

LITTLE STOKE PRIMARY SCHOOL

BUSINESS CONTINUITY PLAN

Responsible Person: Annette Pittaway , Business Manager

Adopted by: Head Teacher, Dan Ross _____

Chair of Governors, Matt Fowles _____

Date: September 2024

Review Date: September 2025

Critical Incident Team (CIT) Members:

**Head Teacher – Dan Ross, Deputy Head – Chris Jelf, Chair of Governors – Matt Fowles, Business Manager – Annette Pittaway,
Appointed First Aider – Georgina Cattle**

Copies of Plan to be held with each CIT member off site & one copy kept in securely in school office.

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GUIDELINES ON MANAGING A CRITICAL INCIDENT AT LITTLE STOKE PRIMARY SCHOOL

What is a Critical Incident?

A Critical Incident is a sudden, unexpected and traumatic incident or sequence of events that cause serious distress and disruption to the school community.

The TRAUMA caused by a Critical Incident challenges individuals mentally, physically, emotionally and spiritually.

A Critical Incident may be:

- ❖ The sudden death of a member of the school community, e.g. pupil, staff member, significant other, through accident, murder, illness, drug overdose or suicide.
- ❖ A serious incident involving pupils and school personnel on and off the school premises.
- ❖ A violent attack or intrusion onto school premises, e.g. armed intruder, or bomb alert
- ❖ The loss of buildings/parts of buildings by fire, flood, building collapse, storm damage or major vandalism in school.
- ❖ A hostage situation.
- ❖ A disaster in the community, e.g. transport accident.
- ❖ A national tragedy.
- ❖ A failure of major utilities – electricity, gas, water.
- ❖ The loss of school data/records/expertise by fire, storm, theft, loss of key personnel etc.
- ❖ The loss of equipment, particularly computer equipment, by fire, storm, theft, etc.
- ❖ Illegal hacking of school data compromising data security/system failure.
- ❖ Closure following advice from Government/Local Authority due to pandemic. See Appendix 1

The impact on the school community may be intensified by one or more of the following:

- ❖ An incident which took place on school premises.
- ❖ Number of victims.
- ❖ Number of witnesses.
- ❖ Degree of violence or threat of violence.

Precautions for Prevention of Threat

- ❖ Fire, storm, etc: all normal procedures must be regularly followed, equipment maintained and serviced and personnel trained on their use.
- ❖ Emergency evacuation drills held regularly (for fire/other emergency).
- ❖ Fire extinguishers regularly serviced.
- ❖ Non-automatic fire doors kept shut.
- ❖ Litter kept to a minimum and bins emptied regularly.
- ❖ Hazardous material kept in secure storage.
- ❖ COSHH assessment regularly updated.
- ❖ Buildings kept secure and water tight.
- ❖ Site kept secure (fire alarms, intruder alarms, access control) maintained in good order.
- ❖ Asbestos Management Plan to be available to those carrying out emergency repairs.

Theft: all normal procedures must be regularly followed:

- ❖ Buildings and equipment kept secure.
- ❖ Site kept secure.
- ❖ Security systems maintained in good order.
- ❖ Staff vigilance.

Loss of Records: Regular back-ups of all records kept off site by the LA and anti-hacking software in use.

- ❖ Personal records.
- ❖ Financial records.
- ❖ Student records.
- ❖ Parental Contact records.

Loss of Key Personnel: Key staff must

- ❖ Keep a written record of critical processes, procedures, information etc. for which they are solely responsible.
- ❖ Keep another person informed of all relevant data and ideas.
- ❖ Train another member of staff in their procedures so that they can take over if necessary.

Loss of pupils/parent

- ❖ Media training for key personnel.
- ❖ Bereavement/counselling.

Security of Equipment and Assets: This should include

- ❖ All equipment records in the relevant assets register and inventories with up-to-date records and values.
- ❖ All valuable equipment clearly marked with the school asset security label.
- ❖ Where possible equipment fixed to surfaces, or kept in single location.
- ❖ All software inventories kept with up-to-date values and details.
- ❖ Vigilant site and building security.

PRINCIPLES OF MANAGING A CRITICAL INCIDENT

- ❖ Communication
 - keep every line of communication open.
 - always communicate accurate information.
 - Contact Head teacher directly and other members of CIT – Chair of Governors, Deputy Head, Business Manager & First Aider
- ❖ School to retain as much normality as possible; children should be told in their classes by their teachers and then in assembly at usual times.
- ❖ Members of SMT to ensure they look after themselves as well as each other, sometimes long after incident – you will also be affected – remember to ask for help if required.
- ❖ Remember this is a process that has to be worked through; expect to feel a range of emotions, e.g. anxiety, guilt, fear, upset.

CRITICAL INCIDENT 1 – Death/Serious Illness/Serious Injury at School

Critical Incident	Head Teacher	Chair of Governors	Deputy Head teacher	Business Manager	First Aider
	Assess incident Gather information Call Ambulance	Inform South Gloucestershire and	Ensure area is cleared where injured/ill person is located.	Stay by telephone to receive calls. If appropriate, prepare letters/emails to	Go with casualty to hospital. Use mobile telephone to call school and

Adult or child is taken seriously ill or seriously injured at school	Inform parents Wait with casualty until First Aider arrives	Press Office only if appropriate	Wait for ambulance, having planned exit route for casualty. Arrange transport to hospital if required for parents. Inform Caretaker but stress confidentiality.	parents, do not send out until confirmation from HT is received. If necessary arrange for supply cover.	provide update on situation. Stay with casualty until parents arrive.
Adult or child critically injured or taken ill at school	All as above. Contact H&S and Public Health advice if necessary. Be available for parents at 3.30pm Staff meeting at 3.45pm or later if necessary. CIT meet after staff meeting to plan for all possible scenarios.	All as above. Come into school as soon as possible to assist as CIT member and be available for parental enquiries. Be available to attend staff meeting. Attend CIT meeting to plan for all possible scenarios.	All as above. Invite all staff to arranged meeting. Be available for parental enquiries at 3.30pm. Attend staff and CIT meetings to plan for all possible scenarios.	All as above. Refer press to South Gloucestershire Press Office. Attend staff and CIT meetings to plan for all possible scenarios.	All as above. If back from hospital be available to assist with parental enquiries at 3.15pm. Attend staff and CIT meetings to plan for all possible scenarios.
Adult or child dies or remains in critical condition following an incident at school	Inform all members of CIT. Agree time for CIT meeting. Arrange for staff to meet informally if wished – suggest venue. Arrange internal support for affected staff.	Inform School LA Advisor, South Glos Press Office. CIT to meet off-site (organise venue) Arrange counselling support from NSC	Telephone /email all staff that can be contacted. Inform Public Health Service and ask for advice.	Organise supply cover for Deputy Head and others as required.	Resume normal duties if agreeable with Headteacher. Be available for CTI support as necessary.
Informing staff of situation	CIT meet initially away from school at pre-arranged venue. Meet with all staff	Meet with CIT at agreed venue Attend meeting with all staff	Meet with CIT at agreed venue Attend meeting with all staff	Meet with CIT at agreed venue Attend meeting with all staff	Meet with CIT at agreed venue Attend meeting with all staff
	Meet staff in school at 7.30am	Meet staff in school at 7.30am	Meet staff in school at 7.30am, assist Head in	Be in attendance for telephone calls	Meet staff in school at 7.30am

Morning of first day following incident	Be available for parents at 8.45am CIT meet at 10am Prepare letters/emails to send out today Lead assembly	Be available for parents at 8.45am CIT meet at 10am Liaise with Sough Glos Council Attend assembly	preparation of letters & emails, tell staff to talk to their individual classes and then be at assembly. CIT meet at 10am	Refer Press to South Glos Press Office CIT meet at 10am Prepare letters to go to parents at end of day & update school website.	Arrange refreshments for parents in hall at 8.45am CIT meet at 10am
CIT Meeting at 10am	Discuss appropriateness of subsequent school events, in light of Public Health advice and parental views. CIT to meet again after school.	Discuss appropriateness of subsequent school events, in light of Public Health advice and parental views. CIT to meet again after school.	Discuss appropriateness of subsequent school events, in light of Public Health advice and parental views. CIT to meet again after school.	Discuss appropriateness of subsequent school events, in light of Public Health advice and parental views. CIT to meet again after school.	Discuss appropriateness of subsequent school events, in light of Public Health advice and parental views. CIT to meet again after school.
Afternoon of first day	Retain contact with parents and those affected by incident. Arrange visit with C of G if appropriate	Deal with press as appropriate	Arrange support from counselling service for parents/staff affected if appropriate.	Send letter to parents at end of day explaining situation	Resume normal duties but be available to assist CIT if necessary.
Later in week	Retain contact with parents and those affected by incident. Arrange visit with HT if appropriate.	CIT hold meetings as required to review incident and discuss ongoing counselling requirements.	CIT hold meetings as required to review incident and discuss ongoing counselling requirements.	CIT hold meetings as required to review incident and discuss ongoing counselling requirements.	CIT hold meetings as required to review incident and discuss ongoing counselling requirements.
Subsequently	Meeting for parents regarding funeral arrangements and appropriate memorial service & tangible memorial for school, if desired.	Thank South Gloucestershire Council staff and others who were involved or assisted in any way during the incident.	Check members of CIT's wellbeing and arrange counselling if required.	Resume normal duties.	Resume normal duties.

Evaluate & Review	Organise meeting with members of Critical Incident Management Team to evaluate and review response to incident to inform future planning.	Attend meeting to evaluate and review CIT response to incident.	Attend meeting to evaluate and review CIT response to incident.	Attend meeting to evaluate and review CIT response to incident.	Attend meeting to evaluate and review CIT response to incident.
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CRITICAL INCIDENT 2 – Major Damage to School Premises

Critical Incident	Head Teacher	Chair of Governors	Deputy Head teacher	Business Manager	First Aider
Fire/Flood/Storm Damage/Building Collapse	Adapt guidelines above to meet requirements of incident affecting premises.	Inform South Gloucestershire Press Office only if appropriate.	Ensure building is cleared and all members of school community have been accounted for.	Ensure registers/ visitor & pupil books have been taken to evacuation area to check that everyone is accounted for. Ensure pupil information details are taken to evacuation area. Display signs to direct parents to evacuation area.	Assist in co-ordinating evacuation of premises and retaining calm atmosphere.
Major Incident to School Premises	Ensure safety of pupils and staff following evacuation procedures if necessary. Summon CIT to discuss contingency arrangements.	Inform School LA Advisor	Wait for emergency services if appropriate.		First aid if necessary for any casualties.
First day following incident	CIT meet at 8am at pre-arranged venue to discuss contingency arrangements Meet staff and governors at pre-	CIT meet at 8am at pre-arranged venue to discuss contingency arrangements.	CIT meet at 8am at pre-arranged venue to discuss contingency arrangements. Meet staff and governors at pre-	CIT meet at 8am at pre-arranged venue to discuss contingency arrangements. Meet staff and governors at pre-	CIT meet at 8am at pre-arranged venue to discuss contingency arrangements.

	<p>arranged venue at 2pm to discuss plan following closure of school. Organise and attend meeting with LA to arrange alternative teaching venue & office for admin tasks e.g. distribution of letters/emails to parents. Ensure Asbestos Management Plan & plan of premises is provided.</p>	<p>Meet staff and governors at pre-arranged venue at 2pm to discuss contingency plan following closure of school. Attend meeting with LEA.</p>	<p>arranged venue at 2pm to discuss contingency plan following closure of school. Remain on hand to assist with future planning.</p>	<p>arranged venue at 2pm to discuss contingency plan following closure of school. Remain on hand to assist with future planning.</p>	<p>Meet staff and governors at pre-arranged venue at 2pm to discuss contingency plan following closure of school. Remain on hand to assist with future planning.</p>
<p>School remains closed</p>	<p>Begin contingency arrangements for alternative teaching venue if possible. Keep contact with LA regarding on-going arrangements. Parents to be contacted by letter/email, informed of situation and alternative school venue and start date.</p>	<p>Be available to Headteacher for advice and support. Keep in contact with South Gloucestershire Press Office /LA and Governing Body.</p>	<p>Be available to Head teacher for support and assistance. Keep staff updated on current situation.</p>	<p>Be available to Head teacher for support and assistance. Organise admin team to report to alternative venue to assist in preparation and distribution of information to parents regarding contingency arrangements via telephone, emails and website.</p>	<p>Be available to Head teacher for support and assistance. Assist admin team in preparation and distribution of information to parents regarding contingency arrangements.</p>
<p>Temporary school starts</p>	<p>Meet staff at temporary school venue at 7.30am. Be available for parents at 8.45am.</p>	<p>Meet staff at temporary school venue at 7.30am. Be available for parents at 8.45am.</p>	<p>Meet staff at temporary school venue at 7.30am.</p>	<p>Meet staff at temporary school venue at 7.30am.</p>	<p>Meet staff at temporary school venue at 7.30am. Resume normal duties.</p>

	<p>Prepare letters/emails to send out today re current situation.</p> <p>Lead assembly.</p> <p>CIT meeting 4pm.</p>	<p>Assist Head in preparation of letters to send out today.</p> <p>Attend assembly.</p> <p>CIT meeting 4pm.</p>	<p>Tell staff to talk to their individual classes and then be at assembly.</p> <p>CIT meeting 4pm.</p>	<p>Refer press to South Gloucestershire Council Press Office.</p> <p>Prepare letters/emails for parents to go out at end of day.</p> <p>CIT meeting 4pm.</p>	<p>CIT meeting 4pm.</p>
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Ongoing meetings for CIT	CIT meet as and when necessary before opening of school, to discuss contingency arrangements regarding possible phased opening of school or NEW school.				
Preparation for school to reopen	<p>Staff and Governors meet to discuss celebration event to mark opening of new school.</p> <p>LA and South Glos Press Office to be consulted re press release etc.</p> <p>Parents to be informed of start date, celebration arrangements etc.</p>	<p>Staff and Governors meet to discuss celebration event to mark opening of new school.</p> <p>LA and South Gloucestershire Press Office to be consulted repress release etc.</p>	<p>Staff and Governors meet to discuss celebration event to mark opening of new school.</p>	<p>Staff and Governors meet to discuss celebration event to mark opening of new school.</p> <p>Preparation of letter/emails to parents/press release, update website etc, before opening of school.</p>	<p>Staff and Governors meet to discuss celebration event to mark opening of new school.</p>
Evaluate and review	<p>Organise meeting with members of CIT to evaluate and review response to incident to inform future planning.</p>	<p>Organise meeting with members of CIT to evaluate and review response to incident.</p>	<p>Organise meeting with members of CIT to evaluate and review response to incident.</p>	<p>Organise meeting with members of CIT to evaluate and review response to incident.</p>	<p>Organise meeting with members of CIT to evaluate and review response to incident.</p>
	<p>Organise CIT/Staff/Governors celebration event</p>	<p>Attend CIT/Staff/Governors celebration event</p>	<p>Attend CIT/Staff/Governors celebration event</p>	<p>Attend CIT/Staff/Governors celebration event</p>	<p>Attend CIT/Staff/Governors celebration event</p>

CIT meet to celebrate	following successful re-opening of school.	following successful re-opening of school.	following successful re-opening of school.	following successful re-opening of school.	following successful re-opening of school.
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EMERGENCY CONTACT LIST

CONTACT	NAME	PHONE NUMBER
Emergency Services	Fire / Ambulance / Police	999
Police	Non- emergency	101
Headteacher	Dan Ross	07817692146
Deputy Head	Chris Jelf	07377454022
Chair of Governors	Matt Fowles	07538951207
Caretaker	Gary Underwood	07954376889
Business Manager	Annette Pittaway	07709 096390
Appointed First Aider	Georgina Cattle	07383 824249
Governor Support Officer	Maxine Winter	01454 863284
South Gloucestershire Emergency	South Gloucestershire Council	01454 868009
Health & Safety Dept	Hayley Smith / Jamie Enright	0345 872 3639 0117 428 7180
Education Welfare	Sukhi Singh	07568498182
Social Services	First Point	01454 866000
Heating & Plumbing Engineers	Westex Heating	01225 331091
Fire Alarms	MAT Fire Systems	01934 863960
Intruder Alarms	Chubb (account number: 50732422)	0844 879 1737
Electricians	Lionel Saunders	0117 961 4330
Glass Repairs	A G Gribble	0117 9537237
Door Entry	Avon Armour, Avonmouth, Bristol	0117 9826288
Water Services (Water provided by Bristol Water & Sewerage provided by Wessex Water)	Water2Business (customer number: 11727480) – for <u>all</u> water/sewerage enquiries Mon-Fri 8am-6pm Bristol Water – water enquiries out of hours only Wessex Water – sewerage enquiries out of hours only	0345 600 2 600 0345 702 3797 0345 600 4 600
Key holders	Key holders - Security 2000 Ltd	0800 3689012



LITTLE STOKE PRIMARY SCHOOL - EMERGENCY PROCEDURES

Fire – Assembly Points

Key Stage 2 Playground & Key Stage 1 grassed area at front of school

Fire Marshals – Chris Jelf, Annette Pittaway, Georgina Cattle

On hearing the alarm (continuous bell)

- All pupils, staff and visitors to leave the building through the nearest safe exit having closed doors behind them and assemble in silence at one of the assembly points:
 - **KS2 – KS2 playground** for KS2 classrooms, hall, Meeting Hub, Staff Room, Music Hub
 - **EYFS and KS1 - grass area at front of school** for KS1 classrooms, Breakfast/ASC Club, the Pastoral room, KS1 hall, front offices.
 - If alarm sounds during **lunchtime** KS1 evacuates through KS1 playground gate to KS2 playground. Full lunchtime procedures are detailed below.
- On hearing the alarm the **Dan Ross** (or Chris Jelf if in-charge) **will immediately telephone 999 and ask for the appropriate emergency service – Fire/Police/ambulance & will allocate a member of staff wearing a high visibility jacket to stand at the school entrance to direct them on arrival.**
- **Fire Marshal** is responsible for meeting fire service, providing plan of school, gate key code & unlocking the emergency vehicle entrance. School plan (in red 'fire' file), daily register & signing-in books are located in the school office.
- **Everyone** should move quietly and quickly – **walking only**.
- **All class teachers/staff member in charge** should do an initial head count of class once children are lined up. Children will line up in silence. When this is done and they have been passed the registers by the Fire Marshal they are to carry out the roll call.
- **All staff** to ensure classroom doors are shut behind them (internal and external). All other staff to ensure their doors are closed as they leave their rooms.
- **All staff** are responsible for ensuring class helpers/visitors exit building along with class.
- **All staff** to check there are no pupils left in toilets or shared areas in their zones as/once their classes have left the building.
- **Kitchen Staff** to leave building by nearest safe exit. **Cook** to ensure hatch & doors are closed and take own roll call.

- **One Fire Marshal** to take two-way radio hand-sets and class registers to the KS1 assembly point and a **second Fire Marshal** to take two-way radio hand-sets, visitor book & class registers to KS2 assembly point for class teachers to take roll call.
- **Fire Marshals** to use two-way radio hand-sets with them & liaise with each other when roll calls complete to check all persons present.
- **Class Teachers/staff member in charge** to stand the field edge of the playground to take roll call. Pupils to line up facing their teacher on the playground facing towards the school field.
- Visitors should stand with class they are visiting.
- **Fire Marshals** responsible for checking visitor toilets as they exit the building.
- **Fire Marshals** responsible for checking visitor register who are not assigned to a class.
- **Class teachers/Administrators /Kitchen staff** to inform Head immediately if any pupil/staff member or visitor is missing.
- **Head** to report missing persons and likely position in building/all persons accounted for to emergency services as soon as possible.
- No-one should enter the building while the fire bells are ringing.
- **Music Hub, Kitchen staff & Little Apples Pre-School** undertake their own roll call, will signal to LSPS fire warden that everyone is out safely and must not re-enter the building until the Headteacher gives the all clear.
- If it is not possible to exit to the KS2 playground, staff in rooms in the dead-end corridor by Caretaker room should evacuate through double doors (music hub doors) to the front of the school and gather with KS1 and wait until given the all clear from Headteacher before returning inside the building.
- If a fire alarm sounds when the whole school is in the main hall e.g. for an assembly, staff and pupils should evacuate through the fire exit doors in the main hall onto the grass at the front of the school.



LITTLE STOKE PRIMARY SCHOOL - EMERGENCY PROCEDURES

Lunchtime (12 noon – 1.00 pm) and break times (10:45am – 11am) or other times where the children are based on EYFS/KS1 playground, school field or school forest area.

Fire (Lunch Time) - Assembly Point: Key Stage 2 Playground

Fire Marshals – Chris Jelf, Annette Pittaway & Georgina Cattle

On hearing the alarm (continuous bell)

- **Dan Ross or Chris Jelf** (if in-charge) must immediately telephone 999 and ask for the appropriate emergency service – Fire/Police/ambulance.
- **One Fire Marshal or designated person** must take all registers, two-way radio hand-sets and signing in books to KS2 playground. **Second Fire Marshal** to go to front of school with two-way radio hand-sets to check Little Apples have exited safely.
- **All pupils, staff and visitors and kitchen staff** to leave the building through the nearest safe exit and assemble in silence on KS2 playground.
- **Lunchbreak Supervisors** on hall duty are responsible for evacuating pupils from dining hall, through the KS1 gate, through the double field gate and join the rest of their class.
- **If children and staff are on EYFS/KS1 playground, staff** are responsible for evacuating pupils through the KS1 gate, through the double field gate and join the rest of their class.
- **If it is a wet play**, the children will be in classes so will need to follow normal class evacuation procedures, with any children in the hall to follow the procedures above.
- **Lunchbreak Supervisors** to escort the pupils to the KS2 playground and assemble into class lines.
- **All pupils** to line up on the other side of the football pitch & teachers to stand at the field edge of the playground (on the hard standing) to take roll call. Pupils to line up in silence facing the teacher looking onto the school field.
- **Lunchbreak Supervisors/staff** to ensure everyone is out of the hall, check classrooms and toilets in KS1. If Head/Deputy is in this area they can also oversee this process.
- **Lunchbreak Supervisors** and/or **teachers** to take roll call of each class.
- **Missing pupils to be reported to Head or Deputy immediately.**
- **Fire Marshal** to take roll call of staff and visitors. **Missing adults to be reported to Head or Deputy immediately.**
- **Kitchen Staff – switch off all appliances, close hatches and evacuate immediately via nearest safe exit.**
- **Music Hub to assemble on KS2 playground for roll call.**

- **Little Apples to assemble at the front of the school.**

Fire (Lunch Time – children already on KS2 playground/school field/forest school area)

- **Lunchbreak Supervisors** to blow whistle and assemble pupils in class lines.
- All other staff to follow previous procedures.

If it is deemed unsafe to stand on KS2 playground then the same procedure should be followed on the school field. The area used on the field should not obstruct the access for the emergency vehicles.

Critical Incident Procedures (Non evacuation)

If staff become aware of any person/persons in school grounds acting in a manner which causes concern for the safety of the pupils they should report it to the office immediately, if possible by a responsible adult, if not then by the most responsible child in the class.

On receiving the information the Head will investigate and if necessary instigate the following procedure.

- Give signal of five spaced rings on bell.
- Designate **office staff or other responsible adult to ring 999** and give details of incident then **lock external door if safe. Office staff/responsible person will then phone Music Hub (01454 863147) & Little Apples Pre School (07444142466) with the message – “Intruder on site – secure all entrances”.** These numbers will be displayed near the phone in the office in order that they are easy to locate.
- On hearing the signal, **class teachers/teaching assistants** will close all outside doors and any window blinds and remain in their classrooms. **All internal classroom doors should be closed and locked, all blinds closed. Draw hall curtains if it is safe to do so.** All pupils should be kept away from windows as far as possible.
- **Class teachers** will check any external cloakroom exits are secure and check the pupil toilets.
- **Office staff** will ensure all internal & external key fobbed doors are closed. Once the signal is raised, any staff in the office will exit and move to nearest safe space, ensuring they have communication device on their person.
- **Staff and pupils** working in other areas of the school will go to the nearest classroom/safe area.
- **Teachers** will access class registers on Arbor so class roll call can be taken.
- **Office staff** will take adult roll call. If it is not safe to move internally, this will be done via Teams.
- **Missing pupils/adults to be reported to Head immediately.**
- **Kitchen staff** to **lock external doors** and **internal doors** in their area and check all their staff are present.
- **Pupils and staff can be moved to a different place of safety if needed and/or if the incident requires.**
- **Staff, visitors and pupils** will wait in their classes until given further directions by emergency services or head.

Critical Incident Procedures (Non evacuation) – Lunchtime

If staff become aware of any person/persons on school grounds acting in a manner which causes concern for the safety of the pupils they should send a message to the office immediately, if possible by a responsible adult, if not then by the most responsible child in the area.

On receiving the message the **Head or Deputy** if in charge will investigate and if necessary instigate the following procedure.

- Give signal of five spaced rings on bell.
- **Ring 999** and give details of incident then **lock external door if safe.**
- Designate **office staff or other responsible adult to ring 999** and give details of incident then **lock external door if safe. Office staff/responsible person will then phone Music Hub (01454 863147) & Little Apples Pre School (07444142466) with the message – “Intruder on site – secure all entrances”.** These numbers will be displayed near the phone in the office in order that they are easy to locate.
- On hearing the signal, **class teachers/teaching assistants** will move to support getting children safely into classrooms. **All internal classroom doors should be closed and locked, all blinds closed. Draw hall curtains if it is safe to do so.** All pupils should be kept away from windows as far as possible.
- **Identify nearest responsible adults to secure all external exits when all pupils are safely inside the building.**
- On hearing signal **the nearest responsible adult** would ensure small and hall doors to playground secure.
- **Kitchen staff to lock external doors and internal doors** in their area and check all their staff are present.
- If pupils were on the playground the **whistle would be blown** and the children immediately brought into school
- **Children in the hall to move to KS1 classrooms**
- **Children on playground to move to KS2 classrooms**
- **All staff** to support and ensure all external doors are secure when all pupils are safely inside.
- **Office staff** will ensure all internal & external key fobbed doors are closed. Once the signal is raised, any staff in the office will exit and move to nearest safe space, ensuring they have communication device on their person.
- **Teachers** will access class registers on Arbor so class roll call can be taken. Children not on class registers because they have moved to nearest place of safety to be shared via teams – if this is not possible then any other communication means available.
- **Office staff** will take adult roll call. If it is not safe to move internally, this will be done via Teams.
- **Missing pupils/adults to be reported to Head immediately.**
- **Pupils and staff can be moved to a different place of safety if needed and/or if the incident requires.**

- **Staff, visitors and pupils** will wait in their classes until given further directions by emergency services or head.

EMERGENCY PROCEDURES

Critical Incident Procedures (Evacuation non-fire)

This would be used in the event of needing to move the children to a place of safety away from the school building.

- Signal would be as for fire drill.
- Procedures to evacuate building would be as for fire.
- When pupils and staff reach KS2 playground, **Head or Deputy** would direct them to immediately file out onto the school field, if needed, office staff would be responsible collecting key in order to unlock the double gate to for leaving school site and assembling at outside old Youth Centre building adjacent to the school.
- Registers would be called immediately upon reaching the open space.

LITTLE STOKE PRIMARY SCHOOL - EMERGENCY PROCEDURES

Dear Staff,

Please read these procedures carefully and memorise your responsibilities and role in respect of these procedures.

If you find any errors or inconsistencies or have any ideas please let me know a.s.a.p.

Please complete and return the attached acknowledgement sheet for the school record by

Thank you.

Little Stoke Primary School

EMERGENCY PROCEDURES

I (name) have received, read and understood the attached emergency procedures.

Please tick the appropriate box.

I am now fully aware of my responsibilities and role in any of these emergency situations.

I do not understand my responsibilities and role in these emergency situations.

Signed: **Date:**

Position in school: