

Critical Response Checklist

Critical Incident Lead:

DSL:

FCDO Crisis Contact: +44(0)207 008 5000

Local Emergency Contact:

Governance and Triggers (Know who decides, and when)

- Critical Incident Management Lead and Team (CIML/T) named with 24/7 contacts.
- Written triggers for: Shelter-in-Place / Invacuation / Closure / Remote Learning / Bus Suspension.
- Daily risk review during escalation (media + official alerts).
- Clear liaison channels.
- Single authorised spokesperson.
- Monitor official updates - country defence updates.
- Monitor official FCDO updates and relevant embassy alerts.
- Review and update critical response plan as required.

Shelter and Campus Safety

If advised to take shelter:

- Move to interior stairwells or rooms with few/no external walls or windows.
- Keep students away from glass; account for everyone.
- Suspend all student release until "all clear".

Campus Readiness:

- Visitor access tightened; ID required at all times.
- 6-12-hour shelter supplies: water, snacks, torches, batteries, radios, power banks.
- Trauma/first-aid, medicine kits and 'grab bags' available; staff trained.
- Backup power, water and fuel tested.
- Visitor access tightened; ID required at all times.

Release and Reunification

- Updated authorised pick-up list (photo ID required).
- Custody restrictions recorded and flagged.
- Verification process for emergency proxy pick-ups (no text-only changes).
- Controlled reunification area with supervision and documentation log.

Child Protection Risks Elevated

- Monitor discrimination/harassment linked to nationality.
- Increased supervision during sheltering.
- Online safeguarding strengthened during remote learning.
- Clear referral pathway for exploitation, abuse, or family separation concerns.

Data Protection, Digital and Operational Contingency

- Databackups completed.
- Contingency plan in place for internet disruption or data system outages.
- Devices and power banks available if required.
- Offline learning packs prepared.
- Do not publicly share student locations or nationality data.
- Offline secure copy of emergency contacts stored safely.

Transport and Movement

- Busroutereview (avoidsecurity/military facilities and any potential protest areas).
- Clear criteria for bus suspension.
- Staggered release plan to reduce congestion.
- Plan for parents delayed by curfews or roadblocks.

Communications and Information Discipline

- Test parent communications (SMS + email + app).
- Short, factual updates aligned to government guidance; avoid speculation.
- Monitor local and international media and official government advice.
- Remind families not to share sensitive information online.
- Emergency hotline number communicated clearly.

Mental Health and Community Stability

- Trauma-informedclassroomapproach.
- Calm routines maintained.
- Staff rotation plan to reduce burnout.

Remote Learning

OnlineSafety Infrastructure

- Devices distributed if needed.
- Online safeguarding protocols active (recording policy, 1:1 rules, scheduling).
- Parent communication, expectations and awareness
- Staff welfare monitoring.

Attendance and Welfare Monitoring

- Daily attendance monitoring and follow up.
- Missing child escalation processes in place and communicated with all staff.
- Welfare calls protocol activated, especially for most vulnerable.