

Garton and Barmby Moor on the Wolds CE Primary School

Critical Incident Policy

Aims

This policy provides procedures and action to be taken by staff and students in the event of critical incidents such as bomb threats, detection of suspicious packages etc. These details complement the general emergency procedures. Although any bomb threat or suspect item may be a hoax or false alarm, instances are taken seriously. Our aim is to ensure that our response procedures, while effective, are not needlessly disruptive.

GUIDANCE FOR SCHOOL STAFF IF A CRITICAL INCIDENT OCCURS AT THE SCHOOL SITE

Lock Down Procedure in School

It is possible that the school may be required to be put into "Lock Down" for a period of time to reduce the impact of particular circumstances on Pupils. The reasons for a lock down include:

- Chemical Fire or Spill nearby
- Police incident nearby
- Armed attack on school grounds
- Bomb Threat

The decision to initiate a lock down will only be taken by the Head Teacher/person in charge on receipt of direct advice from Police or other authority or following any circumstance that they deem it necessary.

Initiation of Lock Down

The Headteacher or Business Manager will call **"The School is in Lock Down"**.

Lock Down Acknowledgement

THE SIGNAL FOR A SCHOOL LOCK DOWN IS THE BUSINESS MANAGER WILL INFORM YOU IMMEDIATELY

A message will also be placed on the School Website.

Action on receiving the Lock Down signal

All teaching staff must immediately:

- Close and if possible lock the classroom doors.
- Close all Windows.
- Ensure all pupils remain inside the classroom until the all clear is given.

All outdoors lessons including PE:

- Gather up students and proceed with caution directly to the nearest available indoor space.
- Ensure all students remain inside until the all clear is given.

Actions during breaks:

- On hearing of the Lock Down all break duty staff members begin directing Students into the school building.
- Any other available staff should assist in this task until the school grounds are cleared.
- Once inside the same procedures as above should be followed.

All Clear Signal

- Once the threat has passed the Head Teacher or Business Manager will issue the "All Clear". Once the all clear signal has been given doors and windows can be opened and the normal school day can continue.

Bomb Threat Procedures

- It is foreseeable that staff members who are in direct contact with an outside line on the telephone system could receive a telephone bomb threat. The following procedures must be implemented should any member of staff ever receive such a call. It is fully appreciated that someone receiving a telephone bomb threat may well be caught off-guard. We therefore ask all staff the need to be diligent at all times and to be prepared to follow these procedures.
- On notification from the Headteacher or Business Manager if they suspect it is a real threat, activate the fire evacuation using the nearest control panel. **The school is trained to respond with a full evacuation on hearing this alarm.**

Evacuation

The purpose of evacuation is to move people from an area where they might be at risk to a place of lesser risk. Evacuation will not always be the first response. Advice will be sought from the police where possible. Limited evacuation of sections of the building may be appropriate when viable threats are received or when suspicious packages are found. Evacuation may need to take place in response to:

- A threat call directly to the building.
- A threat call received elsewhere and notified to you by the police.
- The discovery of a suspicious item in the building or the discovery of a suspicious item or vehicle outside our building.
- The discovery of a suspicious item elsewhere notified to school by the police or neighbours.

The Headteacher or Business Manager will determine whether or not to evacuate the school based on the available information, including advice from emergency services. The routine fire assembly point may not be the appropriate place to evacuate to, although this might be used as an initial staging post before redirecting occupants elsewhere. The alternative assembly point will be the bottom of the school field near the play equipment. If, for example, an evacuation route would take people past a suspect device or vehicle outside school or through an area believed to be contaminated by CBR materials, evacuation may be the riskiest course of action. The Headteacher or Business Manager will decide how the evacuation procedures will be communicated. It may be appropriate to use normal fire evacuation procedures but alternative methods of communication may need to be sought.

Alternative evacuation plans will be brought into effect should the need arise.

The use of alternative evacuation plans will be practised as part of our normal procedures to ensure there is safe and efficient movement away from the building.

Assembly points

All staff and pupils move in an orderly and purposeful fashion to their clearly identified assembly points (as used in the fire evacuation on the school field). If the assembly points need to be changed due to the threat, the office staff will direct staff and pupils to a safer location:

- Emergency Alternative Assembly Point is the main school field near the single mobile classroom.
- The police will take control of the school and no one should be allowed back into the buildings until the Headteacher or Business Manager has received the all clear from the police.

Individual responsibilities

Threat received by telephone.

- Immediately notify the Headteacher/Business Manager outlining details of the bomb threat and the name and telephone number of the person receiving the call.
- Notify the police using the emergency telephone number.
- Maintain telephone access (mobile or land line) which is not connected with the bomb threat, to enable vital communications to take place, until such time as reception is evacuated.

Threat received by email.

- Immediately notify the Headteacher/Business Manager outlining details of the bomb threat.

- The email containing the threat should not be forwarded or deleted.
- The Information should be copied using “Print Screen” or the “Snipping Tool” and forwarded in a new email to the Headteacher/Business Manager.
- Notify the police using the emergency telephone number.

The Headteacher/Business Manager

- Headteacher/Business Manager will decide on the method of evacuation.
- Headteacher/Business Manager should proceed to the clearly recognised assembly point.

Suspicious Packages

Suspicious packages may be received in the post as mail or may be discovered in any part of the building as unattended and unidentified packages or other items, for example unattended baggage.

Staff members should consider:

- Is the package hidden or does it appear to be simply left behind as lost property?
- Is it clearly suspicious e.g. visible batteries, wire, tape etc.
- Whether or not it is typical of the environment in which it is found (e.g. a carrier bag left in the entrance hall).
- Whether there has been a specific threat to the school or to the local authority (LA) or community.

A judgement will then be made whether or not to evacuate the premises and seek police assistance. Evacuation will then follow the same processes as set out in Bomb Threat Procedures.

Staff procedures for handling post

Generally the school and community are a relatively low risk target. We may at times receive advice from the police if the level of threat has increased.

Staff members whose job it is to routinely handle post will be alerted to possible risks and will be familiar with the possible indicators of a suspicious package such as a letter bomb. In addition:

- We ensure that all sources of incoming mail (eg royal mail, courier, hand delivery) are included in our screening process.
- We ensure that all staff who handle mail or hand-delivered items are briefed and trained.
- The office that receives mail has ready access to washing facilities, including soap and detergent.
- Members of our office staff are aware of the usual pattern of deliveries and types of item and are briefed of any unusual deliveries.

Letter bombs may be explosive or incendiary; or chemical, biological or radiological (CBR). If we receive a suspicious delivery it is unlikely we will know which type it is, so procedures have to take into account all eventualities.

If any member of the team find a piece of mail they believe to be suspicious they should:

- Report immediately to the Headteacher/Business Manager
- Notify the police using the emergency telephone number
- Isolate the suspicious package away from public areas
- If possible photograph the package

We advise all staff to:

- Open post with letter openers or other implements.
- Open packages with the minimum movement.
- Not to blow into envelopes or shake out the contents.
- Keep hands away from their nose and mouth while opening mail.
- Always wash their hands after opening mail.
- Members of staff are aware that, should packages suspected of containing biological, chemical or radiological material ever be received, they should ideally be placed in a double sealed bag.

- We do not consider, at this time, that staff members handling post need personal protective equipment such as latex gloves and face masks. However, should a need ever be identified such equipment will be provided.

STAY SAFE ADVICE: Terrorist Firearms and Weapons Attacks

Firearms and Weapons attacks are rare in the UK. The 'STAY SAFE' principles tell you some simple actions to consider at an incident and the information that armed officers may need in the event of a weapons or firearm attack:

RUN

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

HIDE

- If you can't RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone
- Lock / barricade yourself in
- Move away from the door

TELL

Call 999 - What do the police need to know?

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so

ARMED POLICE RESPONSE

- Follow officers instructions
- Remain calm
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

OFFICERS MAY

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker
- Officers will evacuate you when it is safe to do so

You must STAY SAFE

- What are your plans if there were an incident?
- What are the local plans? E.g. personal emergency evacuation plan.

LEA contact numbers:

During Office Hours (8.30 - 5.30 p.m.)

01482 392999

OUT OF OFFICE HOURS

01482 393939

PROCEDURES IN THE EVENT OF AN EMERGENCY

KEY ISSUES TO CONSIDER IN THE EVENT OF A SCHOOL CLOSURE

If it is necessary to close a school, it is important to inform everyone who may be affected as soon as possible and to keep them informed if the reopening date is unsure or may change. Detailed guidance on school closures and bad weather procedures are also available on the schools' Intranet in the guidance folder of the management section.

The following list identifies the main people who need to be informed of the closure:

- ❖ Governors
- ❖ Staff
- ❖ Pupils
- ❖ Parents
- ❖ Any Contractors that are due to work on the site during the period of closure
- ❖ Any suppliers due to deliver during the period of closure

EMERGENCY CONTACT TELEPHONE NUMBERS

Position	Name	Home Telephone Number	Mobile Telephone Number
Emergency Services		999	
Local Media Contacts	Radio Humberside Viking Yorkshire Coast Radio York Minster FM	01482 314421 01482 325141 01262 404400 01723 352686 01904 488888	
Building Surveyors	24 Hour Emergency Line	01482 395990	07967 146164
LEA Emergency Telephone Line	Office Hours	01482 392999	
	Out of Office Hours	01482 393939	
Local Religious Leaders			
Diocesan Officer	Ann Lees	01904 699511	
Insurance	County Hall	01482 393939	

Follow the actions below, as appropriate to the incident:

- Administer first-aid where appropriate.
- Call emergency services as appropriate.
- Initiate the planned school response
- Obtain facts and information, but do not move anything at the scene except to assist casualties.
- Record events and actions on incident log sheet - see appendix
- Account for all pupils, staff and visitors.
- Keep a record of witnesses.
- Call a meeting to brief staff, discuss planning, form incident team and allocate tasks – nature of incident may mean all aware.
- Inform the rest of the school - nature of incident may mean all aware.

Inform and liaise with:

- Police
- Chair of Governors; who can arrange for governors to be informed

- LEA, who will initiate contact by appropriate officers including Communications and Public Relations Officer
- Families (those affected should be dealt with in conjunction with the police; those not directly affected can be contacted direct).
- Liaise with East Riding of Yorkshire Council's press officer and police regarding media statements. Decide who is to speak and beware of rumour. Pupils should not talk to the media.
- Brief school administration staff on the known facts, instruct them on what information can be released or advise them to refer calls to press officer.
- Update information as needed, reviewing and reassessing tasks as progress is made.

GUIDANCE FOR GROUP LEADERS IF A CRITICAL INCIDENT OCCURS DURING OUT-OF-SCHOOL ACTIVITIES OR EDUCATIONAL VISITS

(Taken from Education Visits Safety Guidelines - Section 16)

Emergency Procedures

The home contact (when residential) must ensure that they have access to all details of the party at all times for the duration of the visit.

The home contact must also ensure that the party leader is in possession of all contact numbers.

The home contact must ensure that they can be contacted at all times, as they will be the first contact point in the case of an emergency.

The party leader must ensure that they have immediate access to the home contact numbers at all times for the duration of the visit. For a visit abroad they must also carry details of insurance emergency helpline.

- Everyone involved in the planning, approval and organisation of visits should recognise the risks involved.
- Risk will be minimised if attention is paid to planning, preparation and supervision.
- There may be emergencies, which require immediate response by the leader, but the first priority is to keep the party safe.

PROCEDURES IN THE EVENT OF AN EMERGENCY – EDUCATIONAL VISIT

The party leader of the activity must:

- To be aware of parental consent information regarding the authorisation of emergency treatment.
- Establish the nature and extent of the emergency.
- Establish the nature and extent of any injuries and administer appropriate first aid.
- Make sure all other members of the party are accounted for.
- Establish the name(s) of the injured and call the appropriate emergency services giving them details of the exact location, extent of injuries and party details. If abroad make immediate contact with your insurance company in the case of any emergency.
- Advise other party staff of the incident and that the emergency procedures are in operation.
- Ensure that an adult from the party accompanies casualties to hospital.

- Ensure that the remainder of the party is adequately supervised throughout and arrange for their early return to base.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all young people are accounted for.
- Control access to telephones until contact is made with the home contact and until he or she has had time to contact those directly involved. Give full details of the incident; see appendix 9 - Incident Reporting Sheet.
- Write down as soon as possible all relevant details while they are still fresh in the memory and follow the Council's accident and incident reporting procedure. A record must be kept of names and addresses of any witnesses. Any equipment involved in the incident must be kept for examination.

The home contact must:

- Provide a contact number for parents should an emergency occur at home.
- Be available at all times and be in a position to implement the emergency procedure.
- Arrange to contact parents of those involved and alert the LEA at the earliest opportunity. For a serious incident the home contact/responsible person should contact the parents of all party members. The party leader or other party members must not discuss matters with the media. Under no circumstances should the name of any casualty be divulged to the media:
 - members of the party must not be allowed to use the telephone until advised that it is in order to do so;
 - The LEA will deal with comments to the media.

November 2019

BOMB THREAT CHECKLIST

Remember – keep calm – don't hang up – keep caller talking for as long as possible
Switch on the recorder/voicemail (if connected)

Questions to ask

1. When is the bomb going to explode?

2. Where did you put the bomb?

3. When did you put it there?

4. What kind of bomb is it?

5. What does the bomb look like?

6. What will make the bomb explode?

7. Why did you place the bomb?

8. Where are you?

9. What is your name?

10. What is your address?

Exact wording of threat

Information on caller

Sex _____ Age _____ Race _____

Length of call _____

Caller's voice

- | | | |
|--|-------------------------------------|----------------------------------|
| ☐ Calm | ☐ Angry | ☐ Excited |
| ☐ Slow | ☐ Rapid | ☐ Soft |
| ☐ Loud | ☐ Laughing | ☐ Crying |
| ☐ Normal | ☐ Distinct | ☐ Slurred |
| ☐ Intoxicated | ☐ Stuttering | ☐ Lisp |
| ☐ Cracking voice | ☐ Deep | ☐ Ragged |
| ☐ Clearing throat | ☐ Disguised | ☐ Accent |
| ☐ Deep breathing | ☐ Familiar | ☐ Raspy |

If the voice is familiar, who did it sound like?

Action on call

Caller's number _____

Time _____ am/pm Date ____/____/____

Call reported to _____

Time _____ am/pm Date ____/____/____

Threat language

- | | |
|---|--------------------------------------|
| ☐ Incoherent | ☐ Well Spoken |
| ☐ Taped message | ☐ Irrational |
| ☐ Abusive/foul | |
| ☐ Message read by threat maker | |
| ☐ Other _____ | |

Background noises

- | | |
|--|--|
| ☐ Street noises | ☐ Factory machinery |
| ☐ Crockery | ☐ Animal noises |
| ☐ Voices | ☐ Clear |
| ☐ PA system | ☐ Static |
| ☐ Music | ☐ House noises |
| ☐ Motor noises | ☐ Office machinery |
| ☐ Public phone | ☐ Local call |
| ☐ STD call | ☐ Aircraft |
| ☐ Other _____ | |

Remarks

- Report IMMEDIATELY to Headteacher/Business Manager.
- Do NOT speak to anyone else.
- Await Instructions from the Headteacher/Business Manager.
- Call 999 if asked to do so and ask for the Police giving them the required details.

- Await instruction from the Headteacher or member of SLT what steps to next take.

IMMEDIATELY after receipt of the call, please complete this form.

Name:
Position:
Telephone No.
Date: ____/____/____

