


JOHN E. BATTY CRITICAL INCIDENT EMERGENCY ENTRANCE PLAN

Name of organisation	John Emmerson Batty Primary School
Address of premises	Walnut Grove Redcar
Building number/name (if applicable)	None
Date plan produced and/or amended	September 2023
Name of person producing plan (print name)	Mr. Martin Kitchen
Job title	Head Teacher / Health and Safety Leader
Signature	

Action to be taken by a person where on duty when an emergency situation arises.

Where an emergency situation occurs the lead individual on the playground should collect the triangle and knock on the window in the office showing the staff it is a critical incident. They should then blow their whistle three times and hold up the red emergency triangle. The children then stand still until the triangle is dropped. This will indicate to everyone outside that they must enter the building immediately.

How the emergency services are to be called and who is responsible.

Mr Kitchen (or deputy or identified lead member of staff in his/her absence) will call the emergency services as appropriate. This will be by calling 999 and asking for the appropriate service.

How the other staff will be informed that an emergency entry situation has arisen.

Before and After School
 The member of staff outside will collect the triangle and knock on the office window showing the triangle to indicate it is a critical incident. This will indicate to administration staff that an emergency situation has arisen. The office staff will then blow a whistle inside school down the KS1 and KS2 corridor, before moving to the FS to blow the whistle there. This indicates that staff must return to classes to attend to the children. All children and adults in the playground will then be asked to enter the school building and go to the classrooms for their safety.

During Playtimes
 The member of staff outside will collect the triangle and knock on the office window showing the triangle to indicate it is a critical incident. This will indicate to staff on duty in the office that an emergency situation has arisen. The office staff will then blow a whistle inside school down the KS1 and KS2 corridor, before moving to the FS to blow the whistle there. This indicates that staff must return to classes to attend to the children. Fire registers will be passed to classes by Mrs Harwood for checking.

During Lunchtime
 A member of the MDSA staff will enter the building to blow a whistle inside school. They will blow a whistle inside school down the KS1 and KS2 corridor, before moving to the FS to blow the whistle there. This indicates that staff must return to classes to attend to the children. Fire registers will be passed to classes by Mrs Harwood for checking.

Entry procedures (description of procedures to be followed)

Staff on hearing the whistle should open all doors to the outside, including classroom doors. All people will enter the building at the nearest door, with the children being allowed to enter via the main entrance door, classroom doors, along with wing doors. Children will then go to their own classroom and sit on a school chair. Any parents in attendance will be asked to stand with their child.

Where an emergency takes place at lunchtime and the sports area at the rear of school is in operation, the school cook will open the hall emergency exit door on hearing the whistle. The cook will then tell the MDSA on duty to bring all the children in to school. The MDSA on duty in the sports area will check down the passage at the side of the building to ensure no child is missed.

Duties and identities of employees with specific responsibilities

- Mr Kitchen (Identified lead member of staff in her absence) will check that all doors are closed after all people have entered and go from class to class to check that all children are marked present.
- Mrs Boyde will take the lead at lunchtime to raise the alarm by holding up the red triangle and blowing the whistle three times. In her absence from the playground Mrs Fountain will take the lead and in her absence Mrs Moody will take the Lead. If none of these staff members are on duty then another member of the lunchtime team will undertake this activity.
- Mrs Parkin (or in her absence Mrs Davidson) will take the lead in entering the school to blow an internal whistle. In their absence a nominated third MDSA will take the lead.
- Mrs Cummings will check the KS2 door to ensure this is shut after all the children are in.
- Mrs Phillips will check to make sure that Nursery Staff are aware of the incident.
- Mrs Stapleton will check the KS1 door to ensure this is shut after all the children are in.
- Mrs Phillips will check the LFS door to ensure this is shut after all children are in.
- Mrs Sharpe (or Mrs Harwood in her absence) will blow a whistle in school to indicate that an emergency situation has arisen (Not at lunchtime)
- Mrs Harwood will gather the school fire registers and pass these to teachers as they gather in classrooms.
- Mr. Kitchen or Mrs Norris or the nominated lead member of staff (Depending on absence) will check that all people are present as soon as possible once they are assembled at the assembly point.
- Mr. Kitchen or Mrs Norris or the nominated lead member (Depending on absence) of staff will liaise with the emergency services via telephone or on their arrival.

Procedures for liaison with fire brigade on arrival (who, where, what, etc)

Mr Kitchen or Mrs Norris or the nominated lead member of staff will liaise with the emergency services on their arrival. They will meet the emergency services staff in the main entrance and inform them of the recent events and whether any people are missing/injured.

Training needed by employees and arrangements for giving such training

Employees should be made aware of this plan on a regular basis. This occurs during staff meeting and briefing sessions.