



INCIDENT MANAGEMENT PLAN

Introduction

For the purposes of this plan, an incident is defined as an event, which threatens to overwhelm the School's normal working practice and organisational structure. The decision to implement the School's Incident Management Plan will be taken by the Head Master, Second Master or the Bursar once they have been briefed on the situation. This list is not exhaustive, but the following circumstances may lead to the implementation of the School's Incident Management Plan:

- Death or serious injury.
- Reports of an intruder.
- Bomb threat.
- Kidnap, abduction or missing pupil.
- Serious assault.
- Fire, flood or explosion.
- Gas or chemical leak.
- Outbreak of communicable disease.
- Civil disturbance.
- Critical equipment or utilities failure (gas, electric, water, sewage).
- Traffic accident.
- Extreme bad weather.
- Obstruction to main entrance.
- Major transport disruption (road / coaches / rail).
- Adverse media interest.

Aims

The aims of the School's Incident Management Plan are to:

- Safeguard pupils, staff and visitors.
- Contain the threat.
- Provide first aid and support emergency services.
- Support subsequent investigation.
- Communicate with pupils, staff, parents and local community.
- Maintain School operations and protect the School's reputation.

This plan seeks to provide a dynamic and flexible response, applicable to the widest possible range of potential scenarios.

Incident Management Response

The School will respond to an emerging incident at three levels (see Annex A):

Level	Role	Location	Person	Recommended Equipment
Bronze	Immediate response	Incident Control Point established within a safe distance of the incident.	First adult on the scene. Assistant Bursar on arrival. Supported by First Aiders, Nurse, Head Porter and available Support Staff.	First aid kit. Mobile phone. Digital camera. Radio. Notebook. Mine tape. Cones.
Silver	Operational control	Incident Management Centre. Bursar's Office (moving to JRG or SGH Rooms if the incident is likely to endure beyond 24 hrs).	Second Master and Bursar, supported by the Incident Management Team.	Radio. Laptop. Plans of School. Emergency contact list. Clock. White board. Flip chart. Incident Log. Photocopier. Digital camera.
Gold	Strategic control	Head Master's Office	Head Master and DHd IS.	Radio. Desktop. Media / Governors contact list.

Immediate Response (Bronze)

The School's immediate response will be initiated by the first adult on the scene, supported by the Assistant Bursar on arrival. This response will depend on the situation, but may include:

- Confirm – assess the situation and identify the potential risks.
- Clear – move personnel from danger.
- Cordon – establish a clear barrier to prevent other people from entering the area of risk.
- Control – administer first aid and coordinate the arrival of emergency services.

Incident Management Team (Silver)

When incident management procedures are implemented, the following will convene in the Bursar's Office to form the School's Incident Management Team

Person	Role
Second Master	Chief of Staff
Bursar	Incident Manager
SSI	Operations controller
Support Staff Department Heads	Response team leaders
DHd IS	Internal and external communication plan
IT Manager	Provision of IT, Telephone and CCTV
Chaplain	Pastoral support to pupils and staff
Senior Master	Teaching Staff liaison
Bursar's Secretary	Incident log Communication with insurance broker
MTP Liaison	Link to MTP
School Nurse	Medical liaison (to join when initial medical response has been completed)

An incident log (see Annex B) will be opened and all events, communications and decisions will be recorded as the situation unfolds. A current information picture will be maintained, based on information received from the Incident Control Point and School Reception. Emergency Services and external agencies will be informed and updated as required.

An initial situation briefing will be provided to all members of the Incident Management Team. Thereafter, update briefings will be held every four hours until the Head Master decides that incident management procedures may be lifted.

When the incident has been managed to the Head Master's satisfaction, the incident log will be closed and all staff will return to routine operations.

Strategic Management (Gold)

The Head Master will receive regular briefings from the Second Master, based on the current information picture developed by the Incident Management Team. The Second Master will provide a direct link between Silver and Gold and keep the Head Master and Academic Staff informed as necessary. The Head Master will direct the external and internal communication plan, implemented by the DHd IS. This may include:

- School website.
- Twitter.
- Local media.
- Radio.
- Other schools.

He will inform the Chairman of Governors as soon as possible following the introduction of incident management procedures and update all members of the Governing Body by email as appropriate.

Communications

Incident management procedures will be initiated with an all stations call on the School's UHF radio network, email and Firefly as follows:

Incident management procedures are now in place. All staff are to monitor email and radio communications for further updates.

All staff on the School radio network (see Annex C) are to maintain a listening watch on Channel 1 from this point onwards, until incident management procedures are lifted.

DHd IS will draft a communication plan, which will identify the stakeholders to be informed, the message, means of communication and timing. This will be cleared with the Head Master before implementation.

All media enquiries will be directed to the Head Master, who will be the School's media spokesman. A holding statement will be developed by DHd IS as a first priority, with further updates provided as the facts emerge.

In order to manage the potential increase in telephone enquiries, School Reception will be reinforced with an additional member of the Admin Team, nominated by the Bursar's Office. They will record and manage all external enquiries, leaving the School Receptionist free to pass operational information and liaise with Emergency Services.

Lockdown/Evacuation of the School

At any point the Incident Management Team may initiate a Lockdown or Evacuation of the School.

Both procedures aim to provide a sensible and proportionate response to an external or internal incident, which threatens the safety of staff and pupils. They aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors.

Further guidance on the School's Lockdown procedure is provided at Annex G and in the separate document – *School Lockdown Procedures*.

Further guidance on the School's Evacuation procedure is provided at Annex H and in the separate document – *School Evacuation Procedures*.

Refuge Area

If required, a Refuge Area will be established in the Sixth Form Common Room or OMT Clubhouse to receive visitors, parents and relatives. Catering and medical support will be provided as necessary.

Equipment

In order to facilitate a rapid response, deployment packs are to be held by the Assistant Bursar (ICP) and Bursar (IMC) as detailed at Annex D. The School's emergency contact list (Annex E) and plant room locations (Annex F) will be held and updated by the Bursar's Office.

Summary

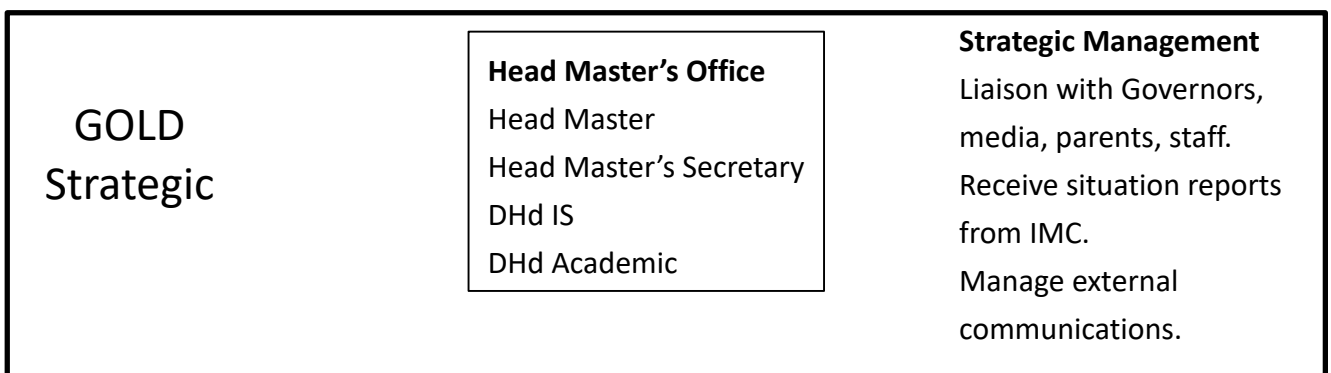
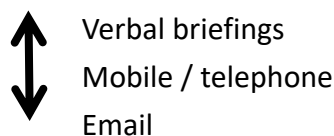
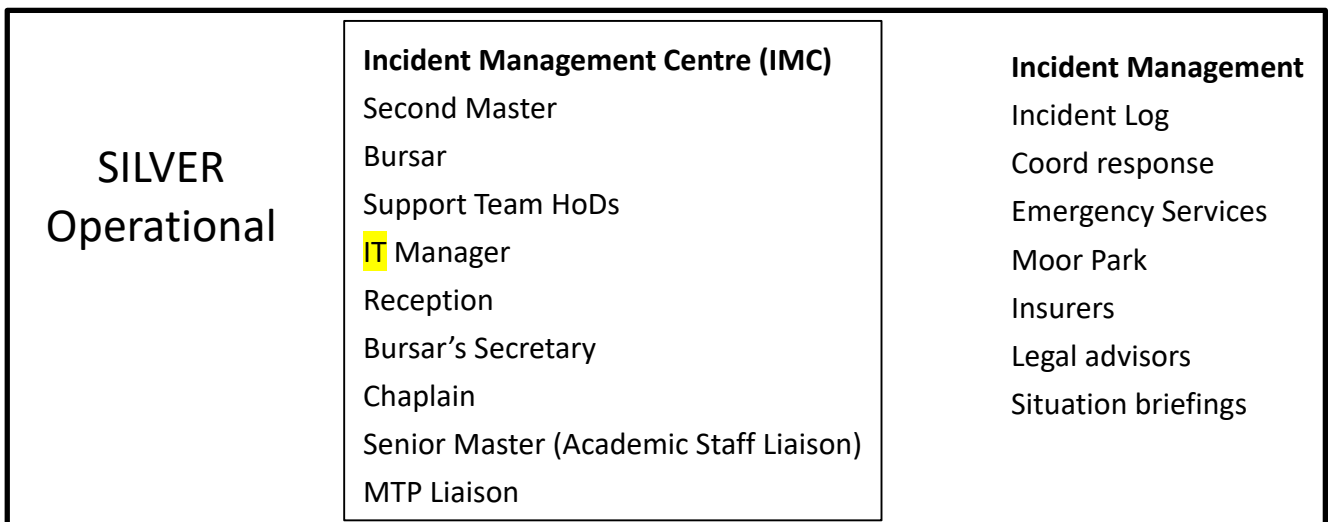
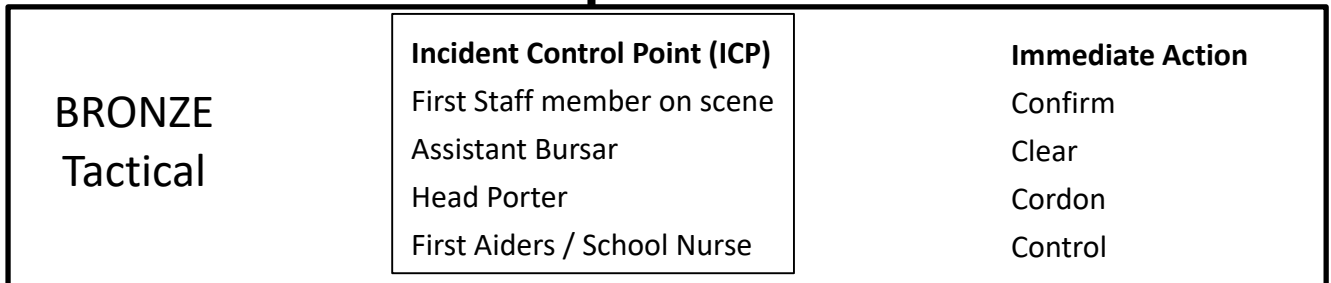
No prescriptive plan will meet the unique circumstances of an emerging crisis. However, by implementing the procedures outlined here, we shall be able to respond to any developing situation.

Bursar
July 2021

Annexes:

- A. Incident Management Plan Schematic.
- B. Incident Management Log Format.
- C. MTS Radio Network.
- D. ICP / IMC Deployment Packs.
- E. MTS Emergency Contact List.
- F. Plant Room Locations.
- G. MTS Lockdown Procedure.
- H. MTS Evacuation Procedure.

MTS INCIDENT MANAGEMENT PLAN SCHEMATIC

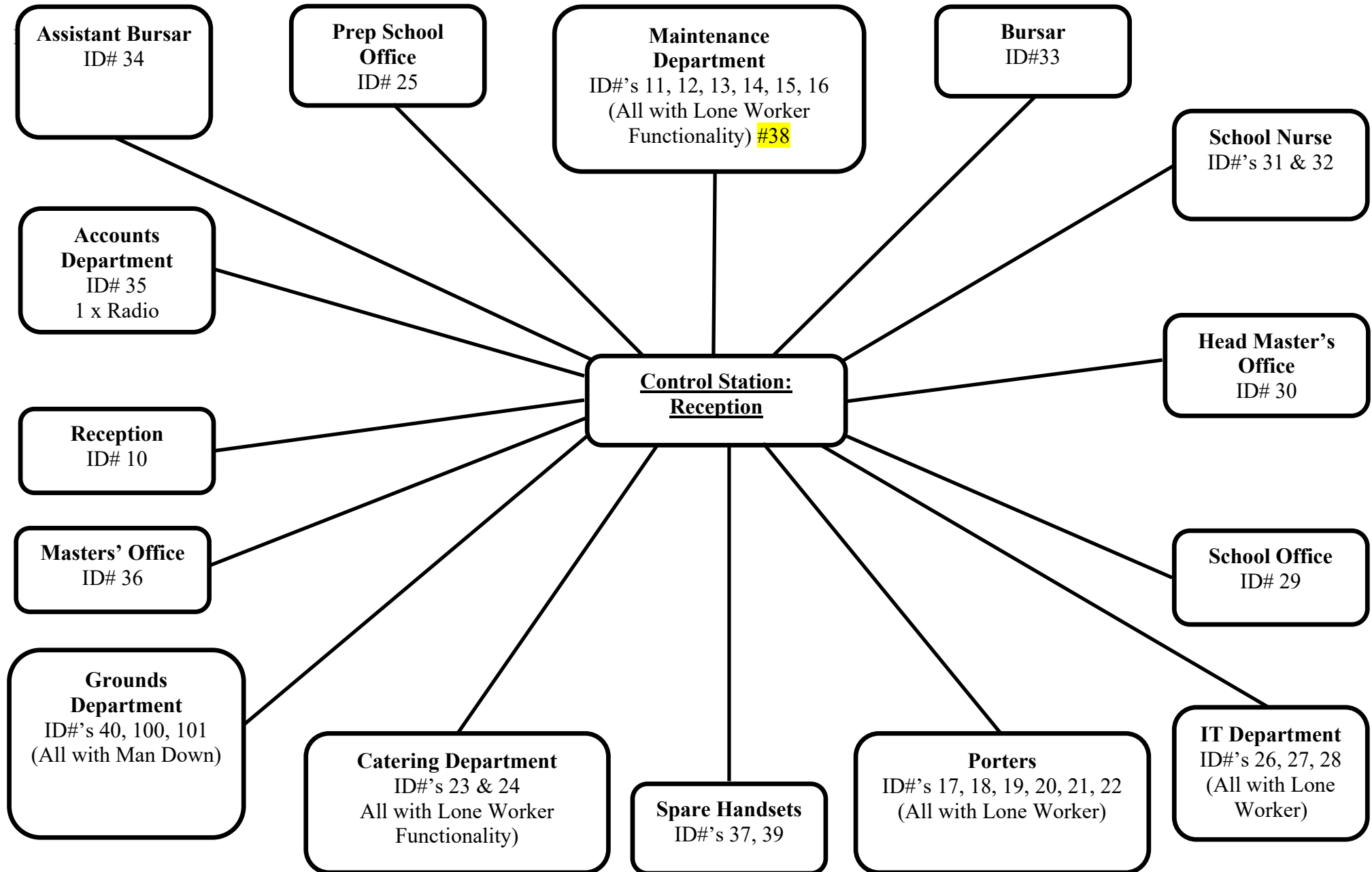


Governors Parents Media Local Schools

MTS INCIDENT MANAGEMENT LOG

TIME	FROM (Source of info)	EVENT / REPORT	ACTION

MTS RADIO NETWORK



ANNEX D

MTS INCIDENT MANAGEMENT DEPLOYMENT PACKS

Incident Control Point (Asst Bursar)

Serial	Equipment	Quantity
1	First aid kit (large)	1
2	Radio handset	1
3	Mobile phone	1
4	Digital camera	1
5	Notebook & pencil	1
6	Telephone list	1
7	Mine tape	100m
8	High visibility vests	10
9	Thermal blanket	5
10	ICP sign	3
11	Torch	2

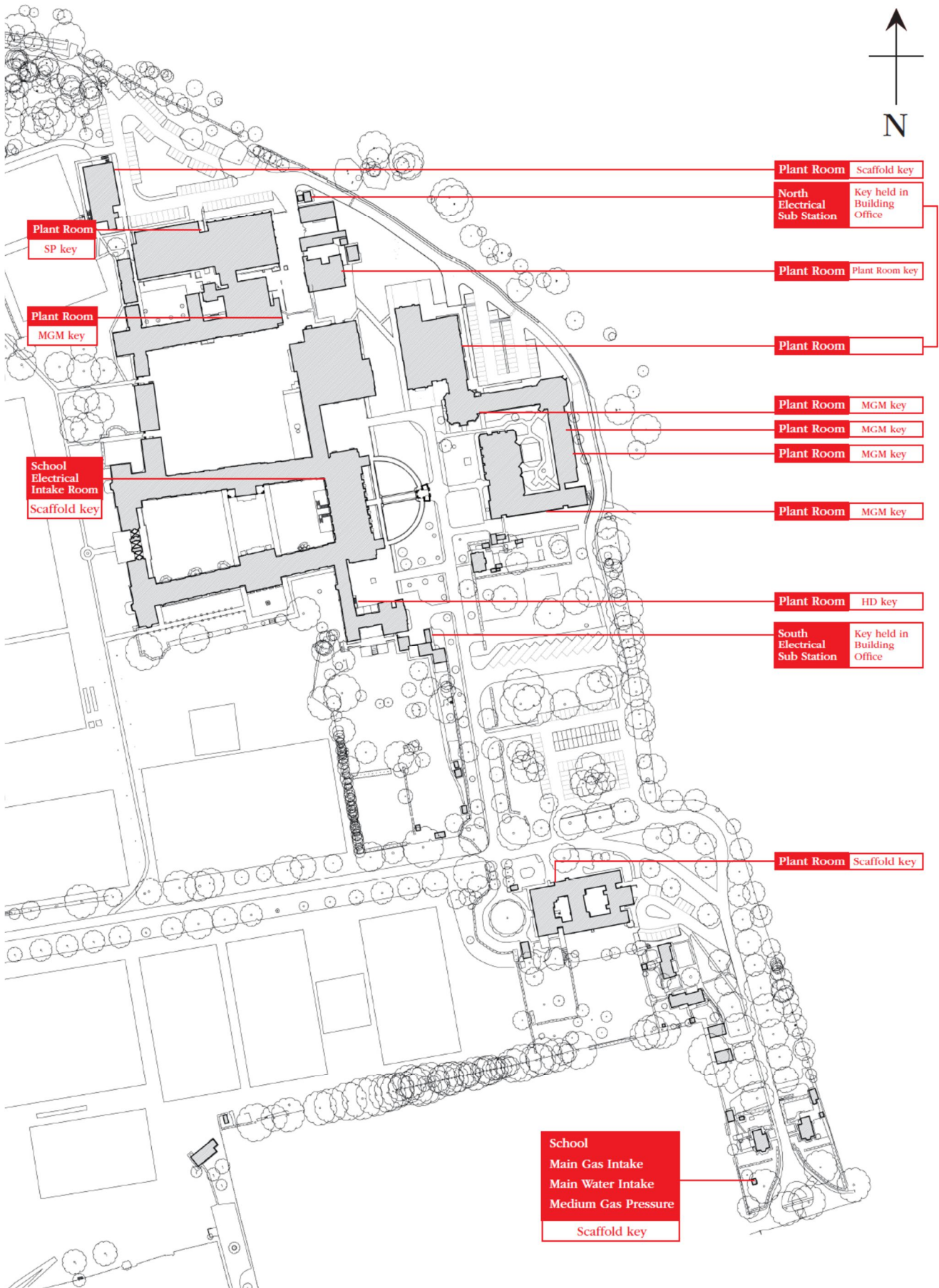
Incident Management Centre (Bursar)

Serial	Equipment	Quantity
1	First aid kit (large)	1
2	Radio handset	1
3	Mobile phone	1
4	Digital camera	1
5	Incident log sheets	1
6	White board and pens	1
7	Flip chart	1
8	Notebook & pencil	1
9	Telephone list (MTS and MTP)	1
10	Emergency contact list	1
11	Plan of the School buildings	1
12	Plan of the School grounds	1
13	Local road map	1
14	Local ordnance survey map	1
15	Coach route maps	1
16	High visibility vests	5
17	CMC sign	3
18	Laptop & printer	1
19	Dictaphone	1
20	Laser pointer	1
21	Locations of stop cocks, electrical master switches,	1
22	Torch	2

MTS EMERGENCY CONTACT LIST

Serial	Role	Name	Contact Details
1	MTS	Support Team Duty Mobile	07710 426780
2	MTS	Duty Teacher (Red)	07730 064634
3	MTS	Duty Teacher (Green)	07808 765481
4	Emergency Services		999 or 112
5	Police / Fire	Non-emergency	101
6	Medical	Non-emergency	111
7	South Oxhey Police	Non-emergency	01923 427230 / 424234 07977 773339
8	Anti-Terrorist Hotline		0800 789321
9	Watford General Hospital		01923 244366
10	Mount Vernon Hospital		01923 826111
11	Gas emergency		0800 111 999
12	Power cuts		105 or 0800 7838 838
13	Gas supplier	Engie	0800 2808000 / 0113 3062161
14	Electricity supplier	EDF Energy	0800 962255 / 0845 3004811
15	Water supplier	Affinity Water	0345 3572407
16	Heating/ plumbing contractor	Flare Charter	01494 473737 01923 778493
17	Electrical contractor	Stan Bannister	07792 304651 / 01276 503897
18	Drainage contractor	Clear Drains	01628 302306
19	Fire alarm contractor	DEBCO	0208 443 5080
20	Security alarm contractor	Global Security	01753 554022
21	Bessway Travel	Simon Payne	0208 9080785 07823 538200
22	Ugo Coaches	Alan Wheatley	07833 226623 0845 8333 456
23	Marsh Insurance Broker	Tonia-Lewis Monto	+44 (0) 7392 122319 07392 122319
24	Charles Russell LLP	Lynn Povey	020 7203 5321
25	Metropolitan Line	Moor Park Station	0207 9189225
26	Farmer (grazing land)	Kevin	07768 993461
27	Moor Park 1958 Ltd.	Stephen Davis Gill Colton Security	01923 835535 07770 736507 07850 649342 07455 756493
28	TRDC	Emergency	01923 776611
29	Hamper Mill	Peter Lennon	01923 253728 07720 885866
30	Sandy Lodge Golf Club	Manager	01923 825429
31	MTS Buildings	Peter Graham-Leigh	07718 479465

MTS PLANT ROOM LOCATIONS



MTS LOCKDOWN PROCEDURE

Lockdown Initiation

1. A School Lockdown will only be initiated on the instructions of the Head Master (or nominated deputy in his absence) in response to a clearly identified threat. The alert can be initiated from the Dining Hall Corridor alarm control point or the Buildings Manager's Office.
2. The Lockdown alert signal provides a clearly differentiated pulsed tone from the Fire Alarm system. This alert will be sounded following the weekly fire alarm test to ensure familiarity. This will be backed up by radio message, mobile phone text and email from the IT department.
3. A Lockdown may only be lifted by the Head Master (or nominated deputy in his absence). The relaxation of the Lockdown will be communicated verbally by the Incident Management Team and by electronic means (see communications below).

Lockdown Actions - ALL

4. On hearing the Lockdown Alarm, the following immediate action should be taken:

During Lesson Time:

- All teaching staff and pupils should remain in their classroom.
- External doors and windows should be locked.
- Pupils in lessons but not in a classroom should be escorted inside to the nearest classroom.
- Sixth Formers not in a lesson should move to the School Library.
- Teaching Staff and Support Staff not in a lesson should remain in their classroom, office or departmental area. If outside, they should head inside immediately.

Outside Lesson Time

- All staff and pupils should return indoors and move to their Form Rooms.
- Teaching Staff and Support Staff who are not Form Teachers should remain in their classroom, office or departmental area or move there immediately.

Communications during Lockdown

5. Following the sounding of the Alarm, and once inside a room, staff will be updated on the situation through email, SMS and other IT systems. They are to monitor all available lines of communication and keep pupils informed as appropriate.
6. Communications during Lockdown are likely to be confused and it may take time before a clear picture of the situation can be determined and communicated. Staff should not attempt to seek information beyond their immediate confines as this may expose them to danger and could delay more important communication. Staff may communicate **urgent** messages to the Information Management Team (including reporting their location if isolated) by emailing: imt@mtsn.org.uk.

MTS EVACUATION PROCEDURE

In the event of a fire, smoke and heat detectors will activate the alarm automatically. When evacuation is required in other circumstances, the alarm will be activated by the Second Master, Bursar or Buildings Manager at one of the alarm control panels. The signal to evacuate the School buildings is a continuous loud siren.

On hearing the fire alarm, staff are to evacuate the School buildings via the nearest exit and move in a calm and orderly manner to the evacuation assembly point along the Long Drive.

On arrival, Form Teachers are to confirm that all pupils are accounted for. Support Staff Department Heads are to confirm that all of their staff are accounted for. All staff are responsible for the safe evacuation of any visitors they may be hosting. The School Receptionist is to provide a copy of the Visitor's book and confirm that all visitors are accounted for.

Pupils and staff with restricted mobility should activate their nearest refuge call point and wait for assistance. Where individual evacuation plans are in place, these are to be followed.

During usual lesson time

Teaching Staff:

Escort and accompany the class you are teaching to the evacuation assembly point.

Form Teacher:

Pupils are to assemble in Forms (see Appendix 1). Form Teachers are to take a register and report absentees to Heads of Section, who will report to the Deputy Head (Information Systems). The Senior Master's Secretary and Absence Secretary will provide spare Form lists on request.

Non-Form Teachers and Support Staff:

Staff are to assemble in their departments at the evacuation assembly point and be prepared to provide cover and support as necessary.

Designated Fire Wardens:

Fire Wardens are to carry out their duties as trained, ensuring their designated areas are clear of personnel and that the windows and doors are closed behind them. They are to report the successful clearance of their building to the Second Master. If anyone is unable to leave the building for any reason, then this must be reported to the Second Master immediately.

Outside usual lesson time

Staff Supervising Activities:

Escort the group to the evacuation assembly point and supervise or register by activity.

Other Staff:

Assemble at the evacuation assembly point.

During an examination

Examinations Staff / Invigilators:

If a fire is discovered in an Exam location, staff and invigilators are to escort candidates to the evacuation assembly point, ensuring the group are registered and kept apart from the other pupils. If the alarm sounds, but there is no fire/emergency in the location, invigilators and pupils should remain in the Examination location while contact is made with Reception or the Second Master to assess if evacuation is necessary.

All Other Staff:

Gather at evacuation assembly point and follow normal procedure. As they are likely to be spread across the site outside of School hours, members of the Evening Cleaning team should liaise with their supervisor to determine a central point to muster – The Coach Park is identified as the primary location for Staff present on site outside of normal school hours.

Roles and Responsibilities.

Senior Fire Warden (Second Master at MTS) – Coordinate the safe evacuation of teaching staff and pupils.

Heads of School – Distribute form list to form teachers, request reserve form teachers from Senior Deputy Head (Academic), collect in form lists, report absentees to the Senior Fire Warden.

Deputy Head (Academic) – Confirm safety of non-form teachers, allocate reserve form teachers as required.

Senior Master – To oversee the Heads of Section and the assembly of pupils at the muster point; to dismiss from the muster point when the Second Master authorises a return to School

Deputy Head (Information Systems) – to relay information between the Second Master (in School at the Fire Panel) and Senior Master (on the Long Drive) if needed. To deputise for either the Second Master or the Senior Master as required.

Fire Wardens – In the event of an alarm, to sweep their designated areas for any persons left in the buildings and to close windows and fire doors. At all other times, remain vigilant in the observation of fire safety procedures within their areas.

Teaching Staff - Accompany the form they are teaching to the assembly point on the Long Drive.

Form Teacher - Check form list and advise Head of School of any pupils unaccounted for.

Non-Form Teachers - Report to the Deputy Head (Academic) for further tasking (after they have evacuated their class and handed over to form teachers at the assembly point).

Director of Music - Confirm safety of visiting music teachers.

Director of Sport - Confirm safety of visiting sports coaches.

Examinations Officer - Confirm safety of Exam Invigilators.

Lettings Manager – Confirm safety of all lettings personnel on site.

Maintenance Supervisor – Confirm safety of all maintenance contractors on site.

Technical Services Manager – Confirm safety of all IT and Telecommunications Engineers on site.

Grounds Manager – Confirm that all grounds staff are accounted for. Ensure gates are open for emergency services.

Support Staff Department Heads - Confirm safety of their department and report staff unaccounted for to the Bursar's Secretary.

Buildings Manager – Confirm source of fire and inform Senior Fire Warden and Bursar. De-activate alarm when safe and authorised to do so by the Senior Fire Warden or the Bursar.

Bursar – Confirm that Emergency Services have been called and met on arrival. Confirm safety of all Support staff and Visitors.

Assistant Bursar – Lead contact for Support Staff Fire Wardens.

In the absence of any of the above, their deputies will assume these responsibilities.

Evacuation outside School Hours (Evenings and Weekends)

On Site Staff:

Communal residential accommodation is provided in The Manor of the Rose, Head Masters Annex and Tolpits House. These areas have a designated Fire Warden who is responsible for coordinating evacuation. They will be supported by the nominated member of the on-site security team. All residents receive annual briefings on the safe evacuation of their accommodation at the start of each academic year.

Pupils on-site out of hours:

On hearing the alarm during weekend sports fixtures, concerts, performances or rehearsals, the lead member of staff responsible for the activity is to coordinate the safe evacuation of pupils to the evacuation point and contact the duty member of the on-site staff on 07710 426780. The duty staff will identify the cause of the alarm and determine whether it is safe to return.

MARKINGS FOR ASSEMBLY ON THE LONG DRIVE FOLLOWING A FIRE ALARM
Positions from September 2020 onwards

Manor of the Rose End

PDH	3.1	JRT	TWJ	4.1	AJM
	3.2	ML		4.2	EJL
	3.3	MWP		4.3	JDM
	3.4	SJC		4.4	NJK
				4.5	LJC
	U3.1	AJR		4.6	MAF
	U3.2	HMP		4.7	MF
	U3.3	NMI		4.8	RS
	U3.4	RGH			
TCHG	DIV 1	APC	LPL	5.1	BCO
	DIV 2	BJS		5.2	CEU
	DIV 3	CPH		5.3	DMS
	DIV 4	FBP		5.4	HCH
	DIV 5	GMH		5.5	HCO
	DIV 6	HEE		5.6	HJM
	DIV 7	NJC		5.7	JTC
	DIV 8	NPG		5.8	MJF
MTH	6.1	ACD	CLH	6.11	IRS
	6.2	AK		6.12	KNH
	6.3	ALM		6.13	KP
	6.4	AM		6.14	MGHD
	6.5	ARF		6.15	MIB
	6.6	ASM		6.16	MML
	6.7	FAR		6.17	MPP
	6.8	GNM		6.18	MTH
	6.9	IJM		6.19	MWSH
	6.10	IL		6.20	PAH
	PJBD			SPH	
	RPB			SNS	

Moor Park Station End

Form Teachers are to report absentees to the indicated Head/Assistant Head of Section, who should then pass the names on to MCH.

Teachers who are not Form Teachers should report to the DH(A) the other side of the Long Drive opposite the Lower School.

Support Staff should report to their Department Heads on the other side of the Long Drive opposite the Upper School.