

# Lea Primary School

working in partnership with Wessington Primary School and Holloway Playgroup



Wessington Primary School



Learning, Enjoying, Achieving



Holloway Playgroup

## Lea Primary School

# Critical Incident Summary Plan

<b>Committee responsible for reviewing and updating this policy:</b>	Resource Management Committee
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Date of Review:	Governor's Meeting Minute Number:	Comments:

Lea Primary School  
**Critical Incident Summary Plan**

Name	Action
Adele Needham or Sonja Munn	Phone emergency services and delegate registers & visitors book
Andrea McDonald	Phone emergency services in their absence

Karen Maycock	<b>Take charge</b> <b>Contact DCC – 01629 585934 Out of hours: 01773 570100</b> <b>Educational Psychologists: 01629 533815</b> <b>Liaise with the media</b>
Glyn Woodruff	<b>To do the above in Karen’s absence</b>

Rachel Wylde & Jack Lee	<b>Secretary for Critical Incident – see guidance in Critical Incident Plan</b>
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Glyn Woodruff	<b>Responsible for immediate actions to safeguard students and staff</b>
Johnny Rowlatt	<b>To safeguard students and staff with Glyn or take charge in Glyn’s absence</b>

Lynn Jepson	<b>Ensure gates and doors are open to allow for emergency services</b>
Sara Shortland	<b>To ensure gates and doors are open in Lynn’s absence</b>

Teaching Assistants	<b>Support staff in getting children safe and to allow teachers to take other emergency roles</b>
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