

CRITICAL INCIDENT PLANNING – GUIDANCE FOR FOUR MARKS CE PRIMARY SCHOOLS

This guidance is designed to assist the Headteacher and governors in their organisation and management of critical incidents. Please refer to the Critical Incident and Emergency Plan for specific procedures and guidance which is held in the school office

Incident Management team • Headteacher • Deputy headteacher/s • Member(s) of senior management team • Administrative officer • Site Manager	Immediate action • Headteacher to be informed • Incident team meet • Gather information • Assess continuing risk • Headteacher briefs team
Headteacher • Contact HCC and agree support required • Inform Chair of Governors • Liaise with emergency services • Review progress with team Senior Management Team Member Support as agreed in briefing session Site Manager; Support as agreed in BS	Assistant headteacher • Inform staff • Inform pupils, as appropriate • Receive parents coming to school Administrative officer • Answer incoming calls • Divert Press to press office • Inform Chair of Governors
Telephone numbers Local education office 01962 846924 HCC emergency out of hours 0300 555 1373 HCC press office corporate.communications@hants.gov.uk Property Services 0370 779 0555 Property Services emergency out of office hours 01962 847952 Emergency Planning Unit 01962 846846 Employee Support Line 0800 028 0199 Children's Services Health & Safety Team (Reporting & Enquiries) 0300 555 1373 Children's Referral Team 01329225379 LADO 01962876364 Other useful telephone numbers EP 01252 814729 School nurse 02382 311221 Local hospital 01962 824008/01962 863535	General telephone numbers Fire and Rescue Service 999 Local police: 999 or 101 District council 01730 266551 Local gas company 0800 111999 Local electricity company 105 Local water company 0330 303 0368 Local radio (Solent) 0808 100 3800 Highways Emergency 101 Post incident action • Incident team review procedures • Debrief staff and pupils • Write report as appropriate • Consider post incident counselling