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Critical Incidents Policy	Issued: July 2020
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APPROVAL BY	FULL GOVERNING BODY

Critical Incidents Policy

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This Policy has been written in conjunction with the Northamptonshire County Council's Critical Incident Guidance and the Emergency Planning Section of TeacherNet

1. Definition of a Critical Incident

An incident becomes a critical incident when it constitutes a serious disruption arising with little or no warning on a scale beyond the coping capacity of the school operating under normal conditions, and requiring the assistance of the Emergency Services and/or Northamptonshire County Council and others.

Where there has been a death or serious injury arising through interpersonal violence, this will constitute a Critical Incident, regardless of the perceived capacity of the school to cope.

The incident or event may be unanticipated, imminent or in progress. It may occur on the school property, in the local community or out of the school area (e.g. a school trip)

2. Type of Emergency / Critical Incident

2.1. In or outside the School:

- A deliberate act of violence, such as the use of a knife or firearm on or by a member of staff or pupil;
- A school fire
- The destruction or serious vandalism of part of the school;
- Public health threats (e.g. Pandemic Influenza);
- The loss of water or heating;
- The death of a pupil or member of staff;
- A transport related accident involving pupils and/or members of staff;
- An incident which affects access/egress for the school;
- A more widespread emergency in the community, for example, the release of hazardous substances, severe weather, etc;
- Death or serious injury on an educational visit;
- Civil disturbances and terrorism.

Not all these incidents will require a full-scale response. However, plans must not overlook the long-term effects and wider consequence management issues that can arise during or following on from an incident.

3. Type of Non-Critical Incident

An example of a non-critical incident/event is as follows:

- Death of a person associated with the school
- Expected death of a pupil or member of staff
- Lower scale health issue
- Issues outside of school or in the local community

- External incident/event requiring increased awareness
- Short term loss of a number of staff
- Short term loss of infrastructure systems

A situation may be demoted or escalated depending on the school(s) affected. The criticality of an incident will also alter as the situation develops and circumstances change.

This Policy is the School's contingency plan and is designed to provide a framework for handling a critical incident, in the hope that it will never be necessary to refer to it in the context in which it has been written. It is accepted that it is not possible to plan for every eventuality, but by defining roles, responsibilities and procedures this policy aims to prepare the School community so that the reaction to an incident is effective and efficient and able to maintain the safety of students and staff.

4. Aims

- To prevent/minimise the loss of life/injury to all pupils, staff and visitors
- To swiftly inform emergency services and relevant organisations
- To take control of the incident until the emergency services arrive, minimising stress and discomfort
- To swiftly carry out measures to ensure actions by others following the original incident do not further damage the School, its pupils or staff
- To fully support pupils, parents and staff following an incident, so that they are able to return to fully participating in education at the school as soon as possible (we would not inform parents until after all the children are safe and advice has been sought).

5. Roles and Responsibilities

The Governors delegate all responsibility of such incidents to the Head Teacher.

The Head Teacher will identify key members of staff who will inform the Emergency Management Team, and communicate the names, roles and responsibilities of this team to the whole school staff, and to Northamptonshire County Council. The Head Teacher will, at their discretion amend this team as appropriate to any situation.

IN THE EVENT OF THE DEATH OF A PUPIL OR STAFF MEMBER, IT IS THE RESPONSIBILITY OF THE POLICE TO INFORM THE FAMILY.

Position	Role
Head Teacher	To take overall control of the incident. Liaise with media after seeking guidance and support from NCC.
Deputy Head Teacher	Responsible for the immediate management of the incident, under the direction of the Head Teacher, including liaison with school staff, emergency services and Northants County Council etc.
Assistant Head Teacher	Responsible for the immediate management of all pupils and staff assisted by other Teachers.
Head Teacher and SENCO	Responsible for arranging any required bereavement or trauma counselling.

Position	Role
Business Manager or other person nominated by Head Teacher	Under the direction of the Head Teacher, to carry out all necessary tasks to ensure the smooth functioning of the team, including responsibility for ensuring all records are up to date, including contact records for pupils and staff, fire records, action plans etc.

6. Preventative and precautionary measures

Whilst no amount of planning can totally prevent accidents and incidents occurring, it is hoped that some can be prevented and the effects of others minimised by taking sensible and precautionary measures.

At Alfred Street Junior School (ASJS) we expect that:

- Staff and pupils will be familiar with the School routines for fire and the evacuation of the school building on hearing the fire alarm
- Staff will be familiar with the routines and procedures for dealing with emergencies (as detailed in this policy)
- Staff and pupils will be familiar with the School's security procedures, in particular that all visitors **not wearing a visitor's badge** will be questioned and escorted to the School Office.
- Staff organising trips and visits follow the guidelines in the Education Visits Policy and write a risk assessment to be signed off by the Head Teacher and Educational Visits Co-ordinator.
- Staff will sign in and out of the premises in line with School procedures. This routine is to be followed every time a member of staff enters or leaves the school site.
- All staff will wear photo identity lanyard at all times in school.
- Staff are aware of pupils with medical or health problems.
- Staff will advise pupils of potential risk in any activities they are to be involved in, and remind them of safety steps to reduce this risk to themselves and others.
- Staff are aware that they are responsible for assessing risks to themselves before undertaking an activity.

Additionally, in the event of a critical incident, the priorities of those adults in charge of the school or trip will be to:

- Save life
- Minimise personal injury
- Safeguard the interest of all pupils and staff
- Minimise loss and to return to normal working as quickly as possible.

7. Preparation

In order to minimise the effect of any emergency, the School will thoroughly prepare to ensure that all emergencies are dealt with smoothly and efficiently, with the minimum of stress to pupils, staff and bystanders. This preparation will include ensuring that all staff have seen and understood the procedures described in this Policy, and that pupils and staff are clear about evacuation procedures and expectation through regular fire drill practices and evaluations.

The establishment of an Emergency Management Team will be one of the first steps to be taken. The Head Teacher and key staff will participate in relevant training provided by NCC or outside providers. Where other organisations operate on the school site they should be made aware of the Emergency Management Team and the implementation of the procedures described in this policy.

- Our policy will support and be consistent with the Northants County Council emergency planning strategy [1]
- We will consult with all relevant services to ensure our policy is robust
- We will carefully consider all possible scenarios and prepare comprehensive plans to resolve any issues.

8. Implementation

This policy will be discussed with key staff who are nominated within the policy to ensure they are fully aware of their roles and responsibilities. Regular staff and/or team meeting time will be allocated to share the information in the policy, and the procedures to be followed, with all staff.

Training will be considered, by line managers and Head teacher, for appropriate staff in relation to some of the main types of incident below, including bereavement counselling. Support for staff, and appropriate ways to obtain it, will be identified.

The School Business Manager (SBM)/nominated person will review and update associated contact information and records on a half-termly basis or when a pupil joins or leaves the school. A central location will be identified to keep a hard copy of the policy. The Head Teacher will decide who should have a copy of the emergency contact details and will work to ensure that this document is kept up to date. The Head Teacher and School Business Manager will also nominate staff who have access to personal files so that these are always kept up to date.

Current lists of contact phone numbers and next of kin will be available in hard and electronic versions, for both pupils and staff. The Head Teacher and nominated staff will keep a copy of the current policy and have access to the electronic contact details at home via a login, as emergencies sometimes happen when the school is unoccupied. An electronic copy of the details will be sent to NCC and kept up to date.

All staff will be instructed not to give interviews or comments to the media. All enquiries from the press or public should be directed to the Communications Team (see Appendix 1). All staff will be instructed not to give our any information or make any comments through social media i.e. Facebook, Twitter etc.

An **emergency resource bag** (or box) is prepared and stored in the SBM Office, and contains:

- Copies of this policy
- Contact number for all staff, pupils and key organisations e.g. NCC Emergency Planning Team, School Meals provider
- List of pupils who have medical conditions
- Emergency registers
- Pens and paper
- First Aid kit and, if available, medication for pupils with medical conditions
- Plan of the school
- A list of the key pad number combinations for the Emergency Services
- Spare set of keys for the premises

- Other resources, appropriate to the nature of the school setting.

This bag is located in the SBM Office in an accessible but secure location marked **Emergency Resource Kit**. Any member of the Emergency Management Team (EMT) can request this bag by contacting a member of the School Office or the Site Supervisor (if required out of hours).

9. Evacuation and Lockdown

Procedures for evacuation and lockdown are described in Appendix 5. All staff must make themselves aware of these procedures and they should be practised (and this practice must be documented) at least termly. In particular staff should note that rendezvous points for evacuation in case of fire may be different to those for other purposes, e.g. for a suspected bomb – staff and pupils should assemble at least 100 metres from any building. The EMT should establish clear plans for where this might be, and if it is outside of the school grounds, appropriate risk assessment should be made.

10. Timelines

Depending upon the nature of a critical incident, the actions and responses the EMT will need to take will vary. Details of the sorts of actions that would need to be taken in the short, medium and long term are listed in Section 13 “The school’s reaction to a critical incident”; it should be noted that this list is not exhaustive and is intended to be used as a guide.

11. Communication

The importance of having clear lines of communication to all stakeholder and outside agencies, including the media, must not be underestimated. All members of the EMT will have a list of each other’s contact telephone numbers; they are required to ensure that the SBM is notified if their details change.

It is the role of the Head Teacher to ensure that staff and resources are allocated which allow information to be distributed without hindrance to all appropriate parties. **ALL** communication and information sharing with the media must be through the NCC Communications Team. Information for parents and carers should be prepared by the Head Teacher and shared with staff, who should only share this information if they have reason to speak to parents and carers. Pupils should be strongly discouraged from using their personal mobile phones to ring parents or others.

12. Emergency Contact Tree

See Appendix 2

Where possible, staff would be contacted about a school emergency or closure by text message. If this is not possible the contact tree would be used – staff are asked to phone the next person on the tree. This process is to be discussed in staff training meetings.

13. The school's reaction to a critical incident

The school's reaction to a critical incident can be divided into the following categories. The exact actions and timescales will depend upon the nature of the critical incident.

Immediate Action – within hours of the incident occurring

- Obtain and collate information relating to the incident – uncertainty breeds rumour and accurate information is essential.
- Call the emergency services immediately and then alert the Head Teacher or a member of the Senior Leadership Team in her absence.
- Head Teacher to activate the Emergency Management Team.
- Select and set up control arrangements to manage the incident and ensure pupils and staff in the school are safe.
- Set up an incident management base.
- If possible/appropriate set up a phone line to deal with calls from parents and carers.
- Head Teacher to notify NCC Communication Team and produce an initial statement to be given to parents and carers who call the school.
- Contact families of pupils directly affected – this needs to be done swiftly and with sensitivity. Consistency of information is vital. It may be appropriate for families to come to school and immediate emotional support may be a possibility.
- Make arrangements to inform other parents and carers. This should be done after taking advice from the NCC Communication Team, who will support with the writing of any letters to be sent out.
- If sending a letter home with pupils at the end of the day send via school electronic communication system to parents/carers and post on school website. Consider sending a text to families advising them to look out for an important letter. The letter should also be posted on the school's website and sent via electronic communication to parents/carers.
- Inform school staff – they must be cautioned that they must not talk to the press or post information or opinion on social media.
- Inform pupils – this may be done in small or large groups depending on the circumstances. Care needs to be exercised to protect pupils and adults closely involved in the incident. It is important that pupils receive a consistent account of the incident, allowing for differences in their ability to understand.
- Encourage people to talk – the incident may need to be discussed before pupils and adults go home for the day.
- Deal with the media – this must be done through the NCC Communication Team, and all enquires must be directed to them.
- Devise a plan for handling the reactions and feelings of people affected. Consider the use of external agencies to support.
- EMT plan short term reaction to the incident.

Short Term Action – the next stage

- Reunion of pupils with their families – especially where the incident occurs outside of the school. Mostly children and young people will need to be brought home, but sometimes parents and families need to visit the scene of the incident.
- Managing staff – support needs to be organised for staff. Staff monitoring of all staff including EMT should be a priority. If a crisis persists over many hours staff may

become tired, weary and upset and this affect their powers to make sensible decisions.

- Encourage pupils to talk.
- Debriefing meeting – it may be appropriate to hold these for staff, pupils and parents to clarify what has happened, allow for sharing of reactions, reassuring people that these reactions are normal and mobilising resources such as groups to support parents. An experienced person, possibly someone from outside of the school community, should lead this meeting.
- Formal and informal recognition of rituals – it is important to express sympathy to the families of the hurt or bereaved. Visits to pupils and /or staff in hospital. Pupils may wish to send letters or cards. Consider attendance at funeral and/or desirability of holding special assemblies or memorial services. Anniversaries are also key times when support and sensitivity are required.
- Re-establishing routines – every attempt should be made to provide continuity for the pupils. The return to school of staff or pupils directly affected by the incident will need to be managed carefully and with sensitivity, but the re-establishment of routine is an important stage in emotional recovery.

Medium Term Action

Return to school for pupils or staff after long absence – re-integration will need to be planned carefully and may involve a home visit prior to return, part time attendance initially, reduced workloads, putting mentoring in place etc.

- Consulting professionals – consideration should be given to consulting the Educational Psychology Service for support and guidance, especially to help those showing unusual or prolonged reaction to the incident.
- Keeping parents and carers informed – about the possible delayed reactions of pupils to the incident.
- Support for staff – ongoing monitoring and support for staff is a major consideration.

Long Term Action

- Monitoring the vulnerable as the effects of a crisis can be felt for years.
- Marking anniversaries – these difficult times need to be treated with sensitivity. Staff and pupils may want to mark an anniversary with a service, memorial etc.
- Legal processes – the length of time taken over some legal processes can prolong the recovery process following an incident. May need to plan for this especially if staff are involved in attending hearings etc.
- Curriculum implications – it may be appropriate to schedule CPD for staff around issues raised by an incident.

Action as soon as possible, for as long as necessary

- Decide and agree on a range of responses and support measures (Chair of Governors to be involved in these arrangements).
- Continue such measures as needed.
- Refer affected pupils and staff to appropriate counselling.

14. Further Information

NCC Guidance of dealing with critical incidents includes useful resources including an incident log and sample letters to send out, see School emergency plans and procedures [2]

‘Guidance of First Aid for Schools: A Good Practice Guide’, DfE [3]

‘Supporting pupils at school with medical conditions’, DfE [4]

Alfred Street Junior School Supporting Children with Medical conditions [5]

‘Fire safety in new and existing school buildings’, Education & Skills Funding Agency [6]

‘A legal toolkit for schools’, UCL website [7]

15. Policy Review

The SBM will review the procedures and associated contact information half-termly and the policy annually.

16. References

- [1] Northamptonshire County Council, “About Emergency Planning,” [Online]. Available: <https://www.northamptonshire.gov.uk/councilservices/fire-safety-and-emergencies/emergencies/Pages/about-emergency-planning.aspx>. [Accessed 8 July 2020].
- [2] Northamptonshire County Council, “School emergency plans and procedures,” [Online]. Available: https://www.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/information-for-school-staff/management-and-administration/emergencies-in-schools/Pages/school_emergency_plans_procedures.aspx. [Accessed 8 July 2020].
- [3] gov.uk, “GUIDANCE ON FIRST AID FOR SCHOOLS,” [Online]. Available: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf. [Accessed 4 July 2020].
- [4] gov.uk, “Supporting pupils with medical conditions at school,” 16 August 2017. [Online]. Available: <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>. [Accessed 4 July 2020].
- [5] Alfred Street Junior School, “Supporting children with Medical Conditions”.
- [6] gov.uk, “Fire safety in new and existing school buildings,” [Online]. Available: <https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings/fire-safety-in-new-and-existing-school-buildings>. [Accessed 8 July 2020].
- [7] Department for Education and Skills, “A legal toolkit for schools: tackling abuse, threats and violence towards members of the school community,” [Online]. Available: <https://dera.ioe.ac.uk/6363/>. [Accessed 4 July 2020].

- [8] Alfred Street Junior School, "Child Protection and Safeguarding Policy," 2020.
- [9] Alfred Street Junior School, "Behaviour Policy," 2020.
- [10] GOV.UK, "Education Act 1996," 1996. [Online]. Available:
<https://www.legislation.gov.uk/ukpga/1996/56/contents>. [Accessed 19 February 2020].

17. Safeguarding

Safeguarding our children is our priority – see Child Protection and Safeguarding Policy [8].
All concerns must be reported to our Designated Safeguarding leads:

ASJS: Mrs K O'Connor, Mr C Butler, Mrs S Smith, Mrs W Watts, Mrs A Love

Appendix 1. Emergency Contacts List

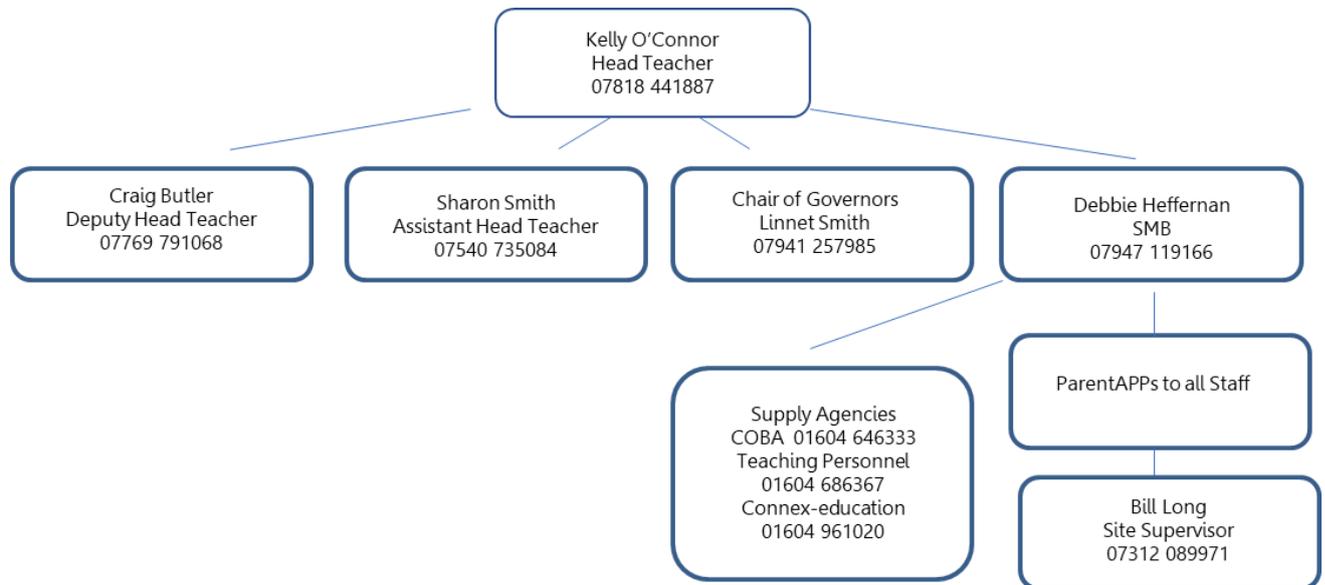
Name	Telephone Number
Head Teacher Kelly O'Connor	07818 441887
Deputy Head Teacher Craig Butler	07769 791068
Assistant Head Teacher Sharon Smith	07540 735084
Chair of Governors Rev. Dr Linnet Smith	07941 257985
NCC Emergency Planning Team (8:00am – 5:00pm) Out of Hours Duty Officer (24hrs)	0300 126 1012 Emergencyplanning1@northamptonshire.gov.uk 07885 292851
Media Communication	Contact NCC Emergency Planning Team for advice.

Appendix 2. Emergency Contact Tree

ALL initial communication to be made via School ParentMail Text messaging system

Use this phone tree to identify people you need to contact, such as your spokespersons, partners, and safety and health officials. Share this contact information with your NCC Communication Team.

- Limit the number of people each person must call
- Leave a message for unavailable contacts. The caller should continue down the phone tree and continue attempting contacts with unavailable persons.
- Each unit should have provision for getting the information to a person who was not contacted.
- A text message will be sent to all staff, please keep mobile numbers up to date.
- Keep the message short and concise. Only the facts should be given and each caller should avoid speculation. Confidentiality should be stressed.
- Update the phone tree at least annually to insure accurate phone numbers and inclusion of all staff.



Appendix 3. The school's reaction to a critical incident



Appendix 4. Arson Prevention Strategy

The School completes a termly Fire Risk Assessment, which will include the possibility of arson. This assessment forms part of staff induction and on-going training.

The School's Behaviour Policy [9] will support staff to carefully manage pupil access during lessons, at breaks and before and after lessons.

A comprehensive site security review will be completed on an annual basis or at a shorter time interval if changes to the building occur. This review will control:

- Unauthorised entry to the school site – this will be minimised through the installation of appropriate signs, fencing signs and CCTV systems where appropriate. Further control of unauthorised entry will be achieved by ensuring that all doors, windows and skylights are secure, lighting around the building is effective, an effective intruder alarm system is fitted and prosecution-quality CCTV cameras and digital recording facilities are fitted where necessary.
- Any new building work 'designed out' potentially vulnerable areas.
- Procedures are applied to ensure that access to any combustible materials is strictly limited.
- Refuse bins are kept locked away from the school buildings.
- Procedures to 'close down' areas of the school are applied at the end of the school day, as appropriate.
- In line with Government advice, any instances of suspected arson will be reported to all parents and carers, to inform and equally stress the dangers of arson.
- The School's Emergency Evacuation Procedure is applied and reviewed annually; support to complete this may be sought from the Fire and Rescue Service.

Appendix 5. Evacuation and Lockdown Procedures

A lockdown is implemented when there are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions, a reported incident/civil disturbance in the community or attempted access by unauthorised person's intent in causing harm/damage.

Notification of Full Lockdown: Staff will be notified that lock down procedures are to take place immediately on hearing X5 3 second bursts of the school fire bell.

Follow the **CLOSE** procedure:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware you may be in lock down for some time

Procedures:

1. The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms, offices, connecting doors and all outside doors where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, screens and computer monitors to be turned off. Mobile phones are put on silent mode.
3. Children or staff not in class for any reason will proceed to their classroom as quickly as possible.
4. SLT will be made aware of any children not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lock down positions until informed by key staff e.g. Senior Leadership Team or Office Staff in person that there is an all clear.
7. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

Staff Roles:

1. School administrators to ensure that offices are locked and police called if necessary.
2. Head/Deputy/SBM or Site Supervisor lock the school's front doors and entrances.
3. Individual teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors. Blinds to be closed.

Communication with parents:

If necessary parents will be notified as soon as it is practical to do so via the school's established communication network – email and text.

Parents will be told: 'The school is in a full lockdown situation. During this period the phone and entrances will be un-manned, external doors locked and nobody allowed in or out.'

Depending on the type and severity of the incident, parents may be asked **NOT** to collect their children from school as it may put them and their child at risk. Pupils will not be released to parents during a lock down. Parents will be asked not to call school as this may tie up emergency lines. If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Partial Lockdown

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc. Notification of Partial Lock down

Alert to staff: 'Partial lockdown'

All outside activity to cease immediately, pupils and staff return to building.

All staff and pupils remain in building and external doors and windows locked.

Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff. All situations are different; once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the appropriate body e.g., Emergency Services, Local Authority. This can then be communicated to staff and pupils.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Lock down drills

Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Bomb Threat Procedures:

To initiate Bomb Threat Procedures:

The signal that indicates a bomb threat has been received is 10 x short ring of school bell.

On hearing the alarm staff are to:

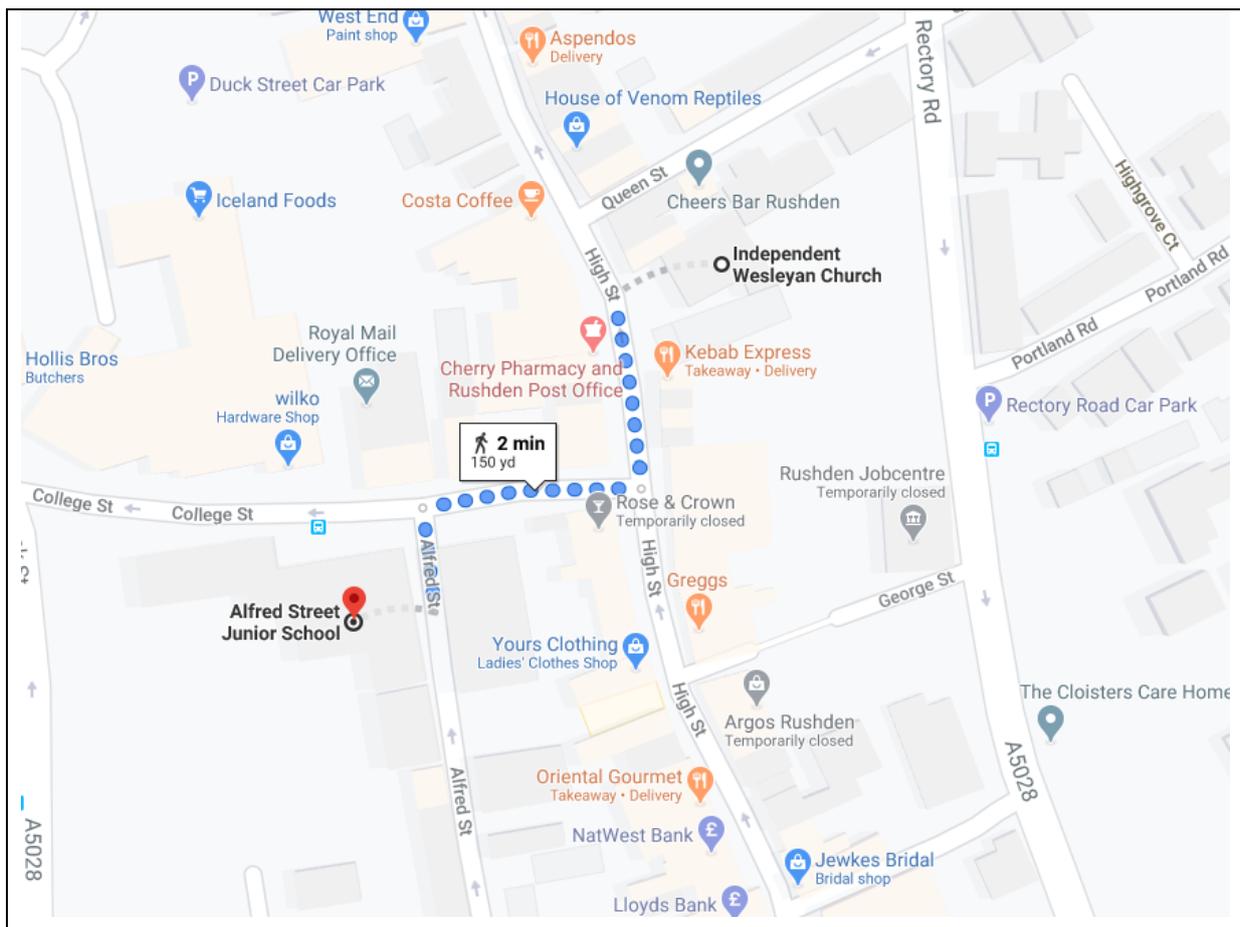
- Briefly inspect your classroom/areas for any suspicious packages, objects, etc.
- **Do not touch suspect items.**
- Evacuate the school carrying out routine fire drill procedures.
- Report anything suspicious to the Head Teacher/person in charge on arrival at the assembly point.

- Stay at the assembly point and await further instructions from the Head Teacher/person in charge who will liaise with the Emergency Services.

Full Evacuation of School Premises

If the Head Teacher is advised by Emergency Services that the school grounds need to be evacuated due to threat of explosion or escalation of outbreak of fire, then the staff and pupils are required to exit the school grounds by the John Street gate and walk away from the building.

Teachers and Teaching Assistants are to ensure that all children are moved quickly and quietly away from the building and follow the safest route to the Wesleyan Church, Queen Street from where the church rooms can be accessed. (see Map Below).



The SBM is to open the shutters/doors to the Church Rooms and ensure that, if unoccupied, the alarm is disabled to allow staff and children to enter the building.

Once inside the building, Staff are to ensure that the headcount of children is correct.

The SBM is to make arrangements to notify all parents of collection procedures via Parentmail (log in details to be held in Evacuation Pack) either by phone or to contact Tennyson Road Infant School.

Appendix 6. Bomb Threat Procedure

ACTION TO BE TAKEN ON RECEIPT OF A BOMB THREAT

1. Remain calm and talk to the caller.
2. Note the caller's number if displayed on your phone system/phone.
3. If the threat has been sent via email or social media see appropriate section below.
4. If you are able to, record the call.
5. Make a note of the time.

6. Write down the exact wording of the threat.

7. Ask these questions and record the answers as accurately as possible:

1.	Where exactly is the bomb right now?	
2.	When is it going to explode?	
3.	What does it look like?	
4.	What does the bomb contain?	
5.	How will it be detonated?	
6.	Did you place the bomb? If not you, who did?	
7.	What is your name?	
8.	What is your address?	
9.	What is your telephone number?	
10.	Do you represent a group or are you acting alone?	
11.	Why have you placed the bomb?	
12.	Time the phone call ended:	

8. Inform the Head Teacher/Person in charge.
9. Dial 999 and inform the Police.
10. Once the caller has hung up and the Head Teacher/person in charge and Police have been informed record the instructions from the emergency services as to the procedures they advise to follow in the space below:

