

HURST PRIMARY SCHOOL



Critical Incident Procedure

Policy Reviewed: Spring Term 2017

To be Reviewed: Spring Term 2018

Signed: *Emilia*

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HURST PRIMARY SCHOOL

Critical Incident Policy

All schools have to take reasonable precautions to ensure the safety and well-being of the children in their care. Schools, as a matter of routine, carry out regular emergency evacuation drills but are also asked to plan for the possibility of a critical incident occurring whereby the whole school community needs to be removed from school site and relocated to a pre-agreed safe area / site for dismissal.

Hurst Community Centre on Hurst Road has been identified and adopted as the school's emergency safe area and collection centre. Procedures have been established and floor plans agreed between Hurst Primary School and Hurst Community Centre and a copy of these plans are held at both sites.

Whilst the need to activate an agreed critical incident plan is extremely remote, all staff have been briefed on the following arrangements should such an event arise:

- The fire alarm will sound – continuous bell – and all staff, children and visitors must evacuate as per the school's emergency evacuation procedure.
- The Head Teacher, who takes overall responsibility for evacuation plans, will establish whether or not it is safe to re-enter the school.
- If it is deemed **not** safe to re-enter the school buildings the emergency collection centre (Hurst Community Centre) is contacted.
- The school's administration team will relocate to Hurst Community Centre to set up communications links with parents and prepare the rooms / outside grassed areas (should the weather be good) ready for the children's arrival.
- The Admin team will commence contacting parents via the text and email messaging services, advising of collection arrangements.
- Senior managers will take responsibility for preparing the children to leave the school site, class by class.
- All classes will walk along Dorchester Avenue, escorted by their teachers / teaching assistants. **Under no circumstances must staff allow children to be collected at any point between the school and the community centre.**
- The class teacher is responsible for stopping the traffic on Hurst Road to ensure safe passage of the children across.
- Upon arrival at Hurst Community Centre, classes will be directed to their dedicated holding room / area.
- As parents / carers arrive to collect children they will be directed to a waiting area. Children will be collected by runners (admin staff and teaching assistants) and dismissed to the appropriate adult in the waiting area.
- Admin staff will make every effort to contact all parents / carers using text and email and will also post information on the school website. However, teachers will be expected to remain with their class until all children have been collected.