

Critical Incident Plan 2009

Headteacher: Petrina Lodge	Chair of Governors: Sharon McGinty
Home: 01223 260066	Home: 01763 208968
Mobile: 07512 922765	Mobile: 07986 152798 (SCHOOL HOURS ONLY)

Important: for any incident always use a **dedicated line for outgoing calls** so normal phone line is free for incoming calls – at Thriplow this means **phoning out on the fax machine number (which will not accept incoming calls)**

INTRUDER	
Violent	Passive
<p>Headteacher or Secretary tells ALL STAFF to:</p> <p>Remove children and make safe or remain and lock doors</p> <p>Headteacher or Secretary calls POLICE 999</p>	<p>Headteacher or Secretary tells ALL STAFF to:</p> <p>Remove children and make safe or remain and lock door if necessary</p> <p>Headteacher to talk with Intruder and ask them to leave - follow path for violent intruder if things worsen</p>

DAMAGE TO BUILDING	
Fire	Other
<p>ALL STAFF Any individual finding a fire should:</p> <p>Sound fire alarm and evacuate as usual</p>	<p>ALL STAFF Any individual seeing damage to building that is dangerous to people should:</p> <p>Remove children to safe place INFORM Headteacher or Secretary</p>
<p>Headteacher checks school is empty</p> <p>Secretary CALLS FIRE 999</p> <p>All children accounted for</p>	<p>Headteacher checks school is empty</p> <p>Secretary CALLS EMERGENCY SERVICES 999</p> <p>All children accounted for</p>

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DEATH OF ADULT OR PUPIL ON THE PREMISES	
Adult	Pupil
INFORM HEAD TEACHER Headteacher CALLS EMERGENCY SERVICES 999 then gathers children together to explain or keep out of the way	INFORM HEAD TEACHER Headteacher CALLS EMERGENCY SERVICES 999 then gathers children together to explain or keep out of the way
Secretary calls parents to ask them to collect children (using dedicated outgoing line (FAX line))	Headteacher calls Education Officer (see below) for support in speaking to parents
	If on school trip: Emergency services called and also Education Officer (see number below)

DISAPPEARANCE OF CHILD	
Abduction	Lost
INFORM HEAD TEACHER Headteacher CALLS EMERGENCY SERVICES 999 and informs Teacher in charge. Other children kept safe/away from involvement	INFORM HEAD TEACHER Headteacher instigates a search party around school depending on circumstances. Headteacher calls POLICE soon after and describes child We do not run after the child if they have left the premises but we note which way they have gone
POLICE CALL PARENTS OF CHILD and manage crowd control if necessary	Headteacher CALLS PARENTS OF CHILD

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Education Officers must be informed where there is a critical incident.
They will advise and support.

Richard Gibbons (out of hours – confidential)	01223 703563 (01354 680805)	07796 938184
Chris Meddle (out of hours – confidential)	01223 703564 (01223 290375)	07798 571179
Dawn Rahman (out of hours – confidential)	01223 703562 (01223 812416)	07919 166328

Other Contacts

Press & Public Relations	Simon Cobby	01223 717627	07967 090284
Vice Chair of Governors	Paolo Paschalis	01223 837907	07711 451197
Keyholders	Petrina Lodge (Headteacher)	01223 260066	07512 922765
	Sonya Cooper (Cleaner)	01763 208353	07767 692895
	Liz Moore (Governor)	01763 208735	07788 640927
Secretary	Linda Baron	01223 834363	07816 434082
Teacher in Charge	Lucy Harrison	01223 836663	07990 676344
Teaching Staff	Steve Calbraith	01763 242933	
	Victoria Hirst	01223 891287	07791 353718
	Lucy Jack		07730 615226
	Emily Donaldson		07731 428200

CONSULT Critical Incident Telephone Tree for incidents involving all staff.