



Critical incident Policy 2025-27

To be reviewed: two yearly unless the need arises.



'Aim ever higher'

Together we learn and grow

Philippians 4:13 "I can do all this through him who gives me strength"

Introduction:

Handling crises and dealing with difficult 'incidents' on a daily basis is viewed by some as a normal aspect of academy life. However, there are occasions when Leigh Church of England Academy will experience incidents of a significantly more extreme nature. What seems to distinguish these incidents is their nature and scale, and it is this type of occurrence, which has come to be termed a 'critical incident'.

What is a critical incident? Although the concept of a critical incident is difficult to precisely define, we regard it to be an 'unexpected' occurrence, which may suddenly have a major impact on the academy'.

It is also important to note that this approach, which views critical incidents as situations or crises that are beyond the everyday experiences of academy life, contains an implied understanding that these incidents would be markedly distressing to a significant number of adults and children.

Preventative and precautionary measures

Whilst no amount of planning can totally prevent accidents and problems occurring, it is hoped that some can be prevented, and the effects of others minimised by taking sensible precautionary measures. At Leigh Church of England Academy, it is expected that

- all staff and pupils are familiar with the academy's routines for fire and the evacuation of the Academy building on hearing the fire alarm.
- all staff are familiar with the routines and procedures for dealing with emergencies (as detailed in this Policy)
- all staff and pupils are familiar with the academy's security procedures, in particular that all visitors not wearing a visitor's badge should be questioned and escorted to reception.
- all staff organising academy trips and visits follow the guidelines and provide the Education Visits Co-ordinator & Head of School with the relevant information for a risk assessment to be conducted.
- all staff are aware of pupils with medical needs or health problems
- all staff are aware of the procedures concerning working alone
- all staff are aware that they should assess associated risks to children before carrying out any curriculum or other activity.
- all staff are aware of the Health and Safety Policy.
- all staff are aware of the procedures documented in the Staff Handbook.

Major Incidents:

A major incident may be defined as:

- An accident leading to a serious injury or fatality
- Severe injury or severe stress
- Circumstances in which a person or persons might be at serious risk of illness



- Circumstances in which any part, or whole of the Academy is unable to function as normal due to external influences and any situation in which the national press or media might be involved

As such, major incidents include:

- Death of a pupil or member of staff
- Death or serious injury on a Academy trip
- Epidemic in Academy or community
- Violent incident in Academy
- A pupil missing from home
- Destruction or major vandalism in Academy
- A hostage taking
- A transport accident involving Academy members
- A disaster in the community
- A civil disturbance or terrorism
- Arson attacks on Academy's
- Major fires at an Academy
- Significant vandalism
- Pupil suicides and sudden deaths
- Violent attacks on pupils and staff Members
- The sudden death, in tragic circumstances of members of staff
- Incident involving an intruder, believed to be armed, on Academy premises
- Road traffic accidents, involving fatalities within an academy community
- Abductions / disappearances
- Allegations or actual incidents of abuse against pupils by staff and staff against pupils
- Incidents involving the murder of academy children that attracted the attention of national and international
- Media over prolonged periods
- Floods
- Academy used in an emergency

Critical Incident Management Plan:

This Critical Incident Management Plan (CIMP) sets out the procedures to ensure the safety and protection of the whole academy community in the event of a critical incident.

Distribution:

- Chief Executive Officer – Mr Michael Cowland
- Chair of Governance Committee – Mrs Sue Patterson
- Executive Head Teacher - Mrs Lynn Lee
- Head of School – Mrs Sarah Tyrell
- Assistant Head Teacher – Mr Mark Odell
- Designated Safeguarding Lead – Mrs Katie Bickerton-White
- Academy Business Partner – Mr Sam Walton
- Operations Administrator– Mrs Hannah Kelly
- All staff
- Parents (via Academy website)



Background Information

1. Site Information:

Description of Academy Site:

- There is a primary academy on site of 1960's, mainly single storey construction. Later modifications and extensions have been added since the original construction e.g. nursery classroom.
- There is a bungalow (the SSO residence) also of a 1960's construction.
- The academy is normally open between 07:00 to 18:00 weekdays; its community consists of approximately 30 adult staff and 220 children (ages 3 to 11 years).
- The majority of pupils are on the Academy site from 08:30 until approximately 15:30, however a few pupils will be on site from 07:30 to approximately 18:00 due to wraparound provision and a range of extra-curricular activities.

Maps and plans of the Academy site are in the EMERGENCY RESPONSE FILE

2. Academy Contact Information:

- Postal: Leigh Church of England Academy, Plantshill Crescent, Coventry CV4 9RQ
- Telephone: 02476 464475
- Email: Academy.office@leigh.covmat.org

3. Potential Risks.

The major risks to the academy site are thought to be:

- Fire
- Gas Leak
- Flooding
- Accidents

4. Potential Emergencies.

There are three main types of emergency:

- **Sudden and Localised Emergencies**
They include:
 - Serious accident
 - Violent intrusion into Academy
 - Fire/explosion
 - Hostage situation
 - Structural damage to Academy
 - Death of a pupil or member of staff on site
 - Local epidemic
 - Hazardous substance release
- **Widespread Natural Disasters.**
They include:
 - Floods
 - Severe weather
 - Widespread epidemics



➤ **Miscellaneous.**

There are also events outside the academy which may have an impact on the pupils/staff and therefore be considered an emergency including:

- An incident within the local area witnessed by pupils
- Death of pupil or member of staff off-site
- An incident affecting a relative of a pupil or member staff
- A widespread emergency in the local area that affects pupils or staff

5. Critical Incident Management Team (CIMT)

Leigh Church of England Academy will set up a CIMT to co-ordinate the response to a critical incident / implementing the Critical Incident Management Plan. The CIMT will comprise of the following people:

- Chief Executive Officer – Mr Michael Cowland
- Chair of Governance Committee – Mrs Sue Clayden
- Executive Head Teacher - Mrs Lynn Lee
- Head of School – Mrs Sarah Tyrell
- Assistant Head Teacher– Mr Mark Odell
- Designated Safeguarding Lead – Mrs Katie Bickerton-White
- Academy Business Partner – Mr Sam Walton
- Operations Administrator– Mrs Hannah Kelly

6. Critical Incident Management Categories:

The Academy's reaction to a critical incident is divided into the following categories:

- Initial Reaction
- Short term action
- Medium term action
- Longer term action

7. Critical Incident Plans.

The academy has planned for a "Critical Incident" by making Precautionary Plans, Initial Reaction Plans, Consolidation and Dispersal Plans and Follow-up Plans. Protocols for Communication and plans to respond to a "Fatal or Serious Injury" have also been drawn up. These form the **"Critical Incident Management Plan"**.

8. Review

- All documents are to be reviewed annually.
- The Emergency Response File is to be updated annually.
- The Emergency 'Grab Box' is to be checked termly.

End of Policy Statement



CRITICAL INCIDENT MANAGEMENT PLAN

Aim.

The aim of this plan is to enable Leigh Church of England Academy to deal rapidly and effectively with an emergency situation with the least adverse impact on the academy community.

Purpose.

The purpose of this plan is to:

- Minimise injury or loss of life.
- Evacuate all the academy community to a designated safe area
- Alert:
 - a. Emergency Services
 - b. Diocese of Coventry Multi-Academy Trust
 - c. Governors
- Establish effective control until the emergency services arrive.
- Minimise effect on the academy's routines.
- Support the academy community in the aftermath.
- Work effectively with the media.

The plan addresses these issues in a pre-planned phased manner.

Pre-planned Phases

- A. Precautionary Plans
- B. Immediate Reaction Plans
- C. Fatal or Serious Injury Protocols
- D. Consolidation and Dispersal Plans
- E. Follow-up Plans
- F. CIMP Communication Plan



ACADEMY CRITICAL INCIDENT MANAGEMENT PLAN



PRECAUTIONARY PLANS (A)

The following precautions are reviewed on an annual basis:

1. Staff /pupil awareness.

The following precautions are put in place at the beginning of each academic year and form part of staff induction:

- All staff and pupils are familiar with the Academy's routines for fire and the evacuation of the Academy building on hearing the fire alarm
- All staff are familiar with the routines and procedures for dealing with emergencies (as detailed in this Policy)
- All staff and pupils are familiar with the Academy's security procedures, in particular that all visitors not wearing a visitor's badge should be questioned and escorted to reception
- All staff organising Academy trips and visits follow the guidelines and provide the HT with the relevant information AND risk assessment
- All staff are aware of pupils with medical needs or health problems
- All staff are aware of the procedures concerning working alone
- All staff are aware of Academy procedures in dealing with violence at work
- All staff are aware that they should assess associated risks to children before carrying out a curriculum or other activity
- All staff are aware of the Health and Safety Policy
- All staff are aware of the procedures documented in the Staff Handbook

2. Pre-planned Locations:

a) Assembly Area

A point has been designated inside the academy grounds where staff and children will gather on hearing the alarm being raised, initial checks are made while awaiting decision to move to Safe Area.

ASSEMBLY AREA: KS2 ACADEMY PLAYGROUND/TOP FIELD AWAY FROM BUILDING

b) Temporary Incident Control Point

A safe point: where the Designated Head, key witnesses and casualties gather prior to arrival of emergency services. The emergency services will establish their own Incident Control Point rapidly.

TEMPORARY INCIDENT CONTROL POINT: HALL/STADIUM

c) Safe Area

A known designated building outside the Academy grounds to where; on the decision of the Designated Head, all Academy personnel will gather, and further confirmatory checks made. There must also be a Pick-up Point and Quiet Room nearby.

SAFE AREA: Our Lady of the Assumption Primary Academy, Hawthorn Lane, CV4 9LB



3. Emergency Control Centre

In the event of a confirmed incident, the Designated Head is to decide where the Emergency Control Centre is to be established. There are two options:

- If the Academy is not evacuated – Inclusion Office
- If the Academy is evacuated – Our Lady of the Assumption Primary Academy

Emergency Control Centre Equipment:

Two prepared emergency bags are stored in the main office, containing the following equipment. The Emergency response File is in the 'Grab Box' located in the Academy office (Blue)

Emergency repose file contains:

- Important telephone numbers for external services and internal contacts
- Academy Personnel Data Staff names & Cascade System
- Staff Next of Kin Details
- Pupil Names (Class Lists)
- Parent Contact Details
- Home contact texting system Password and instructions of how to use
- Infrastructure Data Maps and Plans
- Log sheets

Grab bag contains:

- Admin Mobile Telephone
- CIMT personal mobiles
- Admin Walkie Talkie
- Armband
- Stationery to include pencils, paper, whiteboard and pens
- Wind up radio
- LED torch
- Megaphone
- 20 foil first aid blankets
- 2 high visibility jackets
- 10 emergency glow sticks
- 1 hazard barrier tape
- 2 disposable respirator masks
- 1 clipboard
- Labels
- 2 permanent markers
- 1 pair work gloves
- 1 pair protective goggles
- 1 disposable camera with flash
- 1 hand sanitiser
- 1 multi-function hand tool
- 1 emergency rations drinking water
- 2 safety whistles



- 1 notebook
- 1 pencil
- 1 disaster first aid kit in sealed carton

4. Communications

There is a need to communicate both externally and internally in an assured and consistent manner to all parties throughout the incident as well as logging a summary of the contents of these communications.

Internal:

- Affected parents
- All pupils
- All staff and parents not directly affected

External

- Emergency Services
- External Agencies including LA
- Media

Follow the guidance set out in the COMMUNICATION PLAN (F).

5. Critical Incident Management Team - External Communicators - In and Out of Hours

COMMUNICATOR RESPONSIBILITY ADDITIONAL

- Executive Head Teacher – calls Emergency Services
- Executive Head Teacher – calls Diocese of Coventry Multi-Academy Trust and Local Authority
- Admin Team/Head of School – to call parents/carers and arrange pick up points
- Admin team – are to archive logs
- Executive Headteacher/Diocese of Coventry Multi-Academy Trust - to respond to media
- Site Services Officer (if working) to support Executive Head Teacher and Head of School

6. Critical Incident Management Team - Internal Communications Plan - Out of Hours

Staff are informed using STAFF EMERGENCY CASCADE SYSTEM (Contact List 3) or via the HOME CONTACT TEXTING SERVICE if required.

Parents will be informed by text message/Facebook/email or via the local radio station if necessary.

7. Critical Incident Management Team - Internal Communications Plan - In Hours

- Designated Head: Set up lines of communications and roles.
- Admin Team: Contact Staff not on duty.

8. Qualified First Aiders:

Details of first aiders are in the **EMERGENCY RESPONSE FILE**



ACADEMY CRITICAL INCIDENT MANAGEMENT PLANS

IMMEDIATE REACTION PLANS (B)

1.Source of Initial Incident Information

The initial alert information may come from any one of several sources including:

- Pupils
- Staff
- Neighbours
- Parents
- Emergency services
- Diocese of Coventry Multi-Academy Trust
- Coventry City Council
- Media

2. Initial Reaction Plan

- Take action to ensure the children are safe and remove them from the threat/incident to a supervised area.
- Consider staff safety.
- Check to establish whether any individual or group needs immediate attention or assistance.
- Verify incident.
- Contact the Headteacher

Headteacher Reaction Plan:

- Alert Emergency Services and initiate the Critical Incident Management Plan
- Decide whether to secure the children and staff in Academy or evacuate to a pre-designated safe area.
- Account for all personnel
- Alert SLT/CIMT
- Start Log
- Establish Temporary Incident Control Point
- Establish Critical Incident Management Plan in Emergency Control Centre
- Build a profile of the incident
- Plan duty and standby rosters
- Inform the Diocese of Coventry Multi-Academy Trust of the incident.
- Draft communique for parents and media (with support from Diocese of Coventry Multi-Academy Trust)



ACADEMY CRITICAL INCIDENT MANAGEMENT PLANS

PROTOCOL IN THE EVENT OF A DEATH OR ACCIDENT ON SITE (C)

FATAL INCIDENT PROCEDURE

- Clear the immediate area of all children.
- Stay with the body.
- Alert another adult to call the emergency services immediately and then alert the Head of School to **initiate the CIMP**.
- If there is the slightest possibility of the presence of life, resuscitation is to be attempted.
- Encourage other adults to take appropriate care of the remaining people
- The Head of School is to inform the next of kin.
- If individuals need counselling, this is to be arranged through the Multi-Academy Trust Occupational Health team or their GP.
- **The Critical Incident Team** is to liaise with the Coroner's Office with a special reference to the removal of the remains and any necessary forensic or other medical examination.
- The immediate environment should not be disturbed without the authority of the Coroner.

ACCIDENT PROCEDURE

When any member of staff is called to assist at an accident where they suspect there might be a fracture of a bone and there is gushing blood:

- **DO NOT MOVE THE PERSON.** (Only move the person if he/she is not safe where they are.)
- Send another person (a sensible child or another member of staff) to alert the Headteacher and First Aiders.
- Keep the person in as comfortable, warm and still a position as the injury allows, supporting the affected (limb) part.
- If there is gushing blood use something (maybe an article of clothing) to put pressure on the wound.
- First Aiders to take over on their arrival. Taking the above actions may prevent further damage to both the person and you; for example: if the child faints on stone, you could easily damage your back whilst stopping the child from falling.



ACADEMY CRITICAL INCIDENT MANAGEMENT PLANS

CONSOLIDATION AND DISPERSAL CHECKLIST (D)

1.Summary of activities and roles:

Designated Executive Head Teacher:

- Calls emergency services
- Planned Academy Response
- Account for all personnel on premises
- Brief CIM Team
- Inform and liaise with police, Multi-Academy Trust and Chair of governors
- Prepare Statement

Head of School:

- Allocate staff to tasks
- Inform and liaise with Multi-Academy Trust

CIM Team

- Log events and actions taken

Admin/Academy Business Manager:

- Keep record of witnesses
- Deal with enquiries from relatives

First Aiders:

- Administer First Aid

All Staff:

- Keep mental/physical note of facts/information
- Do not move anything other than people
- Do not discuss legal liability or talk to the media

Site Services Officer:

- Assist Head of School and Assistant Head of School in tasks and help reassure pupils and handover pupils to relatives at pick-up point

2.Support for People

Throughout the incident, all staff and especially the SLT, should be aware of the following general responsibilities:

- Take care of themselves and those around them and, if necessary, nominate people to provide specific support
- Some staff may feel unable to support others or pupils
- Try and share out the burden of support and prevent it falling disproportionately on only a small number of staff.



ACADEMY CRITICAL INCIDENT MANAGEMENT PLANS

SUBSEQUENT AND FOLLOW UP ACTIONS (E)

1.Reopening

After consultation with the Critical Incident Management Team, Multi-Academy Trust, Chair of Governors, Local Authority and Emergency Services, the Executive Head Teacher will decide on the arrangements and timing for reopening the Academy or whether alternative provision must be made. Inform and update the parents on these decisions.

2. Log sheets

Each member of the CIMT is to keep a log of all actions that they undertook. At the closure of the incident, they are to be handed to the Admin Administrator for safe keeping.

3. Follow-up Actions

The Senior Leadership Team should nominate individuals (consider Governors) to prepare a plan for the longer-term issues such as:

- a) Support arrangements for pupils emotionally affected (e.g. Counselling)
- b) Formal and informal recognition and rituals
 - Arrangements for sympathy to the families directly affected
 - Injured children can be visited
 - Pupils encouraged to send cards and letters
 - Staff and pupils may attend funerals if welcome
 - Academy may be closed in recognition of funerals
 - Special assemblies/in-Academy memorial services
- c) Ensure that staff members receive training in areas such as loss, change or bereavement as part of the Academy Improvement Plan
- d) Consider the provision of relevant fiction and non-fiction books in the Academy Library
- e) Consider discussions with pupils about what are normal reactions to bereavement, stress or crisis.



ACADEMY CRITICAL INCIDENT MANAGEMENT PLANS

COMMUNICATION PLAN (F)

Concept

The Executive Head Teacher is responsible for managing the communications plan. The Head of School is nominated as the person to execute the plan by being the focal point for outgoing and incoming communications.

Actions Arising

The Executive Headteacher and SLT should:

- Prepare a Statement
- Contact Parents/Guardians
- Inform teachers and Support Staff
- Inform Pupils
- Inform Families and Relatives
- Inform the Media, if necessary, Contact the Multi-Academy Trust and Governors to support and help manage communications (e.g. Media interest). Template

Agree and write a short factual communication statement based upon:

- Who is involved
- What happened
- Where
- When
- What actions have been taken
- What actions are planned

Contact Parents/Guardians

The Designated Safeguarding Lead will be delegated to talk to families. (Contact families directly affected using the Contact Details provided in the Emergency Response File.)

- Only give details to parents/guardians
- If they cannot be contacted directly leave a message with a relative/friend/neighbour for them to call the Academy – give no more information
- Alternatively, arrange to drop a note through the door of the house asking them to call the Academy – give no more information If the Academy is not an appropriate site to meet parents, Our Lady of the Assumption should be used. (This should not be made known to the media).

Telecommunications Plan

If possible, try to log time/caller/info passed.

Assign phone/communication lines as follows:

- Academy Incoming calls: 02476 464475
- Outgoing calls: 02476 464475
- Our lady of the Assumption: 02476 466655



Information Flow

1) Staff Keep all staff informed with as much info as possible.

- Within Academy – regular meetings
- Outside Academy – email/telephone

2) Internal Channel of Communication

- Head of School – communicates with Teachers, LSA's, Volunteer Helpers and external Providers
- Academy Business Partner/Operations administrator/DSL – communicates Admin Staff, SSO, Lunchtime Supervisors, Kitchen Staff and Cleaning Staff

3) Pupils Plan the following communications:

- Advice to staff on briefing children (FS/KS1/KS2)
- Time /place/method (e.g. assembly or class) for briefing children
- Response to likely questions
- Inform families about the amount of information their children have been given

4) Relatives and Families Plan the following communications:

- Advice to Staff on briefing parents not directly affected
- Time/place/method (meeting or letter). It is essential to remember that a letter can be passed on to the media (seek guidance before publishing any form of written statement)
- Inform families about the amount of information their children have been given.

5) Academy Staff and children should be cautioned against talking to the media or responding to questions from reporters.

Nominate a single Academy Spokesperson (Executive Headteacher) to talk to the media. They should have a colleague present to take notes/record what is said.

- Provide nothing but the facts (no opinions, no “off the record” comments).
- Give a prepared (written) statement rather than an interview.
- Anticipate the worst possible questions
- Immediately correct any incorrect or misleading information
- Be sensitive about personal information
- Remember to praise and thank any person or service that has helped during the incident.



ACADEMY CRITICAL INCIDENT MANAGEMENT PLANS

MISCELLANEOUS SAFETY PROCEDURES

- 1) Emergency or Adverse Weather Procedures
- 2) In case of Fire
- 3) Gas Leak
- 4) Electricity

PROCEDURES IN AN EMERGENCY OR ADVERSE WEATHER

- The CIMT designated head is the person to decide what action needs to be taken in emergency conditions. The first consideration will always be the safety and well-being of the pupils and staff.
- Whenever possible the closure of the Academy will be avoided. If pupils have reached Academy, where at all possible the Academy will be kept open. This will depend on whether staff have been able to get to Academy (staff should notify the Headteacher if they are not able to safely make the journey).
- If the Academy's needs to be closed the pupils will not be sent home. We will expect the children to be collected from Academy. In this way we can ensure the safety of the children.
- The Executive Headteacher will consult with:
 - a. Chair of the Academy Governance Committee
 - b. Staff
 - c. The Diocese of Coventry Multi-Academy Trust and Local Authority
- Actions:
 - a. Inform all who need to know:
 - Parents
 - Local Authority
 - Catering
 - Outside Providers
 - Anticipated visitors
 - b. Make arrangements for collection of pupils
 - c. Inform radio stations
 - d. Publish on Academy website / Facebook

PROCEDURES IN CASE OF FIRE

In the event of a fire emergency, evacuation procedures will take place. If the fire is minor and the emergency services allow safe access back into the Academy, then the emergency is over.

However, if the fire is such that the Fire Service Incident Commander or Headteacher consider evacuation of the site to Our Lady of the Assumption Primary:

- Teachers will ensure that each class is walked quietly and safely to Our Lady's. This ought to take approximately 15 minutes.
- At the Academy the pupils will be kept safely until it is decided that there is no possibility of returning to Academy. The pupils' parents will be asked to collect their children from the pick-up point at the Safe Area.



- Parking for parents will be as available within the vicinity.
- The Academy administrative staff will ensure that the Emergency Bag with all contact numbers and addresses is brought to the Safe Area.
- The Academy will be used as a control centre. Parents collecting pupils will report to the Academy reception. Their child will be brought to them.
- Staff will inform parents to collect their child either by text message or by telephone.
- Pupils will be cared for by staff until all have been collected.

PROCEDURES IN CASE OF A GAS LEAK

Immediate Actions:

- Children to assembly point in playground
- Turn off gas
- Extinguish naked flames
- Leave light switches alone
- Open doors and windows
- Alert CIMT Head

CIMT Head Actions:

- Call 24-hour National Gas Emergency Service 24 hours a day on 0800 111 999 (calls are recorded and may be monitored).
- Confirm leak
- Consider evacuation to Safe Area
- Consider Public Safety Risk – Tel: 999

PROCEDURES IN CASE OF ELECTRICITY FAILURE

- Locate probable cause if only small area affected – possible trip switch.
- If whole Academy affected contact 24-hour electricity emergency service (National Grid): West Midlands - Western Power Distribution 0800 6783 105
www.westernpower.co.uk Twitter account: @wpduk

PROCEDURES IN CASE OF A THREAT

Lockdown Procedure:

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

If a lockdown is declared:

- The Academy Business Partner or Operations Administrator will be advised to implement the lockdown via word-of-mouth or sound an air horn.
- The CMT will communicate via Head of School or site service officer mobile phone.
- The Academy will be advised that it is in 'lockdown' by word-of-mouth and by air horn.
- All staff and pupils will gather in the main hall
- Where it is safe to do so, classroom windows will be closed, and blinds drawn to limit visibility into the Academy.



The lockdown will proceed in the following priority:

- The external gates of the Academy are closed and locked between 9am and 3pm ensuring no one can enter or leave the premises. Outside of these times if an incident occurs the external gates will be locked if it is safe to do so.
- The following doors will then be locked:
- Main building front entrances
- Other exits if there is reason to believe there is a threat on the Academy grounds

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor entrances discretely from office windows (but without making themselves a potential target). The gates should only be opened by the Site Service Office or Executive Head Teacher when visual confirmation of the presence of the Emergency Services can be confirmed.

Silent Evacuation:

The normal process to trigger an evacuation is via sounding the fire alarm; however, there are certain situations where a silent signal should be used instead:

A bomb alert has been received or a gas leak is suspected. (In such cases follow Academy's specific protocols for such instances).

Where an audible alarm may further endanger risk to pupils/adults e.g. aggressive intruder.

Silent Alarm Procedure:

The Executive Head Teacher should arrange for a silent signal to be deployed in all Academy areas e.g. a member of staff travels around Academy with a verbal signal: "GUY FAWKES, EVACUATE!"

If it is unsafe to alert the Head of School, staff may use their judgement and undertake this.

On seeing/ hearing the alert, teachers should immediately evacuate pupils to the designated assembly points. Staff working with pupils outside the classroom should NOT return to the classroom but immediately evacuate pupils to join their class at the designated assembly point.

ACADEMY CRITICAL INCIDENT MANAGEMENT PLAN

CRITICAL INCIDENT MANAGEMENT PLAN EXTERNAL CONTACT LIST

Police Emergency 999
Police West Midlands 101
Fire and Rescue Emergency 999
Ambulance Emergency 999
Coventry ESU 02476 76832208
Diocese of Coventry Multi-Academy Trust Central Office 01788 422900
Chief Executive Officer – Michael Cowland 07925 891860
Head of Human Resources – Claire Freeman 07784 921553
PHE West Midlands 0344 225 3560