



Major Contingency Incident Policy 2024/25

Purpose:

The Major Contingency Incident Policy provides guidelines for responding to serious emergencies or incidents that may significantly impact the safety, security, and operations of the school. This policy ensures a structured and effective response to safeguard students, staff, and visitors, while minimizing disruption to school activities.

1. Definition of a Major Contingency Incident

A **major contingency incident** is defined as any emergency or event that poses a significant risk to the health, safety, or well-being of students, staff, or the school community, or that disrupts the normal functioning of the school. Examples include, but are not limited to:

- **Natural Disasters:** Earthquakes, floods, hurricanes, severe storms.
- **Health Crises:** Epidemics, pandemics, or widespread illness outbreaks.
- **Fire or Explosion:** Fires, gas leaks, or chemical spills on school grounds.
- **Security Threats:** Active shooter, intruder, terrorist threat, or suspicious packages.
- **Major Accidents:** Transportation accidents involving students or staff, serious injury on school premises.
- **Technological Failures:** Widespread cyberattacks, IT infrastructure breakdowns.
- **Utility Failures:** Prolonged power outages, water supply disruptions, gas leaks.

2. Objectives

The primary objectives during a major incident are:

- **Ensure the safety of students, staff, and visitors.**
- **Provide clear and timely communication to all stakeholders.**
- **Minimize disruption to educational services.**
- **Support a coordinated response with emergency services and external agencies.**
- **Restore normal school operations as quickly as possible.**

3. Key Roles and Responsibilities

a) ** Incident Management Team (IMT):

This team is responsible for overseeing the response to a major contingency incident. It includes:

- **Headmaster (Incident Lead):**
Overall responsibility for decision-making and coordination with emergency services and stakeholders.
- **Deputy Heads (Deputy Incident Leads):**
Supports the Headmaster and assumes command in their absence.
- **Director of Operations:**
Coordinates work of Health & Safety Officer, School Office and Site Technician.



- **Health & Safety Officer:**
Ensures all safety protocols are followed and coordinates first aid and health-related responses.
 - **School Office:**
Manages internal and external communication, including contact with parents, media, and staff.
 - **Site Technician:**
Assesses damage to school infrastructure and coordinates with emergency responders for building safety and evacuations.
 - **Wellbeing Lead:**
Organizes emotional and psychological support for students and staff.
- b) **** Staff Responsibilities:**
- All staff must follow the directions provided by the Incident Management Team (IMT).
 - Teachers are responsible for ensuring the safety and supervision of their students during an incident.
 - Non-teaching staff must support the IMT and assist with communication, first aid, or evacuation procedures as needed.

4. Incident Response Procedures

4.1 Initial Response:

Upon identification of a major incident, the following steps must be taken immediately:

1. **Activation of Emergency Plan:**
 - The HEadmaster or designated leader will activate the Major Contingency Incident Plan.
 - Emergency services (e.g., 112) must be contacted if the situation requires immediate outside assistance.
2. **Alert Staff and Students:**
 - Use the school's alarm or intercom system to notify staff and students.
 - Clearly state the type of incident (e.g., lockdown, evacuation, or shelter-in-place).
3. **Lockdown, Evacuation, or Shelter-in-Place:**
 - Based on the nature of the incident, the Headmaster will determine whether the school should be locked down, evacuated, or shelter-in-place.

4.2 Evacuation Procedures:

If the incident requires evacuation:

- **Primary Assembly Points:**
 - Students and staff will follow designated evacuation routes and gather at assembly points [football pitch].
- **Roll Call:**
 - Teachers will take roll call and report missing students to the IMT.
- **Special Assistance:**
 - Staff will assist students with disabilities or those requiring special assistance.



- **Emergency Services Coordination:**
 - The Site Manager and Headmaster will meet emergency responders at the agreed-upon location to guide them to the affected area.

4.3 Lockdown Procedures:

If a security threat (e.g., intruder, active shooter) requires lockdown: (as per Health&Safety procedure)

- **Securing Classrooms:**
 - Teachers must lock doors, close blinds, and keep students away from windows and doors.
- **Silent Mode:**
 - Everyone must remain quiet and avoid using mobile phones unless communicating with emergency services.
- **Await All-Clear:**
 - No one should leave the room until the Principal or emergency services give the official "all-clear."

4.4 Shelter-in-Place Procedures:

If the incident involves hazardous materials (e.g., gas leak or air pollution), the school will shelter-in-place:

- **Close All Windows and Doors:**
 - The Site Technician will ensure that ventilation systems are turned off.
- **Stay Indoors:**
 - All students and staff must remain inside until the emergency is resolved.

5. Communication Strategy

5.1 Internal Communication:

- **Staff Notification:**
 - The School Office will send real-time updates to staff via the school's internal communication systems (email, SMS, radios).
- **Staff Briefings:**
 - Key staff will be briefed by the Incident Management Team on responsibilities and updates.

5.2 Parent/Guardian Communication:

- **Immediate Notification:**
 - Parents will be notified via SMS, email, and phone calls regarding the nature of the incident and any required actions (e.g., early pick-up, school closure).
- **Updates:**
 - Regular updates will be posted on the school's website and social media platforms to keep parents informed.

5.3 Media Communication:

- **Spokesperson:**
 - The Headmaster or Director of Marketing will act as the official spokesperson for any media inquiries.
- **Key Messaging:**
 - Clear, accurate information will be provided to the media to prevent misinformation and minimize public concern.



6. Business Continuity Planning

In the event of a major incident, the school will implement a business continuity plan to ensure educational services continue with minimal disruption:

- **Remote Learning:**
 - If the school is unable to reopen immediately, remote learning platforms (Microsoft Teams) will be activated.
- **Alternative Locations:**
 - If the school is damaged or unsafe, the Headmaster will arrange for classes to be held at an alternative location: one of the Centrum Kultury Wilanów (ul Kolegiacka 3, ul. Pysiowa 3, ul. Przyczółkowa 27A, ul. Radosna 11, ul. Rzeczypospolitej 14)
- **Adjustments to the School Calendar:**
 - The school may extend the academic year or modify the schedule to make up for lost instructional time.

7. Recovery and Post-Incident Support

7.1 Psychological Support:

- **Wellbeing Services:**
 - The Head of Wellbeing will coordinate counseling services for students and staff affected by the incident, including grief counseling if necessary.
- **Trauma-Informed Care:**
 - Teachers and staff will receive training on how to support students coping with trauma.

7.2 Infrastructure Recovery:

- **Damage Assessment:**
 - The Site Technician will conduct a thorough assessment of any damage to the school's facilities and coordinate repairs or rebuilding efforts.
- **Reopening Plan:**
 - A phased reopening may be implemented, with certain areas of the school remaining closed while repairs are underway.

7.3 Debrief and Review:

- **Incident Debrief:**
 - The IMT will conduct a debriefing session to review the response to the incident, assess what worked well, and identify areas for improvement.
- **Policy Revision:**
 - Based on the lessons learned, the Major Contingency Incident Policy will be updated.

8. Training and Drills

Annual Drills:

The school will conduct annual drills, including evacuation drills, lockdown drills, and



shelter-in-place exercises, to ensure that staff and students are familiar with emergency procedures.

9. Monitoring

This policy will be reviewed annually or after any major incident by Director of Operations to ensure its effectiveness and relevance. At every review the policy will be approved by the Headmaster.

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Review (date):	August 2025
Next Review (date):	August 2025