



Crisis and Serious Incident Management

**Policy Statement
appendix**

September 2024



ORCHARD HOUSE
SCHOOL

APPENDIX B - USEFUL CONTACT NUMBERS

Local authority Emergency Commander	Mr Stephen Dunham 07940 546 263
Local authority main switchboard	020 8825 5000
Local authority – Head of Service (Fire, Health, Safety and Security)	Tony Daley 020 8825 6235
Local authority (Health, Safety, Security & Fire prevention manager)	Steve Dunham 020 8825 7418
Local authority (School health and safety officer)	Patrick Howell 020 8825 5617
DfE	0370 000 2288
Police station (Central Control Room)	020 8994 1212
Chelsea and Westminster Hospital	020 8746 8000
Charing Cross Hospital (switchboard)	020 8846 1005
Hammersmith Hospital (switchboard)	020 8383 1000
St Mary's NHS Trust (switchboard)	020 7886 6666
West Middlesex Hospital	020 8560 2121
Transport for London	0843 222 1234

APPENDIX C - EXCURSION LEADER'S CHECK LIST

School main telephone number: 020 8742 8544

Head's mobile number: 07846 390 720

HAVE YOU GOT YOUR CLASS ADDRESS LIST? AND YOUR STAFF LIST?

Party leaders: Be calm, be measured, take your time. You are in charge at the site of the incident.

1. Party leader to appoint an assistant to take care of children either not harmed or not involved in the incident
2. Party leader to summon emergency services if necessary
3. Party leader to determine who should accompany any casualties to hospital, ensuring remainder are left supervised and in a place of safety
4. Party leader or his appointed deputy to call and reconcile party register (children and staff) - account for missing persons
5. Party leader to inform head of incident, including:
 - a. Brief description of incident
 - b. Names of children and staff involved, brief description of status of injuries if known
 - c. Name(s), address(es) and contact telephone numbers of hospital(s) to which casualties have been sent or,
 - d. If dealing with a missing child or children, name of police station dealing with incident, name and rank of senior officer responding and contact number of CID team involved
 - e. **Agree with the head when the next contact by mobile phone will be made**
 - f. Head/incident commander will advise you if she is sending you additional staff members to help
6. Assistant teachers on trip first to ensure safety of children not involved in incident
7. Assistant teachers then to take name of any witnesses and to note down key times and when incident has been contained



APPENDIX D - EMERGENCY SUPPLIES CHECK LIST

This list must be checked by Maintenance at the start of each term. Ensure batteries have held their charge.

1. Dried pasta sufficient for entire school community for 24 hours
2. Tinned pasta sauce for above
3. Dried fruit
4. Two large tins of assorted sweets (good for rewards and for children's morale)
5. Water: assume school's tanks will suffice for 18 hours. Each school to carry additional minimum 100 litres potable water in sealed containers.
6. Two substantial battery torches
7. A battery powered radio
8. 8 rolls 5cm width Scotch decorator's tape
9. A roll of dustbin-sized disposable black refuse bags
10. Tin of powdered milk for tea/coffee