

## 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
		<ul> <li>Ring 999 and inform Blue Light Services (Use M.E.T.H.A.N.E.)</li> </ul>	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 <ul> <li>Safeguard pupils, visitors and</li> </ul>	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	<ul> <li>Convene School Emergency Management Team (SEMT)</li> </ul>	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 <ul> <li>Commence incident log</li> </ul>	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	<ul><li>port (if required)</li><li>Agree future actions with LA,</li></ul>	LCC Switchboard	0151 233 3000	
support	Governors, Diocese and	School Improvement Liver-	Local Bereavement and Counselling Support		
Archdiocese as required		pool etc <ul> <li>Notify LCC Press Office</li> </ul>	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	