



CRITICAL INCIDENT AND EMERGENCY EVACUATION PLAN

Version	2
Date of latest version	February 2020
Date to be reviewed	February 2021
Changes:	
Updated contact names and telephone numbers	

<p>Incident Management Team</p> <ul style="list-style-type: none"> - Headteacher - Member of Senior Management Team - Admin Officer - Site Manager 	<p>Immediate Action</p> <ul style="list-style-type: none"> - Headteacher to be informed - Incident Team meet - Gather information - Assess continuing risk - Headteacher briefs team
<p>Headteacher</p> <ul style="list-style-type: none"> - Contact HCC and agree support required - Inform Chair of Governors - Liaise with emergency services - Review progress with team 	<p>Senior Management Team Member</p> <ul style="list-style-type: none"> - Inform staff - Inform pupil if appropriate - Receive parents coming to school <p>Admin Officer</p> <ul style="list-style-type: none"> - Answer incoming schools - Divert press to press office
<p>Telephone numbers:</p> <p>Local Education Office 02380 814047</p> <p>HCC Emergency Out of Hours 07623 960259</p> <p>HCC Press Office 01962 847368/07957 932574</p> <p>Property Services 01962 847778</p> <p>Property Services Emergency Out of Hours 0870 242220</p> <p>Emergency Planning & Resilience Unit 01962 846846</p> <p>Employee Support Line 02380 626606</p> <p>Childrens Services Health and Safety Team 01962 876220</p>	<p>General telephone numbers:</p> <p>Fire and Rescue Services 999</p> <p>Local Police 0845 0454545 or 101</p> <p>District Council 02380 688000</p> <p>Gas Emergency Services 0800 111 999</p> <p>Electricity Emergency Services 105</p> <p>Emergency Water Services</p> <p>NHS Non Emergency 111</p> <p>Environment Agency (Floodline) 0845 988 1188</p>
<p>Other Useful Telephone Numbers</p> <p>HCC Contact Centre (Hantsdirect) 0300 555 1384 (0300 555 1373 Out of Hours)</p> <p>H & S Executive Incident Line 0845 300 9923</p> <p>School Nurse 02380 743415</p>	<p>Post Incident Action</p> <ul style="list-style-type: none"> - Incident team review procedures - Debrief staff and pupils - Write a report as appropriate - Consider post incident counselling

Information about an incident may come from a many sources. Whoever receives the alert should ask for, and record, as much information as possible.

- **Maintain a written record of your actions.**
- **Offer reassurance and support. Be aware that all those involved in the incident (both directly and indirectly) may be suffering from shock or may panic.**
- **Find out what has happened. Obtain as clear a picture as you can.**
- **Discuss with the informant what action needs to be taken and by whom.**
- **Notify the Headteacher immediately, who will then implement the Critical Incident and Emergency Plan.**

Emergency Evacuation Plan

In the event of an incident that requires any kind of careful thought through response, some or all of the Emergency Planning Team will be contacted. This will be entirely dependent on the nature of the incident and the team members available. This is not a lockdown procedure.

Potentially dangerous events which might necessitate total evacuation:

1. Bomb threat
2. Suspect devices found on premises
3. Explosion e.g . boiler
4. Nearby road accident
5. Chemical cloud
6. Flooding
7. External fire
8. Invasion of premises

Emergency Evacuation:

- In the event of a decision to evacuate the building as a result of a serious threat, the fire alarm will be sounded as normal.
- Everyone will evacuate the building by the closest exit ensuring doors are closed behind them, in line with the Fire Instructions.
- Go to the assembly point on the top play court at the rear of school.
- Class teachers to check head count against their class register. Visitors should report to the Headteacher or representative to be checked against the visitors book. (All those who require assistance during an evacuation of the building, should advise the school office staff on signing the visitors' book, so that arrangements can be made to assist with their evacuation).

If it is necessary to evacuate the school site due to the extreme nature of the threat, the school will reconvene at the Village Hall in Church Street. Communication procedures will be followed according to the advice from emergency services. The Tucasi Communications module can be accessed as long as there is an internet connection and parents may be asked to collect their child in a controlled, phased manner.

Members of the team who are not able to attend the meeting place i.e. because of inclement weather or from working hours, will be contacted as they may be able to fulfil a role from their home base.

Information

All information, including all relevant phone numbers will be available to key staff both at home and within the school.

Relocation Facilities should the school building not be available

Ropley Villlage Hall