



## HIGHBURY PRIMARY SCHOOL

### **GOVERNORS' CRITICAL INCIDENT POLICY**

Highbury Primary and Nursery School's mission is:

- To be an inclusive, safe and caring community where each member is equally valued and nurtured to develop their potential.
- To achieve academic excellence by ensuring each pupil performs to the best of their ability.
- To work together as a team with parents and carers within the community to promote respect responsibility for the benefit of all.

### **Critical Incident Policy**

#### **1. Aims and Principles**

The school is committed to providing a safe and secure environment for pupils, staff, parents and any visitors involved in school related activities.

The aim of this policy is to ensure that a critical incident or major emergency is managed with the safety of pupils and staff as paramount, whether on or off site.

In considering our policy and the detailed procedures that support it the following issues have been taken into account:

- Staff and governor awareness of their roles and responsibilities
- Clear communication channels for parents, staff and external support services
- Compliance with current safety legislation
- Actions aimed at containing incidents to minimize escalation
- Support for those involved or affected by the incident

- Actions to facilitate future recovery - emotional and functional
- Use of external agencies where appropriate such as the Education Authority, PCC and Emergency Services

This policy has been developed by the staff and governors in conjunction with Portsmouth City Council and has been sent to PCC for approval.

## 2. Definition

Critical incidents have been identified as being any event which disrupts the school's normal functions in a manner which requires significant external support; and which may warrant significant pupil or parental concern and /or media interest.

## 3. Emergency Procedures

A separate set of operational procedures has been developed which incorporates detailed guidance for staff and forms the basis of **The Emergency File**. There are three copies of this file - one held by the Headteacher, one by the party leader for all off site activities and one spare copy. The school will not, as a matter of course, make these procedures available to the public in the interests of safety and security but they are available for scrutiny by Portsmouth City Council, Ofsted or other statutory bodies.

The Emergency File includes procedures to cover the following categories of critical incident:

1. In school during the day
2. On school premises out of hours
3. Out of school emergencies
4. Local emergencies

These might include incidents such as:

- Death of a pupil or a member of staff
- Intruders
- Serious accidents on or off site
- Civil disturbance or terrorism
- Structural damage to the building or equipment failure
- Health scares
- Child protection allegations
- Severe weather conditions
- Abduction or disappearance of a pupil
- Fire or toxic hazards

#### **4. Communication**

Effective communication will be paramount in the event of an emergency. The school will endeavour to provide regular, relevant and accurate information to parents, staff, governors and pupils, as appropriate. To ensure that the availability of our telephone lines information will only be given in the following ways:

Minor incidents eg school closure due to severe weather

- Letter home via pupil post (with prior knowledge)
- School website
- Local radio
- School message board
- Telephone cascade system if urgent closure is required
- Portsmouth alert

In the event of a major incident the school will endeavour to relay all relevant information as the situation unfolds using

- Parental telephone cascade
- School website
- Portsmouth City Council's Alert website
- PCC Contact Centre

During off site activities staff will carry mobile telephones to ensure good communication. A copy of the relevant contact emergency numbers will be taken on all off site visits.

In the event of a major emergency the teacher in charge will contact the Portsmouth City Council Emergency Planning Team for assistance and to help co-ordinate operational support.

#### **5. Contact with Parents/Carers**

The school does maintain a secure and accurate database containing contact details of parents, staff and governors with pupil photographs. Parents' co-operation in maintaining the accuracy of their personal contact data is requested. Paper copies of this will be held in the Emergency File to be taken on all residential visits.

It will be important for the parents to co-operate with the school in its management of critical incidents for the safety and security of all pupils and staff. In the event of an incident requiring the emergency services staff will be acting, during the critical stages, in accordance with any directions given by these authorities. It is also very important to note that the school's emergency procedures will be used in conjunction with any guidance provided by Portsmouth City Council and other statutory bodies in respect of Health, Safety, Security and School Journeys/Off site educational visits.

## 6. Emergency Drills/Evacuation Practices

There will be regular practice evacuations of the school building on a termly basis. These evacuations will be monitored by the governing body.

## 7. The Emergency File

The procedure manual for all staff, known as the Emergency File, will be kept in the school office. All staff and governors are aware of the basic procedures. The file contains:

- A copy of this policy
- Procedural guidelines for off site and on site emergencies
- Emergency contact numbers
- Phone numbers of staff and their next of kin details
- Phone numbers of pupils' families
- Phone numbers of governors
- Class cascade telephone lists
- First aiders list
- Notes of pupils medical needs
- Staff cascade for bad weather or similar emergency closure

The Emergency file will be updated when we are notified of changes of contact details and on the arrival of new staff, governors and pupils: and annually at the beginning of September.

Agreed by the Governing Body:

Approved: 30<sup>th</sup> January 2018

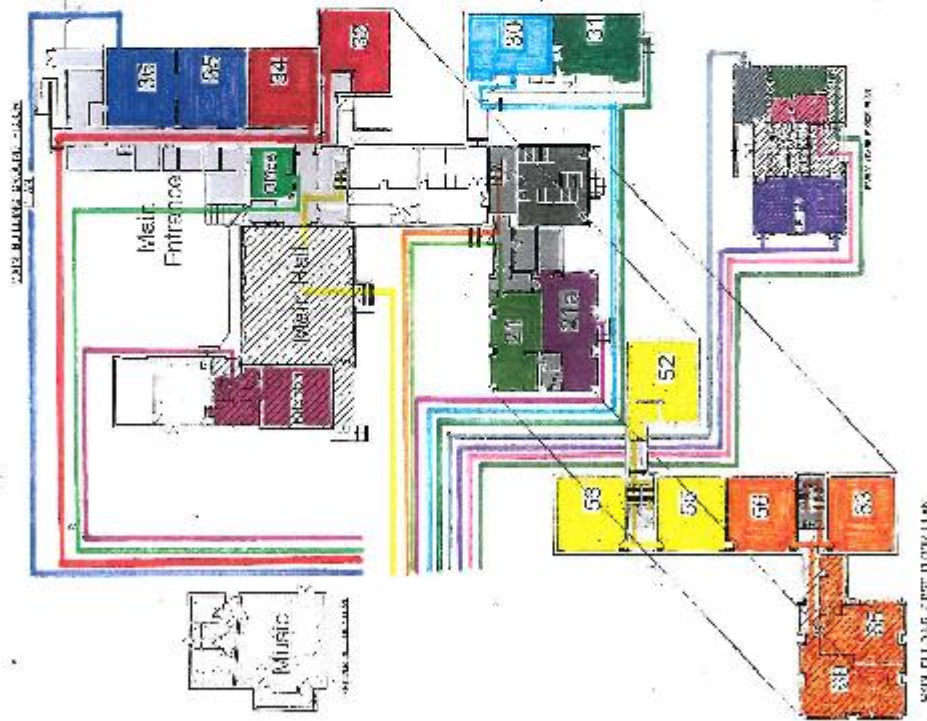
Review: January 2020

## **FIRE & EMERGENCY EVACUATION PROCEDURE**

A fire or emergency in the school is signalled by a continuous ringing of the alarm bell.

On finding a fire inform the admin officer and raise the alarm by pressing the alarm call point situated near all exit doors.

Everyone, without exception, must evacuate the building, as quickly and quietly, by the designated escape route (shown) or the nearest fire exit doors. Everyone will muster on the playground.



## Form 5.1

### Emergency Lighting System: Register of Luminaires

Luminaire Number	Location	Type
1 Zone 1	Infant Corridor	Tube Light
2 Zone 1	Infant Corridor	Tube Light
3 Zone 1	Nursery Corridor	Tube Light
6 Zone 1	Main Corridor	Tube Light
7 Zone 2	Corridor to DT Suite	Tube Light
8 Zone 2	Classroom 30	Tube Light
9 Zone 2	Classroom 31	Tube Light
10 Zone 2	Quad Door	Exit Sign
11 Zone 2	O/S Classroom 21	Exit Sign
12 Zone 2	Classroom 21a	Exit Sign
13 Zone 2	Classroom 21a	Exit Sign
13a Zone 2	Classroom 21a	Tube Light
14 Zone 2	Classroom 21	Exit Sign
14a Zone 2	Classroom 21	Tube Light
15 Zone 3	Music Building Entrance	Exit Sign
16 Zone 3	Music Building Corridor	Tube light
17 Zone 3	Music Building Main Hall	Tube light
18 Zone 3	Music Building Main Hall	Tube light
19 Zone 3	Music Building Main Hall	Tube light
20 Zone 3	Music Building Hall Exit	Exit Sign
20a Zone 3	4 O/S Lights	Tube light
21 Zone 4	Hall	Exit Sign
22 Zone 4	Hall	Exit Sign
23 Zone 5	Classroom 52	Tube Light
24 Zone 5	East Stair Well	Tube Light
25 Zone 5	East Stairs O/S Room 53	Tube Light
26 Zone 5	West Stair Well	Tube Light
27 Zone 5	West Stair Well	Tube Light
28 Zone 5	West Stairs O/S Room 56	Tube Light
29 Zone 5	Corridor to Rooms 60 & 65	Exit Sign
30 Zone 5	Classroom 65	Exit Sign
30a Zone 5	Classroom 65	Tube Light
31 Zone 5	Classroom 60	Exit Sign
31a Zone 5	Classroom 60	Tube Light
Access Ramp	4 Brick Style Wall Lights	Tube Light
Main Entrance	3 Wall Lights	Tube Light
32 Reception Area	Main Door	Exit Sign
33 Reception Area	Ceiling Light by Main Door	Tube Light
34 Reception Area	Ceiling Light by Hall	Tube Light
35 Reception Area	Ceiling Light by Yr1/2 door	Tube Light
36 Reception Area	Ceiling Light In Office Area	Tube Light
37 Reception Area	Ceiling Light in Admin Area	Tube Light
38 Reception Area	Corridor by 1st Staircase	Tube Light
39 Boiler Room	Main Boiler room	Tube Light
40 Boiler Room	Main Boiler Room	Tube Light

**Form 5.1**

**Emergency Lighting System: Register of Luminaires - Early Years Building**

Luminaire Number	Location	Type
Zone 14 - 1	Room 13 (Squirrels)	Strip Light
Zone 14 - 2	Room 13 (Squirrels)	Strip Light (by door)
Zone 14 - 3	Room 13 (Squirrels)	Exit sign above door
Zone 14 - 4	Room 12 (Hedgehog)	Strip Light
Zone 14 - 5	Room 12 (Hedgehog)	Strip Light (by door)
Zone 14 - 6	Room 12 (Hedgehog)	Exit sign above door
Zone 14 - 7	Main Reception Canopy	Down Light
Zone 14 - 8	Main Reception	Strip Light
Zone 14 - 8a	Above Fire Panel	Strip Light
Zone 14 - 9	Outside Disabled Toilet	Strip Light
Zone 14 - 10	Toilets L/H	Down Light
Zone 14 - 11	Toilets R/H	Down Light
Zone 14 - 12	Room 2 (Swan)	Strip Light
Zone 14 - 13	Room 2 (Swan)	Strip Light (by door)
Zone 14 - 14	Room 2 (Swan)	Exit Sign above door
Zone 14 - 15	Room 3 (Cygnet)	Strip Light
Zone 14 - 16	Room 3 (Cygnet)	Strip Light (by door)
Zone 14 - 17	Room 3 (Cygnet)	Exit Sign above door
Zone 14 - 18	Room 4 (Ducklings)	Strip Light
Zone 14 - 19	Room 7 (Sleep Room)	Strip Light
Zone 14 - 20	O/S Room 4 (Decking)	Exit Sign
Zone 14 - 21	O/S Room 13 (Decking)	Exit Sign
Zone 14 - 22	Plant Room	D light
<b>Zone 4</b>	<b>Main Hall</b>	<b>Exit Sign</b>
<b>Zone 4</b>	<b>Main Hall Fire Exit</b>	<b>Tube Light</b>

FIG 1



**Fire Alarm Call Point Locations**