

Critical Incident Lockdown Plan

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Reviewing Panel: Standards, staffing and curriculum (SSC)

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1. Woodlands School Critical Incident Plan

A critical incident is defined as “when Woodlands pupils, staff or visitor are exposed to a safeguarding incident, have suffered a life-threatening injury, a fatality or is in peril, including missing persons.

Procedures to be followed in the event of a critical incident.

2. Action to be Taken by Persons Reporting a Critical Incident

Immediately raise the alarm by alerting the school reception, Head Teacher, Senior Leadership Team (SLT) Critical Incident Management Team (CIMT), and Head of Year (HOY) and report the following information:

- nature of the incident
- location of the incident
- number of people involved in the incident
- the condition of those involved and where they are located
- maintain communication and monitor the situation without endangering oneself until relieved by SLT / HOY / Resilience Coach or the Police

The person receiving notification of a critical incident will calm and reassure the caller and capture the following details:

- name and telephone number of the person making the call
- nature of the incident
- location of the incident
- number of people involved in the incident

The person receiving notification will also:

- immediately notify the Head Teacher / SLT / HOY's
- on another telephone line contact emergency services on 999
- maintain communication with the person reporting the incident
- reassure the caller that swift action will follow and not to endanger oneself
- keep a record of all communication, including times, dates and messages given and received

Under no circumstances should details of the incident or names of those involved be divulged to the media / press. This could lead to disciplinary procedures.

3. Procedures for the Head Teacher / SLT / CIMT / HOY's

- a) Head Teacher, SLT / CIMT / HOY are alerted to the nature of the incident and shall be provided with the following information:
 - name and telephone number of the person making the call
 - nature of the incident
 - location of the incident
 - number of people involved in the incident
- b) The Head Teacher / SLT / CIMT / HOY's will:
 - confirm that the emergency services have been alerted on 999
 - using walkie-talkies instruct SLT / CIMT / HOY to investigate the incident without endangering oneself
 - alert the Safeguarding Officer
 - alert the Premises Manager Skanska Facilities Services (SFS) and site caretaking team
 - determine if it necessary to initiate a building lockdown and instruct school reception team to announce a lockdown on the whole school PA system as per with warning
 - ensure class registers are taken and all staff, pupils and visitors are accounted for
 - ensure that a written log of all actions and conversations is maintained
 - ensure all involved with the incident to provide a witness statement
 - as required the Head Teacher will inform the Executive Head Teacher and Chair of Governor

- In collaboration ECC Schools Communications Team, prepare a press statement.
- notify parents/carers/relatives as required
- notify Essex County Council Health and Safety have been informed where appropriate
- collate evidence and prepare a detailed report
- obtain CCTV footage from SFS and Woodland network manager

4. School Lockdown Procedures

A school lockdown can serve several functions during an emergency:

- removing students, teachers and visitors from a threat
- isolate a threatening situation from much of the school
- allow for accurate accounting of pupils within each room
- depending on the situation, facilitate an organised evacuation away from the affected area

In general, there are two main lockdown situations:

- Lockdown with a warning: The threat is outside the school building.
- Lockdown with an intruder: The threat or intruder is inside the school building.

5. Lockdown for 'External Threat' Procedure

The Head Teacher / SLT / CIMT determine if it necessary to initiate a building lockdown.

The following procedures shall be followed when a threat or intruder is outside the school building:

- Instruct Skanska Facilities Services and Staff to lock down the building
- Instruct school reception team to announce "school lockdown" with a warning on the whole school PA system (This announcement should be repeated several times).
- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Secure and cover classroom windows with the blinds if fitted.
- Move all persons away from the windows.
- Staff take attendance registers of all pupils in each classroom.
- Staff make a handwritten list all pupils in their classroom and take it with them when they are directed to leave the classroom
- control all movement, but continue classes
- disable school bells and movement around the school by a PA announcement only
- once the threat has subsided, the Head Teacher / SLT / CIMT instruct school reception team announces "all clear"

Important:

- Special attention should be paid to classes that are outside of the school building, such as BFL building playgrounds and playing fields.
- Teachers must be able to hear the lockdown announcement.

6. Lockdown 'Internal Intruder' Procedure

The Head Teacher / SLT / CIMT determine if it necessary to initiate a building lockdown

The following procedures shall be followed when a threat or intruder is inside of the school building:

- school reception team announce "lockdown Intruder alert" with warning on the whole school PA system (This announcement should be repeated several times)
- SLT / HOY/ Resilience Coaches immediately direct all students, staff, and visitors into the nearest classroom or secured space

- classes that are outside of the building shall not enter the building
- move outside classes to the primary evacuation site Kingswood School
- barricade classroom doors (Classroom doors cannot be locked from the inside).
- do not lock exterior doors
- move people away from the windows and doors, keep all pupils sitting on the floor, and turn off the lights
- Staff take attendance registers of all pupils in each classroom
- Staff make a handwritten list all pupils in their classroom and take it with them when they are directed to leave the classroom
- do not respond to anyone at the door until “all clear” is announce
- keep out of sight
- be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method
- when or if pupils are moved out of the classroom, assist them in moving in an orderly controlled manner as quickly as possible
- when the threat is over / the intruder has left the building, an “all clear” announcement will be broadcast

7. Special Considerations

7.1 Lockdown prior to start of school day:

- staff gather all pupils in the hallways into their classrooms or other rooms
- before school activity leaders, gather pupils and report attendance
- SLT / HOY/ RC staff check the hallways and exterior of the building
- SLT / HOY/ RC post an individual at the drop-off location, alerting parents and children.
- staff takes attendance of pupils in their room
- at “all clear,” pupils report to their tutor base or first class and attendance registers taken

7.2 Lockdown during after school activities procedure:

- event leaders gather pupils and take attendance and alert SFS site team
- Skanska premises Site Team call the emergency services on 999 and alert the Head Teacher
- SFS site team check the hallways and other rooms

8. Bomb Threat

8.1 The person receiving a message that a bomb has been planted in school will:

- If the call made to the school reception capture all details on the bomb threat questionnaire
- Ask questions such as: where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, why the caller is doing this
- Listen closely to caller’s voice and speech patterns and to noises in the background
- Notify the Head Teacher / most senior member of SLT.
- Head Teacher / most senior member of SLT notifies the emergency services (call 999)


8.2 Evacuation Procedures:

- Head Teacher / most senior member of SLT orders evacuation of the school as per Evacuation Procedure do not mention “Bomb Threat”.
- Staff and pupils shall be evacuated to the netball courts
- Staff shall take registers after being evacuated and report missing pupils to the Head Teacher
- No one may re-enter the building(s) until the entire building(s) is declared safe by fire or police service


- All staff will escort all pupils to the emergency evacuation point at Kingswood School, if the school has to be evacuated
- The Head Teacher will notify all parents / carers by Group Call that their child will be sent home or can be collected from Kingswood School owing to an incident on the school site or as otherwise instructed in the Group Call message
- Pupils will be able to call parents/carers on their own mobile phone and a member of staff will verbally agree that the pupil can return home.
- Pupils of parents and carer school who cannot be contacted will be cared for by Woodlands staff f at Kingswood school
- Head Teacher /most senior member of SLT notify staff and pupils of termination of emergency.

9. Examinations

If there is an incident that requires an evacuation of the school during an examination, the Head Teacher and Exam Officer will comply with the instructions as outlined by the Joint Council for Qualification rules for conducting examinations.

Signed: 
Head Teacher

Dated: 22nd September 2023

Signed: 
Chair of Governors

Dated: 22nd September 2023

Appendix 1 Critical Incident Management Team and ECC Emergency Contact Details

Please respect the confidentiality of this information.

Name	Position	Home Tel.	Mobile Tel.	Work Tel.
David Wright	Head Teacher			01268 282146 Ext 128
Seddeer Amran	Deputy Head Teacher			01268 282146 Ext 140
Ethan Roberts	Deputy Head Teacher			01268 282146 Ext 148
Dominic Riste	Assistant Head Teacher			01268 282146 Ext 168
Paul Roth	Operations Manager			01268 282146 Ext 166
Bryan Coombs	Premises Manager	24/7 Helpdesk 0800 023 4765	07392083213	01923 722600

Essex County Council key contact numbers

Schools Communications	03330 139980	Office hours (9am - 5pm)
Team Critical incident contact	03330 132800 07894 963922	Office Hours Out of hours, weekends and bank holidays