

# Critical Incident Information for Parents

2026 – 2027

## **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 from the parent copy)

### **3.2.2 Contacting West Midlands Police**

The Executive Principal or Head of School (Designated Senior Decision Makers) **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 evacuation occur. **07722 153 186**
- 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.  
**The Newman Centre, 13A Boldmere Road, Sutton Coldfield, B73 5UY. 0121 321 2285**
- Our 'buddy' school, if necessary.  
**Boldmere Infant & Junior School, Cofield Road, Boldmere, Sutton Coldfield, B73 5SD. 0121 464 3656**

### **3.2.3 Deciding to Evacuate**

The decision to evacuate the school is the responsibility of the Executive Head Teacher and Head of School (Designated Senior Decision Makers). 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  or the continuous sounding of the **SCHOOL BELL** if it is considered safe to do so (NOT THE 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 – **Newman Centre** or **Boldmere Infant & Junior School**.

Teaching Staff have the immediate responsibility for the safe, calm evacuation of the children in their class. They must grab the **Red Medical Bag** from their classroom. Office staff will print and deliver registers in order to perform a roll call at the safe assembly point.

**Foundation Stage Reception Class** and **Key Stage 1 Classes 1 & 2** must also leave the building at their nearest exit and congregate to the rear of the Junior Playground. **Key Stage 2 Classes; 3, 4, 5 & 6** must leave the building at their nearest available exits and congregate to the rear of the Junior Playground, safely away from the building. **Office Staff** must leave the building at the front of the school and make their way through the Junior Gate into the Junior Playground, safely away from the school building. **Kitchen staff** will exit via the kitchen back door and meet in Junior Playground.

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 Wakefield Close and taken to the place of safety.

The code for the back gate lock is XXXXXX which will be opened by the Executive Principal 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 car park entrance to notify parents of the situation and advise them 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 Executive Principal and Head of School 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.