



**MOWDEN HALL SCHOOL
CRISIS MANAGEMENT PLAN**

GRID REFERENCE: NZ 04249 65154

PROCEDURES TO BE FOLLOWED IN THE EVENT OF AN EMERGENCY

A copy of this document will be in the school minibus and should be taken by the member of staff organising any excursion. Members of staff should be familiar with its contents.

A copy of the full parental address list (including parents' telephone numbers) will be kept in the school minibus.

A file containing a copy of the crisis management plan, and the parental address list, is available in the School Office and must be taken by any member of staff accompanying a school outing.

EMERGENCY NUMBERS	Home	Work	Mobile
Headmaster: Neal Bailey	01661 842147 01548 561474 (hols)	01661 842147	07799 530522
CEO: Tom Beardmore-Gray		01865 390720	07775 855278
Deputy Head: Kate Martin	07825 568530	01661 842147	07825 568530
Head Pre-Prep: Kirsten Knight	01661 842826	01661 842147	07742 670823
Headmaster's PA: Cathy Rooney		01661 842147	07967 763538
School Maintenance: Simon Miller	0191 413 9053	01661 842147	07544 916922
Headmaster's Wife: Nici Bailey	01661 842147 01548 561474 (hols)	01661 842147	07989 434373

EMERGENCY	
Police/Fire/Ambulance	999
Corbridge Surgery	01434 632011
Northumbria Specialist Emergency Care Hospital, Cramlington A&E	0344 811 8111
Hexham Hospital Urgent Care (NOTE: 8am to 10pm only)	0344 811 8111
Newcastle RVI A&E	0191 233 6161
NEDL (power supply emergencies)	0800 668877
D & J Oliver (Fire Alarm & Electrician)	07730 533348
Northumbrian Water	0345 717 1100
Westalls (plumbing)	01434 602740
Alan Heslop (Westalls)	07889 051587
Rentokil (Office)	0191 375 5520
Steve Bernacle (General)	0271 980 317
Walter Cartwright (Water)	07798 682975
Prudhoe Taxis	01661 833833
Gilmore's Taxis	01661 833797

In the event of an emergency the control point is the Headmaster's study and/or the School Office. If these are out of action, another appropriate location.

Usually only the Headmaster or the Deputy Head will mobilise the Crisis Management Team. In the unlikely event that no one can be contacted, then the Trust CEO, Bursary or the Headmaster's wife have the authority to do so.

In the event of an emergency the CEO of the Cothill Trust is to be notified as soon as possible. If he is unavailable then another Trustee must be contacted.

If you have to report a serious incident, you would be expected to provide the following information (if appropriate).

- Nature of the incident
- Exact location and time of the incident
- Number of casualties and details of injuries etc.
- Emergency services involved
- Action taken so far
- Location and telephone number from where call is being made
- Media response
- Name of person making initial call
- Time of initial call

If possible - Names and telephone numbers of those involved

SCHOOL CRISIS MANAGEMENT TEAM (CMT)

Those in italics provide assistance or deputise. Where the emergency involves the Pre-Prep or Nursery Departments relevant staff from those departments will be involved.

Team Co-ordinator	NAB	<i>KM</i>
School-Spokesperson& Media Liaison	NAB	<i>KM</i>
Parent Liaison	NAB	<i>KM</i>
Welfare representatives	NEB	<i>KK</i>
Timetable, Staffing	JH	<i>KM</i>
Security, Legal, Finance, Insurance, Safety, Works	Tom Beardmore-Gray	<i>Cothill Trust Bursary</i>
Incident Secretary	VS	<i>NEB</i>

Guidelines for staff involved in an emergency on school premises

- As a first priority, take such steps as seem necessary to eliminate any further danger or risks to individuals. Move all those concerned to a central area e.g. the Gym, Dining Room, if appropriate.
- Alert the emergency services, if appropriate, giving the location and route to the incident location. If necessary, position a guide to assist them. The school grid reference is available by the Office & Staff Room telephones and is on the front cover of this document.

- Alert a member of the CMT as quickly as possible.
- Alert another member of staff as quickly as possible to secure support.
- Take a roll call and make note of any absentees, inform CMT.
- Establish names of the injured, inform CMT.
- Have someone bring a mobile phone to the site if possible.

By this time it is likely that the CMT Coordinator will take the lead in resolving the situation. If this is not the case then the member of staff must manage the situation as effectively as possible until the CMT Coordinator arrives.

- If casualties are removed from the site ensure that you know their destination, inform CMT.
- Ensure that a member of staff travels to hospital with casualties.
- Keep parents and onlookers away from the site if possible.
- Do not put yourself or other individuals at risk.
- Keep a record of any witnesses.
- As soon as practicable, write down all relevant details.
- **Do not divulge the name(s) of casualties to the media.**
- **No member of staff should speak with the media or make a response until the Headmaster or the Trust CEO has been consulted.**
- **If you have to speak to the media then do not speculate as to the cause of the emergency e.g. "I think it happened because....."**
- **When dealing with the media a terse "no comment" is to be avoided. It is better to say something along the lines of "I am afraid we are unable to make any further comment until we have established the facts....."**

Guidelines for action in the event of an emergency on a school expedition

A copy of the following guidelines should be held by the Party Leader and his/her deputy.

- Establish the nature and extent of the emergency.
- Call relevant emergency services.
- Make sure that all the other members of the party are accounted for.
- Advise party staff of the incident and that emergency procedures are in operation.
- Establish names of the injured.
- If there are injuries, establish their extent and administer first aid (if you are qualified).
- Alert a member of the CMT as quickly as possible and provide CMT with further information as it becomes available.
- Ensure that an adult from the party accompanies casualties to hospital.
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.

- Control access to telephones until contact is made with the CMT Coordinator. Pass full details of the incident to the school contact.

By this time it is likely that the CMT Coordinator will take the lead in resolving the situation. If it is not the case then the member of staff must manage the situation as effectively as possible until the CMT Coordinator arrives.

- Telephone numbers for future communication (identify alternative telephone numbers in case telephone lines become jammed).
- School to arrange for contact to be made with all parents of those involved. In serious incidents parents of all party members should be informed.
- In the case of a party abroad, a designated person should act as the point of contact with the media to whom all involved should direct questions.
- The Party Leader should write down as soon as practicable all relevant details.
- A record should be made of any witnesses.
- Any associated equipment which might be needed as evidence should be kept in its original condition.
- All accident forms should be completed and the Trust Bursar should be provided with details so that insurers may be contacted.
- Ensure that parents are informed of any delays that will be necessitated.

Neal Bailey
October 2019