



# Griffin Primary School

## Emergency Evacuation and Critical Incident Policy

To be used in line with the Venn  
Academy Trust Emergency  
Response and Business Continuity  
Plan

1	Summary	Emergency Evacuation and Critical Incident Policy			
2	Responsible person	Andy Kitchin			
3	Accountable SLT member	Louise Pitts			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Andy Kitchin (SBM) and Louise Pitts			
6	Who has been consulted and recommended policy for approval	Local Governing Body			
7	Approved by and date	LGB 25.10.24			
8	Version number	3.0			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)	Venn Academy Trust Emergency Response and Business Continuity Plan			
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	October 2024			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			

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## 1. Aims and objectives

The aim of this Plan is to mitigate the effects of any emergency on the school, staff and pupils, and the contributing objectives are to: -

- Safeguard pupils, staff and visitors.
- Alert relevant parties of an incident at the school or offsite involving school children (i.e. school trips) e.g. emergency services, the Council, parents and school Governors.
- Minimise disruption to the normal daily routine of staff and pupils.
- Support staff, pupils and parents in the aftermath of an incident.

## 2. Definition of an emergency

An event – or events – usually suddenly, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures and which is likely to have emotional and organisational consequences.

## 3. Scope of the plan

### In School

- A deliberate act of violence, such as the use of a knife or firearm
- A pupil or teacher being taken hostage
- The destruction or serious vandalising of part of the school
- Public Health threats (e.g. meningitis)
- Adverse weather conditions – covered in separate Adverse Weather policy

### Outside school

- The death /serious injury of pupil or a member of staff through natural causes or accidents
- A transport-related accident involving pupils and/or members of staff
- Death or injuries on school journeys or excursions
- Civil disturbances and terrorism

This policy provides the plan to follow if or when there is a need for an emergency evacuation or a critical incident occurs.

## 4. Activating the plan

This plan will be activated when a member of the school's Critical Incident Management Team is notified of an incident, considers that it is necessary to take action and considers that suitable action cannot be taken without triggering the co-ordination arrangements contained in this plan.

The following people can activate the plan and have been appropriately briefed on how to do so:

<b>Name</b>	<b>Role</b>
Amraz Ali	Executive Headteacher
Louise Pitts	Head of School
Andy Kitchin	School Business Manager
Nic Dean	Site Manager
Terry Johnson	Chair of Governors

In the event of the plan being triggered, a Critical Incident Management Team will be brought together to manage the school's response to the emergency. The team will usually consist of:

<b>Name</b>	<b>Role</b>
Amraz Ali	Executive Headteacher
Louise Pitts	Hed of School
Andy Kitchin	School Business Manager
Nic Dean	Site Manager
Terry Johnson	Chair of Governors

### **Lead School Incident Manager**

The Critical Incident Team meeting will be chaired by the Lead Incident Manager, who will be responsible for co-ordinating the school's response to the emergency. The School Incident Manager will be one person from the following list:

Amraz Ali
Louise Pitts
Andy Kitchin
Nic Dean

### **Other Incident Roles**

The Lead School Incident Manager will decide whether the incident warrants specific roles to be identified for members of the Critical Incident Team. These are:

Deputy Incident Manager	Andy Kitchin
Site Manager	Nic Dean
Parent Liaison Officer(s)	Helen Batty
Administrators	Helen Batty
Communications Officer / Media Spokesperson	Amraz Ali

### **Incident Room**

If a Critical Incident Management Team is brought together, it has been agreed that they will meet in one of the following location(s):

Head of School office  
Main Playground

### **Incident box**

An incident box has been stored in the School Office.

It contains:

- A copy of this plan
- Plan of the school
- Log in Details for Parentmail (to contact parents)
- Back up of Pupil / Staff Next of Kin Contact information
- Class Lists
- List of qualified first aiders
- Emergency Log Sheets
- List of bus and coach hire companies
- Details of how to switch the electric and gas supply to the school off
- Administration pack including paper and writing materials
- High visibility vests

### **Site access and egress points**

The site access and egress points are as follows:

One access point pedestrian gate and vehicle access on Barham Road.

## **5. Location of emergency shelter for an evacuation**

A pre-identified location for a shelter during a prolonged school evacuation will be Mountbatten Primary School, Wivern Road, Hull. Telephone Number 01482 375224.

A second pre-identified location for a shelter during a prolonged school evacuation will be St. Phillip's Church, Amethyst Road, Hull. Telephone Number 07929 733555.

## **6. Procedure when discovering or witnessing an incident**

In an emergency, the member of staff should dial 999.

Providing there is no risk, carry out the following actions as appropriate:

- Request additional immediate support
- Request that the Critical Incident Plan is triggered and that a member of the School Management Team be appointed as Incident Manager.
- Take charge at the scene until further support arrives
- Secure the immediate welfare of students and staff
- Gather as much information as possible

The Lead School Incident Manager should ensure that the emergency services have been called if appropriate. They should gather as much information as possible, and start a log and make sure that all future actions are recorded.

Contact, and arrange for, all key members of staff to be contacted and instruct them to follow their key actions.

- Arrange for Venn Central to be notified on 01482 505030
- Notify Executive Headteacher – Amraz Ali; and CEO – Simon Witham

- Notify Chair of Governors - Terry Johnson.
- Call a meeting of the Critical Incident Team and establish your incident room if necessary.
- Arrange for support for the vulnerable members of the school identified by the SENCO, and arrange for advice/assistance to be offered.

## 7. Lockdown Procedure

It is now possible to envisage circumstances where the school may wish to lock itself in, to secure staff or students from an outside threat. This circumstance is described as a 'lockdown'.

If a lockdown is declared:

- The school Lead Incident Manager will be advised to implement the lockdown via word-of-mouth or by using an air horn from a central point of school.
- The primary school will be advised that it is in 'lockdown' by word-of-mouth or another suitable method e.g. in-school telephone system.
- All staff will remain in classrooms and keep students calm and away from windows and door vision panels.
- All students in external PE lessons must be advised to return to specific suitable areas in the school.

The lockdown will proceed in the following priority:

- The external gates of the school will be closed and locked ensuring no one can enter or leave the premises.
- All outside doors secured via Paxton fobs will remain locked.
- Fire doors in Nursery will be kept closed.
- Close all blinds and windows.
- Internal classroom doors will be secured by bolt.

### Safe places

The following areas have been identified as places where staff and pupils can be kept away from windows:

- Nursery – Sunshine Room
- Reception – Cloakroom
- Year 1 to Year 5 – intervention areas of classrooms
- Year 6 – Cloakroom
- Offices – Leadership and Staff Room Corridor

Pupils and staff to remain in their designated safe place, until given the all clear by the Lead Incident Manager.

### Monitoring the Site Entrances

Once the site is secure, staff should return to the building and monitor school entrances via CCTV, and discretely from any suitable windows. A risk assessment should be carried out to determine which windows could be used for such purposes in the advent of a threat leading to 'lockdown'. The gates should only be opened by a designated person when visual confirmation of the presence of the Emergency

Services can be confirmed; and when the Emergency Services have given the “all clear”.

## **8. Silent Evacuation**

Staff will be aware that the majority of fire exits can be opened by using a fob on the Paxton reader and pushing the door release. This provision is available if it ever became necessary to complete a silent evacuation. Doors will be released by a designated individual following an instruction from the Lead Incident Manager. Notification of silent evacuation would be made by word-of-mouth.

## **9. Roles and responsibilities**

### **Parents/Carers Liaison Officer**

- Obtain briefing by School Incident Manager and agree information / briefing, possibly a prepared text, so that a consistent message is given out to all callers.
- Confirm contact details and be ready to act as first point of contact for incoming enquiries.
- Where appropriate, obtain and offer further contact numbers for support and additional information.
- Ensure that all incoming and outgoing calls are logged. A blank telephone log sheet can be found at the back of this template
- Arrange a meeting/greeting point on site for any parents & relatives visiting the school.
- Ensure that the names of all visitors are recorded.
- Make arrangements to ensure that parents / relatives are not left alone on site.
- Consider the need for additional support for visiting parents & relatives, for example, tea & coffee.
- Where appropriate and if families give their consent, offer the contact numbers of other families involved in the crisis.
- Wherever possible, parents of all other children in the school should be warned that the school has experienced a crisis and that their child may be upset.
- Attend staff briefings and ensure that all information and briefings are updated regularly.

### **Media Spokesperson**

- Ensure that all relevant parties are aware of your contact details and provide first point of contact for all media enquiries.
- Make arrangements for regular internal communication to members of staff. If direct contact is not possible then the use of the intranet should be considered.
- Prepare briefing notes and media statements, liaising with a member of staff at Venn Central on 01482 505030; and if appropriate liaise with the Hull City Council’s Communications Team – 01482 609100

### **Site Manager**

- Check access and egress for visiting parents and consider any special instructions, which may need to be communicated.



- Liaise with the School Incident Manager and Media Officer to ensure that media are not being intrusive.
- Arrange a specific area for media briefings / visitors. Ensure there is sufficient segregation.
- If necessary, collate plans of school premises and relevant information regarding utilities (copies in Incident Box)
- Ensure that all staff and visitors are wearing correct identification throughout their visit.

### **Administrator/s**

- Start incident log of information received, relayed and actions taken.
- Allocate telephone numbers for incoming calls
  - Parents Enquiries
  - Media Enquiries
  - External responding agencies
  - School Governors
- Designate phones for outgoing lines.
- Ensure staff are aware of designated telephone numbers used above.
- Ensure that there is a stock of blank log sheets. (Copies in Incident Box)
- Collate relevant information e.g. parent / next of kin contact details. (Lists in Incident Box)
- Log all incoming and outgoing calls and ensure that messages and notes are passed to the School Incident Manager and relevant staff promptly.
- Maintain a record of any costs incurred, for example, extra staff hours, refreshments, transport.
- Assist in recording details of visitors to the site and in providing means of identification.
- Assist the Critical Incident Management Team as directed.

## **10. Pre-identified critical incident scenarios**

### **Scenario 1: Close school during the normal school day**

<b>Objective</b>	Contact parents and request that they collect children as soon as possible.
<b>Contingency Plan</b>	<ul style="list-style-type: none"> <li>• Children to remain on site and in classroom if it is safe to do so.</li> <li>• Normal evacuation arrangements to be followed if it is not safe to do so.</li> <li>• School Incident Manager to consider staggering parent collection time if it is safe to do so.</li> </ul>
<b>People Required</b>	<ul style="list-style-type: none"> <li>• School Incident Manager / Critical Incident Team to coordinate (All fire wardens)</li> <li>• Teachers / Teacher Assistants to remain with their class</li> </ul>
<b>ICT Required</b>	<ul style="list-style-type: none"> <li>• Teacher laptops</li> </ul>



<b>Information / Documentation Required</b>	<ul style="list-style-type: none"> <li>• Pupil and Staff Registers</li> <li>• Visitors Book</li> </ul>
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**Scenario 2:** Prevent school from opening the following day

<b>Objective</b>	Contact parents and advise that the school will not open the following day
<b>Contingency Plan</b>	<ul style="list-style-type: none"> <li>• Broadcast Messages via Parentmail and BBC Radio Humberside</li> </ul>
<b>People Required</b>	<ul style="list-style-type: none"> <li>• Team to access Parentmail</li> <li>• Team to notify BBC Radio Humberside</li> </ul>
<b>ICT Required</b>	<ul style="list-style-type: none"> <li>• Parentmail system accessed via the internet or through smart phone</li> </ul>

**Scenario 4:** Respond to a major incident on a school trip

<b>Objective</b>	Respond effectively to an incident that occurs on a school trip
<b>Contingency Plan</b>	<ul style="list-style-type: none"> <li>• Risk Assessments completed prior to school trip</li> <li>• Leader of school trip to follow agreed procedures – contact named contact if there is an incident</li> <li>• Named contact to coordinate the response accordingly and contact relevant people for assistance</li> </ul>
<b>People Required</b>	<ul style="list-style-type: none"> <li>• All Critical Incident Team to make arrangements</li> </ul>
<b>ICT Required</b>	
<b>Information / Documentation Required</b>	<ul style="list-style-type: none"> <li>• Contact details</li> <li>• Risk assessments</li> </ul>

**Scenario 5:** Respond to an intruder at the school site

<b>Objective</b>	Safeguard pupils and staff from any harm De-escalate the incident if possible e.g. irate parent
<b>Contingency Plan</b>	<ul style="list-style-type: none"> <li>• Contact the Police if necessary (especially for more serious incidents)</li> <li>• Teachers trained on what to do if there is an intruder in the school (lock doors, put blinds down etc for serious incidents).</li> </ul>
<b>People Required</b>	<ul style="list-style-type: none"> <li>• Principal / Critical Incident Team</li> </ul>
<b>ICT Required</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>



<b>Information / Documentation Required</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
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**Scenario 6: Fire in the school office**

<b>Objective</b>	<ul style="list-style-type: none"> <li>• Contain the fire. Damage limitation through emergency services.</li> <li>• Contact parents to collect children depending on the severity of the fire</li> </ul>
<b>Contingency Plan</b>	<ul style="list-style-type: none"> <li>• Children to remain on site and in class room if it is safe to do so.</li> <li>• Normal evacuation arrangements to be followed if it is safe to do so. Sound the fire bell</li> <li>• School Incident Manager to consider staggering parent collection time if it is safe to do so.</li> <li>• Contact IT for instant remote back up from the Icloud/safe storage of whole school IT equipment</li> </ul>
<b>People Required</b>	<ul style="list-style-type: none"> <li>• School Incident Manager / Critical Incident Team to coordinate (All fire wardens)</li> <li>• Teachers / Teacher Assistants to remain with their class</li> </ul>
<b>ICT Required</b>	<ul style="list-style-type: none"> <li>• Teacher laptops</li> <li>• Mobile phones</li> <li>• Incident Box</li> </ul>
<b>Information / Documentation Required</b>	<ul style="list-style-type: none"> <li>• Pupil and Staff Registers</li> <li>• Visitors Book</li> </ul>



## **11. Bomb threat procedures**

Any threat to the school site must be regarded as serious and will be investigated. The threat might be made through:

- the main switchboard
- an internal phone
- the police
- the local press
- a third party
- by letter/electronic means or parcel.

Efficient and calm communication is essential when under threat. Most threats/bomb threats are made over the telephone and are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and must be reported to the police by the incident team.

### **Do not use mobile phones until you are away from the threat**

Any member of staff receiving a warning of the possibility of a threat/bomb on the school premises must immediately contact one of the Incident Managers detailed in Section 2.

### **Role of Critical Incident Management Team**

This Critical Incident Management Team will consider the following:

- When deemed necessary evacuate the building and close down certain areas using the approved password and relocate to our place of safety
- Ring the emergency services and request support
- Do not search the premises or grounds
- Encourage staff and children to take shoes and coats
- Inform catering staff of threat and request them to follow their procedures in relation to shut down of the kitchen
- Ensure all children are with staff
- Ring Mountbatten Primary and inform them of the incident and of our arrival.
- Gather everyone in accordance with the fire policy and proceed to Mountbatten Primary.



- Decision making by the police regarding extensive search and length of time children to be out of school
- Decision to be made regarding school closure by the Critical Incident Team manager who will inform Venn Central, and the Local Authority if necessary
- Text service and social media pages used to inform the parents at appropriate time
- Direct any press enquiries to Hull City Council's Communications Team
- Call the following numbers:

Local Authority Lead Officer	01482 616365
Chair of Governors	Terry Johnson
Vice Chair of Governors	Chris Fenwick 07854 833851
Venn Central	01482 505030
The Press Office	01482 609100 / 01482 300300
RPA Insurance	01179 769 361 – Cover Queries
Mountbatten Primary	01482 375224

Once the search has been completed and the all clear given by the police:

- Inform Local Authority Lead Officer
- Inform Chair of Governors
- Debrief with staff, listing positive and negative points for future action.
- Write a letter to parents explaining exactly what happened.

### **Role of school staff**

- Follow evacuation procedure as for fire drill
- Ensure all classroom-based medicines are taken with the class
- Wait for further instructions from a member of the critical incident team
- Children should be re-registered on arrival at and departure from place of safety and finally at arrival back at school
- School Business Manager and Site Manager to remain on school boundary to assist the Emergency Services.

This policy will be reviewed as and when required.

**12. Emergency contact details****Critical Incident Team**

<b>Name</b>	<b>Contact Information</b>		<b>E-mail address</b>
Amraz Ali	Executive Headteacher/ Deputy CEO	07886 521 041	aali@vennacademy.org
Louise Pitts	Head of School	07808 163 789	louise.pitts@vennacademy.org
Andy Kitchin	School Business Manager	07867 336701	andy.kitchin@vennacademy.org
Nic Dean	Site Manager	07756 676149	nic.dean@vennacademy.org

**Important telephone numbers and contacts**

<b>Name</b>	<b>Contact number</b>	<b>E-mail address</b>
Venn Central	01482 505030	
Keystone	01482 238700	support@keystonemis.co.uk
Arbor		
Yorkshire Water	03451242424	<ul style="list-style-type: none"> <li>• <a href="http://www.yorkshirewater.co.uk">www.yorkshirewater.co.uk</a></li> </ul>
Electricity Emergency Service and Supply Failures (NPower)	08000733000	
<ul style="list-style-type: none"> <li>• Environment Agency Incident Hotline</li> </ul>	03708506506	<ul style="list-style-type: none"> <li>• <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a></li> <li>• <a href="http://www.northerngasnetworks.co.uk">www.northerngasnetworks.co.uk</a></li> </ul>
<ul style="list-style-type: none"> <li>• Gas Emergency Service and Gas Escapes</li> </ul>	0800111999	<ul style="list-style-type: none"> <li>• <a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a></li> </ul>
<ul style="list-style-type: none"> <li>• MET Office</li> </ul>	03709000100	<ul style="list-style-type: none"> <li>• <a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a></li> </ul>
<ul style="list-style-type: none"> <li>• NHS</li> </ul>	111	<ul style="list-style-type: none"> <li>• <a href="http://www.hullcc.gov.uk">www.hullcc.gov.uk</a></li> </ul>
<ul style="list-style-type: none"> <li>• Hull City Council</li> </ul>	01482 300300	<ul style="list-style-type: none"> <li>• <a href="http://www.humberside.police.uk">www.humberside.police.uk</a></li> </ul>



<ul style="list-style-type: none"><li>• Police Non-Emergency</li></ul>	101	
<ul style="list-style-type: none"><li>• Radio Humberside</li></ul>	01482 225959	<ul style="list-style-type: none"><li>• <a href="http://www.bbc.co.uk/humber">www.bbc.co.uk/humber</a></li></ul>

### Appendix A - Emergency Log Sheet

<b>DATE &amp; TIME</b>	<b>DETAIL</b>	<b>(√) If complete (x) If no action required</b>