



**Bradford Academy**

## **RESPONSE TO CRITICAL INCIDENTS**

## CRITICAL INCIDENT PLAN

### 1. RESPONSE TO CRITICAL INCIDENTS

A **Critical Incident** is defined as an emergency affecting pupils, personnel or property, requiring immediate responsive action beyond that which could be reasonably expected from the Academy's own management team during the day to day running of the school.

#### 1.1 INTRODUCTION TO THE EMERGENCY PLAN

- The plan provides, through a framework of support and partnership, the initial response to the Impact Phase of a **Critical Incident** affecting the Academy school(s)/sites.
- The **Incident** would probably involve severe stress for those directly involved and those associated with the Academy;
- As a result of the **Incident** there may be a significant impact on the budget of the Academy

#### 1.2 PURPOSE

The purpose and emphasis of the plan is, through a partnership approach, **to normalise the activities of Academy** in the event of an emergency with minimal disruption to everyone on site and in the local community.

- Providing immediate practical support;
- Establishing how the incident will be managed;
- Defining roles and responsibilities of senior staff at the Academy;
- Outlining how further appropriate support will be sought from outside the Academy;

## IMPACT PHASE -THE PLAN

### 1. Aims

- To provide support to all on site affected by the incident.
- To maintain the normal running of any parts of the school not affected.
- To return the whole school to normal as soon as possible.

### 2. Types of Incident Covered by the Plan

- Extensive damage to premises
- Death, serious injury or potential health issues affecting staff or children at school
- An accident away from school
- An incident at the school or in the community that affects the school

Appendix three has details of the classifications of incidents

### 3. Receiving the Alert

The alert may come from:

- a staff member
- a pupil
- the police
- parents
- the media
- or other sources

### 4. Whoever receives the alert should be prepared to ask for as much information as possible (see Appendix 1 Incident Information Form):

- what has happened?
- have the emergency services been informed/are they attending?
- exact location (and any access problems if not on site)
- casualties
- actions taken so far
- name/contact at the scene (if not on site)
- what assistance is needed?

### 5. When an incident occurs, the Principal / Site Manager or nominated Deputy should take the action appropriate to the incident. This may be:

- i) Total or partial evacuation of the site.
- ii) The need to evacuate to another location or site.
- iii) Shelter within the site where it may be unsafe to leave the building.
- iv) Shelter within the school for members of the community.

### 6. The Principal or the most senior colleague available must initially decide on the level of response needed:

- can the school cope alone?
- if not, alert the DCSF through single point of contact  
(Lead Officer Hazel Moore – Tel no: 01325 391032: M- 07917 067981 );
- inform staff on site.

## **7. Use the call-out list for out of hours incident(s)**

- A cascade call-out means each person has only one or two calls to make.
- Repeat back to the person giving the information and details to ensure that they have been accurately recorded.
- The call out details need to be checked regularly for accuracy.

## **7. Identify locations for:**

- the Senior Leadership team
- informing children
- receive and inform parents
- the media, if they are to be allowed on site
- a quiet area for children/adults
- possible relocation site.

## **8. Administrative arrangements**

- remind all staff to keep a log of all contacts, decisions and actions (see Appendix 2 Critical Incident Log Sheet).
- keep at least one phone free for outgoing calls (eg fax line)

## **9. Arrange to inform (and keep informed):**

- staff
- children
- parents
- the police (or other emergency services)
- the media
- the Lead Officer (Hazel Moore – Tel No : 01325 39103: M- 07917 067981)

## **11. Longer Term Plans**

A serious incident may have repercussions over many months. Consider arrangements for days two and three, when children may know more about what happened, and when staff may be exhausted and may need additional support.

## **12. Operational Debriefing**

- Debrief all staff involved at the end of each working day/shift. Ensure that information is recorded and shared.
- At the end of the incident Occupational Health Staff may be used to provide a personal debriefing for staff ( Alison Wilson if contracted)

**Ensure:**

- the existence, whereabouts and contents of the Academy Site Plan and Response Plan are known to staff;
- an identified member of the school staff is responsible for keeping the plan up to date;
- staff should know their roles which should be rehearsed by desk top exercises;
- location of Academy's own accurate and updated contact list is located near to the phone in case it becomes necessary to activate the plan (school senior management team; governors; local church leaders etc).

**If it becomes necessary to activate the plan:**

- consider a system for how members of staff can be alerted in the first instance;
- consider ID for visitors to site may not be familiar with all senior staff or the layout of the building.

Standard Operating Procedure for a Critical Incident is detailed in Appendix four.

**INCIDENT INFORMATION FORM****INFORMATION REQUIRED TO ESTABLISH SCHOOL NEEDS**

The following information may be asked for dependant on the nature of the incident.

- NAME OF SCHOOL .....
- SITE OF INCIDENT .....
- CONTACT NAME .....
- CONTACT NUMBER .....
- MOBILE NUMBER .....
  
- TIME OF INCIDENT .....
- NATURE OF INCIDENT .....
- .....
- .....
- .....
- .....
  
- NUMBERS INVOLVED - ages .....
  
- ARE ANY PEOPLE INJURED .....
  
- EXTENT OF INJURIES - low; serious .....



- WHAT ACTION HAS BEEN TAKEN SO FAR?

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- HAVE EMERGENCY SERVICES BEEN INFORMED?

Y  N

- are they on site Y  N

- WHAT HELP DO YOU NEED?

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- ARE THERE ANY ACCESS DIFFICULTIES?

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**Date and Time received:** Date: ..... Time: .....

Officer receiving information : .....

LOG SHEETS MUST BE COMPLETED BY ALL STAFF INVOLVED IN AN INCIDENT.

- COMPLETED LOG SHEETS WILL:
- Assist in maintaining a true picture of the unfolding events
  - Assist in providing information for any inquiry which may follow an incident

Your Name ..... Your Job Title .....

Name of your worksite ..... Date .....

Time	<i>From/To</i> (Name, Position, Organisation)	Message Details	Action – Decision/Reason

## Classification of Incidents

<b>Classification</b>	<b>Definition</b>	<b>Bradford Academy managed by:</b>
<b>1. Insignificant incident</b>	<p>A minor incident or problem or other internal event which can be handled by Academy personnel using standard operating procedures.</p> <p>Eg a staff or student with a personal issue which is distressing or upsetting.</p>	<p>Relevant Middle Leaders plus</p> <p>Pasrtol support workers/multi-professional team</p>
<b>2. Minor incident</b>	<p>A minor incident or injury which causes concern but presents no external threat.</p> <p>Eg threat to harm self where the person accepts they need assistance and support and is compliant; student/staff experiencing medical or mental health emergency; traumatic or accident death of staff/student</p>	<p>Relevant Middle/Senior Leaders plus</p> <p>Pastoral support workers/multi-professional team</p>
<b>3. Moderate incident</b>	<p>A concerning event which has the potential to escalate to a more serious crisis and/ or effect operations</p> <p>Eg. behaviour which is an actual or potential risk to safety of self or others and the person does not consent to or cooperate with intervention.</p>	<p>Relevant Senior Leaders plus</p> <p>Pastoral support workers/multi-professional team</p> <p>(Critical Incident Team notified)</p>
<b>4. Major incident</b>	<p>A serious event</p> <p>It may also be another event that has occurred or is imminent which poses a threat.</p> <p>Eg a fatality, serious injury, fire, explosion, material release, local incident.</p>	<p>Critical Incident Team, Emergency Services and Security</p>
<b>5. Critical incident</b>	<p>Critical incident means a severe crisis such as a number of fatalities and serious injuries. An event which is likely to cause extreme physical and /or emotional distress to staff, students and visitors. It may also be any incident reflecting on Bradford Academics' reputation and may not necessarily require an initial emergency response.</p> <p>Eg natural disaster, a large fire, explosion, bomb sabotage, material release, civil unrest, environmental issue or ethical or reputation damage.</p>	<p>Critical Incident Team, Emergency Services and Security</p> <p>(see STOP for Critical Incident)</p>