



## ST LUKE'S SCHOOL CRITICAL INCIDENT PLAN OVERVIEW

The guidance is designed to support pre-planning. Each critical incident is unique and the range and complexity of issues, enormous. A critical incident can vary from a child being seriously injured on an off-site visit to, for example, the gas leak in town. Although we cannot plan for every eventuality and the journey through this sort of crisis will be difficult, planning ahead is a necessary precaution and can be crucial.

**'Bring in the structure to manage the chaos. In the first four hours it will be chaos.'**  
(Michael Long, Emergency Planning Officer, States of Jersey).

**'An organisation that plans for a critical incident is likely to handle the actual event more effectively and confidently. If we know who will assume key roles, have checklists and procedures in place, contact lists up to date, a tested framework for communications and some practised skills to draw on, then our response to a crisis will be more assured and effective'**

### IN BRIEF:

#### The CYPES Critical Incident Management Team (CIMT)

CYPES Emergency number	
Sean O'Regan	

- The CYPES Lead person (the Director) will declare a Critical Incident.
- Members of the CIMT will immediately attend a critical incident meeting.
- The response to the incident will be managed from either the CYPES Committee room or the CYPES Board room.
- Once a critical incident has been declared by the Lead person, a Loggist will be appointed to record all decisions.
- The CYPES Lead person will inform the Minister



The School Critical Incident Management Team (CIMT)

Name	Work	Home	Mobile
<b>St Luke's Critical Incident Management Team</b>			
Adam Turner (Headteacher)			
Kath Hepworth (Deputy Headteacher)			
Charlotte Round (Senior Teacher)			
Jayne Hamon (Secretary)			
Gerard McGonigle (Caretaker)			
<b>CYPES Emergency Number</b>			

- The CIMT will take the lead in an emergency.
- The Local Lead Person will be **Adam**, in his absence it will be **Kath**.
- As soon as possible the School/Local CIMT will gather and be briefed on the incident. They will meet in the meeting room.
- Adam will liaise with the emergency services
- Adam will report the incident to the CYPES CIMT Lead Person (Sean).
- Then Adam will appoint a Local Loggist to record all decisions made. All information will be recorded in a Log Book which will be kept in the Box file in the office. Information about the role of the Loggist can be found in the front pages of the book. The Loggist, appointed by Adam, will either be Jayne or a member of the Senior leadership Team.
- Adam will appoint roles and responsibilities to the members of the CIMT.

WHO	ROLE/RESPONSIBILITY
Adam	Local Lead Person
Kath	Local Lead Person in Adam's absence Section 9 (page 33)
Charlotte/Lucy	Liaison with local staff at incident site, onsite support and link with Local Lead
Jayne	Loggist -Section 9 (page 33)
Mat & Tanya	Liaising with parents/contacting parents directly - Notes 6 & 7 (page 18)
Kath/Jayne	Keeping the Department updated
Charlotte/Lucy	Supporting staff and keeping them informed - Note 8 (page 18)
Kath	Responsibility for business as usual
Jayne	Managing the incoming phone calls
Gerard	Safety and security e.g. if an area needs to be cordoned off
CYPES CIMT or delegated by them to Adam	Spokesperson for the media
Adam	Financial management
Terry	First Aid team lead



The Local CIMT will need to be sure that the school:

- Ensures basic information, contact lists, communication and procedures etc. are in place, known to staff and kept up to date.
- Does not release any names until identification is confirmed and parents have been informed and have given consent.
- Responds quickly and efficiently to queries from distressed parents.
- Recognises that information must be accurate and provided as soon as possible
- Ensures that all those who need to be informed, are.
- Considers how other pupils will be informed.
- Maintains a log of events.

The Critical Incident Box file will be kept in Jayne's office and will contain the following:

- CYPES guidance to Critical Incident Management
- St Luke's School Critical Incident plan
- Log Book to be filled in by the nominated Loggist, with the role of the Loggist in the front.
- Local contact numbers
- CYPES contact numbers
- Other useful numbers
- Lists of First Aiders in school
- An up-to-date site plan
- Evacuation procedures, these are also displayed around the school and next to all Fire doors.

### Staff

- At all times registers must be taken on time.
- It is very important that all paperwork for any trips out of school is very tight. A list of children/staff and volunteers going off-site must be given to Jayne.
- Staff in charge of off-site visits must carry a mobile telephone, have a contact number for two senior staff and carry information regarding individual children. Contact numbers must be put onto all risk assessments.
- **Care and safety must always come first and so if necessary your first action must be to call the emergency services.**
- If an incident happens you will be expected to complete an Incident report sheet (Appendix C) and/or Staff Personal Notes' form (Appendix D).

The CIMT will revisit the plan each term in an SLT meeting.

**'Critical incidents test the spirit, organisation and leadership of schools affected and their communities in extreme ways. Schools are likely to cope better and recover more fully if they have anticipated a major incident and planned their response to it. It must be emphasised that staff providing support to pupils and/or colleagues will require support and guidance as well. Experience indicates that a school at the centre of a critical incident will usually need external support for the department, including help from the Education Psychology Service in planning for psychological support.'**