CRITICAL INCIDENT

& EMERGENCY EVACUATION

POLICY

Headteacher	Anita Spires
Chair of Governors	Katherine Russell
Date previously ratified by LGB	June 2025
Previously Reviewed	October 2025 October 2026
Date Ratified by LGB	October 2026
Next Renewal Date	October 2027

Contents

PART A - Critical Incident Policy

Decision Making Structure.....3
Training and Testing.....4
Crisis Leader (Gold) – Roles and Responsibilities.....4
Resolution and Debrief.....4

PART B – Critical Incident Plans and Procedures

Incident criteria and escalation 5
Incident Manager (Silver) 7
Site Response Team.....7
Off-site Emergency Response Lead.....7
Shelter-In Procedures 8
Evacuation Procedures 9
Conference Centre Visitors 10
Swimmers 11
Examinations' Staff 11
School Senior Leadership Team 11
Evacuation Designated Assembly Points Map 13
Fire Warden List with areas of Responsibility 14
Additional Precautions 15

Appendices

Holding Statements / Scripts 16
Emergency Contact Numbers 17
Grab Box Contents.....18
Incident Management Team – Template Meeting Agenda 19
Incident Managerment Structure Template.....20

Linked policies:

Emergency evacuation policy
Joint Health and safety policy

PART A

Critical Incident Policy

The Beechwood School, as part of the Schelwood Trust, considers a critical incident to be:

Any sudden event or emergency involving one of its schools (in or out of hours) where the effectiveness of the school response is likely to have a significant impact on the local community and stakeholders.

An incident does not need to meet a prescribed category to warrant activation of this plan. The Headteacher, Incident Manager or designated senior leader may activate the plan whenever, in their professional judgement, an incident has the potential to pose a significant risk to life, safety, safeguarding, welfare, the school's ability to operate, or the wider school community.

The Critical Incident Plan (Part B) is designed to help the school staff manage these incidents when they occur. In the event of a critical incident occurring, the Schelwood Trust has established the following priorities to be addressed by a school's incident management team:

- Minimise or eliminate any danger or risks to individuals
- Contain the incident and work effectively with emergency services
- Assist in any investigation and ensure the school acts in a lawful manner
- Look after the emotional wellbeing of the school community and communicate with the wider community, parents, and key stakeholders
- Restore normality as soon as possible

Safeguarding and the best interests of children remain a priority throughout the incident, including during evacuation, shelter-in, recovery and post-incident support.

The priorities above should be applied in the following order where circumstances require: preservation of life and immediate safety; safeguarding and welfare; effective liaison with emergency services; containment and continuity; recovery and restoration of education and other critical functions; and appropriate communication and stakeholder management.

The governance is aware of the emotional needs, as well as the practical needs, of each individual within the school's community at a time when a critical incident occurs and will ensure that appropriate support is put in place for as long as it is needed.

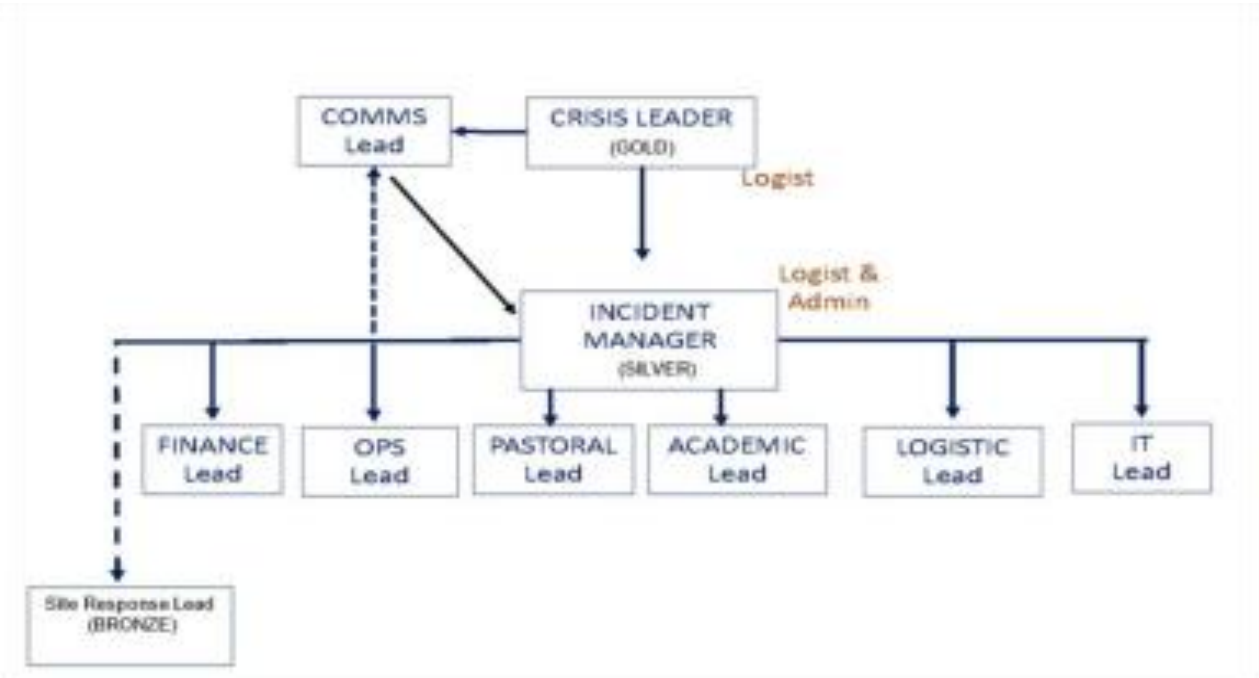
Decision Making structure

To ensure a coherent and co-ordinated response to any critical incident, a decision making structure that is distinct and separate to the normal management structure will be used.

The Incident Management structure set out below, outlines the minimum of roles that are required for ***an initial activation***. Additional roles may be required as the incident progresses.

The Incident Management Team must include safeguarding input where an incident may affect the safety or welfare of a child. The Designated Safeguarding Lead (DSL) or deputy must be informed as soon as practicable and will advise on safeguarding referrals, information sharing, vulnerable pupils and any safeguarding concerns arising from the incident.

The school will operate this plan alongside its Child Protection and Safeguarding Policy, Health and Safety Policy, Cyber Security/Data Protection arrangements, Off-Site Activities Policy and other relevant emergency procedures.



Training & Testing

The Trust is committed to ensuring that all members of the School's Senior Leadership Team, and staff who are members of the School's Incident Management, receive appropriate professional development training and participate in an annual exercise to rehearse implementing the procedures set out in Part B.

Planned fire evacuation practices will be programmed for each full term, with a shelter-in exercise programmed to take place once during each school year. Other annual exercises will be considered and may include, an off-site incident, serious injury/fatality response, cyber/data incident and a business-continuity scenario. Exercises may also test arrangements when normal IT/telephone systems are unavailable where practicable.

Each exercise and real incident must produce a short written debrief, with actions allocated to a named owner and a target completion date. Outstanding actions should be monitored through the appropriate senior leadership/Trust governance route.

Crisis Leader (GOLD) – Role and Responsibilities

The Headteacher will be responsible for overseeing the Trust's response by determining resourcing levels, appointing a person to be the Incident Silver Manager, and undertaking strategic stakeholder engagement. *Unless the Headteacher has taken on another role*

due to the timing/context of the incident. In which case, gold lead will pass to another member of the senior team, or to someone else within the Trust.

In the initial stages of an incident, or until notified otherwise, the strategic priorities will be:

- Preserve Life.
- Minimise damage / loss to buildings.
- Ensure welfare of staff and students.
- Resume designated critical activity.
- Return academic activity to normal, within allocated resourcing levels. 6. Protect the local reputation and standing of the Trust.

Protecting the school's/Trust's reputation is a communications and stakeholder-management consideration, but it must not take precedence over life safety, safeguarding, welfare, emergency response or continuity of education.

Resolution and Debrief

The response required to return the school to normal activity, in the aftermath of a critical incident, may require activity to extend over a considerable time.

Once the Crisis Gold Leader is satisfied that any on-going action required can best be accomplished through the school's day-to-day managerial structure, the critical incident should be declared finished, and the Incident Management Team stood down.

If appropriate and prior to formal notification of being stood down, the Crisis Team should attend a "hot" debrief session and should be held no later than 3 days after the initial incident.

The Crisis Gold Leader will then organise facilitated debriefing sessions for all staff members and students, to discuss the incident and to give them the opportunity to emotionally process their experiences. This also provides an opportunity to assess whether follow support or counselling is appropriate.

The DSL should consider whether the incident has generated or identified safeguarding concerns, including concerns about abuse, neglect, exploitation, peer-on-peer abuse, allegations about adults, or increased vulnerability. Any concern must be managed and recorded under the school's safeguarding procedures.

Recovery planning should include a review of pupils and staff who may need additional support over the longer term, including SEND, medical, social-care, looked-after/previously looked-after and other vulnerable pupils.

A written report of the lessons learnt from the response to the Critical Incident will be made and any recommendations incorporated into the Critical Incident Plan. The policy will be reviewed annually by the Local Governing Board.

The post-incident report should record key decisions, significant actions, safeguarding decisions/referrals, communications, lessons learned and outstanding actions. The action plan should identify a responsible person and target date for each improvement.

Part B

Critical Incident Procedures

Incident classification and escalation criteria

Any incident or suspected incident should be notified to the school reception or to any member of the School Leadership Team as soon as practicable. Out of hours issues will usually be covered by the Headteacher and DSL.

The receptionist or member of SLT notified will immediately ascertain and record the following:

- Nature of incident.
- Exact location and address of the incident.
- Time incident occurred.
- Number of pupils and staff directly impacted.
- Number and extent of injuries / fatalities.
- Presence of Emergency services.

The initial assessment should also consider safeguarding implications; students / staff / visitors with additional vulnerabilities or medical/SEND needs; whether children are missing or unaccounted for; whether the incident affects an off-site group; whether normal IT / telecommunications are unavailable; and whether the incident may require notification to the Trust, local authority, police, emergency services, Data Protection Office / IT or other external body.

An incident should be classified using the following criteria:

Category	Criteria
Critical Incident (Contact any member of the Senior Leadership Team)	Fatality
	Serious injury
	Violent trespass / Threat of violent entry
	Loss of building
	Loss of access to campus
	Data breach
	Community Disturbance

Priority Incident (Contact SLT / School Executive Operations' Manager)	Loss of utility
	Loss of IT
	Disruption to transportation
	Food poisoning
	Minor injury
	Severe weather
	Bomb threat / Suspicious package
Routine (Contact SLT / School Executive Operations' Manager)	Minor or temporary disruption not expected to exceed 4 hours

Classification is not intended to prevent escalation. Any Priority or Routine incident must be escalated immediately if circumstances worsen, safeguarding concerns arise, emergency services become involved, or the school's ability to operate is materially affected.

Bomb threats, suspicious packages and security-related incidents must be managed in accordance with police/emergency-service advice and the school's security/evacuation arrangements; the category shown above must not be interpreted as reducing the urgency of such incidents.

The initial point of contact should identify and contact any **immediately available** member of the Senior Leadership Team for a CRITICAL INCIDENT.

During school hours, once a member of the Senior Leadership Team has been contacted and briefed on the incident, they in turn **must immediately assume** the role of **Incident Silver Manager.**

For an out-of-Trust hours incident, the on-call member of the Senior Leadership Team will assess whether immediate activation of the **Incident Management Team** (IMT) is required. This is mandatory for an incident assessed as CRITICAL.

Where an incident occurs outside normal school hours, the plan must remain capable of activation during weekends and holidays. The on-call arrangements and escalation contacts must therefore be verified at least termly and whenever personnel change.

Incident Management Team

The Incident Management Team (IMT) will comprise the following roles and on activation should meet in the Headteacher's Office or join a school-initiated Video Conference. Roles below, as required dependent on the incident, will be allocated. In the case of the real and immediate evacuation, the Incident Management Team will agree a meeting point outside of the school building.

FUNCTIONS		
1. Crisis Gold Leader	5. Academic Lead	9. IT
2. Incident Silver Manager	6. Finance Lead	10. Admin
3. Site Bronze Lead	7. Estates	11. Logistics
4. Welfare Lead	8. Comms & Media	12. PFI contract link

The DSL/deputy or another appropriately designated safeguarding lead should be included in the IMT where there are safeguarding implications. The DPO/Trust data-protection lead and/or cyber lead should be included for data/cyber incidents. The medical/first-aid lead should be included where there are significant injuries or health implications.

Incident Manager (Silver) – Role & Responsibilities

The Incident Manager is responsible for implementing a plan, in conjunction with the Bronze Site Response Lead, that will resolve the incident and restore normal activity in accordance with the priorities and resourcing levels set out by the Crisis Leader (GOLD).

An individual who is a member of the Senior Leadership Team will assume the role of Incident Silver Manager upon an initial request of the Crisis Gold Leader.

Once the Incident Silver Manager is satisfied, they are fully aware of the current situation and on-going activity they should:

- Commence a policy log – see appendix D
- Convene the Incident Management Team (IMT) and confirm / appoint individuals to be the functional leads specified above.
- The role of the functional leads in the IMT is to organise the implementation of any tasks allocated to their function, under the plan developed by the Incident Manager. This may require the identification and instruction of others to undertake the task required.
- Ensure a Site Response Team has been deployed for any on-site incident. 5. Identify an Emergency Response Lead (ERL) for any off-site incident. 6. Activate / establish a telephone hotline / web briefing portal.
- Ensure that the plan for communication has an agreed owner, a record of decisions and an agreed alternative communication method if email, ClassCharts, telephones or other normal systems are unavailable.
- Ensure safeguarding actions and referrals are recorded appropriately and that information is shared only with those who need it for the protection of children, management of the incident or another lawful purpose.

Site Response Bronze Lead

The role of the Site Response Bronze Lead is to attend the immediate vicinity of an

incident occurring within the school site to:

- Assess and confirm the nature of the incident
- Ensure first aid to injured parties
- Establish a cordon to prevent further endangering of staff and students • Initiate emergency action to prevent further injury or damage

The Bronze Lead must not enter an unsafe area to investigate. The emergency services remain responsible for specialist incident response. Remote information (for example CCTV) should only be used where safe, lawful and appropriate.

Where it is not safe to undertake a physical investigation, a remote investigation by CCTV or other means should be considered. This may be by emergency services.

It is essential that an initial assessment of the incident made and passed to the Incident Silver Manager with a recommendation on whether to invoke a predetermined **"Evacuation"** or **"Shelter-In"** plan is a matter of urgency.

Emergency Response Bronze Lead - Off-site

The Emergency Response Bronze Lead is the most senior member of staff on a school trip or event away from the school premises.

The role of the Emergency Response Bronze Lead is to attend the immediate vicinity of an incident to initiate / confirm the attendance of emergency services who can provide first aid to injured parties and to then ensure that all remaining students are located and moved to a nearby place of safety as soon as possible.

Once this has been achieved, they must contact the Incident Silver Manager and give the names of pupils who have been injured, the nature of their injury and their current location.

Off-site leaders must also consider safeguarding, missing children, emergency contacts, medication/medical needs, SEND requirements, communications with parents/carers and the welfare of accompanying staff. The Off-Site Activities Policy and emergency contact arrangements must be followed alongside this plan

SHELTER-IN PROCEDURE (integrated evacuation & lockdown)

Signal:
The signal for SHELTER IN is tannoy message stating …SHELTER IN, SHELTER IN ALL STAFF AND PUPILS, SHELTER-IN"

Activation:
Student Services or Main Reception

Action on instigation – All staff & students
On hearing the tannoy message all staff and students must:

During lessons: Stay in your classroom
OR if not classroom based at the time, Go immediately to the nearest designated refuge

Before school/Break/Lunchtime/After school:
Go to your next lesson or designated refuge (whichever is closer)

Once refuge has been found:
Remain in the refuge until further notice.

Designated ON-SITE Refuge - Drama Studio

Designated OFF-SITE Refuge - Claycots Primary School (Monksfield Way)

Action of Teachers & Staff
Please follow the **CLOSE** procedure:

- Close - all doors and windows - draw curtains / blinds if present.
- Lock up - lock / secure doors shut where possible
- Out of sight - minimise movement & stay away from doors / windows.
- Stay - calm and be as quiet as possible / ensure staff phones set to vibrate
- Endure
- Access ClassCharts and Email
- Take a roll call and record the names of all students present in the room.
- Email list of adults present in your class to the Attendance team, SLT and School Executive Operations' Manager
- Clearly flag in this email any person (student or adult) missing from your class
- Follow any guidance / instruction given via email.
- If email, ClassCharts, telephones or other digital systems are unavailable, staff must use the school's agreed paper/radio/telephone alternative. The absence of an email must not, by itself, be interpreted as an all-clear.
- The all-clear may only be issued by the designated senior leader in accordance with emergency-service advice. Staff and pupils must remain in the secure location until an authorised all-clear or alternative instruction is received.
- The school will make reasonable adjustments for pupils and staff with SEND, medical conditions, mobility needs, sensory needs or other vulnerabilities.

Action Pinnacle Site Team

- Lock all building perimeter doors – Main Reception / Green Wing / Purple Wing / Blue Wing / Sports Wing.
- Ensure Student Reception door on Daytime setting under reception control.
- Man rear fire exit door adjacent to dining hall – facilitate access of students

Release:
Normal activity and movement from any classroom or office, may only occur when a message has been posted on the school email from an SLT member's email account.

Designated refuge room:
Drama studio - staff to remain by the door and let in any students/staff and then re-secure the door. All those inside to remain away from the doors.

Emergency evacuation procedure

- Familiarise yourself with the 'break glass' point nearest to your immediate location.
- On discovery of an emergency – fire etc – (lift the cover if appropriate) push 'break glass' point.
- On activation an alarm/siren will sound. The system panel will inform the Facilities Management Team of the location of the emergency and a member of the Pinnacle team will investigate that area.
- Once the glass has been broken the alarm will ring. Students and staff should follow the evacuation procedure below and leave the building.
- On hearing the alarm all staff should "make safe" as far as possible any work in progress e.g. turn off gas taps in laboratories, and close windows, where it is safe and practical to do so, but avoid any risks of getting trapped. Staff should instruct students to walk quickly and quietly in single file to the nearest Emergency Exit. This is indicated by the directions on the wall of the classroom you have just left and the signs, which show you the safest route out of the building. This may not always be the safest route depending on the location of the fire and the teacher will take a lead on the situation. Close the door of the room as you leave. Regain the front of the students' line and lead them out to the Assembly Point.

Please note: When there is an evacuation in force the fire doors around the building will close automatically allowing evacuating people through them. All other doors should be closed by staff as they leave that particular area.

On **NO** account should any unauthorised person re-enter the building.

Students should assemble in tutor groups on the tarmac behind the teaching wings as follows:

- Years 7, 8 and 9 should assemble behind Blue Wing.
- Years 10 and 11 behind Purple Wing.
- Years 12 and 13 towards the tennis courts.
- Achievement Centre staff should assemble with their students between Years 8 and 9 behind Blue Wing.
- School visitors to assemble behind Purple Wing (Visitor Assembly point sign)
- Out of hours letting visitors to assemble in the top car park (see lettings Policy)

Once staff have registered their presence with HR staff they should stand to the back of the rows of students.

- For students with a physical disability, the Achievement Centres have been briefed on emergency evacuation procedures and will make their way to the back of the Wing by the staircase where they will be met by a designated member of staff who will stay with them until they are carried downstairs by a member of the Pinnacle staff.
- The area directly behind Green Wing by the green gates should be kept clear for fire brigade access.
- First Aiders should pick up their nearest available First Aid kit and take this with them. Student Services staff and the School Executive Operations' Manager should take the Emergency Grab Bags with them.

- Attendance officer will print out class lists which will be issued to director of studies when they are outside the building with a list of students present to be checked off by tutors. Reception staff will collect the staff biometric print outs from the designated printers (in their area) and, when outside the building, give to HR person to check staff presence.
- In the event of printers being unable to generate lists, paper copies will be available in the grab bags. These will be updated ½ termly.
- Form Tutors should collect the lists of students present from DOS (Director of studies) when they are outside the building.
- Directors of Studies should ensure that each form in their year group has been registered and should report any absentees immediately to the appropriate Assistant Headteacher
- The names of any missing students/staff will be conveyed to the Headteacher or their representative by the appropriate SLT Link.
- Staff not directly responsible for students at the time of the alarm should move to the assembly point by the exit routes indicated. All staff not attached to a tutor group/year group should assist in supervising students in their lines.
- PE staff who are teaching groups in the PE area or on the field should accompany their groups to the assembly area via the pathway along the front of the building (by the car park) entering the tarmac via the green gate located at the end of the green wing to the left- hand side. They should not re-enter the building to get to the assembly point.
- Teaching Assistants should stay with the tutor group they are supporting at the activation of the alarm.
- Other support staff should make their presence known to SENDCO . Once their presence has been noted, please attach yourself to a group to assist the Directors of Studies and Form tutors with the management of students.
- HR staff will be assisted by Attendance Officer and staff from reception and will check the presence of all consultants and staff.
- Pinnacle staff to check the presence of all their staff and convey this to the Headteacher and their representative
- Any missing students/staff will be reported immediately to SLT. Pinnacle to inform the Fire Brigade

Conference Centre Visitors

Visitors to the Conference Centre should stay calm and await instructions from a member of staff or a designated warden. Delegates should:

- Remain calm, quietly and calmly following the designated warden to the nearest emergency exit indicated by the directions on the wall of the Conference Room.
- Once outside, walk around the cark park to the open green gates situated in the top car park.
- Head through the gates and toward the assembly point for registration.
- Await further instructions.

Receptions will collect the visitor's book upon exiting the building and will check off visitors against this record once outside the building. This will include all those visitors using the Conference Centre.

Swimmers

In the event of a fire students are evacuated wrapped in towels and exposure blankets, which are readily available poolside. If safe to do so, students will be asked to put their shoes on first before evacuating.

Out of Hours visitors see Hirer's Policy.

Examinations' Staff

- Evacuate the examination room in accordance with the instructions above.
- Ensure that all question papers and scripts are left in the examination room (but see * below). The Lead staff member should take with them the attendance registers for the examination so that students can be checked for their attendance when outside the building.
- Students should be evacuated and accompanied by the Lead staff member with responsibility for that examination and assembled outside the building. Students should not join their tutor groups and should be registered separately in conjunction with the Examination Attendance Register. The Lead staff member and invigilators should ensure that candidates are supervised as closely as possible whilst they are out of the examination room so as to ensure there is no collusion.
- After the candidates have returned to the examination room and before the examination is resumed staff should make a note of the time and duration of the interruption so that a report can be compiled and sent to the Examination Board. It is important to note that staff must not, however, write on any of the student scripts with this information.
- Allow the candidates the full working time prescribed for the examination.
- In the event of there being only a small number of candidates, consideration should be given to the possibility of taking the candidates, with question paper and scripts, to another place in order to complete the examination.
- The Lead staff member should make a full report of the incident and of the action taken for direct submission to the Examining Body.

School Senior Leadership Team

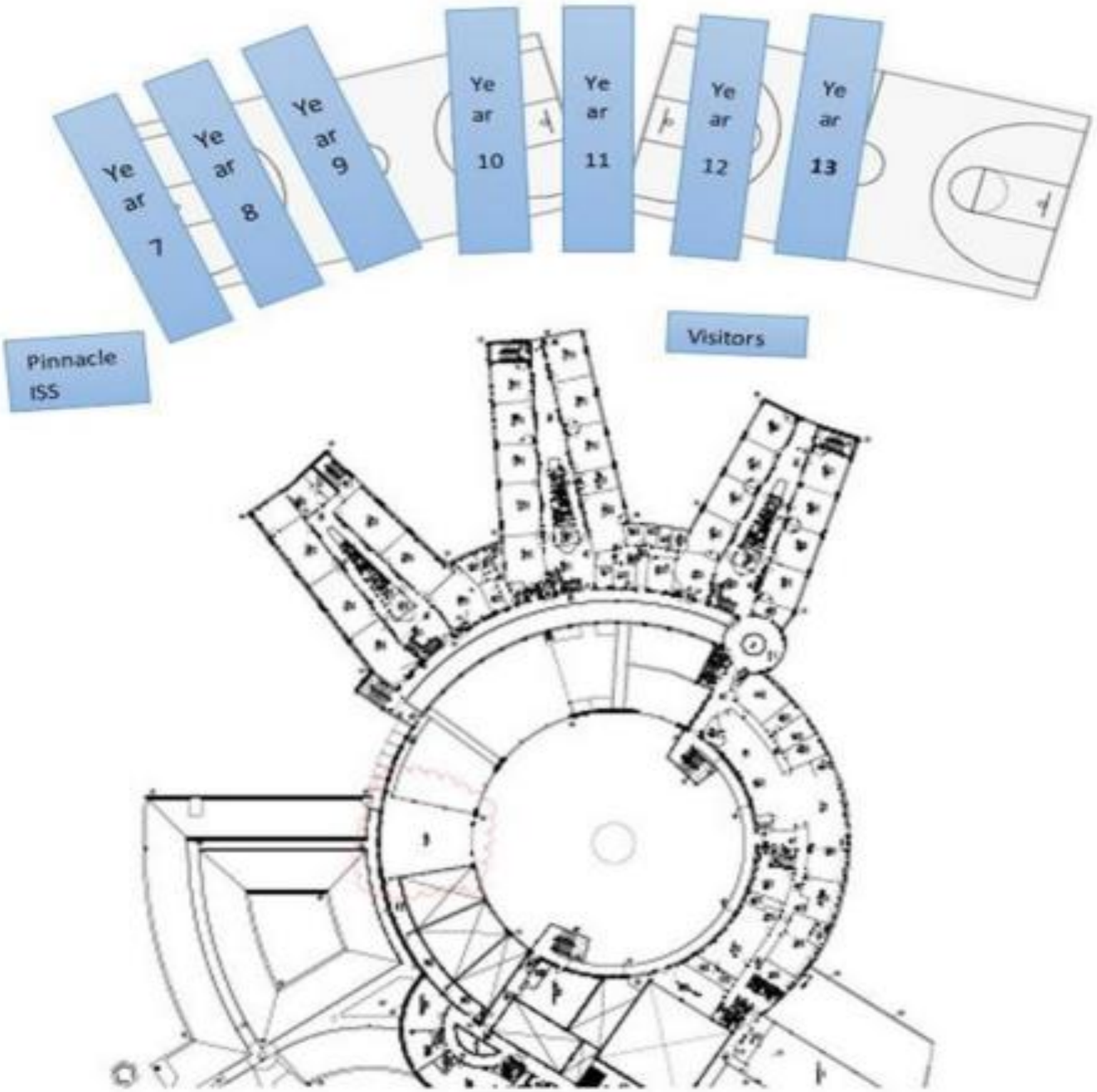
The most senior member of staff on site is responsible for the coordination of the Fire Wardens and evacuation process. Fire Wardens should sweep their areas for any remaining students and staff as they move themselves out of the building. Any persons unaccounted for to be reported to SLT and Pinnacle immediately, in order that the emergency services can be notified.

The most senior member of staff will await the 'all clear' signal from the emergency Services/Pinnacle, before the instruction is made for students and staff to re-enter the building.

Under **NO** circumstances should personnel or vehicles be allowed to leave the site until the 'all clear' signal has been issued by the attending Fire Officer in charge.

Once the 'all clear' signal has been given staff and students should re-enter the building under the direction of the SLT.

Evacuation Designated Assembly Points Map


Year 7
Year 8
Year 9
Year 10
Year 11
Year 12
Year 13
Pinnacle ISS
Visitors

FIRE WARDEN list with area of responsibility

Green Wing	**K.Ratcliffe KRA**	**(Tricia Holness THO)**
Purple Wing	**F.Levy FLY**	**TBC**
Blue Wing	**J Sandhu JSU**	**(P.Ilkova PKR)** **(M.Elbardy MEL)**
Sixth Form Area Incl Conference Rooms	**M.Milnar**	**(S.Curl SCU)**
Food Tech/Hospitality and Catering	**S.Curtis SAC** **K.Ward KWA (4-6.30pm)**	**(I.Rehal IRE)**
Swimming Pool & PE	**J.Cain JCA**	**TBC**
ALC and Headteacher's Office/Meeting Room	**L.Hicks LHI**	**(D.Jonska DJO)**
SEND Dept	**V.Nagy VNA**	**(F.Ashraf FAS)**
Office Pod	**N.Afraoui NAF**	**TBC**
Crescent (Drama, Hall, Dance Studio and ICT)	**M.Gaffin MGA** **Isabel Dimmock IDI**	**(D.Dadak DDA)**

(Reserves in brackets)

Additional Precautions

Fire doors must never be wedged open. All extinguishers, sprinklers and detectors are inspected and maintained by Pinnacle, via specialist subcontractors.

Alarm systems are inspected and maintained by Pinnacle, via a specialist subcontractor. A full evacuation procedure will take place every full term and in particular Year 7 students in the Autumn term of their arrival will have a fire evacuation practice. These evacuations will be recorded in the fire activation log book held in the Pinnacle office.

A feedback meeting is to be held shortly after, including key members of the school staff and Pinnacle. Any issues arising will be are addressed and shared with Pinnacle.

The annual emergency exercise programme may also include non-fire scenarios, such as shelter-in, cyber/data loss, off-site emergency response and business continuity. The outcome of these exercises would then be recorded and actions tracked to completion.

Appendices

Critical Incident Holding Statements/Scripts

1.	**Generic Incident** The School is currently dealing with an on-going incident. Emergency services have been contacted and we are currently liaising with them to assess the impact on the School and confirm any immediate action needed. An up-date will be provided in 60 mins via our website / parent direct contact
2.	**Generic Incident – Emergency Services on site** The School is currently dealing with an on-going incident. Emergency services are in attendance, and we are currently working with them to account for all our pupils and staff. (Parents of impacted children will be contacted directly) We would ask you not try to contact or come to the school at this time and an up-date will be provided in 60 mins via our website / parent direct contact
3.	**Shelter-In** In response to the report of…….*(insert outline*) the School has initiated its Shelter-IN procedure and we are currently in the process of accounting / have accounted for all students and staff. While the emergency services deal with this please do not contact or come to the School. (Parents of impacted children will be contacted directly). An up-date will be provided in 60 mins via our website / parent direct contact
4**.**	**Serious Injury** Today's events, which have resulted in the serious / minor injury of a member of the school has been a difficult / traumatic experience for all our students, their parents and our staff. While the emergency services continue to investigate these events, you will understand that we are unable to provide further details at this time. Our focus is on supporting those directly impacted and that we, as a community, support each other in the days ahead, as we seek to return to as normal an academic life as is feasibly possible.

Emergency Contacts

Contact	Telephone
Main reception	**01753 520473**
Student services	**01753 759600**
Pinnacle site team	**Slough Helpdesk - 0808 1967319** **Site Assistant - 07990 567380**
IT	**01753 787280 / 07825 827200**
Anita Spires - HT	**01753 759612**
Julie Noctor - DHT	**01753 759614**
Iain Priestley - DHT	**01753 520473 Ext: 205**
Isaac Alabi - DHT	**01753 759608**
Mike Gaffin - DSL	**01753 759612**
Karen Crump - HR	**01753 787285**
Jyoti Kumar - HR	**01753 520473 Ext: 206**
Lindsey Hicks - Business Team	**01753 759603**
Bill Pretty - Medical	**01753 520473 Ext: 251**
Jo Rockall	**01753 967534**
Judith Vucic – CFO	**01753 967511**
Drama Studio	**01753 520473 Ext: 216 (C2)** **01753 520473 Ext: 250 (C4)**

Key Suppliers	Telephone
Phone	**0371 3210101 (Talking Business)**
Wifi	**0371 3210101 (Talking Business)**
Electricity	**105 (National Number)**
Gas	**0800 111999**
Gate security - Pinnacle	**Slough Helpdesk - 0808 1967319** **Site Assistant - 07790 567380**

External Agencies	Telephone
Emergency services	**999**
Slough Education Department	**Neil Hoskinson -** **Sabi Hothi – 01753 875717**
Arbour Vale School	**01753 515560**
Claycots School	**01753 521215**
Slough Comms	**01753 875088** **(Kate Pratt – 07973 835052)**
Slough Children's First	**01753 477321**

Grab Bag

1.	Stationery Pad	x 5
2.	Flip Charts	x 3
3.	Marker Pens	
4.	Pens and Pencils	
5.	White Tack	
6.	Policy Logs	X 5
7.	Critical Incident Plan (printed copy)	
8.	List of Staff (+ contact numbers)	
9.	List of students (current year)	
10.	Emergency Contact Lists (Students)	
11.	SEND/Medical Emergency Arrangements	
10.	Business Continuity Plans	
11.	Wi-Fi Access and Codes	
12.	Portable Handheld Radio	x 2
13.	High-Vis Jacket	x 4
14.	Torch	x 4
15.	Barrier Tape	x 4

Incident Management Team Agenda

IMT AGENDA (Template)
Section 1 – Introduction This is the Beechwood Incident Management Team. I am ……. I will start by taking a roll call by function, then give an outline of the incident and then detail the priority actions needed to be taken.
Section 2 – Roll Call and allocation of roles • Crisis Gold Lead • Facilities • Academic Lead • Incident Silver Lead • Logistics • Welfare lead • Bronze Site Response Lead • IT • Finance • Comms / Media • Pinnacle link
Section 3 – Current Situation Outline / Describe current picture/ assessment of key issues. Question: “Does anyone have a different understanding of the issues or a more accurate assessment?
Section 4 – Priorities ● Outline strategic goals set by Crisis Leader Gold ● Review priority of strategic aims.
Section 5 – Plan of action ● Outline key features of plan. ● Allocate actions / scope of authority to functional leads. ● Request up-dates on allocated tasks & actions ***Admin*** to record action / owner / timescale
Section 6 – Recap ● Confirm strategic priorities, key elements of plan and priority actions to be undertaken. ● Comments - Invite input from non-functional leads.
Section 7 – Next Meeting Set date, time and venue for next session.

Incident Management Structure

