

**HORSLEY  
WOODHOUSE  
PRIMARY SCHOOL**

**CRITICAL INCIDENT  
SUMMARY LIST**

**HORSLEY WOODHOUSE PRIMARY SCHOOL**  
**CRITICAL INCIDENT PLAN**

<b>Team</b>	<b>Primary Tasks</b>
<p>The Headteacher Liz Peach</p> <p>SCHOOL 01332 880403</p> <p>HOME 01629 822304</p> <p>MOBILE 07970381270</p>	<ul style="list-style-type: none"> <li>• Contact and assemble Incidence Management Team (IMT)</li> <li>• Contact LA and agree support required</li> <li>• Liaise with Emergency Services and maintain control until they arrive</li> <li>• Contact Chair of Governors</li> <li>• Review progress with IMT</li> <li>• Keep log of events</li> <li>• Act as co-ordinator of the plan and will also have overall responsibility for communications with the media</li> </ul>
<p>Senior Teacher Sarah Gent</p> <p>SCHOOL 01332 880403</p> <p>HOME 01773 823283</p> <p>MOBILE 07805056031</p>	<ul style="list-style-type: none"> <li>• Contact Emergency Services as directed by the headteacher</li> <li>• Inform Staff</li> <li>• Inform pupils, as appropriate</li> <li>• Receive parents/carers coming into school</li> <li>• Will act as deputy co-ordinator of the plan</li> </ul>
<p>School Secretary Helen Cornfield</p> <p>SCHOOL 01332 880403</p> <p>HOME 01332 668391</p> <p>MOBILE 07905545396</p>	<ul style="list-style-type: none"> <li>• Answer incoming calls</li> <li>• Divert press/media enquiries as directed by Headteacher</li> <li>• Ensure list of staff/pupils/others on site is available (or list of those on school trips/events)</li> </ul>
<p>Caretaker Kevin Marriott</p> <p>HOME 01332 780218</p> <p>MOBILE 07901848666</p>	
<p>Chair of Governors Mark Andrews Mobile 07901119678 Stan Yeomans Mobile 07973202468</p>	

The main tasks of the IMT will be:

- Gathering information about the nature and extent of the emergency and establishing who has been informed about it.
- Liaise with Emergency Services (ES) where appropriate and maintain control until the ES arrive whereupon the ES will provide the lead control over the situation.
- Recording all information about the emergency
- Controlling all links with the media

- Controlling all links with parents/carers
- Producing a daily briefing sheet (where appropriate) summarising the current situation, support systems available and short and long term plans. This will be issued to staff and possibly to parents.