



GROWING AND LEARNING TOGETHER

### Critical Incident Plan

**Critical incidents are:**

- Missing person / abduction
- Fire
- Building collapse
- Death or serious injury/ illness
- Natural and/ or manmade incidents

**In the event of any of the above incidents occurring the following procedures will apply:**

- **Fire/ Building collapse/ Natural and/ or manmade incidents**  
We will follow the groups Fire and evacuation procedures ensuring the safety of the children / staff at all times
- **Missing persons/abduction**  
We will follow the procedures as laid down in our Missing person policy
- **Death or serious illness/injury**  
Dial 999 and request ambulance / police

**In the event that we cannot return to the building after an Incident, the following procedures will be put into action:**

1. The children will be taken to an initial place of safety – The Village hall will be this initial place of safety (key is kept in key cupboard in school office)
2. Head count will take place on arrival and the children will be reassured
3. The manager/ deputy will delegate set roles to the rest of Pre-school staff
4. Parents to be contacted to arrange pick up
5. Children of parents unable to pick up will again be reassured that Pre-school staff will stay with them until parents arrive.
6. The manager will be in constant communication with the Incident Control Officer
7. The manager will write a report ensuring all details are recorded.

## **Roles and Responsibilities**

1. Manager/ deputy to quickly explain to the children what is happening and ensure that all children are accounted for. Staff to check all areas and toilets, manager to collect register/ emergency contact numbers/mobile phone
2. Manager and staff to calmly walk the children of school site and out on to the high street and across the road to the village hall.
3. Manager to get children and other staff settled and explain why we cannot go back into pre-school.
4. Staff to reassure children
5. Manager to contact all parents