629 532600
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IN THE EVENT OF A CRISIS WHERE YOU WANT SUPPORT FROM THE AUTHORITY, RING:

Emergency Planning DCC	01629 538364
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To give the following information:

1. Your name
2. Your telephone number
3. Hague Bar Primary School  
Lower Hague (Road B6101)  
SK22 3AP  
  
01663 762203
4. Details of the incident What happened?
  - To whom?
  - Where?
  - When?
  - Numbers of those affected or injured
  - Location of those affected
  - Whether there is still a continuing danger or not
  - What happened since?
  - Which emergency services are involved?
  -
5. Nature of assistance required – e.g. dealing with the media; transport; catering; communications; administrative support.

To contact the following, as requested by the person in charge:

<b>Designation</b>	<b>Name</b>	<b>Mobile tel. no.</b>
Headteacher	Karen McCurdy	07791 204622
Chair of CIT	Karen McCurdy	07791204622
Deputy CIT	Amy Flynn	07775 330884
Chair of Governors	Owen Cox Maria Drumer	

Once the local authority Special Crisis team has been consulted, the Team is to respond to directions from the person in charge of the Critical Incident Response Team or other personnel in control, e.g. Police, Civil Contingencies Team.

**Person to open appropriate buildings:**

**Lead: Karen McCurdy**

**Deputy 1: Ellie Bryan**

**Deputy 2: Sarah Ward**

**Responsibilities:**

To open the appropriate parts of the school as directed by the Critical Incident Response Team

**OR**

To open the alternative emergency centre, agreed in liaison with Police or Civil Contingencies Team.

To respond to directions from the person in charge of the Critical Incident Response Team or other personnel in control, i.e. Police, Civil Contingencies Team.

**Person responsible for checking channels of communications:**

**IT Lead: Karen McCurdy**

**IT Deputy: Marcus Heath**

Copies of The Critical Incident File are located in Head Teacher's office and home address, fire box and each classroom and hall

**Lead: Karen McCurdy (telephones copiers)**  
**Deputy: Marcus Heath (telephones, copiers)**

### **Responsibilities:**

To check that all available communications and office equipment are working such as PC's for email, editing the website, telephones or copiers, for example:

Head Teachers Office  
 Office  
 Classrooms

To be ready to give the information to the Civil Contingencies Team.

**NOTE:** The Civil Contingencies Team has access to communications systems if needed.

To respond to directions from the person in charge of the Critical Incident Response Team or other personnel in control, i.e. Police, Civil Contingencies Team.

The IT Lead to initiate a specific response in relation to IT, focusing on the team's 3 levels of response procedures.

### **Workstations from which the school website can be edited:**

Any web enabled device	Karen McCurdy, Ellie Bryan Marcus Heath,
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### **Staff who have been trained to edit the school website:**

<u>Name</u>	<u>Telephone</u>	<u>E-Mail</u>
Karen McCurdy	07791 204622	Karen.mccurdy@haguebarprimary.org.uk

### **Staff with Remote access to the school website:**

<u>Name</u>	<u>Telephone</u>	<u>E-Mail</u>
Marcus Heath	07542 685814	mheath@truelearning.org.uk

### **Person to contact appropriate others:**

**Lead: Karen McCurdy**  
**Deputy: Ellie Bryan**

### **Responsibilities:**

Copies of The Critical Incident File are located in Head Teacher's office and home address, fire box and each classroom and hall

<b>1) Chair of Governors:</b>	Owen Cox Maria Drumer	
<b>2) Member of Parliament:</b>	John Pearce	
<b>3) Children's Services:</b>	Derbyshire CC	01629 533190

**Note:** In a major emergency, the Civil Contingencies Team may already have contacted Local Councillors, Children's Services Department and MPs. Check before contacting them.

To respond to directions from the person in charge of the Critical Incident Response Team or other personnel in control, i.e. Police, Civil Contingencies Team.

**Person responsible for contacting all staff/parents/students:**

**Lead: Karen McCurdy**

**Deputy: Ellie Bryan**

**Responsibilities:**

To initiate the Communication Tree by contacting (Chair of Governors, Owen Cox/Maria Drumer who will contact the people on their list and authorise them to continue the process. A copy of the Communication Tree can be found in the Critical Incident File\*

<b>Immediate Communicator</b>	<b><u>Initial Contact</u></b>	<b><u>Secondary contact</u></b>
Karen McCurdy, Debbie McGloin	Karen McCurdy	

To contact staff and parents using the e-mail service - instructions can be found in the Critical Incident File\*

**Person responsible for immediate actions to safeguard the site,  
pupils and staff:**

**Site Lead: Karen McCurdy**

**Site Deputy: Ellie Bryan**

**People Lead: Sarah Ward**

**People Deputy: Abigail Moss/Amy Flynn**

**Responsibilities:**

To evacuate the building in accordance with the Fire Evacuation Procedure (a copy of which can be found in the Critical Incident File\*).

To invacuate if necessary in accordance with the Invacuation Procedure (a copy of which can be found in the Critical Incident File\*).

To liaise with the Critical Incident Response Team Leader and Emergency Fire Services, once the names of those present have been checked against attendance list.

To ensure all registers are taken account of, including those of staff/ students off site.

A register is taken when staff/ students are participating in PE/Outdoor Education off site, and this is left with reception.

Staff who are participating in activities off site sign out at the main school reception.

The responsibility for rescue rests with the Fire Service.

To liaise with **Teaching Assistants** to ensure that immediate reassurance and support is given to anyone who is distressed.

To respond to directions from the person in charge of the Critical Incident Response Team or other personnel in control, i.e. Police, Civil Contingencies Team.

Information about action to be taken by schools in the event of severe weather can be found in the Critical Incident File.\*

**Person responsible for Invacuation:****Lead: Karen McCurdy****Deputy: Ellie Bryan****Responsibilities:**

To invacuate in accordance with the Invacuation Procedure (a copy of which can be found in the Critical Incident File\*).

To ensure each area of school is aware of the situation and the procedure for invacuation.

Haddon	Abigail Moss
Disabled Toilet	Abigail Moss
Hazelwood	Abigail Moss
Hassop	Sarah Ward
Boys and Girls Toilets	Sarah Ward
Hartington	Amy Flynn
Staff Toilets	Amy Flynn
Hall	Karen McCurdy
Caretaker's Cupboard	Karen McCurdy
Kitchen	Karen McCurdy
Library	Karen McCurdy
Staff Room	Karen McCurdy
Office/Head's Office	Ellie Bryan

To ensure all registers are taken and logged onto RMIntegris, or manually in the event of a powercut.

In the event of a power cut, contact

**EON Electricity 08001954141 – United Utilities 0800330033**

## **Annexe A**

### **Contents of the Critical Incident File**

- Fire evacuation procedure
- Invacuation procedure
- Critical Incident Procedure poster
- Infection Prevention
- Critical Incident Emergency Plan
- Task sheets
- Summary sheet
- Critical Incidents in Schools booklet
- Special crisis team/ reserves contact list
- School telephone directory
- Incident log pro forma
- Radio listings
- Press/ media procedures
- Communication Tree
- Severe weather
- School lettings
- Dangerous materials
- School maps

## **Annexe B**

### **INTERNAL BOOKINGS/ LETTINGS: WEEKENDS AND HOLIDAYS – n/a EXTERNAL BOOKINGS/ LETTINGS: WEEKENDS AND HOLIDAYS**

It is a condition of any booking of School's facilities at weekends and during holidays that the person making the booking is aware of the school's Critical Incident Emergency Plan.

As per the Critical Incident procedure guidelines (located in the Critical Incident File\*), the hirer of the facility, upon discovering a critical incident, should contact Karen Mc Curdy (Lead for the Critical Incident Response Team).

The hirer must provide the member of the site team with necessary information about the incident;

- Nature of the incident
- Type of help required
- Emergency service(s) required
- Exact location of the incident
- Number of casualties and nature of injuries, if applicable

**Karen McCurdy** will then coordinate the activities of the Critical Incident Response Team.

Full details of all bookings/ lettings are available in the Critical Incident File\*

Critical Incident Emergency Plan - a copy is always kept in the Critical Incident File\*

## Annexe C

### Basic information about the school

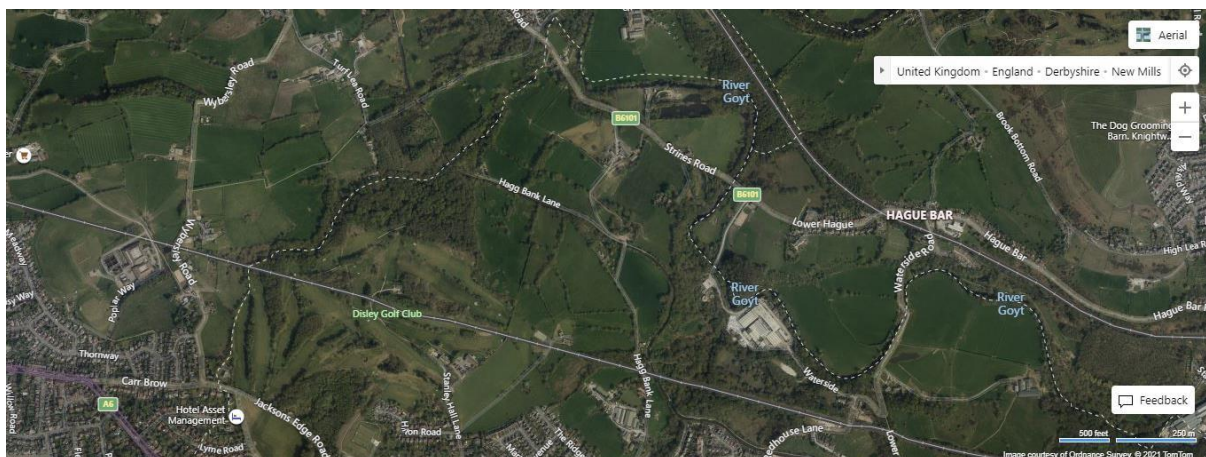
Name: Hague Bar Primary School

Address: Lower Hague (Road B6101)  
New Mills  
Derbyshire  
SK22 3AP

Telephone: 01663 762203

Fax: n/a

Map of surrounding area:



Location of any potentially dangerous materials such as flammable chemicals and cleaning products, gas bottles, paint, etc – included in critical incidents file\*  
Caretaker's cupboard

The Asbestos Register is kept in the staff room/office in the red fire box.

#### Details of senior staff

Head of School: **Karen McCurdy**

Deputy Headteacher: **N/a**

Other staff **Amy Flynn, Abigail Moss, Sarah Ward, Jackie Cowell, Tara Prophet, Karen Turnbull, Maria Avgerinou, Caroline Davenport, Libby Ross**

Chair of Governors: **Owen Cox/Maria Drumer**

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## Annexe D

### Our security strategy

Our School is open from 7.15am to 6pm (unless a later club is in school).

The school is not open on weekends unless a club has booked use of the hall.

Opening times during school holidays can vary so please check with Karen McCurdy.

The following measures/ contacts are intended to provide for security:

<u>Contact</u>	<u>Telephone</u>
Derbyshire out of hours emergency	101
Derbyshire weekdays emergency	01629 538364
Fire Service	999
Police	999
Gas Leak - National	0800 111 999
Water Issues – United Utilities	0800 330033
Electricity – United Utilities	0800 195 4141
Drains– Glossop Plumbing (Stewart)	01457 601577
Plumbing – Glossop Plumbing (Stewart)	01457 601577
Buildings – Hawtin Construction	01663 747914
Intruder alarm - ASI	01246 269770 (passcode 83002160)
Fire Alarm – John Potts	07908708448
Fencing	0161 427 5608
Emergency Glaziers – Secure Glazing	0800 169 4083
General Electrics – John Potts	07908708448

## Annexe E

### Incident log

Incident:

Location of incident:

Date:

Time:

The following section to be maintained as the incident progresses:

Copies of The Critical Incident File are located in Head Teacher's office and home address, fire box and each classroom and hall

Date	Time	Event/Action Taken

Please remember to complete an Accident/Incident Report Form for each individual affected, as appropriate.

## **Annexe F**

### **Educational visits**

**Karen McCurdy is in charge of all educational visits.**

**Contact numbers for all educational visits will be left with Ellie Bryan**

There is always the possibility of an incident whilst pupils are away from school and incidents involving mini-bus crashes have highlighted the need for arrangements to be in place in the event of such an incident.

Before all trips, regardless of duration, a list must be compiled of names, addresses and home telephone numbers of all staff and pupils making up the party. One copy will be retained by the senior member of staff going on the trip (the Group Leader) and another copy given to a member of staff not going on the trip (the School Home Contact). The name and telephone number of the School Home Contact will be clearly marked on the list being taken by the Group Leader.

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The School Home Contact should be prepared to be continuously available for the whole duration of the trip, although a rota system could be used for extended trips. Although this is an extremely onerous task, it is considered worthwhile to allay anxieties, particularly of parents, should an incident occur or if the return is significantly delayed.

## Annexe G

### Other contact information

Contact	Contact number	Next of kin name and number
Jackie Cowell	07825 153945	D Cowell 07979 813697
Amy Flynn	07775 330884	T Barton 07966 009666
Abigail Moss	07377 469696	
Sarah Lucas	07539 086901	A Ward 07584 075150
Maria Avgerinou	07770 386023	P McLean 07307 752752
Tara Prophet	07595 436789	M Prophet 07702 025546
Karen Turnbull	07749 123328	I Turnbull 07749 060632
Karen McCurdy	07791 204622	S McCurdy 07834 258962
Sarah Ward	07539086901	A Ward 07584075150
Ellie Bryan	07798685902	W Bryan