



INFLUENTIAL ENGLISH CRITICAL INCIDENT EMERGENCY PLAN POLICY 2025

Planning and preparing for emergencies and critical incidents are crucial to ensure Influential English school does everything in its power to safeguard staff and students when such events occur. It is important that some thought is given to such incidents to manage them effectively:

Incidents most likely to occur are:

- Accidents, which cause physical or psychological harm to those involved
- Fire, whether it occurs in a school or elsewhere, which is possibly threatening or which leads to the disruption of our classes or damage to personal possessions
- Terrorism (bombs) - which might cause damage on a large scale
- Illness, especially where a number of students or members of staff are involved in the same school.

Students and Staff – What to do in an emergency

Those staff or students taking the first message should do the following, using the checklist and proforma:

1. Note the time, date and place where the incident occurred
2. Find out the nature of the incident and what has happened so far
3. Record contact details of the Director and other responsible staff
4. Find out the names of the students and staff, who are most directly involved
5. Contact the named staff, who may be needed in the school

Contacting the relevant Emergency services and information to supply

- -Emergency Services (Fire, Police, Ambulance) – CALL 999 (24 hours)
- -Influential English is located in the Tower Hamlets borough of London:

Emergency out-of-hours Tower Hamlets - 02073643727

Staff should ask for the ambulance service (999) if there are casualties. If more than one service is needed, the control officer can pass on messages to other services. The control officer will need the following information:

- The school telephone number +447519361218

All numbers of staff and in emergencies can be found on the wall of each room of the floor

The exact location of the incident e.g. the road name and any important details about approaching and accessing the school site in Skyline Village school address is:

UNIT 8, SKYLINE VILLAGE, LIMEHARBOUR, E14 9TS

- the type and seriousness of the incident i.e. major fire, severely injured casualty

-Details of any hazards e.g. gas leak or fire

EMERGENCY STEP BY STEP – WHAT TO DO (ACCIDENT OR FIRE)

During school hours, reception will keep an up-to-date contacts list this is printed and also kept in the google drive folder of the school. This emergency plan is in every room so staff will know of the plan and its principles. Doing the above and contacting the relevant emergency services and supplying accurate information about the incident as quickly as possible is key to safeguarding life and ensuring damage limitation.

Immediate Actions – During and After the incident

1. Obtain factual Information

What has happened? Who is involved? Where and when has this taken place? If the incident is away from academy, what is the location and what is the name and contact number of an appropriate adult at the site? Any injuries to student or staff?

2. Contact Emergency Services requires

Police / Fire / Ambulance call: 999

3. Evacuate academy, if safe and necessary -

All students and staff should calmly evacuate the building immediately and not spend time retrieving bags or collecting things. - Do not run - Meet in the visitor's car park outside our building. Turn right on exiting the building and follow signage to the visitor's car park located 15 meters from the school.

4. Arrange staff to look after students-

Staff should take a register and ensure that all students have been accounted for- If immediate first aid needs to be administered, contact the designated first aiders Craig Miles or Giuseppe Labriola

5. Allocate an incident management room with a dedicated phone line if possible

This will be in the reception area which has access to internet, telephone and printing / scanning facilities

6. Contact Tower Hamlets emergency numbers Council Officers (during academy hours)

7. Contact Influential English emergency contact numbers

Craig Miles (Director) – 07519361218

Giuseppe Labriola (Manager) – 07404373877

8. Contact the emergency contact numbers for the students or staff involved-

All emergency contact details for all students and staff can be accessed by a member of the Influential English management team

TERRORISM-RELATED INCIDENTS (e.g. bomb threats, explosions, armed attack)

In the event of a suspected terrorist attack or bomb threat, the school will follow the UK government's "**Run, Hide, Tell**" guidance as appropriate:

Immediate Response:

1. **RUN** – If it is safe to do so, evacuate the building immediately following normal fire evacuation procedures. Do not stop to collect personal belongings.
2. **HIDE** – If evacuation is not possible, find a safe place to hide. Lock or barricade yourself in, silence mobile phones, and stay quiet.
3. **TELL** – As soon as it is safe, call 999 and inform the police of your location and details of what is happening.

Additional Actions:

- Inform school leadership (Director and Manager) immediately.
- Do not use fire alarms unless there is a fire, as this may cause individuals to run into danger.
- Await further instructions from emergency services before re-entering the building or releasing students.
- Staff should remain calm and provide reassurance to students, avoiding the spread of misinformation.
- Media enquiries should only be handled by a designated spokesperson from management.

Post-Incident:

- Conduct a roll call to account for all students and staff.
- Offer psychological support to those affected.
- Review emergency procedures and make improvements where necessary.

INFECTIOUS ILLNESS / DISEASE OUTBREAK (e.g. Norovirus, COVID-19, Influenza)

Early Identification:

- Any unusual increase in student or staff absences due to illness must be reported to school management immediately.
- Symptoms affecting multiple individuals (e.g. vomiting, fever, persistent cough) will trigger a formal assessment.

Immediate Response:

1. Isolate symptomatic individuals if they are still on-site, in a ventilated room.
2. Notify parents/guardians/emergency contacts to arrange for collection if needed.

3. Clean and disinfect affected areas following Public Health England (PHE) or UKHSA guidance.
4. Suspend any communal activities (e.g. group excursions or large classes) if the situation escalates.

Communication:

- Inform all staff and students (and parents if under 18) of the situation, symptoms to look out for, and steps being taken.
- Liaise with local health authorities and follow any mandatory reporting or action procedures.

Ongoing Management:

- Encourage good hygiene (hand washing, use of sanitisers, coughing into elbows/tissues).
- Increase cleaning schedules and ventilation in classrooms and shared spaces.
- Consider hybrid or remote learning options if in-person classes are deemed unsafe.

Reopening After an Outbreak:

- Reassess building safety and cleanliness.
- Obtain clearance from local health authorities, if required.
- Communicate a reopening plan clearly to staff and students.