

CRITICAL INCIDENT MANAGEMENT PLAN (CIMP)

This document which applies to the whole college inclusive of boarding is publicly available on the college website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the college office.

Scope: All who work, volunteer or supply services to our college have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal college hours, including activities away from college. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the Policies Register.

Legal Status: Complies with The Education (Independent School Standards) (England) Regulations currently in force.

Monitoring and Review: These arrangements are subject to continuous monitoring, refinement, and audit by the Principal, who will undertake a full annual review, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements and it will be made available to them in writing or electronically.

Reviewed: February 2025

Next Review: February 2026

Signed

David Game
CEO and Founder

John Dalton
Principal

The safety and safeguarding of all our students, staff and wider stakeholders is of paramount importance to the College. This policies applies to all activities undertaken by the College, inclusive of those outside of the normal College hours and away from the College site and is inclusive of those all staff (teaching, support and agency staff), students on placement, contractors, the Principal, and the Senior Leadership Team.

Monitoring and review:

- This document will be subject to continuous monitoring, refinement and audit by the Risk and Issue Committee
- This policy will be reviewed by the Advisory Board in 2024 and will next be reviewed no later than February 2024 or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

OBJECTIVES

- to alert and liaise with relevant parties such as the emergency services, support agencies and so on;
- to take control at the scene until the emergency services arrive;
- to ensure Health and Safety responsibilities to employees and other persons continue to be discharged;

David Game College is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

David Game College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential

- to support employees, students, parents and any other person(s) affected in the aftermath of an incident;
- to manage communications with employees, the media and staff to reassure and keep them up-to-date;
- to ensure there are appropriate structures in place to maintain up-to-date plans.

ACTIONS

- Decide Level – refer Diagram 1
- Contact and consult the DSL, Head of Boarding or/and Principal
- Managers* to initiate Incident Report Sheets and ensure these are completed as soon as possible.
- Report sheets to be available in Reception and to the Principal – John Dalton
- Copies to be sent to the Principal and Chair of the Advisory Board

N.B.

1. Always keep the Principals fully briefed
2. Do not contact the Media - refer to official spokesperson or lead person for incident

DELEGATED RESPONSIBILITIES

John Dalton (JD)	Board Contact / Parental Issues / PR / Media- GOLD
Funda Kavi	SILVER
Dr Julie Cushnir	Pastoral / Counselling Issues
John Eddings (JE)	Support Facilities and Services
Nedaa Belal (NB)	Lead for Safeguarding Team
Angela Williams (AW)	Head of Boarding Team

2. WHAT IS A CRITICAL INCIDENT

	Level 1	Level 2	Level 3
Response	Immediate	Immediate	May be able to wait until working hours
Setup CIMT	Yes	Yes	Occasionally
Contact Directors	Yes	Yes	No
Emergency or other relevant Services/authorities	College will contact	College will contact Context Dependent	College will contact if appropriate
Health & Safety	Relevant agencies will be contacted	Relevant agencies will be contacted	Relevant agencies will be contacted
Media	JD	JD	JD

In critical incidents (Levels 1, 2 or 3), David Game College will work in partnership with all the relevant authorities.

Level 1 examples:

- Deaths or injuries to students or staff – either within College or during an outside event
- Death of a student or member of staff as a result of an accident at College/on site
- Physical/sexual abuse of a student during term time (on or off site)- **major safeguarding issue**
- Unlawful killing of a parent/carer, student or members of staff
- Suicide of a student, parent/carer or member of staff
- A deliberate act of violence on College/site premises, such as a knifing, the use of a firearm etc.
- Student, teacher or member of staff being taken hostage (during or out of hours)
- Serious damage to College/boarding premises
- Missing Boarder or day student
- A College (or boarding house) fire or explosion causing extensive damage
- Major incident within the City and around or near the College – including large civilian unrest
- A child is seriously endangering him/herself and/or others

- Terrorist attack in the immediate area (City of London)
- Serious injury or death of student or staff member caused by the presence within a restricted area of the college
- Staff member is accused of sexual abuse against a student at the College
- Major gas leak –or break of gas pipe within building

Level 2 examples:

- Death of a student or member of staff through natural causes
- Extensive vandalism to building(s) necessitating temporary closure
- Other building related issues leading to temporary closure e.g. lack of heating, electricity, water etc.
- Temporary closure as a result of adverse weather conditions
- Demonstrations against the College owing to allegations of wrong doing or issues relating to political correctness or other possible perceived woke issues
- Student feeling suicidal or wishing to self-harm
- A physical altercation within the College that results in student(s) needing hospital treatment (especially for head injuries)
- Student may have been threatened by an outsider - this could be easily escalated to level 1 depending on circumstances
- College is made aware of a parent/relative who is determined to visit the student or make contact despite their being legal grounds why they should not be in contact
- Student accuses another student of serious harassment or sexual abuse/violence (could be raised to level 1 depending on circumstances)

Level 3 examples:

- Physical abuse of staff by a student/parent/carer/intruder/staff.
- Accidental deaths of students or colleagues out of College/office hours not on a residential trip and unconnected with a College event.
- A non-fatal traffic incident involving a student/member of staff
- Water leakage within building
- Restricted sewage leakage within building
- Student or staff member (or visitor) who has an accident that requires medical assistance
- Student may have taken alcohol or drugs and is unwell

N.B. Please note the above levels are just a guide – the levels are not mutually exclusive and decisions about the appropriateness of a response action should be judged on context and severity/impact.

Note that the **threshold** to allow a critical incident plan to be initiated is usually one or more of the following:

1. Is there a threat to people within the College?
2. Have injuries been sustained or suspected that could be serious?
3. Is the event/episode/incident such, which represents a serious safeguarding issue
4. Is any member of staff or student at risk of serious injury or harm
5. Is a student missing from College and their whereabouts cannot be determined after a number of hours?
6. Is a student missing who has a history of mental health or medical issues?
7. Has something occurred on College premises, the results of which has caused disturbance and possible harm, and the cause of which is unclear?
8. Does the incident need the involvement of outside agencies, including the emergency services?
9. Are any laws or specific regulatory compliance being potentially broken as a result of the incident?
10. Would failure to act potentially result in consequences that have not been properly considered?

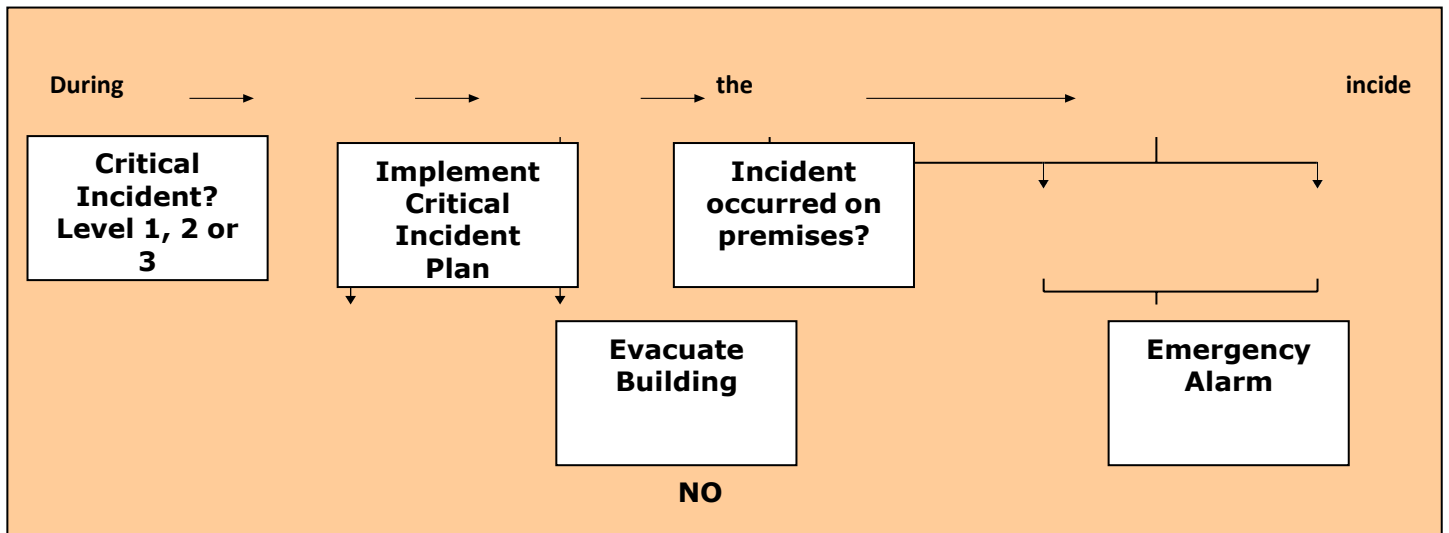
Principles of any Critical Incident Plan or Crisis Management:

- As much information should be gathered as quickly as possible and recorded
- The College should always act in the interests of its students and their parents first and foremost, and not in an organisational reputational manner
- Always put people before other interests or priorities
- Act swiftly and take prompt action to help mitigate the risk to others

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- Always kept key stakeholders informed
- Do not dissemble or tell falsehoods – acknowledge uncertainty or ambiguity
- Staff should inform the CMIT when they receive any useful information
- Staff should be aware of this document and the threat levels
- Staff should not engage with the media – leave this to the dedicated spokesperson - John Dalton
- Staff should all be aware of the restricted areas in the College and how to shut down critical services
- The safety and safeguarding of all our students is our number one priority and it overrides other issues, such as GDPR etc. in an emergency
- The CMIT’s fundamental responsibility is to resolve and mitigate threats to students, staff and other members of the public
- A critical incident log should be kept by the Principal that helps to explain all decisions made during the critical incident.

CRITICAL INCIDENT RESPONSE PROCESS: Diagram 1



YES

Deal with issue in normal way

Incident occurred Off Site?

NO

Contact Emergency Services

Establish extent of injuries & administer first aid

NO

Contact Co-Principal and other Directors

Decide who to contact if necessary

Ensure staff/students /visitors are safe & accounted for

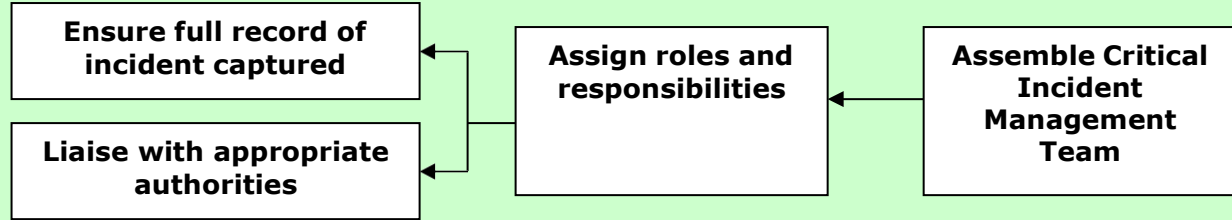
Establish names of injured

YES

Prepare to assist Emergency Services and/or staff

NO

After the incident



3. CONTACT

INFORMATION Critical Incident

Management Team

Represents main reception number 0207 221 6665 or 07949099926 or out of hours number:

Name	Work	Home	Mobile

OTHER CONTACT INFORMATION

Name	Work

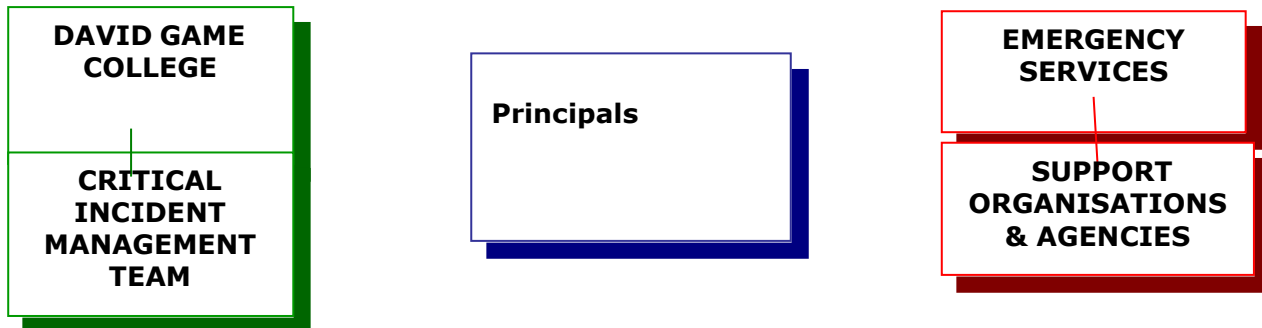
ACTION CHECKLIST FOR STAFF/MANAGEMENT

	Date	Time
Establish the nature and extent of the incident.		
Contact Emergency Services where appropriate.		
Evacuate premises where appropriate to assembly point in (Jewry Street, opposite College or if necessary, XXXXXX taking Critical Incident Management Plan (CIMP) with you.		
Where possible verify absence(s).		
Establish extent of injuries and administer first aid.		
Advise other staff of the incident and that the CIMP has been activated.		
Contact SLT or Principal		
Gather information relating to the incident ensuring all relevant forms have been completed:		

ROLES AND RESPONSIBILITIES

The College's Critical Incident Management Team (CIMT) will provide strategic direction and leadership in response to a major incident.

They will ensure that DAVID GAME COLLEGE continues to meet its statutory responsibilities during an emergency by maintaining normal delivery of services wherever possible.

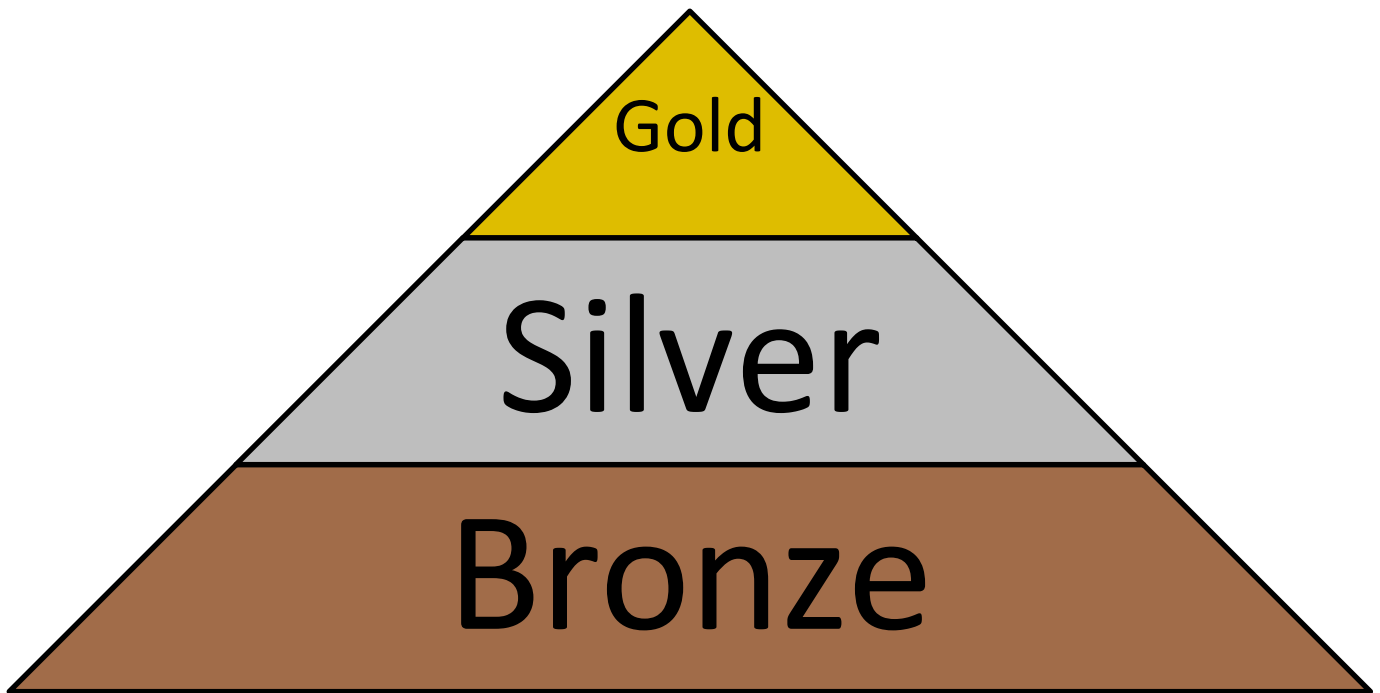


The CIMT Coordinator for the College is the John Dalton, Co- Principal; in his absence, and under the Directions of the executive, Dr Julia Cushnir and Nedaa Belal (Heads of A level and GCSE) will take control alongside the Silver Commander, Funda Kavi.

The CIMT may decide to modify the membership of this group depending on the nature of the incident. This may include representatives from other agencies, City of London and Hackney, the emergency services and so on.

Members of a Critical Incident Team

John Dalton:	Principal – Gold Command
Funda Kavi: -	Director – Silver Command
Senior Leadership Team (operational and tactical command):	NB/AW/TK/AL
Spokesperson	John Dalton



The DAVID GAME COLLEGE will be responsible for:

- developing and maintaining a Critical Incident Plan in line with these guidelines;
- communicating the Critical Incident Plan clearly to all staff;
- ensuring the Critical Incident Plan is available to all staff on the website and copies are available with key people and the security staff;
- ensuring contact details within the Critical Incident Plan are kept up to date;
- ensuring effective arrangements are in place to manage and coordinate emergency activities until the arrival of the emergency services;
- maintaining a full record of the incident and actions taken; and
- liaising with the appropriate authorities

COMMUNICATIONS AND THE MEDIA

Any request by the media for information or comment must be directed immediately to the Vice Principal and in his absence the Principal

David Game College will work closely with the media to minimize opportunities for misunderstandings within the community. It is vital that the information presented to the public and staff is consistent and accurate.

When Requests for Information are made:

Confirm who is telephoning and which organisation they are representing. Take a contact number, email address and advise them that the Principal or Vice Principal or their nominee will issue a press release/statement. In their absence **no comments** should be made to the media, but one should never actually state "no comments", rather refer to the statement that will be released shortly.

For the sake of transparency and legitimacy to our role as an educational establishment, the College must act swiftly and do the right things to ensure that it attempts to mitigate against any threats to people at the College and bring a situation back to the stability as soon as is reasonably and practically possible.

NEVER:

Lie or dissemble - always tell the truth and where uncertainty or ambiguity exists in a situation, this can be highlighted.

Always put people first and focus on who is impacted and what you need to do about the situation to bring it to a successful or safe resolution.

What information is ESSENTIAL for effective operations of Critical Incident Team?

1. That all have the Home and mobile phone numbers of each other
2. That key people have their mobiles constantly available in case of an emergency
3. That in the absence (someone on holiday/ill/other) of a key player (Gold or Silver Command) then it is clear who is in charge to take control of any situation
4. A gatekeeper is identified through which all critical information should pass before it is disseminated to parents/media
5. Staff members are informed on a need-to-know basis
6. Staff should not speculate during a critical incident on their private social media platforms
7. The College's verified Twitter Account, Facebook and WEBSITE are the official channels of information during a major incident

Key staff must have access to SCR and SB – for critical information about students.

Staff HR files and critical information should be held in a digital format and accessible only by Bursar/Registrar or Co-Principal

APPENDIX A - INCIDENT REPORT SHEET

Where are you and what is your telephone number?	
Name of caller	
Organisation	
Date and time of initial call	
What has happened?	
At approximately what time did this occur?	
<ul style="list-style-type: none">• Have the emergency services been involved?• By whom?• Have they arrived?• Has anyone been injured?	

<ul style="list-style-type: none"> • Do you have details of who they are? • Do you have details of their injuries? 	
<ul style="list-style-type: none"> • Where are the injured currently located? • Who is with them? • Are there any fatalities? • Do you have details of who they are? 	
<p>Details and current location of the non-injured.</p> <p>Name/contact number of any supervising adults.</p>	
<p>Additional information</p>	
<p>End of call</p>	

Name

Signature

WATER

Mains entrance is within room (key locked) LG23. Shut down valves on pipe. Main boilers in plant room door code: C250Y

Intruder alarm next to main entrance and ground floor DGHE/UFP

FIRE ALARM PANELS

Main panel next to canteen – just inside entrance to DGHE and UFP entrance; also another panel inside main security room (next to main door).

GAS EMERGENCY EVACUATION PLAN

Risk assessment and details of gas-related infrastructure within the building

Gas enters the building from a main supply in the basement inside the plant room. The plant room has two exit/entrances – allowing easy access and evacuation – and the plant room is kept clear of sources of ignition and accelerants and is well aerated.

A gas valve shut off button, which closes the gas supply off from the mains, exists at main entry point to the plant room. Physical shut down valves also are present (x2) adjacent to the point of main gas supply from the street system. All of these have recently (March 2018) been inspected and passed as in a good working condition by John Hannant, a Gas Safe boiler engineer with over 27 years' experience in the industry.

Documents available and inspected (copies available)

- Gas Purge Certificate (non-domestic) – approved December 2023
- Access Control Completion Certificate -2017
- Building Regulations sign off for gas pipe from basement to laboratories (Shore Engineering, RICS)
- Emergency lighting – tested monthly in plant room and logged
- Risk assessment are ongoing and linked to fire

It is noted that access to the plant room must be kept clear at all times and inspected every day as part of the

college's security staff daily inspections. Any issues are logged and reported to senior management and actioned. Gas leaking from any part of the plant room infrastructure should automatically shut the system down. In the event that this does not happen or indeed does, but fails to stem gas leakage owing to a rupture, then any major gas leak would be detected on the early morning patrols or during one of the PM patrols.

The building manager has been instructed to inspect the plant room every evening before he leaves. All the science department are aware of how to shut down the gas entering the laboratories. Isolate valve buttons also are present near the door of each lab (Biology and Chemistry).

The principal pipe that transports gas from the basement to the laboratories is mostly outside of the building - within a light well area. Any physical damage to the pipe would result in gas leaking into the atmosphere. The people affected in the event of a leak:

- All David Game College students and staff, plus visitors
- All Sir John Cass's Foundation staff and visitors

Raising the alert, Evacuation and shut down
In the event a gas leak is detected - the following steps will be action:

- If possible, someone must try and hit the valve shut down button at the entrance to the plant room
- The fire alarm should be set off and all people evacuated from the building - it may be prudent to ask them to assemble at a point further away than Vine Street!

- The emergency services called and key documentation made available (plan and details of the plantroom)
- There is little logic in trying to communicate to those inside the building that it is a gas leak – as the main purpose is to evacuate as swiftly as possible. Therefore doing so under the guise of a fire achieves the same ends
- In the event that there is a leak from the laboratories, the same procedure will apply
- If there is a faint smell of gas anywhere in the building (but not obvious) then all staff are trained and advised about the gas emergency number – 0800 111999
- This number is displayed inside the laboratories and on key notice boards
- Students are also informed what to do if they smell gas inside (or outside) the building Re-Entry Protocol

No individual will be allowed to re-enter the building until the all clear is given by emergency services and/ or British Gas. It is likely that in the event of an actual leakage, the main street supply will be isolated by the Fire Brigade or British Gas.

Fire Evacuation Plan for David Game College: 2022-2331 Jewry Street, City of London EC3N 2ET

Tel: 020 7221 6665 (this plan also includes the Sir John Cass's Foundation, who are within the demise). Note that the SJCF are now called the Portal Trust. By John Dalton

Date: February 2024

Review Date: February 2025

SOUND OF THE ALARM:

The sound of the alarm: a continuous high pitch, loud and irritating noise, associated at some points with flashing red lights.

IN THE EVENT OF A FIRE:

The fire may be detected by the smoke detectors and if this is the case it will automatically trigger the alarm. If this is not the case and a staff member or anyone (student/parent/visitor) comes across a fire, then alert a member of staff and activate one nearest call points to raise the alarm.

ACTIONS TO BE TAKEN BY STAFF:

The College has RedCare and in theory, if the alarm is triggered, the London Fire Brigade automatically attend. Teaching staff in class should ask all their students to leave the belonging and leave with them via the nearest physical fire exit (signed). Staff must take their students to the assembly point: Jewry Street and Saracen's Head Yard. They must stay with and account for their students in the class. Staff should try and take a nominal roll is taken and highlight anyone who seems unaccounted for.

Fire Marshalls should ensure that irrespective of Redcare, one of the Fire Marshals (John Eddings or in his absence Susanne Frodtert) dials 999 and gives appropriate details. Fire Marshals should put on their HiVis Vests, and take their whistles etc., and start to marshal staff and students out of the fire exits in an orderly fashion without panic, but with a strong sense of urgency. If anyone needs assistance staff should provide and follow agreed protocol and arrangements for anyone who is seriously disabled or cannot easily get down stairs. Any Personal Emergency Evacuations Plans (PEEPs) should be known to key staff and the method of evacuation agreed. Some Marshals should use their telescopic poles with Assembly Point and other identifiers on to ensure that people known whereto assemble.

It is important for Fire Marshals and other staff to try and ensure that nobody is injured by traffic while walking to the Fire Assembly point. Stopping traffic to allow large numbers of people to cross would be advised.

Staff must ensure that the lift in the building is not used during an alarm activation.

Once people are out of the building, Fire Marshals should conduct a swift sweep of the building in their pre-agreed area. Toilets and classrooms must be checked in case someone is still in the building.

NO ONE CAN TOUCH or attempt to reset the main FIRE PANEL until the LFB have come and given the all clear. In the event of an obvious and evidenced-based false alarm, the alarms can be silenced by a member of the security team, but the panel should not be reset until a proper check has been made.

People can only return to the building once the ALL CLEAR is given either by the LFB or John Eddings/John Dalton or in their absence one of the key Fire Marshals. Staff leaving the science laboratories should ensure that the gas supply system is shut down. Documents relating to the layout of the building and the position/location of the gas and electrical supply into the building and Plant Room should be available in a remote form that could be accessed by emergency services (Cloud or other arrangements). All Fire Marshals must be trained in Fire Safety and ideally, First Aid. Training should take place every two years and be certificated. Ideally, if possible, gas and electricity should be shut down in the building. These are all present in the basement and a decision would have to be taken at the time (risk-based) as to whether this was possible without too much risk. Otherwise, shut down of gas and electricity could be secured by emergency services or relevant Utility company/emergency operator. Please see the emergency gas evacuation plan attached as Appendix A to this document (in case of a serious gas leak) and the location of key shut down utility valves/switches. Issues and Complexities: Although the entire building is covered in terms of fire alarm activation and alert, the building is large (nearly 60,000 sq.ft.) and has numerous rooms and "nooks and crannies" that make a sweep of it difficult and time consuming. This where training and protocol is required to ensure that everyone involved is clear of their role, area to cover and responsibilities. The sweep of the upper floors and basement area (including sub-basement) are of particular concern. The College must therefore be aware at all times of visitors within the building (including those hiring rooms within the building) and also ensure that those in certain areas where music or anything that might distract or prevent them from hearing the alarm are made aware. In the dance halls, flashing lights should make it clear that the alarm has been activated. If any Fire Marshals notice any obstacles or potential impediments to escape, these must be removed immediately. This is why the twice daily security sweeps of the building are useful to check on escape routes and prevent deliveries etc., from causing any impediment to escape. The showers and Dark Room should also be given attention and checked. There should always be a critical number of Fire Marshals present and they must keep their CPD training up-to-date. It should be noted when a number (more than 2) Fire Marshals or key people are not in the building or at an event/abroad/day off, etc, so that secondary Fire Marshals can be appointed for an agreed period. All key documents (including this plan and layouts of the building) and shut down details of utilities should be available in an emergency grab bag and also kept as an e-file. In addition, the Fire Marshals will be appointed specific sections of the building to sweep (see responsibilities)

Escape Routes

All escape routes are clearly labelled and in the event of an electrical outage, emergency lighting will function. The two main entrances can also function as fire exits assuming any incident is not near these and they in the circumstances permit safe egress. There are principal 6 fire escape routes. These are checked twice a day and in the evening time to ensure that nothing is blocking them. Also there is a daily circulation of the outside of the building to ensure that no fire exits are blocked by rubbish, deliveries or other forms of potential obstruction. All fire doors are alarmed.

Fire Assembly Point is:

Jewry Street (opposite the front of the College) and Saracen's Head Yard

Use of Fire Fighting Equipment:
In the event that a member of staff comes across a small fire, then they can use the fire extinguishers to put out the flames. Student should not take unnecessary risks and their principal objective is to sound the alarm and evacuate the building.

Frequency of Fire Equipment Testing and Inspection:

Global, our main fire safety management company has a contract with College to test every smoke alarm in the building and check the fire panels every quarter. Records of all visits and outcomes are kept in the Fire log. The latter is kept under lock with John Eddings, but is available for inspection by anyone with legitimate interest at any time. Fire-fighting equipment (such as Fire Extinguishers and blankets) are inspected every six months and any dysfunctional equipment replaced. Number of staff required to carry out evacuation plan: At least 6 Fire Marshals are required to carry out an effective evacuation of the building, but the ideal number is 8.

Variations to plan

There are at times when normal personnel (Fire Marshals) are not present at the College i.e. evenings, weekends, possibly some holiday times. Consideration must be given to how proper coverage is given at such times. Fire Drills should also be arranged at specific times so those in the building are aware of what to do and a key person is appointed (and trained) as a Fire Marshal for evenings or weekends. A special variation of the plan must be in place to cover such out-of-hours circumstances for both David Game College and the Sir John Cass's Foundation. Specific written protocols and communication efforts need to be made to ensure that both Institutions co-ordinate. See Sir John Cass's and DG arrangements. Consideration must be given as to arrangements if the fire alarm is activated out of hours. Currently, John Eddings is the key person responsible to visit the College out of hours if an alarm is raised. The issue of how, upon the alarm being triggered, outside of hours (e.g. 2am) will John Eddings or others be made aware of the situation. How would LBF make entry and should they be given security access? Arrangements for such eventualities are made under Variation to Plan.

Number of Fire Drills

At least two during the year and one in the evening. A full report should follow every fire drill. Responsibilities:

Overall responsibility for Fire Maintenance of Equipment, Alarm and Fire Evacuation Plan: John Dalton and John Eddings

Either John Dalton or John Eddings to call Fire Brigade Arrangements with Portal Trust (formerly the SJCF) Details of Critical Infrastructure and Utility

GAS and Electrics enter into the building in the Plant Room - can be switched off at that point.

Boarding

In the event that a major incident affects the boarding house (fire, flooding, terrorism, gas leak etc.) then staff understand that they can move all the boarders into the main College and students can sleep and be accommodated within the main College. Emergency bedding is available. Urbanest are trained to manage for all major incidents and contingencies. The House Parents and the Head of Boarding will, however, discuss these issues and talk staff and student through what to do in specific circumstances.

Civil Incident

In the event that there is a reported terrorism attack(s) in the City of London or in the immediate area, Urbanest will go into lockdown and students will be asked to stay in their rooms until the all clear is given. In addition, if this happens while students are out of the boarding house, House Parents will be trained to keep in contact with the boarders and ensure that they go to a safe place until the all clear is given.

Boarders on Foreign Trips

If an accident occurs abroad or a boarder is injured, killed or goes missing, the Critical Incident Plan will be initiated and the Gold Command will take over and ensure that a Crisis Team is assembled to manage the situation. Please Boarding Critical Incident Plan.