



## Checkendon School Critical Incident Plan

An event or events, usually sudden, which involve the experience of significant personal distress to a level which potentially overwhelms normal responses, procedures and coping strategies and which is likely to have emotional and organisational consequences

### Major Incident Occurs on School Site

#### First Response

**STAY CALM AND REASSURE OTHERS**

Is the area safe?

Yes



**No** Take action to ensure safety **either**:  
Ring **FIRE BELL** to evacuate buildings  
Alert staff to keep everyone in buildings by calling 0

Is Emergency Assistance required?

No



**Yes** Call 999

Call **School recovery team** to alert others of incident



Gather facts and complete **Incident Log Sheet** enclosed



Look at enclosed specific incident information sheets

#### Immediate Action by SRT (If safe to do so)

- Convene SRT Planning Meeting
  - Contact OCC – 01865 378789 (24 hrs)
  - Decide priorities for action
  - Establish telephone and communications links
  - Establish Media contact
  - Set up Incident logs
  - Clarify Authority
  - Allocate duties and information gathering
- Consult enforcement agencies about what information may be released to the media, parents, governors etc.
- Contact families, priority to staff and students directly involved.
  - Prepare brief statement for telephone contacts
  - Ensure person contacting families is well informed and supported
- Arrange for staff directly involved to meet with relevant support agencies
- Call meeting for all staff. Give facts about incident. Aim to dispel rumour. Give information about support available or planned. Plan with staff how and what they may tell other people and pupils about the incident.

#### School Recovery Team (SRT)

**Gillian Seymour**

(work) 01491680693

(home) 01189724158

(mobile) 07516981254

**Alison Martin**

(work) 01491680693

(home) 01865858958

(mobile) 07926909776

**Bill Boyer**

(work) 01491680693

(home) 01189414902

(mobile) 07714662027

#### School Recovery Team

Name **Gillian Seymour**

Name **Alison Martin**

Name **Bill Boyer**

OCC (Support) **01865 378789**

**DO NOT TALK TO THE MEDIA. DIRECT ALL ENQUIRIES TO SCHOOL RECOVERY TEAM.**

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## Incident Log Sheet

A copy of this log must be kept for the incident file, it may form valuable evidence.

**Name of person compiling this log**.....

**Date**..... **Time**.....

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**What has happened?**

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**Where has this happened?** (draw sketch if helpful)

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**Who was directly involved?**

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**What action did you take?** (list everything you did – however small)

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**Who have you contacted?**

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## What will happen next?

### School Recovery Team will:

- Inform students not directly involved in their classes with class teacher and support present if necessary
  - In consultation with parents, accompany students who are needed as witnesses or victims to interview by enforcement agencies
  - Arrange for students and staff directly involved to meet with support agencies
  - Review actions taken and forward planning
  - Keep incident logs
  - Aim to maintain establishment routines as far as possible
- 
- Consult with support agencies to identify vulnerable or high risk students and staff.
  - Promote and facilitate discussion with students and staff
  - Plan for preparation, attendance and discussion about follow-on events (eg funerals, inquests, court proceedings) arrange staff cover or release as appropriate
  - Plan special assemblies or memorial services
  - Arrange hospital visits, home visits, messages from staff and students of those directly involved
  - Maintain contact with staff and students not yet able to return
  - Plan for return of belongings
  - Organise and consult return to school plans for staff and students, workload and curriculum demands
  - Aim for return to familiar procedures as soon as possible
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- Continue to monitor reactions of staff and students, anticipate possible trigger events
  - Arrange appropriate referrals for continued treatment
  - Plan for commemoration of victims as appropriate
- 
- Plan ahead for first anniversary
  - Review and revise school's Critical Incident Plan

## SPECIFIC INCIDENT INFORMATION

### STAY CALM AND REASSURE OTHERS

<b>If there is an intruder on site</b>	Go inside Alert all persons to stay inside Close all windows and doors Ring 207 to alert staff in Foundation Stage building Ring Police on 999 request urgent assistance Follow advice received Call SRT as soon as safe to do so
<b>If an intruder gets into building</b>	Where possible move people away from danger Leave building if practicable Ring Police on 999 request urgent assistance Follow advice received Call SRT as soon as safe to do so
<b>If you see a fire</b>	Set off Fire Alarm at nearest point Evacuate the building safely Call Fire and Rescue on 999 Headcount to check full evacuation Follow advice received from Fire and Rescue Service
<b>If there is an incident affecting wider area eg gas release</b>	Go inside Ring 0 to alert all persons to stay inside Close all doors, windows, external fans Ring Police on 999 request urgent assistance Follow advice received  <b><i>If required to evacuate</i></b> Collect emergency contact details of staff and students Where possible secure the building Follow advice for evacuation
<b>If a bomb is suspected</b>	Check for suspect package Inform Police on 999 Collect all belongings Open all doors and windows Evacuate at least 300 meters from “suspect bomb” area (do not set off fire alarm if area is close to registration points) Await advice from emergency services
<b>Other critical incidents</b>	Go Inside All persons stay inside (unless emergency services advise otherwise) Close all doors, windows and external fans Ensure occupants are comfortable Tune into Local Radio FOX FM 102.6 BBC OXFORD 95.2 Follow advice received <b>Checkendon School Critical Incident Plan</b>

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**Major Incident Occurs off School Site**

**STAY CALM AND REASSURE OTHERS**

**School Telephone**

**01491680693**

Or see SRT home/mobile numbers out of school hours

**Emergency Services 999**

The party leader should:

- Call the Emergency Services, if necessary.
- Render First Aid, if possible.
- Account for all members of the party.
- If in School Minibus – see Minibus Emergency Action advice enclosed.
- Determine, as far as possible, the circumstances of the occurrence.
- Advise all responsible adults in the party of the problem and assess the situation.
- Where appropriate, advise that emergency procedures are in operation.
- Establish the names of any involved or injured party members and the extent of their involvement or injuries.
- Ensure that, if necessary, the injured are accompanied to hospital, preferably by an adult they know.
- In the event of a non-injury incident where there are individuals who need to be separated from the main party, ensure that they are accompanied preferably by an adult they know.
- Ensure that the remainder of the party is adequately supervised and understand fully the implications of the emergency or incident.
- Complete **Minibus Incident Log Sheet** enclosed – if possible obtain names and addresses of witnesses
- If it necessary to arrange a suitable alternative programme so that the party is occupied or possibly isolated from outside contact. Take account of the need for personal, mutual comfort and support.
- Advise SRT contact of the incident (location, nature of incident, names, conditions and exact location of individuals).
- Follow advice that will come from School after consultation with OCC, support agencies and parents

- **DO NOT TRY TO CALL PARENTS FROM THE SCENE.**
- **TRY TO RESTRICT ACCESS TO TELEPHONES AFTER PARTY LEADER HAS CONTACTED SCHOOL. THE SCHOOL WILL CONTACT PARENTS.**
- **DO NOT TALK TO THE MEDIA. DIRECT ALL ENQUIRIES TO SCHOOL RECOVERY TEAM.**

The school will:

- Put into action the School Critical Incident Plan
- Contact OCC 01865 379789
- Contact parents and next of kin and advise them of the incident.
- Further advise the party leader

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**STAY CALM AND REASSURE OTHERS**

## Useful Telephone Numbers

Position	Name	Daytime	Out of Hours	Mobile
Chair of Governors	Duncan Browne	01491 684266	01491 684255	07787 500662
Vice Chair of Governors	Catherine Rennie	0118 9854605	01491 684051	07801 454245
Rector and Governor	Kevin Davies	01491 680252	01491 680252	
Cleaner-in-charge and key holder	Carol Russ	01491 681372	01491 681372	
Water service provider	Thames Water	08459200800		
Electricity provider	N Power	0800727282		
Plumber	Leedon Maintenance	01491 824949		
Neighbour	Tim Corbishley	01491 681723		
	Carillion	08081 566659		

**Electricity isolation point: cupboard at the back of Panda Class**

**Water isolation point: inspection cover on paths to church**

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## Minibus Emergency Action

**Any incident in the minibus MUST be reported to the school (or SRT out of hours) as soon as possible.**

### In the event of breakdown

- If possible move the vehicle off the road
- Before leaving the vehicle put on the day glow vest found in the glove box
- Move all passengers to a safe location
- Account for all members of the party
- If appropriate, call Emergency Services 999
- Call the Breakdown Service AA Telephone Number – 0800 374 457
  
- ***Checkendon School does not own or operate a school minibus***

### Follow instructions on the Critical Incident Plan

- Major Incident occurs off School Site (first page of this pack)
  - Complete ***Minibus Incident Log Sheet***
  - Inform School of breakdown

### In the event of an accident

- If possible move the vehicle off the road
- Before leaving the vehicle put on the day glow vest found in the glove box
- Move all passengers to a safe location
- Account for all members of the party
- If appropriate, call Emergency Services 999
- Render first aid, if needed – remember the element of shock for students

### Follow instructions on the Critical Incident Plan

- Major Incident occurs off School Site (first page of this pack)
  - Complete ***Minibus Incident Log Sheet***
  - Inform School of breakdown

### **Remember**

People come first.  
Keep all students and staff safe.

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## Minibus Incident Log Sheet

A copy of this log must be kept for the incident file, it may form valuable evidence.

Name of person compiling this log.....Reg No.....

Date..... Time.....

What has happened?

**Remember**  
People come first.  
Keep all students  
and staff safe.

**Where has this happened?** Sketch or photograph incident (don't forget the camera on your mobile), width of road, junction, position of all vehicles, speed limit, name of roads.

**Who was directly involved?** Names and addresses, registration numbers, names of insurers, witnesses

**What action did you take?** (list everything you did – however small)

**Who have you contacted?**

**DO NOT TALK TO THE MEDIA. DIRCT ALL ENQUIRIES TO SCHOOL RECOVERY TEAM.**