

CRITICAL INCIDENT MANAGEMENT

Objective

This policy and plan is designed to prepare Governors, academic and support staff to deal with situations (critical incidents) that may turn into a major incident for the School. The plan must be reviewed and rehearsed regularly.

Potential Incidents

Potential critical incidents covered by the plan include the following:

- Fire and/or explosion in a boarding house or crowded School building;
- Minibus, coach, ferry, train, plane crash involving a School party;
- Suicide of a boy or member of staff, perhaps involving a scandal;
- Violence to staff or boys, hostage taking or intruder access (e.g. Dunblane type incident, a hostage situation, or a serious/violent assault);
- Death or serious injury of boys or staff (e.g. while driving to or from School, as a result of an end of term prank that went wrong, resulting from sport, or in the laboratories, or as a result of an incident that could imply negligence on the part of Tonbridge School);
- Civil disturbance (e.g. demonstration, riot, or strike);
- Natural disaster (e.g. Aberfan);
- Credible bomb threat.

Priorities

Should a critical incident occur, the priorities for the School are to:

- Minimise or eliminate any danger or risks to individuals;
- Ensure that the School acts in a lawful manner;
- Facilitate effective recovery;
- Take reasonable steps to provide appropriate factual information, to minimise any adverse publicity and to ensure all external enquiries are handled consistently by nominated personnel.

Overall Process

Should a critical incident occur:

1. The necessary emergency services should be called immediately, and would take control of the situation; staff and boys should comply with their instructions;
2. Staff and boys should be alerted to the incident in the appropriate way should it occur on School premises (see Critical Incident Plan Section A);
3. The Headmaster, Second Master or Bursar should be called, and they may activate the Critical Incident Plan and assemble the Incident Management Team (see Critical Incident Plan Section B).

Administration

The Critical Incident Plan should be reviewed or rehearsed once per Academic Year after appropriate training of any new staff that may be involved; a table top discussion will suffice. This plan was updated in Lent Term 2010, reviewed by the ST in Summer Term 2010, updated in Summer Term 2011, practiced in Michaelmas Term 2011, updated in Summer Term 2012, reviewed in Summer Term 2013, reviewed in Summer Term 2014, and reviewed and revised in Lent Term 2016 and rehearsed and revised in Summer Term 2017. The Critical Incident Plan includes the following components:

- A. Incident alert and initial information gathering;
- B. The Incident Management Team (IMT);
- C. IMT initial meeting and tasks;
- D. The Incident Management Office (IMO);
- E. Community communication guidelines;
- F. Critical incident on a trip or excursion;
- G. Critical incident during School holidays;
- H. Property and asset management;
- I. Media response guidelines;
- J. Long term issues;
- K. Practical Guidelines and Contact List;
- L. "First 60 Minutes" checklist.

The Incident Management Office is the Bursar's Office. Copies of the Incident Management Plan are held in the following places:

- 5x individual copies with the Headmaster, Second Master, Bursar, Commercial and Operations Director and Safety and Security Officer;
- 10x action copies in the Headmaster's office (with the Headmaster's Secretary);
- 1x secure copy in the Reception safe;
- 2x Governors' copy with the Chairman of Governors and Chairman of the Pastoral Committee;
- 1x insurance copy with the insurers.

In the event of the Critical Incident Plan being activated, the procedure described in Section C (IMT Initial Meeting and Tasks) should be followed.