

Fulbridge Academy



Disaster Recovery Plan

Date approved:	
Date reviewed:	
Date of next review:	

Critical Incident Policy

Purpose:

Handling crises and dealing with incidents is part of academy life. However, on occasion schools/academies will experience incidents which by their nature and scale could be referred to as “critical incidents”.

1. Definition of a Critical Incident

An incident could be described in critical terms when it overwhelms or overcomes the normal coping strategies and strengths of those involved. In recent times within Peterborough, the LA has worked with schools and academies in response to several critical incidents such as:

- A number of arson attacks on schools across the city
- A major fire or flood at a school
- A violent attack on a fellow pupil and/or a member of staff
- The sudden death, in tragic circumstances, of members of the school community
- An incident involving an intruder, armed or unarmed, on school premises.
- Abduction or disappearance
- Allegations or actual incidents of abuse against pupils by staff against pupils
- Incidents involving the murder of a school child that attracted the attention of nation and/or international media over a prolonged period, with a sustained impact on school life
- Road traffic accidents, involving fatalities within a school community.
- Bomb/Cyber attack

These guidelines are intended to assist us, as an academy, to respond to a critical incident.

2. Critical Incident Management Team (CIMT)

The team will take the lead in an emergency. The structure of the team is as follows:

- Ben Erskine - Principal
- Sam Smee -Business & Operations Lead
- Rhys Maddox - Vice Principal
- Lewis Angier, Rose McCloskey and Libby Porter - Assistant Principal
- Kev Adcock - Site Manager
- Dawn Wilson- Office Manager
- Helen Bath - Chair of the Local Governing Committee

3. **Procedure to Manage an Incident.**

- On receiving information of a critical incident, the CIMT will communicate using telephone should the site need to be evacuated. If out of hours, a Google Hangout meeting will be arranged as soon as possible.
- A meeting of the CIMT will be arranged using telephones/Google Hangout to discuss the incident and decide on the best form of action.
- A copy of this policy, the critical incident checklist (appendix A) and a site map (Appendix B) will be in the site office to collect when an incident occurs.
- The Principal will work through the checklist with the CIMT, delegating jobs that may include admin duties like notifying staff of the incident/the emergency services/the MAT or be deployed to areas of the academy to safely monitor developments.
- In the event of a fire/flood/explosion/natural disaster, the fire evacuation process will be deployed, staff, children and visitors will congregate at the designated fire assembly point.

4. **Factors to Consider when Decision Making.**

- It may be safer to keep pupils in certain parts of the academy rather than send them home early.
- The communication challenges with parents may be difficult, especially during the day.
- Academy meal arrangements are often difficult to change at short notice.
- Any decision over sending pupils home early must also include an informed assessment over their safety. This will need to reflect their age and any special educational needs of the pupils concerned, in addition to a judgement over their safety in the period between their early arrival to their home area and the time they would normally arrive.
- Safety of all parents arriving to collect pupils at the same time.

5. **Critical Incident - Evacuation during the Academy Day**

Evacuation using the fire evacuation process to the fire assembly point.

- Staff are to take their mobiles phones if evacuating to enable whole academy communication.
- Children's academy bag and coats will also be taken by the children if it is safe to do so.
- Re-entry into the academy will be on the instruction of the Principal.

6. **Critical Incident - Lockdown during the Academy Day**

Please refer to Invacuation Policy

7. **Critical Incident - Before the Start of the Academy Day**

CIMT will meet virtually to discuss if the academy is to open. If the decision is made to not open the academy, stakeholders will be contacted using the checklist on appendix A.

- The academy will re-open on the instruction of the Principal.

8. Critical Incident Resulting Closure at Short Notice.

In the event of a heating breakdown in cold weather, disruption to the water supply, heavy snowfall etc, it may be necessary to close the academy at short notice. The CIMT will meet to discuss the situation and decide on a plan of action, referring to the Appendix A checklist. The decision will be made with the agreement of the Chair of the LGC and the MAT CEO.

Appendix A

CIMT Checklist

Arrange a CIMT meeting via phone or Google Hangout.	Principal
Contact CEO Once Incident is established	Principal
Contact the LA once the incident has been established.	Business & Operations Lead
Contact the Chair of the LGC	Principal
Contact the emergency services if necessary.	Vice Principal Business & Operations Lead
Notifying Staff	Business & Operations Lead Phase Leaders & Line Managers
Lockdown/evacuate the site if necessary.	Site Manager to activate alarms
Notify Parents once safe to do so.	Office Manager to organise comms
Monitoring across the site	Principal to delegate
Notify staff that are off site for a trip/swimming etc and update the situation during the day advising if safe to return.	SLT

Appendix B

Map of the Site

Located in the site office, on the display board.

Appendix C

Useful Contact Numbers

Radio Stations	snow@heart.co.uk
Jonathon Lewis- Service Director Education- Cambridgeshire County Council	
DfE Number	874/3384
Mr M Sandeman- MAT CEO (FourCs)	01733 254070
Mr B Erskine- Executive Principal (Fulbridge)	01733 566990
Peterborough Transport	01733 317452
Peterborough Attendance Service	07919 213949 01733 863668
Kev Adcock - Site Manager	07917354211