

CRITICAL INCIDENT PROCEDURE



The CHURCH OF ENGLAND
The Diocese of Peterborough



Whitefriars Church,
Boughton Drive,
Rushden, NN10 9HX



THIS POLICY gives guidelines to the actions that will be followed in the event of a critical incident occurring when Whitefriars Church is in the junior school building. It was first produced in 2018. Both this and the Evacuation Routes will be reviewed every three years: the next review will be in May 2026.

Signed: *M. D. Hunter*

Date: May 2023

Office: PCC Secretary

ALL THOSE in charge of a group of children must take a written record of the children in their charge and keep this list with them in the event that evacuation is required so that an accurate check can be made that all children are present outside the building.

In the event of a Fire Alarm Sounding:

- 1) The Service Leader will ensure that everyone is evacuated (routes are given in the attached document – Evacuation Routes).
- 2) The Host will check the fire alarm panel to ascertain in which area of the school the alarm was set.
- 3) The Host will inform the Vicar and a Churchwarden which area set the alarm unless this is clearly a false alarm in the School Hall.
 - a) The Vicar or Service Leader will give instructions to everyone one what to do.
 - b) Leaders in charge of children's group will ensure that children are taken from the building by the most direct route: for those in the Staff Room, this will be through the double-door at the rear of the Staff Room.
 - c) The Host will call the Fire Brigade: the detail to be provided is:
Whitefriars Primary School, Boughton Drive, Rushden NN10 9HX – old junior school and that someone will meet the fire brigade at the main gate. The Host will then go to the main gate and wait there for the Fire Brigade.
 - d) The Churchwardens will ensure that the building is empty. If it is safe, the children's toilets in the Year 3 wet area need to be checked. Once done, the Warden should leave by going on to the upper play-ground and round to the gate beside the Bridge.
 - e) All people will gather outside the Bridge, either on the tarmac or on the grass on the opposite side of the gate by the Bridge. This gate is secured with a padlock: the duty key-holder will remove the padlock to allow exit from the school field. This gate is sufficiently distant from the school building that those gathered there will not be in any immediate danger.
 - f) The key-holder will telephone a contact of the school.
- 4) No-one will re-enter the school buildings until the supervising fire brigade officer has given permission.
- 5) ONLY if the alarm was set by the sensor in the School Hall and it is obvious that it was a false alarm will one of the Vicar / Churchwarden / key-holder reset the alarm. The key-holder will record that the alarm was activated and report this to the school at the earliest opportunity.

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Power Cut

The Service Leader will ensure that everyone is seated.

The key-holder will check the electrical control panels to ascertain whether these need to be reset.

If power cannot be restored, the Host will usher people from the building one row at a time from the back.

Those in charge of children's groups will ensure that all children are taken to the Bridge by the safest route possible.

The key-holder will telephone the site-supervisor to advise that the power is off. At present (2023) this is the senior cleaner whose contact number is at the end of this document.

Flooding

In the event of a severe water leak leading to flooding, the Service Leader will direct people to leave the building following one of the routes as per fire evacuation.

Those in charge of children's groups will ensure that all children are taken to the Bridge by the safest route possible.

The key-holder will isolate the electricity supply if it is safe to do so.

The key-holder will telephone the site-supervisor to advise that there is a major water leak and that the mains electricity supply is off / on.

If the flooding is severe, it may be necessary to telephone the fire-brigade and the water board: this will be done by the site-supervisor: if he is not available, this will be done by the Host.

Medical

Although there is a number of First Aiders within Whitefriars, there is not an expectation that any will be available on a given occasion to assist if there is an accident or medical emergency.

There is a Defibrillator immediately outside the main entrance to the school building above the latter box (right and right out of the main door): instructions on how to access and use this are clearly printed on the outside of the box.

Other Emergencies

These will be handled in the most appropriate manner depending upon the nature of the emergency.

If it is deemed necessary to call any of the emergency services, this will be done by the Host or one of the Churchwardens.

Contact Numbers:

Head-teacher: n/a (does not live local to the school)

Bursar: n/a (does not live local to the school)

Senior Cleaner/Site Supervisor: 07793 561834

The above contact number is held by the Vicar and official key-holders to the school and is available to the weekly host as required. This is a personal number to the individual concerned and is not to be shared with anyone else. If contact is required with the head-teacher or the bursar, this can be done through the school web-site using email or telephone (during school hours).