

School Internal Critical Incident Management Flowchart (Action Card) and Key Contact List

School Improvement Liverpool

		Actions		Emergency contacts:	
	Incident	<u>Actions</u> • Assess Situation	Blue Light Services	999	Police, Fire and Rescue, Coastguard, Ambulance
		 Ring 999 and inform Blue Light Services (Use M.E.T.H.A.N.E.) 	Merseyside Police (non emergency)	101	or 0151 709 6010
Immediate		Notify nominated school	LCC MAJOR INCIDENT DUTY OFFICER	0151 236 2635	(24/7 ex-directory non-public)
response to incident at location		emergency contact Safeguard pupils, visitors and 	Emergency Planning and Business Continuity	0151 225 8637	emergency.planning@liverpool.gov.u Duty Mobile - 07894258120
location	Assess situation, ring 999 (if	staff • Attend to casualties	Liverpool LCC Press Office	0151 233 0069 0151 233 0071/0074	Out of Hours - 0151 233 3040
	required) and notify school office or nominated contact	Preserve the scene	School Improvement Liverpool	0151 233 3901	Including Educational Visits: (chris.price@si.liverpool.gov.uk)
	П		Senior School Improvement Officer: Safeguarding	0151 233 3901	phil.cooper@si.liverpool.gov.uk
	Ų		NHS England Single Point of Contact	0345 113 0099	Liverpool CCG On-call 0845 124 9802
Major Incid	SEMT convened	Actions • Notify Headteacher	Anti-Terrorist Hotline	0800 789 321	https://act.campaign.gov.uk/
Major Incid	ĮĻ	 Convene School Emergency Management Team (SEMT) 	Diocese of Liverpool - Education Team	0151 709 2190	Archdiocese of Liverpool - Dept. of Schools and Colleges 0151 522 1071
Type of Incident Complete the		and follow a School Emergency Management Plan	and follow a School Other useful numbers:		
Access - rou	esent or suspected Incident utes that are safe to use Notification	(SEMP) • Inform LCC Major Incident	Legal Services	0151 233 0473	Gary Wormald, Jon MacKenzie and Da Steel or 0151 233 0454 / 0151 233 04
	pe, severity of casualties Form services present	Duty Officer, if required Commence incident log 	Prevent Education Officer	0151 233 7012	Joanna.fitzsimmons@liverpool.gov.uł 07515332702
and those r	required U	(Communications, information and action)	Channel Coordinator	0151 777 8311/8125	Darren Taylor or 07764659210 1921@merseyside.police.uk
Ring LCC Major		• Collect grab-bag (if needed)	Partnership Automated Intelligence Report System (PAIR)	0151 777 8100	24/7 for professional intelligence inc C
	Incident Duty Officer (if required)	Actions	Local Authority Designated Officer (LADO)	0151 233 0853 07841562835	ray.said@liverpool.gov.uk or 0151 233 0840 / 0151 233 0857
		Agree support needed	Careline (Children's Services)	0151 233 3700	Liverpool Local Safeguarding Board
Seeking		• Refer to contacts list for sup-			0151 233 0493
further	Inform Press Office, School Improvement Liverpool, Chair of	port (if required)Agree future actions with LA,	LCC Switchboard	0151 233 3000	
support	Governors, Diocese and	School Improvement Liver-	Local Bereavement and Counselling Support		
Archdiocese as required		pool etc Notify LCC Press Office 	Liverpool CAMHS Single Point of Access - 0151 293 3662 Young Person's Advisory Service - 0151 707 1025 / 0151 707 6083 or 07917658142 / 07817658157		
			Person Shaped Support - 0151 702 5555 Educational Psychology Service - 0151 233 5978		
	Plan for Business Continuit	v	School Improvement Liverpool Bereavement	с отсег- 0151 233 3901	