



Critical Incident Information for Parents



2025 - 2026

3.2 Emergency Threat Evacuation and Relocation

If the threat is received by **post or e-mail**, call West Midlands Police on 999. Keep the original copy of the correspondence, handling it as little as possible. Print off anything that has been received electronically but do not delete the files.

If the threat is received by **telephone**, allow the caller to finish their message without interruption, use the checklist below to gather as much information as possible, and attempt to trace the number by dialling 1471 or make a note of the number on the LCD display screen and then call West Midlands Police on 999.

3.2.1 Threat Checklist

This checklist will help staff deal with a telephoned threat effectively and record necessary information.
(I have removed the checklist for the parent copy)

3.2.2 Contacting West Midlands Police

The Head Teacher (Designated Senior Decision Maker) **and** the person who received the threat should call 999 and provide the information gathered on the Threat Checklist.

The following information should also be provided:

- A mobile contact number so the Head Teacher can be contacted should they evacuate the school. **07885 235 496**
- The number of pupils and staff at the school.
- The location of the safe assembly area if a decision has been made to evacuate/close the school.
Hollyfields Centre, Woodacre Road, Erdington, Birmingham, B24 0JT. 0121 373 1018
- Our 'buddy' school, if necessary.
Birches Green Junior School, Birches Green Road, Erdington, Birmingham, B24 9SR. 0121 353 3457

3.2.3 Deciding to Evacuate

The decision to evacuate the school is the responsibility of the Head Teacher (Designated Senior Decision Maker). Consideration should be given to evacuate if there is a credible threat.

If the decision is made to evacuate then it will be conducted calmly through word of mouth using the code word [REDACTED] (without the use of a Fire Alarm) and staff will direct children to the safe assembly areas. These are the Fire Assembly Points initially before getting off site to the place of safety – **Hollyfields** or **Birches Green Junior School**.

Teaching Staff have the immediate responsibility for the safe, calm evacuation of the children in their class. They must grab the *laminated class register* displayed by their classroom door in order to perform a roll call at the safe assembly point. This laminated class register must be updated each time the register is taken in class.

Foundation Stage Reception Class and **Key Stage 1 Classes 1 & 2** must leave the building at their nearest exit and congregate to the rear of the Junior Playground. **Key Stage 2 Classes; 4, 5 & 6** must also leave the building at their nearest available exits and congregate to the rear of the Junior Playground, safely away from the building. **Class 3** must leave the building at the front of the school and walk through the Junior Gate, congregating at the assembly point in the lower Junior Playground, safely away from the school. Kitchen staff and office staff will leave the building at the nearest exit door and make their way through the Junior Gate, congregating at the assembly point in the lower Junior Playground, safely away from the school. **(Note: The Office staff, kitchen staff and Year 3 staff will all have access to the KEY TO THE JUNIOR GATE.)**

Contractors and visitors will be given a copy of the safety information sheet, informing them of the fire safety plans and evacuation arrangements.

Once the roll call has been completed and all of the staff and children are accounted for safely, the children in the Junior Playground will be escorted out of the back gate leading to Quincey Drive and taken to the place of safety.

The code for the back gate lock is [REDACTED] which will be opened by the Executive Principal, Head of School or Building Services Supervisor.

Parents will be contacted using the MCAS App to inform them of the situation and any action required.

3.2.4 Threat Before School

If the threat is received before the children are on site:

- Lock outside gates so children, parents, staff or late arrivals cannot enter the site.
- SLT stand by the gates to notify parents of the situation and to await an MCAS with further information.
“West Midlands Police have advised the school to shut temporarily due to an incident.”
- An MCAS notification will be sent to all parents to inform them of the situation as soon as possible.
- Anybody on site should evacuate and follow the procedures outlined above.

3.2.5 Emergency Evacuation Grab Bag

Once the decision has been made to evacuate and the police have been informed, the Head Teacher will join the staff and children at the place of safety. The Head Teacher has an ‘Emergency Evacuation Grab Bag’ made up which contains some important equipment and documentation to help deal with this situation. It includes: Critical Incident Policy, Business Continuity Plan, Essential Phone Numbers, First Aid Kit, High Vis Jacket, Whistle, Torch, Set of school keys, etc,... The bag is stored in the Executive Principal’s Office, hanging on the back of the door.