LEAFSTUDIO
ACADEMIES OF SPORT & PERFORMING ARTS
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Critical Incident & Emergency Management Plan 2026/27

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1. Purpose, Scope and Principles

- Keep pupils and staff safe, preserve life, limit harm to property, maintain critical functions, and enable an organised recovery and return to normal school life.
- Provide clear roles, communications and actions so leaders and staff can respond calmly and effectively during any critical incident.
- Prioritise safeguarding and pupil welfare at every stage.
- Rapid, clear communication to staff, emergency services and parents; maintain an evidence-based incident log.
- Review incidents and exercises and update practice.

This plan applies to pupils, staff, visitors, contractors, volunteers, lettings users, external providers and relevant off-site activities, including transport and educational visits.

Incidents may include terrorism, hostile intrusion, weapons, suspicious items, bomb threats, fire/explosion, serious injury or death, missing persons, transport incidents, chemical/biological/radiological hazards, utilities/IT disruption, severe weather, major site damage and local community emergencies.

Immediate life safety overrides routine timetable, attendance, site access and business continuity considerations. Staff must not delay calling 999 to seek leadership approval.

2. Martyn's Law: statutory position and responsibilities

The Terrorism (Protection of Premises) Act 2025 (Martyn's Law) received Royal Assent on 3 April 2025. As of October 2026, the relevant duties are not yet in force.

Qualifying primary, secondary and further education premises expecting 200 or more people at one time are treated as STANDARD TIER even where 800 or more may attend. LEAF Studio School has a PAN of 500.

The four public protection procedures are EVACUATION, INVACUATION, LOCKDOWN and COMMUNICATION.

This written plan, training, exercises and review records are adopted as good operational practice; no fixed national frequency of lockdown drills is imposed by Martyn's Law.

LEAF Studio will review and allocate a designated school responder for shared-use arrangements such as the field, evening and weekend lettings and partner activities.

3. Incident command and delegation

Role	Nominated Person	Responsibilities (non-exhaustive list)
Incident Control Manager	**Nadine Lapskas, Executive Principal**	• Stay at the arranged contact point/room • Instigate lockdown procedure • Liaise with emergency services • Delegate responsibilities to staff • Ensure all team members are briefed and understand their responsibilities • Maintain radio and telephone contact • Give the all clear signal

Deputy Incident Control Manager	**Tim Clark** **Head of Main School**	• Support Incident Control Manager as required • Stay at the arranged contact point/room • Maintain radio and telephone contact • Liaise with all staff • Liaise with Incident Control Manager
Communications Manager	**Maddy Fuller** **HR School Lead** **Geoff Lake** **Head of Sixth Form**	• Deal with telephone calls from press, parents etc • Maintain radio and telephone contact • Liaise with Incident Control Manager
Mobile Safety Manager	**Site Manager** **Site Assistant**	• Liaise with Incident Control Manager • Maintain radio and mobile phone contact • Conduct external check to ensure pupils and staff are inside classrooms or safe areas • Raise bollards/gates to block unauthorised access to site • Open bollards /gates etc to allow entry for emergency services when required • Turn off ventilation / air conditioning if required

3.1. Order of Process

- The first staff member identifying an immediate threat must call 999 where necessary, raise the alarm using the approved site method and take immediate protective action without waiting for a senior leader.
- The Incident Controller must identify a safe command point and deputy that does not require staff to travel through danger to reach it. Keep a decision log and establish a single emergency services liaison.
- Use separate roles for staff/pupil accounting, parent communication, site access, welfare, and business continuity where staffing permits. The person responsible retains legal accountability despite delegated operational tasks.

4. First Ten Minutes: Quick Response

4.1. **IDENTIFY:** note location, nature, direction and immediacy of danger; avoid unnecessary exposure.

4.2. **PROTECT:** choose safe evacuation, invacuation, lockdown or shelter-in-place according to threat and local conditions; do not use a fixed response where it increases danger.

4.3. **ALERT:** call 999 for immediate danger; use the tested staff alert method and backup; give plain-language action and location, not ambiguous codes alone.

4.4. **ACCOUNT:** staff supervise those with them, take a safe headcount and report missing/extra persons without searching unsafe areas.

4.5. **COMMUNICATE:** relay accurate information to the Incident Controller and emergency services; avoid rumours and unverified parent messages.

4.6. **REASSESS:** follow police/fire advice and only stand down through the authorised all-clear process.

4.7. Codewords:

Code Amber	Code Red	Evacuate
Secure Classrooms (Partial Lockdown)	Full Lockdown	Fire
What3words address ///spit.stall.double		

5. Protective actions and decision guide (see Appendix D for further detail)

EVACUATION	Move away from danger to a safer place outside the threatened area. Select a safe route and muster location; never default to a potentially exposed field or exit during a hostile attack.
INVACUATION	Bring people from external/exposed areas into a safer internal location. Secure appropriate access points and accounts for everyone; may be followed by shelter-in-place or lockdown.
PARTIAL LOCKDOWN	Restrict site access and non-essential movement while maintaining activities where safe; secure external doors and monitor developments.
FULL LOCKDOWN	Secure rooms/areas against hostile threat, keep away from exposed windows/doors, reduce visibility and noise where appropriate, and await verified instructions.
SHELTER-IN-PLACE	Remain within or move to an internally protected area for environmental hazards; consider ventilation shutdown for airborne hazards under specialist advice.

5.1. For a hostile individual nearby, do not direct pupils toward the threat or conduct exposed outdoor sweeps. If an escape route is safer, move away from danger; otherwise secure a safe space and contact police.

5.2. Fire alarm signals must not be repurposed as the lockdown/invacuation signal. Fire, smoke and hazardous atmosphere may require immediate evacuation even during a security incident; staff use dynamic risk assessment and emergency services instructions.

5.3. For a suspicious package: do not touch, move or use equipment close to it; withdraw, isolate the area, call 999 and follow police directions. Apply police HOT guidance (Hidden, Obviously suspicious, Typical).

5.4. For a bomb threat: record the exact words and available caller details, preserve evidence, notify police, and use police advice to select a safe evacuation or alternative response.

5.5. For a chemical or smoke plume: seek emergency services advice on sheltering, closing windows and isolating mechanical ventilation; avoid exposing staff to plant rooms or hazardous areas.

6. Site-specific Implementation: LEAF/MSC/Modular

SIGNALLING A LOCKDOWN	• Main building – Alarm will run intermittently • MSC & Modular – Alarm will run intermittently
SIGNALLING ALL-CLEAR	• Main building – SLT will inform • MSC & Modular – Informed via phone, Teams and radio
SIGNALLING SITE EVACUATION	• Main building – SLT will inform • MSC & Modular – Informed via phone, Teams and radio
The fire alarm system must not be used to signal evacuation or evacuation during a site lockdown.	

6.1. Additional Arrangements

SAFE AREAS (All classes to remain in own classrooms where possible)	• Block access points (e.g. move furniture to obstruct doorways) • Sit on floor, under tables or against wall • Keep out of sight, draw curtains/blinds and turn off lights, staying away from windows and doors	
OUTDOOR SAFE AREAS	• Far right corner of the field	
EVACUATION POINT	• The field	
PRE-ARRANGED ALTERNATIVE PLACE OF SAFETY IF REQUIRED TO LEAVE THE SITE	VENUE NAME	Oak Academy
	VENUE TYPE	School
	POINT OF CONTACT	Danielle Fisher – Principal
	CONTACT NUMBER	01202 744600

7. Accountability, inclusion and safeguarding

- Paper registers and class lists provide backup if electronic systems fail. Staff report counts, last-known locations and unaccounted people to a central collator.
- Visitors are recorded through reception and staff sign-in/out arrangements.
- SENDCo maintains a termly reviewed list of pupils requiring individual assistance, with named staff and contingency arrangements.
- DSL coordinates safeguarding, referrals and sensitive contact with parents.

- Account for pupils, staff, visitors, contractors, transport passengers, sports groups and lettings users, including at break, split lunch, transitions, examinations and after school.
- Pre-plan personalised emergency evacuation/invacuation/lockdown arrangements for pupils and staff with mobility, sensory, communication, neurodivergent, medical or emotional needs; provide accessible alerts and quiet support where possible.
- Do not impose a rigid wait time before reporting a missing child: escalate immediately where circumstances indicate imminent danger. Search only areas assessed safe and never send staff into an active threat.
- Maintain secure and appropriately accessible medical information, emergency medication and first-aid resources; preserve confidentiality.

8. Emergency services, first aid and incident information

- Use **ETHANE**:
  Exact location
  Type of incident
  Hazards
  Access
  Number of casualties
  Emergency services required.
- Tactical Lead briefs responding agencies and supplies verified site maps, keys and CCTV access as requested.
- First Aid Lead coordinates care; call 999 for serious injuries and arrange safe ambulance access.
- Maintain a timed incident log, emergency calls, decisions, people accounted for, CCTV access and significant safeguarding actions.
- Police/fire/ambulance take operational control within their remit; the school retains safeguarding and education responsibilities and must not obstruct responders.
- Plan for casualties without directing untrained staff into danger; provide trauma first-aid awareness and supplies proportionate to assessed risk.

9. Communication: staff, parents, neighbours, media

- **Internal:** school email and other agreed systems.
- **External:** pre-approved parent SMS/email messages; timely factual updates.
- **Trust, governors and local authority:** prompt notification according to the incident severity and reporting protocols.
- **Media:** single authorised spokesperson and Trust communications coordination through 8hwe.
- Record the time, recipient, content and authorisation of significant messages.
- Notify BCP school continuity service using schools.continuity@bcpcouncil.gov.uk where appropriate
- Do not invite parents onto site or release pupils until a controlled reunification plan is authorised and safe. Establish a separate parent information/collection location away from emergency access routes.
- Ensure communications work when mobile data, internet, power or radios fail. Ensure contact with Oak/Elm and partner/lettings leads.

10. Off-site visits, transport and third-party operations

- On visits and travel, lead adult controls group, checks headcount, informs police/venue/transport provider as indicated by risk, and contacts school DSL.
- Transport and venue contact lists are maintained in controlled annexes.
- For daily minibuses and fixtures, keep passenger lists, driver contacts, journey details, emergency contact arrangements and a method for immediate escalation to school leadership.
- For external sixth-form partner provision and off-site practical activity, agree incident notification, safeguarding, attendance/accountability, emergency contact and parent communications responsibilities in writing.
- Lettings organisers receive a short emergency instruction sheet, site restrictions, emergency contacts and accountability expectations; confirm arrangements for evenings/weekends when school leaders or site staff may be absent.

11. Business continuity, closure and recovery

- For power or internet loss, use paper registers, radios/phones and printed emergency contacts.
- For cyber incident, isolate affected systems and invoke IT/data-breach processes.
- Strategic Lead convenes incident review team within 48–72 hours to consider safety, staffing, communications, exams, safeguarding, catering and reopening.
- Where possible, provide continuity of education prioritising Year 11/KS4.
- Formal debrief within seven working days and full written report within 21 days; share relevant findings with governors and Trust.
- Activate a documented business continuity plan where teaching space, staff, transport, ICT, utilities or site access is materially disrupted; identify decision triggers and minimum service priorities.
- Assess examinations, KS5 partner delivery, accessibility, vulnerable pupils, free-school-meal/catering arrangements, records access, payroll and key suppliers before partial or full reopening.
- Provide bereavement and trauma-informed support, staff wellbeing arrangements, safe return-to-school planning, family liaison and longer-term review where an incident causes injury or death.
- Preserve evidence and records for police, safeguarding, insurance, HSE/RIDDOR and data protection reporting where applicable.

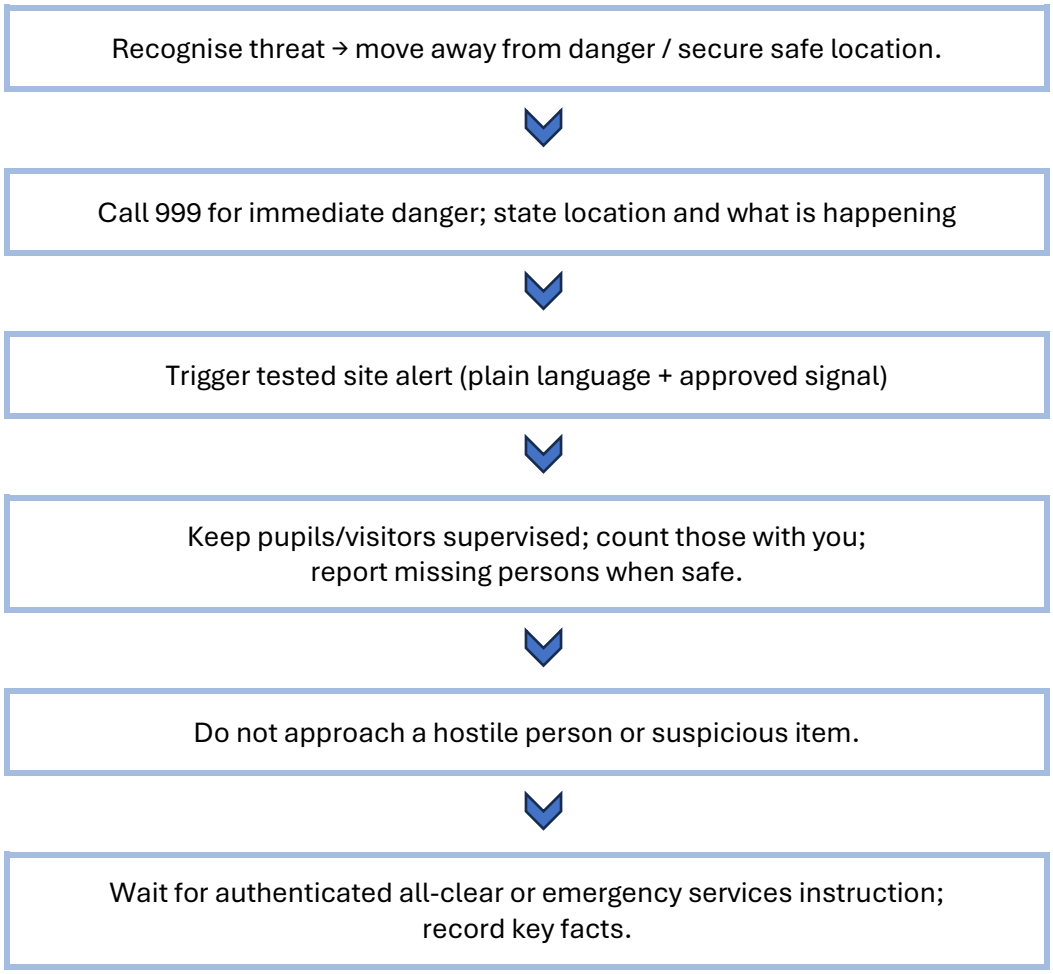
12. Prevention, preparedness, training and review

Annual policy review, governor approval and staff refresher.

Drill Type	Role	Frequency
Fire Drill	Staff & Pupils	Termly
Lockdown	Pupils	Once per academic year
	Staff Only	Once per academic year

LEAF will use scenario-based tabletop exercises for intruder during changeover, split lunch, PE/outdoor activity, public event, after-school lettings, bomb threat, loss of communications and simultaneous fire/security threats within safeguard briefings at least twice per year.

13. Appendix A: Staff action card – first ten minutes



14. Appendix B: Parent Message Templates

INITIAL	LEAF Studio is responding to an incident and has activated its emergency procedures. Please do not travel to school unless instructed. We will provide a further verified update as soon as possible.
INVACUATION	As a precaution, pupils and staff have been moved to safer indoor areas. Please do not attend the site. We will update you when safe.
LOCKDOWN	The school has implemented its lockdown procedure while an incident is assessed with emergency services. Please do not attend the site or telephone unless urgent. Further information will follow.
REUNIFICATION	We will contact families individually with verified collection instructions. Please do not attend the school or alternative location until directed.

15. Appendix C: Incident Log Template

Time	Information / Event	Decision / Action	Owner	Completed

16. Appendix D: Full Lockdown Process

INITIATION OF LOCKDOWN PROCEDURE	
1	Using the agreed communication arrangements, the academy is made aware of the need for a full lockdown.
2	The Incident Control Manager makes the decision to implement the full lockdown procedure.
3	Using the agreed communication methods, a full lockdown signal is given to: • All staff • The Site Manager • All other persons on site When giving the signal, declare that it is not a practice and whether this is a full/partial lockdown.
4	The Incident Control Manager contacts the relevant emergency services to alert them of the incident. The Incident control manager keeps the emergency services updated as necessary.
LOCKDOWN PROCEDURE	
1	All outdoor activity is ceased immediately and pupils, staff and visitors return inside the academy building. If this is unsafe, pupils are to hide outside or disperse from the site – Teachers, under the direction of leadership, will lead their pupils off the site if required to do so, to a pre-determined location.
2	All entrance points (e.g. doors, windows) are locked, secured or barricaded to prevent the intruder from entering the building.
3	The Mobile Safety Manager will organise for: • Retractable security bollards to be raised or gates to be locked to block unauthorised vehicle access • Any lifts are disabled without returning to the ground floor. • Ventilation systems are turned off to prevent the spread of contaminates, e.g. sarin.

4	The Mobile Safety Manager checks outdoor areas and ensures all pupils, staff and visitors are inside the academy building or evacuated to the offsite place of safety as appropriate. • When everyone is inside: • All external doors and windows are locked • Blinds or curtains are closed • Lights are turned off • Doors and windows remain locked or barricaded until the 'all-clear' signal is given or unless otherwise instructed by the Principal or emergency services. • Sit on the floor, under tables or against a wall • Keep out of sight • Keep away from windows and doors • Classroom teachers are responsible for their class
5	Members of staff in their safe areas will establish an exit point to use if the intruder gains entry or access – where possible.
6	Staff and pupils may re-enter if and when agreed with the emergency services.
7	All persons must remain inside until an all-clear is issued by the Incident Control Manager or the emergency services order an evacuation. Children must not be released to their parents before the lockdown is cleared. Children must be reminded and supported to keep calm.
8	If safe to do so, the Communications Manager will answer telephone calls from parents and inform them that pupils will not be released while the lockdown is in place. Alternatively, an automated answer machine message informs callers that a full lockdown procedure is in place.

17. Appendix E: Partial Lockdown Process

INITIATION OF LOCKDOWN PROCEDURE	
1	Using the agreed communication arrangements, the academy is made aware of the need for a partial lockdown
2	The Incident Control Manager makes the decision to implement the partial lockdown procedure.
3	Using the agreed communication methods, a partial lockdown signal is given to: • All staff • The Site Manager • All other persons on site • When giving the signal, declare that it is not a practice and whether this is a full/partial lockdown.
4	The Incident Control Manager contacts the relevant emergency services to alert them of the incident. The Incident Control Manager keeps the emergency services updated as necessary.
LOCKDOWN PROCEDURE	
1	All outdoor activity is ceased immediately and pupils, staff and visitors return inside the academy building, if it's deemed safe to do so.
2	All external-facing access points (e.g. doors, windows) are locked or secured. The Incident Control Manager will determine whether free movement inside the building is acceptable after liaising with the emergency services and staff.
3	The Mobile Safety Manager will check outdoor areas and ensure all pupils, staff and visitors are inside the academy building.
4	Once all staff and pupils are safely inside, the Incident Control Manager will conduct an ongoing and dynamic risk assessment based on advice from the emergency services and staff. This can then be communicated to staff and pupils.
5	If appropriate (e.g. due to air pollution), the Mobile Safety Manager will organise for ventilation systems to be turned off
7	All persons must remain inside until an all-clear is issued by the Incident Control Manager, or the emergency services order an evacuation. Children must not be released to their parents before the lockdown is cleared. Children must be reminded and supported to keep calm.
8	If safe to do so, the Communications Manager will answer telephone calls from parents and inform them that pupils will not be released while the lockdown is in place.