

OXFORD INTERNATIONAL COLLEGE BRIGHTON

EMERGENCY AND CRITICAL INCIDENT PLAN

POLICY INTENDED FOR	STUDENTS, STAFF, VISITORS
CATEGORY	COLLEGE WIDE
IMPLEMENTED BY	PRINCIPAL
REVIEWED BY	BOARD OF GOVERNORS
REVIEW DATE	FEBRUARY 2026
NEXT REVIEW	FEBRUARY 2027

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1. RELATED POLICIES AND DOCUMENTS

- OICB Lockdown Policy
- NAE Crisis Communications Manual for Schools
- Regional Emergency Plan Template
- OICB Contractors and Visitors Policy
- OICB Health and Safety Policy
- OICB Allergy and Anaphylaxis Policy
- OICB Supporting Students with Medical Conditions Policy

2. NAE RISK ASSESSMENT: VALUES AND MATRICES

Hazard	Probability	Severity	Warning Time
1 (good)	Very unlikely	None	2+ days
2	Unlikely	Minor	1-2 days
3	Likely	Serious	12-24 hours
4	Very Likely	Major	6-12 hours
5 (poor)	Certain	Fatality	Minutes

		Severity plus Warning time divided by 2					
Probability	Poor		5	4	3	2	1
		5	25	20	15	10	5
		4	20	16	12	8	4
		3	15	12	9	6	3
		2	10	8	6	4	2
	Good	1	5	4	3	2	1

Risk Level	Action and Timescale
Trivial	No action required
Tolerable	No additional controls are required. Consideration may be given to a more cost effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained. Limited action required.
Moderate	Efforts should be made to reduce the risk, but the cost of prevention should be carefully measured. Monitoring is required to ensure that the controls are sustained. Reasonable action required.
Substantial	Considerable resources may have to be allocated to reduce the risk. Urgent action should be taken.

Intolerable

Immediate Action to be taken. Level of risk unacceptable. If it is not possible to reduce the risk even with unlimited resources, Activity must cease.

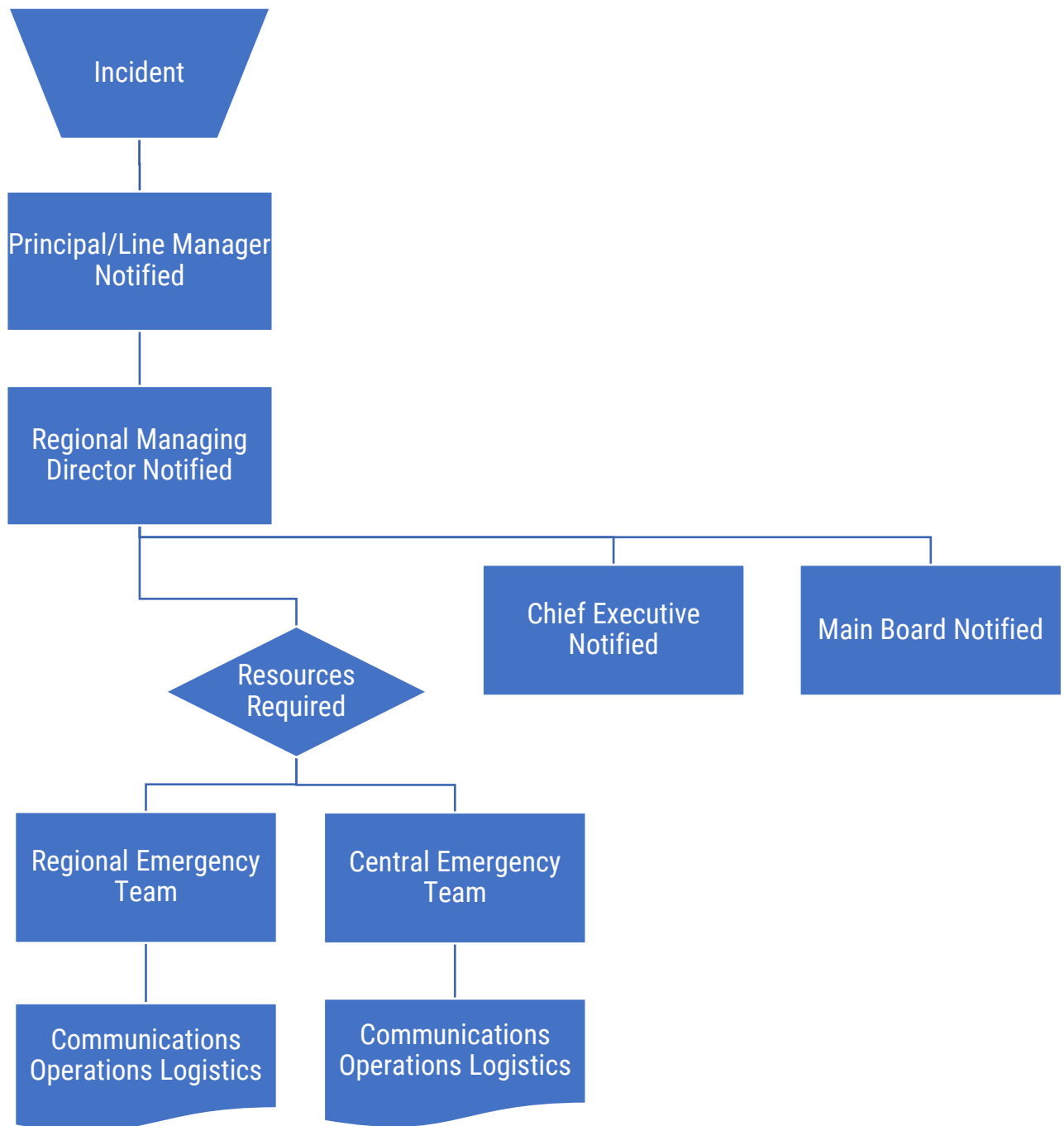
3. OXFORD INTERNATIONAL COLLEGE BRIGHTON: ASSESSMENT

Probability multiplied by the sum of severity and warning time, divided by 2

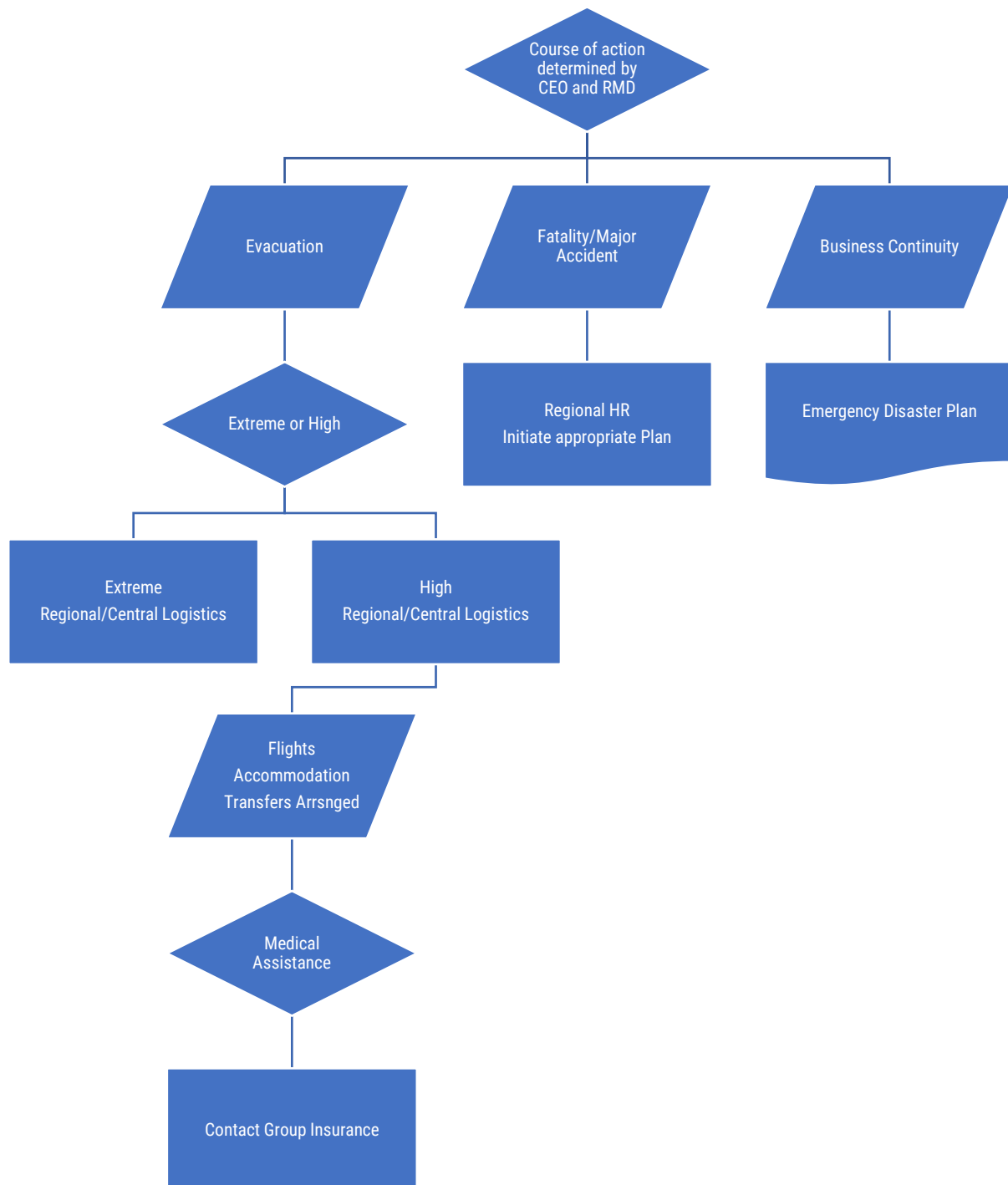
Hazard	Probability	Severity	Warning Time	Risk Rating
Natural				
Earthquake	1	2	5	3.5
Flooding	2	4	3	7
Tornado	1	1	2	1.5
Wildfire	1	2	2	2
Human Made				
Chemical/Hazardous Materials	3	2	4	9
Fire	3	3	3	9
Power Outage	4	4	2	12
Water System Failure	4	2	4	12
Transport Accident	4	3	5	16
Bomb Threat	3	3	3	9
Civil Disorder	3	3	2	7.5
Death on Campus	3	5	5	15
Explosion	2	4	5	9
Hostage Situation	2	3	4	7
Intruder	3	4	4	12

Hazard	Probability	Severity	Warning Time	Risk Rating
Abduction	1	4	4	4
Weapon on Campus	3	4	4	12
Sexual Assault	3	4	4	12
Terrorism	2	5	4	9

4. NORD ANGLIA EDUCATION COMMUNICATION TREE



5. NORD ANGLIA EDUCATION EMERGENCY ACTION TREE



6. OIC BRIGHTON CRITICAL INCIDENT ACTION GROUP (CIAG)

Following a critical incident, the staff member involved or in receipt of information will immediately inform the on-duty member of the Board of Directors (BOD).

Up to date contact information for all members of the Board of Directors is held at Main Reception.

The DSL can be contacted on: 07490 170395

The Principal can be contacted on: 020 4581 8005

The Director of Boarding can be contacted on: 07512 639388

The on-call Estates duty phone is: 07728 236672

The Estates Manager can be contacted on: 07943 083719

The Operations Manager can be contacted on: 07900 998557

The distribution email directors@oicbrighton.com can also be used.

The Principal will call a meeting in person or online of the Critical Incident Action Group (CIAG) which will usually include:

- All members of the Board of Directors
- Estates Manager
- Operations Manager

The Principal will communicate in line with the Nord Anglia Education Communication Tree at [4], above.

The Critical Incident Action Group (CIAG) will act in accordance with the Nord Anglia Education Emergency Tree at [5], above.

The CIAG will contact and use local and national emergency and support services as needed, including:

- The emergency services
- Sussex Police Youth Liaison Officer: BrightonYouthTeam@sussex.police.uk
- The LADO and / or Front Door for Families, as determined by the DSL

Members of BOD will be designated to manage, as required:

- Communication with relevant family members
- Communication with members of the local community (using our local area distribution list)

7. EMERGENCY EVACUATION

There may be an occasion when the safest option for all members of the College community is to evacuate the Ovingdean campus.

The Estates Manager, Director of Boarding, Deputy Principal Pastoral and Wellbeing or Principal can take the decision to evacuate the campus. External authorities such as the emergency services may instruct an emergency evacuation.

If possible, the Bodet system will be used to evacuate the campus with a senior staff member making a repeated announcement. The announcement will be:

“All people on campus are required to evacuate. All people on campus are required to evacuate. Please use the nearest exit to evacuate the campus. Please assemble at [fire assembly point / Marina/Village Hall]. Members of staff should bring the red grab bags and first aid kits with them. Please proceed in silence. All people on campus are required to evacuate.”

Alternatively, the fire alarm will be activated and, once the community is assembled in the fire assembly point, an orderly evacuation can be managed. Those responsible for overseeing the evacuation are:

- All members of BOD
- All house parents
- The Estates Manager and / or the on-duty member of the Estates team
- On-duty security guard, who is responsible for identifying day students and visitors on campus at the time of the evacuation

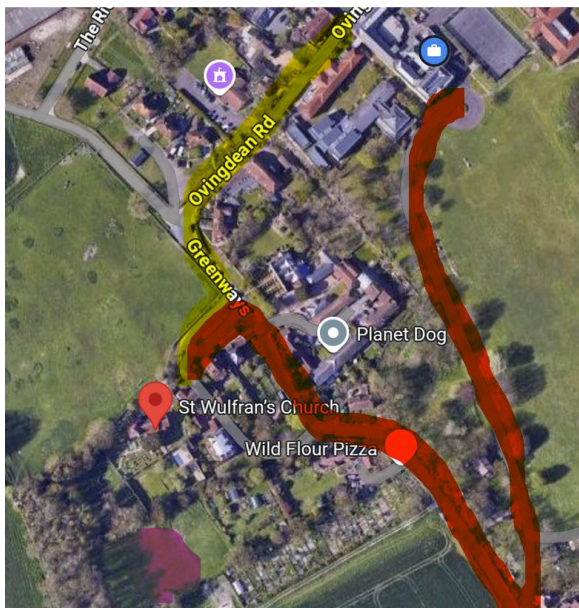
Red grab bags are also located in boarding houses and will be brought out with the on-duty member of staff in each boarding house.

The exit from Ovingdean Hall onto Ovingdean lane at the North of the campus can be used with staff supervision as per fire evacuation guidance. In case of whole campus evacuation, this should be used by anyone on campus for whom this is the closest exit.

Day time evacuation

During a day time evacuation, the Ovingdean Hall Fire Warden is responsible for carrying the red grab bag from Ovingdean Hall, and for printing the fire evacuation register.

All people from campus will assemble at St Wulfran’s Church and churchyard or at the South of Campus.



Evacuation routes are shown in RED (from front of campus buildings, Turing House and Ainsworth House) and YELLOW (from the back of Ovingdean House).

Staff supervision must be aware of the risk of traffic on public roads between campus and the Church. High vis vests should be worn by supervisors and students instructed to walk in single file.

Assembly will be inside the church and / or on Daphne's field (shown above in purple).

The church door is open from 9am to 4pm. Outside of these hours, a key can be used. The key is held in the key box behind Main Reception. (223 – key box).

The wardens can be contacted in case of emergency:

Ewart Wooldridge. 07584 496190
 Pat Couchman. 07986 642170

Evacuation to Brighton Marina

It may be deemed appropriate by BOD/DOB/Estates Manager for Students to evacuate to Brighton Marina. This procedure may be utilised for non-urgent situations such as a prolonged interruption to college water supply or a localized power outage. The rationale being that Brighton Marina provides numerous entertainment and restaurant venues, is within walking distance of campus and is open early until late.

Facilities include but are not limited to

Bowling
 Supermarket
 Cinema
 Sufficient Toilet Facilities
 Fast Food

Evacuation from campus to Brighton Marina would be undertaken on foot.

Students to assemble on the school field and Fire Wardens will guide students on foot South along Greenways to the underpass. Students would then access the Undercliff Walk via the staircase and proceed West toward the Marina.

The 2.2 mile walk should take approximately 47mins

Accompanying staff should be aware of traffic on Greenways, and must use the subway to access the south side of the A259. The decision can then be made to use the stairs to access Undercliff Walk, or alternatively, staff may elect to walk west on the A259 coast road to the ramp opposite Roedean Café. This route may be preferred in the event any staff or students have difficulty using the stairs.



Nighttime evacuation

During a nighttime evacuation, the Director of Boarding is responsible for carrying registers of all members of staff resident on campus. Houseparents are responsible for carrying registers of all boarders' resident on campus, by house.

The Director of Boarding/Estates Manager is responsible for issuing an evacuation notice over the Bodet system or triggering the fire alarm.

The on-duty staff member at Ainsworth House is responsible for collecting keys for the Village Hall and for St Wulfran's Church from the key box behind main reception.

Boarding staff will supervise the safe evacuation of boarders from their houses from the nearest exit.

All will assemble in the Ovingdean Village Hall and car park. After a register has been taken, a group of up to 120 people can be taken to shelter in St Wulfran's Church.

Access to the village hall is available between the hours of Midnight till 7am.

The contacts for the Village Hall are as follows:

Debbie Power (bar manager) - first point of contact if before midnight for any functions or user groups in the hall - 07913910937

Mandy Saunders (secretary village Hall)
07971766001

Assembly in the village hall car park should be for no more than 30 minutes, or as soon as all individuals are accounted for. After this, everyone should be sheltered inside the village hall OR the church OR on Daphne's field until an all-clear is issued.

The all-clear can be issued by the Principal, Director of Boarding or Deputy Principal Pastoral and Wellbeing.

The Director of Boarding or Deputy Director of Boarding will contact BOD and emergency services in line with the Critical Incident process outlined above.



The image above shows the location of the village hall and car park, with routes shown from the back of Ovingdean House (in YELLOW) or from the front of campus (in RED).

8. LOCKDOWN

A lockdown procedure is implemented where circumstances indicate that the safety of those on the College site is best protected by remaining inside buildings. Lockdown may be initiated in response to a range of situations, including criminal activity, an actual or suspected threat, or advice and direction from the emergency services

9. SEVERE WEATHER

The Estates Manager is responsible for monitoring weather forecasts and sharing weather warnings with residential staff and BOD.

The Principal and Estates Manager will review forecasts and weather warnings to determine appropriate course of action.

In case of HIGH WINDS and stormy weather, likely actions will include:

- Storage of sports equipment
- Warning to all members of the community to include instructions to
 - Close doors and windows
 - Avoid wooded areas
 - Dress appropriately
 - Stop using certain exits / entrances
- Suspended use of the MUGA
- Issue reminders about road safety, coastal safety and use of public transport
- Stop any exerts from campus
- Put in place regular site checks by Estates team to check for storm damage

In case of SNOW AND ICE, likely actions will include:

- Gritting / salting of paths, outdoor steps, driveway and car park (Estates Manager)
- Communication with the bus provider for the Abacus bus service (Estates Manager)
- Consideration of early closure
- Communication with day student parents regarding pick up times (Office Manager)
- Communication with any groups off campus on trips or activities to determine best course of action (Super Curriculum Manager)
- Communication with all staff regarding early closure, if applicable (Principal)

Should it be deemed unsafe to leave campus due to road closures or unsafe driving conditions, or of the bus service is suspended, the following actions will be explored:

- Collation of sleeping bags, sleeping mats and spare bedding (Director of Boarding)
- Designation of emergency sleeping spaces in common areas and boarding houses (Director of Boarding)
- Allocation of staff supervision duties in emergency sleeping spaces (Deputy Principal Pastoral and Wellbeing)
- Communication to Abacus students' parents regarding plan (Abacus Houseparent)

As needed, the Critical Incident Action Group (CIAG) will decide on appropriate steps.

10. FIRE

For clear guidance on the prevention of fire, fire safety training and procedures and fire evacuation procedures, please refer to the OIC Brighton Fire Safety Policy and Fire Evacuation Process document. Records of maintenance, tests and drills are kept by the Fire Officer.

11. MEDICAL EMERGENCY (INCLUDING ANAPHYLAXIS)

A medical emergency is defined as any situation where an individual is at immediate risk of serious harm or death and requires urgent medical intervention. This includes, but is not limited to:

- Anaphylaxis (severe allergic reaction)
- Cardiac arrest
- Severe asthma attack
- Collapse or loss of consciousness
- Serious injury or acute illness

Anaphylaxis is a **time-critical, life-threatening condition** and must always be treated as a medical emergency.

IMMEDIATE RESPONSE

In the event of a suspected medical emergency:

- Staff must follow relevant clinical guidance (e.g. Individual Healthcare Plan or Allergy Action Plan where applicable).
- Emergency services (999) must be called without delay where there is any risk to life.
- Appropriate first aid or emergency medication (e.g. adrenaline auto-injector) must be administered as trained.
- The individual should not be moved unless necessary for safety.

Where anaphylaxis is suspected, **adrenaline must be administered immediately** in line with training and College policy.

Reference should be made to the **Allergy and Anaphylaxis Policy** for detailed clinical procedures.

ESCALATION AND CRITICAL INCIDENT THRESHOLD

The situation must be escalated beyond first aid level and treated as a **critical incident** where any of the following apply:

- The condition is life-threatening or requires urgent hospitalisation
- Emergency services are required (ambulance attendance)
- A second dose of emergency medication is required
- The cause of the incident presents an ongoing or wider risk to others
- There is potential for fatality or serious reputational impact
- Safeguarding concerns are identified

In such cases:

- The **Critical Incident Action Group (CIAG)** must be convened as soon as practicable
- The Principal (or delegated senior leader) must be informed immediately

ROLES AND RESPONSIBILITIES

- **All Staff**
 - Recognise and respond to medical emergencies in line with training
 - Ensure prompt escalation to senior staff
 - Be aware of students with medical needs and how to access support
- **College Nurse / First Aiders**
 - Lead on clinical response where present
 - Support decision-making regarding escalation
- **Principal / Senior Leadership Team**
 - Determine whether to activate CIAG
 - Oversee communication and further actions

COMMUNICATION

In the event of a serious medical emergency:

- Parents / guardians must be informed as soon as possible
- Communication must follow the College's Critical Incident Communication procedures where escalation thresholds are met
- External communications (including media) must be managed in line with the Nord Anglia Communication Tree

EVACUATION AND LOCKDOWN CONSIDERATIONS

During any evacuation or lockdown:

- Staff must ensure that **students with known medical conditions have access to their medication**, including adrenaline auto-injectors
- Where practicable, staff should collect:
 - emergency medication
 - relevant medical information
- Students requiring medication must be prioritised during welfare checks and registers

TRAINING AND DRILLS

- The College will ensure that medical emergency response, including anaphylaxis, is incorporated into staff training programmes
- Anaphylaxis drills (as required by the Allergy Policy) will form part of the wider emergency preparedness framework
- Lessons learned from incidents and drills will be reviewed by the Critical Incident Action Group where appropriate

12. WATER SYSTEM FAILURE AND POWER OUTAGE

In the unlikely event of loss of mains water Southern Water will attend within 4 hours to connect a tanker via our hydrant system and back feed our water tanks. Communication and next steps in this scenario are to be decided by the Director of Operations and Estates Manager.

In the event of an unplanned loss of power:

- Emergency light batteries should last 3 hours, however if the outage begins during the day runs into night or lasts over three hours alternative means of light provision must be sought.

- A supply of torches is held at Main Reception.
- Bottled water is stored in Ovingdean Hall basement.

Loss of power will also mean loss of boosted cold-water services. This means toilet cisterns will not re-fill and wash basins, showers and kitchens will cease to function.

It is recommended that if a power outage occurs, toilet flushes are limited.

Emergency Portable Toilets can be arranged via Sussex Portable Toilets, who can deliver up to 8 portable toilets and are available 24/7.

The contact is Max 07847 535334 and approval is required from the Principal to undertake this cost.

It should be noted we have our own dedicated substation located beside Pryde Building. This is maintained by an IDNO (Independent Distribution Network Operator)
ESP Utilities Group Ltd 01372 587500

The main DNO (Distribution Network Operator) is UKPN. They look after everything outside the campus and are legally allowed access to our substation 24/7. In the event they need to shut down our substation they may do so with little to no warning, it is possible they may neglect to switch us back on again. If a loss of power impacts the village and power is restored to neighbouring properties and not OICB it is likely they have forgotten to or are not responsible for switching back on our dedicated substation. A call to ESP is the priority here or in the event of any outage as they often have slower response times than the DNO.

Southern Water 24 hour emergency line: 0330 3030368

Please note: this will likely require a full tank disinfection as back feeding the tanks produces settlement and will lead to water running brown for a short period. This is not dangerous but may be alarming to students and staff.

13. TRAFFIC ACCIDENT

The risk rating of a traffic accident has been deemed 'substantial'.

Substantial	Considerable resources may have to be allocated to reduce the risk. Urgent action should be taken.			
Hazard	Probability	Severity	Warning Time	Risk Rating
Transport Accident	4	3	5	16

Context

Bus transportation is used to transport students at Abacus House (on Baker Street, BN1 4JN) between their boarding accommodation and the Ovingdean campus daily.

Minibus shuttles are available on weekend afternoons for boarding, between the Ovingdean campus and central Brighton.

Students are able to use public bus services including those on Ainsworth Avenue and on the A259 coastal road. Students are able to use taxis with correct permissions in place.

In Ovingdean Village, there are sections of Greenways and Ovingdean Road without pavements or pedestrian pathways.

There is a risk of pedestrian error and of traffic accidents caused by drivers in the local area. This risk is exacerbated at times of poor visibility e.g. fog or darkness.

Response to a Traffic Accident

The response to a traffic accident should follow critical incident procedures outlined above and must allow for 'dynamic' risk assessment. The table below indicates likely actions in the case of a traffic accident:

TRAFFIC ACCIDENT	
BEFORE	Regular road safety training for all students Local Area Risk Assessment
DURING	Assemble Critical Incident Action Group (CIAG) Maintain open communication with emergency services Follow Critical Incident communication processes Maintain open communication with the emergency contacts of any staff or student
AFTER	Incident report uploaded on Sphera Incident report submitted to Board of Governors Review road safety information Liaise with local services as required

14. DEATH ON CAMPUS

The risk rating of a death on campus has been deemed 'substantial'.

Substantial	Considerable resources may have to be allocated to reduce the risk. Urgent action should be taken.
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Hazard	Probability	Severity	Warning Time	Risk Rating
Death on Campus	3	5	5	15

OIC Brighton recognizes that there are a range of possible causes of a death on campus. Related documentation would include the OIC Brighton Health and Safety Policy and Suicide Safety Plans.

Context

All reasonable steps are taken to ensure the safety and wellbeing of all members of OIC Brighton's community including staff, students, residents on campus and visitors.

Safeguarding practice and a programme of close supervision and pastoral support ensures early identification of risk factors including mental and physical health.

Risk assessments regarding the health and wellbeing of individual staff members or students are undertaken to ensure that it is safe for those individuals to be working, living or studying at OIC Brighton.

OIC Brighton recognizes nonetheless that death by suicide, natural causes or accident is not entirely avoidable and therefore takes necessary steps to mitigate risks and plan for such a critical incident. Any such action would be in line with the critical incident processes outlined in this policy. The table below indicates the nature of these steps:

DEATH ON CAMPUS	
BEFORE	- Risk assessment of vulnerable people - Collection of health information and medical needs (staff and students) - Appointment of fully trained College nurse - Mental Health First Aid training for relevant staff members - First Aid training for relevant staff members 2 defibrillators on campus with suitable signage and training - Early identification of vulnerable persons e.g. through CPOMS and pastoral monitoring - Suicide safety planning - Maintenance and health and safety checks across campus - Collection of emergency contact details for all staff and students
DURING	- Assemble Critical Incident Action Group (CIAG) - Maintain open communication with emergency services - Follow Critical Incident communication processes - Maintain open communication with the emergency contacts of any staff or student - Follow crisis communication training
AFTER	- Incident report uploaded on Sphera - Incident report submitted to Board of Governors - Liaise with local services as required - Ensure appropriate pastoral support for staff and students e.g. counselling

15. INTRUDER

The risk of an intruder entering OIC Brighton's campus or off campus boarding provision has been deemed moderate.

Moderate	Efforts should be made to reduce the risk, but the cost of prevention should be carefully measured. Monitoring is required to ensure that the controls are sustained. Reasonable action required.
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Hazard	Probability	Severity	Warning Time	Risk Rating
Intruder	3	4	4	12

The process regarding an intruder on campus would be outlined in the OIC Brighton Lockdown Procedure Policy.

The OIC Brighton Contractors and Visitors Policy defines how supervision and access are managed for external visitors to the campus.

OIC Brighton operates CCTV across campus and at Abacus House as a preventative measure and employs a security company to oversee site security.

The table below details steps taken to prevent and manage an intruder on campus

INTRUDER	
BEFORE	Maintain CCTV in line with CCTV policy Ensure well trained security personnel are on duty at specified hours and locations Train all staff to challenge visitors and unknown people Implement lanyard use by visitors and contractors to identify unknown persons Monitor boundary security including maintenance of gates, walls and exits Carry out lockdown drills at least annually
DURING	Follow lockdown procedure Assemble Critical Incident Action Group (CIAG) Maintain open communication with emergency services Follow Critical Incident communication processes Maintain open communication with the emergency contacts of any staff or student
AFTER	Incident report uploaded on Sphera Incident report submitted to Board of Governors Liaise with local services as required

16. WEAPON ON CAMPUS

The risk of a weapon on campus (OIC Brighton's campus or off campus boarding provision) has been deemed moderate.

Moderate	Efforts should be made to reduce the risk, but the cost of prevention should be carefully measured. Monitoring is required to ensure that the controls are sustained. Reasonable action required.
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Hazard	Probability	Severity	Warning Time	Risk Rating
Weapon on Campus	3	4	4	12

OIC Brighton operates CCTV across campus and at Abacus House as a preventative measure and employs a security company to oversee site security.

Staff and student code of conduct ensures steps are taken to maintain safety on campus. The College internet is filtered and monitored to identify any individuals showing an interest in violence or weaponry.

All OIC Brighton staff undertake Prevent training.

In the event of a weapon on campus, there would need to be 'dynamic' risk assessment depending on a number of contextual factors, including any known risks regarding the individual in possession of a weapon, and the nature of the weapon.

The 'dynamic' approach would be led by the DSL.

The table below details steps taken to prevent and manage discovery of a weapon on campus.

WEAPON ON CAMPUS	
BEFORE	Maintain CCTV in line with CCTV policy Ensure well trained security personnel are on duty at specified hours and locations Monitor use of internet Ensure all staff complete Prevent training Follow safeguarding practices including use of CPOMS to monitor individual behaviours Conduct room searches in line with boarding house policies and practice Check all deliveries Conduct training and education with students Liaise with Sussex Police Youth Team to participate in Life Skills (PSHE) sessions
DURING	Follow lockdown procedure as required Assemble Critical Incident Action Group (CIAG) Maintain open communication with emergency services Follow Critical Incident communication processes

	Maintain open communication with the emergency contacts of any staff or student
AFTER	Incident report uploaded on Sphera Incident report submitted to Board of Governors Liaise with local services as required

17. SEXUAL ASSAULT

The risk of sexual assault has been deemed moderate.

Moderate	Efforts should be made to reduce the risk, but the cost of prevention should be carefully measured. Monitoring is required to ensure that the controls are sustained. Reasonable action required.
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Hazard	Probability	Severity	Warning Time	Risk Rating
Sexual Assault	3	4	4	12

OIC Brighton has a responsibility to safeguard students from sexual harassment, peer on peer abuse and harmful sexual behaviour. All staff members are safeguarding trained.

From October 2024, all employers have a legal duty to take reasonable steps to prevent sexual harassment and create a safe working environment. Under the Equality Act 2010, employers are required to take "reasonable steps" to prevent sexual harassment of their employees.

OIC Brighton has a responsibility to ensure that students and staff are suitably and appropriately trained to identify, prevent and challenge sexual harassment of any kind.