



**Carshalton High School for Girls**

***Critical Incident Policy***

November 2018

This plan includes procedures for dealing with a critical incident. Procedures are outlined to cover what may be construed as a 'general' incident but specific scenarios are also highlighted. The list will however not be exhaustive and it is accepted that incidents may occur not specifically covered. As far as possible however, the general principles will apply in all cases.

### **Incident occurring on-site**

If a serious incident occurs on site the following will apply:

1. The member(s) of staff detecting the incident will inform the office immediately stating the nature of the incident, the location and personnel involved.
2. Office staff will immediately inform the Headteacher/SLT either by telephone or radio. The radio frequency for SLT is Number 5.
3. Should a member of the Premises staff be required the Office will notify the Premises Manager/staff using radio frequency 9. Premises staff should then switch to Channel 5.
4. SLT will respond immediately and the first member of SLT to arrive at or connect with the incident will advise others by radio of the situation.
5. If appropriate the Headteacher/delegated member of SLT will advise the office to call the emergency services.
6. SLT will deal directly with the incident and determine whether there should be partial or complete evacuation or a lockdown.
7. SLT may call on other staff to help, particularly with crowd control. If additional staff are needed SLT will radio the office and a member of the office staff will call or go to the staff room and advise that there is a 'red alert' and where staff should go.
8. If, for the safety of staff and students it is felt best that students and staff must go to or stay in classrooms, the Emergency Lockdown Procedure will be implemented and the tone initiated either by SLT or Premises staff.
9. Staff and students should await further instructions. No student should leave their tutor room. The SLT will indicate when it is safe to do so either by sending a message to each classroom or by ringing the lesson change bell again this time for 10 seconds then 5 seconds break for a period of 2 minutes. This will indicate that it is safe for normal lessons or activity to be resumed.

In the event of external examinations taking place the Exams Officer will refer to the 'Joint Contingency Plan OFQUAL 11/5111' and follow the prescribed procedures.

### **Incident requiring evacuation from the site**

If there is an emergency requiring the building to be evacuated then the normal fire drill procedure should be followed. The fire alarm will therefore sound and staff should undertake evacuation to the park in the normal way, ensuring silence and that the behaviour of students is good at all times and in line with expected fire drill regulations.

In the unlikely event of a major incident requiring complete evacuation from the site staff need to follow the following procedures and ensure that students remain calm and evacuate sensibly. Students will be asked to assemble at the far side of the park furthest away from the school building. Should the park be deemed to be unsafe, students will be walked to St. Philomena's school using the footpath along West Street and continue to the footpath that runs parallel to St. Mary's primary school.

At no time should any student or member of staff attempt to return to the building. A member of the Premises staff or in their absence the Premises Manager or Business Manager will be directed to each gate to lock and secure the site and remain at that gate to await the arrival of the emergency services to unlock again if necessary. Members of SLT/fire marshalls will sweep their area of the school to ensure everyone has been evacuated.

**All staff and students must remain at the assembly point until the Headteacher advises that it is safe to return to the building. It is likely in such an emergency this will only occur with the permission of the emergency services.**

The Headteacher and delegated members of SLT will be in close communication with any emergency services. Where possible, Information will be passed to Year Leaders for dissemination to tutors and students if appropriate. One member of SLT will liaise with St Philomena's School, walking to the school if no other means of communication is available.

### **Incident requiring students to go to or remain in their classroom**

Should there be an incident requiring students remain in or go to classroom, the Lockdown Procedure will be implemented.

### **Other emergency scenarios**

#### *Fire Alarm at the end of the day*

If the fire alarm goes off just after the end of the school day staff must react as if it is a 'real' situation. It is likely that some students will still be on the school site although some may have left. This means the taking of registers is inappropriate. The following procedures should be followed:

- Any students on the school site but not staying for extra-curricular activities should be directed off the site and told to go home.
- Any students on the school site and intending to stay for extra-curricular activities must be directed to the car park.
- All staff should check the area of the school they are in has been evacuated, close doors and immediately assemble in the car park.