

Note: this has been adapted from the full Critical Incident Plan to be relevant to school fairs.

The Critical Incident Plan at Sir Henry Fermor encompasses two key procedures:

Lockdown and Evacuation Procedures

SHF Lockdown procedures are a sensible and proportionate response to any external incident, which has the potential to pose a threat to the safety of staff and pupils in the school. The aim of Lockdown is to keep all staff and pupils safely in the school building, whilst keeping any danger out.

SHF Evacuation Procedures are a sensible and proportionate response to any internal incident, which has the potential to pose a threat to the safety of staff and pupils in the school. The aim of Evacuation is to keep all staff and pupils safe, away from the school building and any danger that may be inside.

Please refer to the individual plans below for procedures in the event of a critical incident.

LOCKDOWN PLAN

Procedures aim to minimise disruption whilst ensuring the safety of all our pupils, families and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident /civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous animal roaming loose

Basic procedures:

- Helpers are alerted to the activation of the plan by the office via the School bell, the school radios, air horns and sirens.
- People who are on the playground, in the wooded area, in Forest School or in the EYFS outside area should be brought inside as quickly as possible, through the nearest entrance, which should then be locked behind them. A fair supervisor will manage this process.
- Those inside the school should remain in their classrooms, move away from windows and doors, close blinds and curtains and sit under tables.
- All external doors and windows are locked. Keys for external doors are located on hooks immediately above/adjacent to the doors.
- All internal classroom doors should be closed and secured. Keys are hung just inside each classroom door.
- Please encourage the children and families to keep calm

- As appropriate, the school should establish communication with the Emergency Services as soon as possible (**Vincent Ley**)
- Noone will be allowed to leave the school during a lockdown
- Please stay where you are and await further instructions

In all circumstances, full Lockdown, Lockdown Red will be instigated in the first instance.

Lockdown Red

1. Full Lockdown code word '**Lockdown Red**'

'Full Lockdown' signifies an immediate threat to the school.

Fair supervisors will use phones or loudhailers and say the words '**Lockdown Red**'. The School bell will sound. Horns and sirens will sound.

- Everyone should remain in the room they are in
- Fair supervisors will lock external doors.
- If you are helping in a classroom, please close and secure the door(s), lock windows, draw blinds and curtains, and ask everyone to sit quietly out of sight (under desks where possible). Place furniture in front of your classroom door
- Everyone will remain in lock down until it has been lifted by a fair supervisor / emergency services.

During this period the entrances will be un-manned, external doors locked and nobody allowed in or out.

The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Please will the named staff check that the following doors are locked:

Lockdown procedures are displayed in every classroom, alongside information relating to fire drills. (Evacuation)

All situations are different, once everyone is safely inside, the fair supervisors will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.

In the event that it becomes clear that the incident causing the lockdown is less serious, it may be appropriate to downgrade to **Lockdown Amber**, known as partial lockdown.

Lockdown Amber

- Everyone will remain in building with external doors and windows locked, curtains and blinds drawn.
- Free movement *may* be *permitted* within the building dependent upon circumstances, advice will given at the time.

EVACUATION PLAN

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Helpers discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point. Once at the evacuation point, a fair supervisor should be notified of the exact location of the incident.

FIRE FIGHTING

- The safe evacuation of persons is an absolute priority. Helpers may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

ON HEARING THE FIRE ALARM:

- EVERYONE must respond to alarm activations. **If it is safe to do so**, please take your stall's float with you when you evacuate.
- The fire alarm is a continuous sounding siren
- The Site Manager will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- A fair supervisor or the Site Manager will summon the emergency services (**DIAL 999**) as necessary;
- Fair supervisors will supervise / affect the evacuation of pupils/visitors to the designated assembly point(s), please provide them with any assistance they request
- You must leave the building by the nearest exit. Please do not leave the school grounds.

The Fire Assembly Points are:

Key Stage 2 if exiting from the back of the school
Car Park if exiting from the front of the school

A Calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly area please wait for further instructions.
- Fair supervisors are responsible for ensuring the school is clear of people, you do not need to do this.
- Fair supervisor /senior member of staff will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until you are notified it is safe to do so by the Fire Brigade / Headteacher/ senior member of staff.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Please be alert for people in your vicinity who may have a disability and require assistance, but only giving assistance **if it is safe to do so**.

Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety.

Visual disability

People with a visual disability will usually require the assistance of one person, on stairways the helper should descend first with the persons hand on their shoulder, on level surfaces they should take the helpers arm and follow them.

Hearing disability

People with a hearing disability should be escorted out of the building.

BOMB THREATS

If a bomb threat is received notify the head of School, or in their absence, the most senior member of staff available.

Contact the police for advice as to whether the school should be evacuated – this decision is ultimately the responsibility the school.

The signal for evacuation of the building, should this be necessary, will be:

A continuous sounding siren

The normal evacuation procedure should be followed. In the event of a bomb threat, the evacuation point is All Saints Church, Chapel Green.

GAS LEAKS

If you smell gas, or suspect there is a gas escape, you should immediately:

- Open all doors and windows.
- Notify a fair supervisor of the incident.
- Check that all gas appliances are switched off
- Shut off the gas supply at the meter control valves
- Evacuate part or all of the premises as necessary.
- If gas continues to escape, telephone National Grid on 0800 111 999.

CHEMICAL SPILLS

If it is safe to do so identify the substance spilled and take necessary action to minimise contamination if trained to do so.

It may be necessary to evacuate the room and ensure windows are opened.

If spill is severe, evacuate part or all of the building, using fire drill procedures if necessary.

Move all persons to a safe location, and call the emergency services. The Fire & Rescue Service are the lead agency in dealing with chemical / toxic / hazardous spillage incidents.

If severe spill is immediately outside the building:

- Follow procedures to contain all persons within the building.
- Ensure all doors and windows are locked.
- Switch off fans or air conditioning
- Avoid using electrical equipment in case sparks are produced.
- Do not smoke.