



IMMEDIATE PROCEDURES FOR CRITICAL INCIDENTS

Updated by	Nick Stevens
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Statutory Policy	Yes
On school website	Yes

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CASE 1 – FIRE

1. Fire alarm should be sounded by, or on command from, a responsible adult. Fire alarm buttons are present at every exit from the school. The expected staff and pupil actions on hearing the fire alarm are displayed in each classroom and separate area of the school. Staff should be familiar with these.
2. The Senior Leader present takes control.
3. Emergency services are called by the Office Manager or Administrative Assistant. The Fire Brigade must be called even if the fire has been extinguished by staff.
4. Office Manager or Administrative Assistant takes register list of absent children, signing out book, visitors' book, emergency box and mobile onto playground. For contents of Emergency Box see Appendix 1.
5. Children/adults are accounted for and reported to the Senior Leader.
6. Senior Leader, on advice from the emergency services, decides if and when it is possible to re-enter the building.
7. If it is a local fire, children are kept safe in an unaffected part of the building until the end of the day.
8. If pupils are unable to re-enter the building or it is too badly damaged then the pupils are walked to the evacuation centre (as for Case 5).
9. Senior Leader considers how to inform parents of future implications.

ASAP

- Office Manager or Senior Leader present to ensure that Area Office and Maintenance Office are informed.
- Office Manager to ensure Chair of Governors or their representative is informed.
- Chair of Governors to ensure Emergency Committee informed:

Co-Chair:	Gary Murton	07967 388274
Co-Chair:	Russ Shea	07740 869027
Vice Chair:	Dan Weiss	07855 275847
- All Governors informed.
- Emergency Committee meets to consider facts and when the school could be re-opened.
- Parents informed by Parent Mail and where necessary by text or telephone.

A mobile phone will be kept in the Emergency Box. The number for this is: 07720 065180

Signals

<div style="display: flex; justify-content: space-between; align-items: center;"> GET OUT GET OUT </div> <div style="text-align: center; background-color: yellow; border: 1px solid black; border-radius: 15px; padding: 10px; margin: 10px 0;"> <p>FIRE DRILL</p> <ol style="list-style-type: none"> 1. If you hear a continuous ring of the bell, leave the building immediately. 2. Leave by the nearest exit calmly and quietly. 3. Line up with your class at the assembly point. 4. Check that everyone is accounted for. </div> <div style="text-align: center; background-color: red; color: white; border: 1px solid black; border-radius: 15px; padding: 10px; margin: 10px 0;"> <p>REMINDEERS</p> <ol style="list-style-type: none"> 1. DO NOT stop to collect personal belongings. 2. DO NOT re-enter until told it is safe to do so. </div> <div style="text-align: center; border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>...TWO TONE ALARM...</p> </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> STAY IN STAY IN </div> <div style="text-align: center; background-color: lightgreen; border: 1px solid black; border-radius: 15px; padding: 10px; margin: 10px 0;"> <p>LOCK DOWN</p> <p>If you hear the bell ring repeatedly, you should stop what you are doing immediately and listen to your teacher.</p> <ol style="list-style-type: none"> 1. Close the doors and windows. 2. Pull the blinds down. 3. Turn the lights off. 4. Lock or barricade the door. 5. Hide or take cover. 6. Be silent. <p>If you are outside, your teacher will immediately take you to the nearest safe area inside</p> <p>Check that everyone is accounted for</p> <p>Everyone should remain where they are until the all-clear is given</p> </div> <div style="text-align: center; background-color: lightblue; border: 1px solid black; border-radius: 15px; padding: 10px; margin: 10px 0;"> <p>ADULT INFORMATION</p> <ol style="list-style-type: none"> 1. Police to be called if necessary 2. Office Manager or Admin Assistant to manually sound the intermittent bell for 15 rings 3. Senior Leader decides what action to take and informs teachers when there is the all-clear </div> <div style="text-align: center; border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>SIREN...SIREN...SIREN</p> </div>
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CASE 1A - FIRE AT LUNCHTIME

As for Case 1 except:

- (1) Senior Leader present takes control and ensures that register list of absent children, signing out book and emergency box are taken outside.
- (2) Teachers present in school return, as far as is possible with due regard to their own safety, to their teaching areas to oversee the evacuation of any pupils who might be there and check the toilets. They should then go to the assembly point.
- (3) Lunchtime supervisors in the hall line up the pupils and lead them through the emergency exit door that leads out onto the playground and then to the assembly point on the playground.
- (4) All pupils should be told and trained to leave the school building on their own by the nearest outside door and to assemble on the playground at the assembly point.
- (5) Senior Leader should check Music room, ICT Suite and Changing rooms.
- (6) Pupils on the playground/field should begin to line up in their classes at their designated letter.

CASE 2 – BOMB ALERT

As for Case 1 (Fire Alert).

Both pupils and staff exit building as per a Fire Alarm. If the building is quickly declared 'safe' then pupils may return. If this decision is going to take a long time and the weather is inclement the Senior Leader should consider moving the pupils to the evacuation centre as for Case 5

CASE 3 - SCHOOL CLOSED PRIOR TO 8.45AM

- (1) Chair of Governors (or representative) informed by Senior Leader present.
- (2) Decision taken by Headteacher or Deputy Headteacher in their absence) and Chair, (or their representative) to close the school.
- (3) School closure notice placed on Bucks website.
- (4) Parents informed by Parent Mail, Website and as necessary by text or telephone.
- (5) Phone message put on school phone – school to use emergency mobile phone to phone out.
- (6) Notice put outside school
- (7) Radio stations informed via message placed on Bucks Website (School Closure)
- (8) Children that do arrive at school kept until their parents are informed so that suitable arrangements can then be made for them.
- (9) School made safe.
- (10) Maintenance Office informed if necessary together with any other relevant authority.

ASAP

- Senior Leader and Chair decide whether to inform Emergency Committee and all Governors.
- If necessary Emergency Committee meet to consider facts and when school could be re-opened.
- Consider informing parents by Parent Mail and as necessary by telephone about re-opening.

CASE 4 – POSSIBLE SCHOOL CLOSURE DURING THE DAY.

(Staff/pupils not in danger. School still able to function for a short time, Part of the school may be unusable)

- (1) Senior Leader takes control – gather facts.
- (2) Children and adults must be isolated from any dangerous areas.
- (3) Classes to operate as normally as possible.
- (4) Chair informed by Senior Staff Leader.
- (5) Decision made about closure – by Senior Staff and Chair of Governors (or their representative).
- (6) Senior Leader considers informing
 1. Area Office
 2. Emergency Committee

If the school is to be closed:

If the emergency occurs in the morning:

- Parents contacted via Parent Mail or by text, telephone to collect their children.
- Record kept by Class Teacher of pupils collected, by whom, where taken.
- Website used
- Radio informed (see Appendix 2)
- Sign put up outside gate
- Written note prepared

If emergency occurs in the afternoon:

- Pupils detained to end of normal school time
- Website used
- Notice put outside
- Radio informed
- Parent Mail and written note prepared for distribution, with pupils.

Later:

- All Governors informed
- If School is to be closed for several days. Emergency committee meet to consider facts and when to re-open school.
- Parents told of re-opening via Parent Mail and Website.

CASE 5 - SCHOOL CLOSURE**Emergency that requires immediate Evacuation – No staff or pupils in danger**

- (1) Senior Leader takes charge and gathers facts.
- (2) Bomb alert signal ordered by senior Leader – see Case 2.
Office Manager uses break glass to sound the alarm.
- (3) On the Senior Manager's advice, Emergency Services/Area Office/ Maintenance Office informed by Office Manager.
- (4) Children assemble on the playground.
- (5) Senior Manager, Officer Manager or Administrative Assistant takes register of absent children, signing out books, pupil data list emergency box and emergency mobile phone onto playground.
- (6) Children and adults accounted for then walked class by class through playground gate to evacuation centre. (Key is in Emergency Box)
- (7) Caretaker alerted by phone if not on duty.
Caretaker's mobile number is 0788 0504 031.
- (8) The ideal evacuation centre is Stokenchurch Community Centre as it has heating, space and a telephone.
- (9) As far as possible heating/lighting should be shut down. All windows closed, doors locked. Senior Leader to be responsible. If possible, notice put on outside notice board.
- (10) Telephone outstation established in the Community Centre. Once established, as for the morning procedure in Case 3.

Later:

As for Case 1

CASE 6 – SERIOUS ACCIDENT OR SUDDEN DEATH

- (1) Senior Leader to take charge. – gather facts and keep log of events. Area isolated immediately.
- (2) Pupils removed from the scene.
- (3) First Aid given.
- (4) Emergency services called by Officer Manager.
- (5) All members of staff informed quietly, either in person or by written note
- (6) Area Office informed by Office Manager.
- (7) If relevant, Maintenance Office informed.
- (8) If pupil affected, parents informed.
- (9) If adult, next of kin.

- (10) Press office informed (see Appendix 2).
- (12) The aim is for the school to keep open as long as possible and to keep things as normal as possible. Senior Leader to consider evacuation of school. If so Case 5.
- (13) The Senior Team and the Chair of Governors to decide the most appropriate return to use of the area in which the incident took place.

ASAP

- All Governors informed.

Emergency Committee meet:

- To consider facts
- To co-operate with County Officer in the preparation of a press statement and letter to parents.
- Inform Health and Safety at County.
- Inform and seek advice from the Education Psychology Service.

CASE 7 – INTRUDER / LOCK DOWN

- (1) The aim should be to limit the effect of the intruder. However, whilst seeking to ensure the safety of the pupils, no adult should place themselves at risk.
- (2) Police should be called at once by the Officer Manager or Administrative Assistant or any other member of staff – using mobiles if necessary.
- (3) Office Manager or Administrative Assistant will manually sound the lockdown alarm – sound of a siren. On this signal staff should keep all pupils with them and move to the nearest safe area / room or remain within their own classroom and wait for a message. Staff to seek to keep children with them and out of sight and where possible barricade / lock their class door and shut all windows. A Senior Leader will inform staff when the threat has been removed or when any other instruction is required. An agreed non-verbal sign is placed on the door / window to inform leaders that all children are accounted for.
- (4) If pupils are outside the adult/s on duty takes charge. If during break or lunchtime, a whistle should be blown to gain the attention of the pupils, who should then be told to go very quietly inside. Once pupils are inside all external doors and windows should be secured.
- (5) Senior Leader decides what action then needs to be taken.
- (6) It may be necessary to regroup pupils in a safe area or to evacuate the building; if the Senior Leader so decides, this should be done as quietly as possible. If so, pupils are not to assemble on the playground but to be led straight to the evacuation centre.
- (7) If possible, any member of staff to collect the emergency box. Exit points to be determined as appropriate.

ASAP

- Chair informed.
- Area Office informed.
- Emergency Committee informed.
- All Governors informed.
- Emergency Committee to meet as for Case 6.
- County Press Officer to be informed – as for Case 6.

Case 8 – Dangerous Animal or Poisonous Gas Cloud in/above the School Grounds**If pupils are inside:**

- The Lock Down signal (case 7) will be sounded.
- On hearing this staff should keep their pupils with them, inside, until told otherwise.
- Windows and doors to be shut.

If pupils are outside:

- The adult/s on duty takes charge.
- A whistle should be blown to gain the attention of the pupils, who should then be told to go very quietly inside, ignoring the animal.
- The second adult should go at once to the staffroom to alert all other members of staff.
- Once pupils are inside all external doors and windows should be secured.
- Senior Leader decides what action then needs to be taken.

CASE 9 – SERIOUS INCIDENT INVOLVING SCHOOL PARTY AWAY FROM SCHOOL

All leaders of school parties away from School will be given a copy of the County Emergency Procedures and accompanying forms.

COUNTY GRAVE EMERGENCY TELEPHONE NUMBER

Schools are reminded that in the event of any **emergency**, they should:

- Call the County Council's duty Resilience Officer, contactable through **the Thames Valley Fire Control Service** on **01183 589 332** (N.B. This is an ex-directory number. It should only be used in emergencies and should not be passed on to others).
- **Ask for the duty Resilience Officer to be paged.**
- **Leave your name, contact details, institution and brief summary of the incident.**
- **In the unlikely event that the Fire and Rescue Control Room number does not work, schools should use: 07738 501318.**

If the incident were to happen outside the UK and in the event of being unable to use the above emergency number, call

**Thames Valley Police HQ
0845 8505 505 OR 101**

APPENDIX 1

Contents of Emergency Box

This is kept in the School Office in the cupboard next to the files.

1. Parent Mail password
2. School Website password
3. Pupil contact details
4. Key to field gate
5. Keys to the Community Centre
6. Keys to Gas Meter store
7. Plan of School with location of switches labelled
8. Copy of Appendix 2
9. Notebook, pens and pencils
10. Mobile phone
11. Front door entry swipe card
12. Copy of this policy

APPENDIX 2

Emergency Procedures Telephone List - High Wycombe Area Schools.

The following information is **confidential**. Home telephone numbers are to be used only in the event of a major emergency occurring (e.g.; fire, gale damage, serious break-ins, etc.) and must **NOT** be used for any other purpose or during office hours.

Name of establishment: **Stokenchurch Primary School**

	NAME	OFFICE NUMBER	HOME NUMBER	MOBILE NUMBER
Head of Establishment	Mr Nick Stevens	01494 482112	n/a	07786 564455
Caretaker	Mr Adrian Rose	0788 0504 031	01494 485213	
Chair of Governors	Dr Gary Murton	07967 388274	01494 485538	

Emergency Contact Numbers for school emergencies to reach the Council:

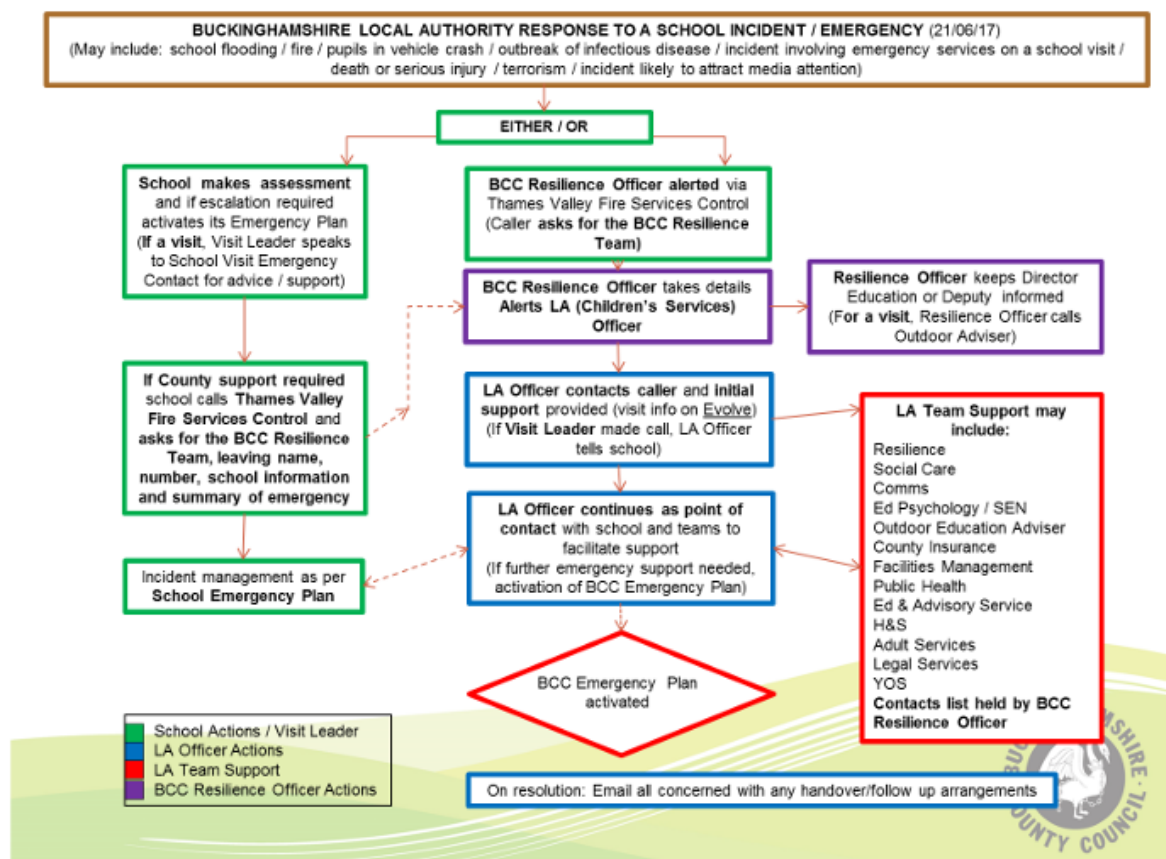
01183 589 332 (Thames Valley Fire Control Service)

07738 501 318 (back-up pager)

Preparation / Planning

- Advice on school emergency management is available from the Council's Resilience Team: **01296 383030**.
- **There is an expectation that schools will have an emergency plan and a business continuity plan.**
- *For further information on emergency response – see Emergency Planning Guidance for Schools, dated April 2013 – on SchoolZone - and the flow chart below:*

Appendix 1 - Flow diagram for contacting BCC and onward activity



Response

Schools are reminded that in the event of any **emergency**, they should:

- Call the County Council's duty Resilience Officer, contactable through **the Thames Valley Fire Control Service** on **01183 589 332** (N.B. This is an exdirectory number. It should only be used in emergencies and should not be passed on to others).
- **Ask for the duty Resilience Officer to be paged.**
- **Leave your name, contact details, institution and brief summary of the incident.**
- **In the unlikely event that the Fire and Rescue Control Room number does not work, schools should use: 07738 501318.**

Such an emergency may happen at the school, away from the school during offsite activities (including overnight trips) or when involving home-to-school transport. Consult the flow diagram below. Examples might include:

- An incident involving the emergency services (e.g. road traffic collision, death or serious injury of member of school community).
- An incident that might necessitate the closure of the school (but not weather related - unless the fabric of the school has been significantly damaged, threatening life / limb).
- An incident that is likely to attract adverse media attention.

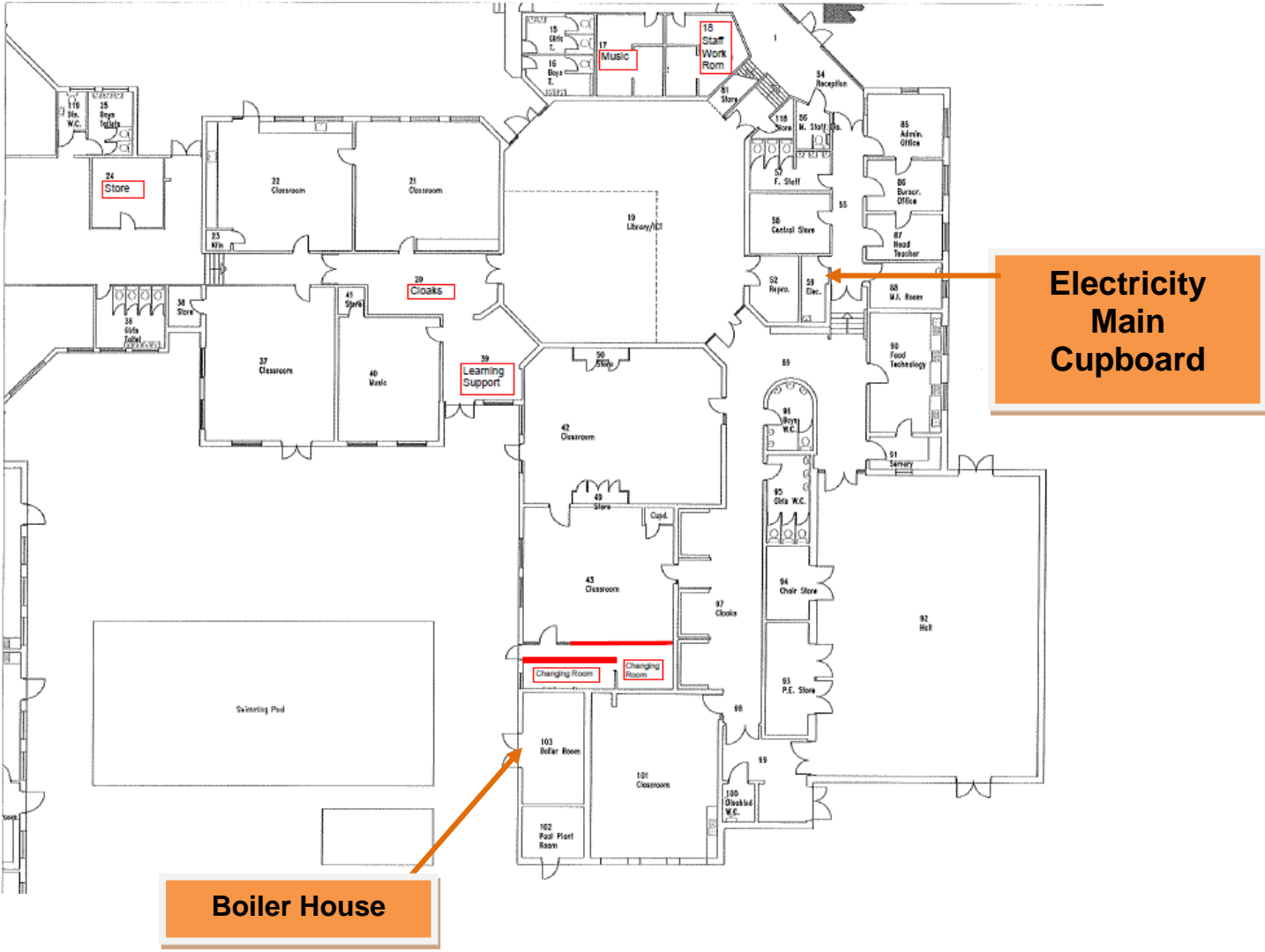
RADIO STATIONS		AREA COVERED	TELEPHONE NUMBER	CONTACT
MIX 96	96.2FM	Aylesbury vale District	01296-399396	Katie Lees
Three Counties Radio	103.8, 95.5 & 104.5FM	Bucks, Beds, Herts	01582 637400	

APPENDIX 3**Evacuation Centre**

1. The Community Centre Key kept in School Office in Emergency Box.
2. The Church.

APPENDIX 4**Isolation Valves/Switch**

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Water	Pavement outside school by top right-hand pedestrian gate – main isolation point In bushes to the right of front door of school In cleaners' cupboard (under the sink)
Electricity	Electricity Main Cupboard
Gas	Boiler Room



THINGS TO CONSIDER AFTER A CRITICAL INCIDENT

1	Arrange emotional and psychological support for staff and pupils affected (School Psychological Service).
2	Seek Support in handling media interest. (Press Office / Public Relations Officer) Headteacher and Chair of Governors to speak to the press only.
3	Ensure what information is passed to staff and pupils concerned.
4	Inform all parents / carers and the wider community as necessary (schools with siblings).
5	If appropriate Funeral arrangements (who to attend).
6	Monitor long term progress of those affected.
7	How to return the school to normal.

APPENDIX 5**Emergency Committee**

Co-Chair of Governors	Dr Gary Murton	07967 388274
Co-Chair of Governors	Mr Russ Shea	07740 869027
Vice Chair of Governors	Mr Dan Weiss	07855 275847
Headteacher	Mr Nick Stevens	07786 564455
Deputy Headteachers	Mr Stephen Sloan	07450 279833

KEYHOLDERS**Headteacher**

Mr Nick Stevens
01494 482112 (School)
07786 564455 (Mobile)

Deputy Headteacher

Mr Stephen Sloan

Chair of Governors

Dr Gary Murton

Caretaker

Adrian Rose