



THE WEBBER  
INDEPENDENT SCHOOL



# Critical Incident Plan 2024/2025

## CONTENT:

1. Definition and Scope
2. Decision Making structure
3. Incident criteria and escalation
4. Core Incident Management Team
5. Crisis Leader / Headmaster (Gold)
6. Incident Manager (Silver)
7. Site Response Team
8. Off-site Emergency Response Lead
9. Closure & De-brief
10. Lockdown Procedure
11. Lockdown Checklist
12. Fire Evacuation Procedure
13. Site Plan
14. Holding Statements

# 1. Definitions and Scope

A Critical Incident is any sudden event or emergency involving the school (in or out of hours) where the effectiveness of the school response is likely to have a significant impact on the local community and stakeholders.

A crisis is a critical event or point of decision which, if not handled in an appropriate and timely manner (or if not handled at all) may turn into a disaster or catastrophe.

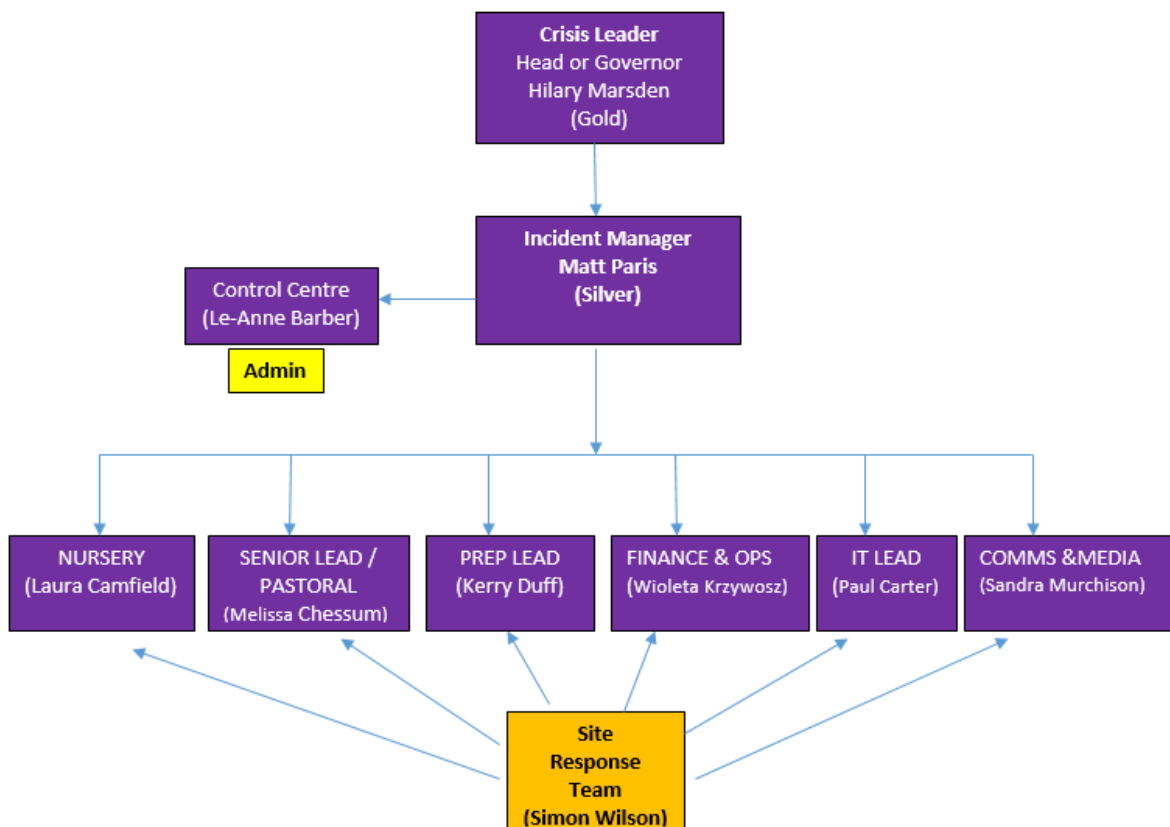
This plan, which is in addition to the Health & Safety Policy that aims to develop a robust culture of risk assessment at all levels throughout the school, applies to the following location:

**Webber Independent School, Stantonbury Fields, Soskin Drive, Milton Keynes, MK14 6 DP**

# 2. Decision Making structure

To ensure that the school adopts a coherent and co-ordinate response to any critical incident, a decision-making structure that is distinct and separate to the normal management structure is required.

The Incident Management structure that will be used is set out below and outlines the minimum of roles that are required for an initial activation. Additional roles may be required as the incident progresses.



### 3. Incident classification and escalation criteria

Any incident or suspected incident should be notified to the School Reception desk (in school hours) or to any member of the School Leadership Team (out of hours) as soon as practicable.

The Receptionist or designated out of hours point of contact will immediately ascertain and record the following:

- Exact location and address of the incident.
- Time incident occurred.
- Number of pupils and staff directly impacted.
- Number and extent of injuries / fatalities.
- Presence of Emergency services.
- Nature of incident.

The incident must then be classified using the following criteria:

| Category   | Criteria  |
|--|---|
| <p><b>Critical Incident</b><br/>(contact any member of the School Leadership Team)</p> | <p>Fatality<br/>Serious injury<br/>Violent trespass / Threat of Loss of building<br/>Loss of access to campus<br/>Data breach<br/>Suspicious package</p>      |
| <p><b>Priority Incident</b><br/>(contact Finance &amp; Ops Lead)</p>                   | <p>Loss of utility ( power / water)<br/>Loss of IT<br/>Disruption of transportation<br/>Missing Pupil<br/>Minor injury<br/>Severe weather<br/>Bomb threat</p> |
| <p><b>Routine</b></p>  | <p>Minor or temporary disruption not expected to exceed 4 hours</p>   |

The Receptionist or initial point of contact should identify and contact any **immediately available** member of the School Leadership Team for a **CRITICAL INCIDENT**.

During school hours, once a member of the School Leadership Team has been contacted and briefed on the incident, they in turn **must immediately assume** the role of **Incident Manager** (Silver).

For an out-of-school hours incident, the on-call member of the School Leadership Team will assess whether immediate activation of the **Critical Incident Management Team** (CIMT) is required. This is mandatory for an incident assessed as **CRITICAL**.

## 4. Critical Incident Management Team

The Critical Incident Management Team (CIMT) will comprise the following roles and on activation functions 1-7 should meet immediately in the Headteacher's office or contact Mr Steve Wade on 07904 264 251. The designated OFF-SITE rendezvous point is **the McDonalds Car park on the H3 Monks Way**

| Function                  | Primary          | Secondary      |
|---------------------------|------------------|----------------|
| 1. Crisis leader (Gold)   | Hilary MARSDEN   | Matt PARIS     |
| 2. Incident Lead (Silver) | Matt PARIS       | Ross KNAPPER   |
| 3. Senior Lead            | Melissa CHESSUM  | Tom TROY       |
| 4. Prep Lead              | Kerry DUFF       | Emma LIPINSKI  |
| 5. Finance & Ops          | Wioleta KRZYWOSZ | Cherish KING   |
| 6. Comms                  | Sandra MURCHISON | Leah WOOD      |
| 7. Nursery                | Lana RACE        | Deputy Manager |

The membership of the CIMT on **full activation** is to include the following:

| Function               | Primary        | Secondary        |
|------------------------|----------------|------------------|
| 8. FIRST AID           | Lynda CURTIS   | Susannah BENNETT |
| 9. IT / Network        | Paul CARTER    | Christian HOUGH  |
| 10. Admin              | Le-Anne BARBER | Cherish KING     |
| 11. Site Response Team | Simon WILSON   | Simon JEACOCK    |

The Headteacher is responsible for establishing the strategic priorities, determining resourcing levels available, appointing Incident Managers and undertaking strategic stakeholder engagement. In the initial stages of an incident, or until notified otherwise, the strategic priorities will be:

1. Preserve Life.
2. Minimise damage / loss to buildings.
3. Ensure welfare of staff and pupils.
4. Resume designated critical activity.
5. Return academic activity to normal, within allocated resourcing levels.
6. Protect the local reputation and standing of the school.

The Crisis Leader (GOLD) will appoint / confirm an individual to be the Incident Manager (Silver) to take immediate control of the School's response to the incident.

## 6. Incident Manager (Silver) – Role & Responsibilities

The Incident Manager is responsible for developing a plan that will resolve the incident and restore normal activity in accordance with the priorities and resourcing levels set out by the Headteacher (Crisis Leader / GOLD).

An individual who is a member of the School's Leadership Team will assume the role of Incident Manager upon an initial request by a Receptionist or at the request of the Crisis Leader / GOLD.

Once the Incident Manager is satisfied they are fully aware of the current situation and on-going activity they should:

1. Commence a decision log.
2. Convene the **Critical Incident Management Team (CIMT)**
  - The role of the functional leads in the CIMT is to organise the implementation of any tasks allocated to their function, under the plan developed by the Incident Manager. This may require the identification and instruction of others to undertake the task required.
3. Establish and deploy a **Site Response Team** for an **on-site incident**.
4. Appoint an Emergency Response Lead (ERL) for any **off-site incident**.
5. Activate / establish a telephone hotline / briefing portal.
6. Notify Bellevue Office (Mark Malley, Steve Wade,) of CIMT activation by **telephone and Email**

## 7. Site Response Team

The Site Response Team will normally be formed from individuals responsible for the facility management function, including caretakers, and must have an individual who is first aid trained and qualified.

The role of the Site Response Team is to attend the immediate vicinity of an incident occurring within the school campus to:

- Assess the nature of the incident
- Provide first aid to injured parties.
- Establish a cordon to prevent further endangering of staff and pupils.
- Initiate emergency action to prevent further injury or damage.

Where it is not safe to undertake a physical investigation, a remote investigation by CCTV or other means should be considered.

It is essential that an initial assessment of the incident made and passed to the Incident Manager with a recommendation on whether to invoke a pre-determined "Evacuation" or "Lockdown" plans as a matter of urgency.

## 8. Emergency Response Lead - Off-site

The Emergency Response Lead is the most senior member of staff on a school trip or event away from the school premises.

The role of the Emergency Response Lead is to attend the immediate vicinity of incident to initiate / confirm the attendance of emergency services who can provide first aid to injured parties, to ensure that all remaining students are located and moved to a nearby place of safety as soon as possible.

Once this has been achieved to then provide an assessment to the Incident Manager of the names of students who have been injured, the nature of their injury and their current location.

## 9. Resolution and De-brief

The response required to return the School to normal activity, in the aftermath of a critical incident, may require activity to extend over a considerable time.

Once the Headteacher (Crisis Leader / GOLD) is satisfied that any on-going action required can best be accomplished through the School's day-to-day managerial structure, the Critical Incident should be declared finished and the CIMT stood down.

If appropriate and prior to formal notification of being stood down, the CIMT should attend a "hot" de-brief session and should be held no later than 3 days after the initial incident.

The Headteacher (Crisis Leader / GOLD) will then organise facilitated debriefing sessions for all staff members and students, to discuss the incident and to give them the opportunity to emotionally process their experiences. This also provides an opportunity to assess whether follow up support or counselling is appropriate.

A written report of the lessons learnt from the response to the Critical Incident should be made and any recommendations incorporated into changes to this plan.

## 10. LOCKDOWN PROCEDURE

### Signal:

The **INTERIM** signal for LOCKDOWN is the continuous ringing of the Siren for 2 minutes. This is activated in the Main Reception.

### Activation:

The Reception desk or facility lead will activate the Lockdown signal in the following instances:

- Upon notification of an armed or potentially violent intruder on site / campus.
- Upon request from an individual acting in the capacity of an Incident Manager under the Critical Incident Plan.

### Action on instigation – All staff & pupils

On hearing the audible siren all staff and pupils must:

1. Make their way immediately to the nearest building and go into either a classroom or office.
2. Remain in a classroom or office until further notice.

### Action of Teacher / Responsible person:

In every classroom, office or communal area where pupils are located a teacher must be present or a responsible person identified and nominated.

The teacher or responsible person must follow the CLOSE procedure:

1. **C**lose all doors and windows (draw curtains / blinds if present).
2. **L**ock up - lock or wedge doors
3. **O**ut of sight: minimise movement
4. **S**tay Silent
5. **E**ndure
  - a. Take a roll-call and record the names of all persons present in the room on ISAMS.
  - b. Log onto a school computer and access their School email.
  - c. Follow the guidance / instruction given via School email.
  - d. Authorise release of pupils from location only when directed by Matt Paris via School email.

### Release:

Normal activity and movement from any classroom or office, may only occur when a notification of "ALL CLEAR" has been posted on the School email by Matt Paris.



## 11. LOCKDOWN Checklist

|   |   |
|---|---|
| 1 | <p><b>Core Incident Management Team (CIMT)</b></p> <ul style="list-style-type: none"> <li>• To activate.</li> <li>• To issue School email communication to all staff – confirming nature of threat.</li> <li>• To initiate roll call taken via ISAMS.</li> <li>• To obtain accurate description and current location of threat.</li> <li>• Obtain details of casualties.</li> <li>• Facilitate and co-ordinate action by Emergency Services.</li> <li>• Notify Bellevue Head Office / Governor of activation</li> </ul>   |
| 2 | <p><b>Site Response Team</b></p> <ul style="list-style-type: none"> <li>• Ensure main vehicle &amp; pedestrian gates are closed and locked.</li> <li>• Confirm staff / pupils on sports pitches / playing fields are aware of Lockdown initiation.</li> <li>• Review CCTV to obtain accurate description of threat and monitor movements.</li> <li>• Provide description &amp; movements to CIMT.</li> <li>• Allocate individual to remain at main gate to meet Police and Emergency Services and allow access</li> </ul> |
| 3 | <p><b>Receptionist</b></p> <ul style="list-style-type: none"> <li>• Relocate self and visitors to Registrar's Office</li> <li>• Contact emergency services - Dial 999.</li> <li>• Confirm to CIMT Police contacted.</li> </ul>  |
| 4 | <p><b>Melissa Chessum , Kerry Duff &amp; Lana Race to contact Teaching Staff:</b></p> <ul style="list-style-type: none"> <li>• Confirm staff aware of Lockdown.</li> <li>• Confirm accounting for pupils underway.</li> <li>• Obtain names and details of injured / missing pupils.</li> <li>• Monitor email communications from Critical Incident Management Team.</li> <li>• Undertake welfare call to staff every 15 mins via Staff email.</li> </ul>  |
| 5 | <p><b>Games Staff &amp; Break Time Supervision Staff</b></p> <p>Take all pupils on playing fields to: Sports Hall or the Main Building</p>  |

## 12. Fire Evacuation PROCEDURE

### Signal:

The signal for FIRE Evacuation is the sounding of the Fire Bell

### Fire Muster Points:

The FIRE Evacuation muster point are:-

Muster Point 1 ..... Upper Top Tennis Courts

### Action on instigation – All staff & pupils

On hearing the audible fire alarm all staff and pupils must:

1. Make their way immediately to the nearest fire exit.
2. Make their way calmly to the fire evacuation muster station
3. Line up in Form Class register order and stand in silence

### Action of Teacher:

Class teachers must:

1. Make a visual check on exiting classroom that no student remains in room.
2. Take all students in their class directly to the fire muster station.
3. Take a roll-call of students present from their class / form at the fire muster station.
4. Provide the names of any student un-accounted for.
5. Remain with the class until released.

### Action of Fire Marshalls:

Fire Marshalls will be allocated individual buildings and must:

1. Make a physical check of all classrooms that no student remains in room.
2. Make a physical check of communal areas, changing rooms & toilets.
3. Report to chief Fire Warden when satisfied specified building is CLEAR.

### Release:

Normal activity and movement from any classroom or office, may only occur when the Fire Marshall declares All Clear.

### 13. SITE PLAN



## 14. Holding Statements

|   |   |
|---|---|
| 1 | <p><b>Generic Incident:</b></p> <p>The School is currently dealing with an on-going incident and has as a precaution activated its Critical Incident Management Team.</p> <p>Emergency services have been notified and are currently attending / on-site working with the school .</p> <p>Parents of impacted children will be contacted directly and we would ask you do not try to contact or come to the school at this time.</p> <p>An up-date will be provided in 60 mins. Thank you.</p>  |
| 2 | <p><b>Lockdown</b></p> <p>In response to the report of.....</p> <p>The School has initiated its Lockdown procedure. Emergency services have been notified and are currently working with the school to investigate this. Please do not contact or come to the school at this time.</p> <p>An up-date will be provided in 30 mins. Thank you.</p>  |
| 3 | <p><b>Serious Injury</b></p> <p>Today's events which have resulted in the serious / minor injury of a member of the school have been a difficult / traumatic experience for our pupils, our staff and our parents.</p> <p>While the emergency services continue to investigate these events, you will understand that we are unable to provide further details at this time.</p> <p>Our focus is on supporting those directly impacted and that we as a community support each other in the days ahead as we seek to return to as normal an academic life as possible.</p> <p>Our thoughts and prayers are with the injured and their families.</p> |