

LIST OF USEFUL CONTACTS

This list should be reviewed each school term and updated if necessary. It is important that all members of the school's Critical Incident Management Team have a copy of this list at home as Critical Incidents can occur during weekends and school holidays.

Organisation	Name	Phone	Fax	Email
Principal				
Vice-Principal				
Head of Pastoral Care				
Chair of Board of Governors				
Caretaker/Key holders				
Board Critical Incident Response Team Leader				
Board's Chief Executive				
CCMS				
Local Police				
Local Fire and Rescue Service				
Local Hospital				
Nearest Doctor's Surgery				
School Nurse				
Board's Emergency Out of Hours				
Board's Health and Safety Officer				
Board's Transport Section				
Board's Maintenance Officer				
Board's Communications Officer				
Educational Psychologist				
Education Welfare Officer				
Social Services – Local Team				
Counselling Services (pupils)				
Local Church or Clergy/Faith Workers (staff)				
Media Contacts				
Local Health and Care Trust				
Staff Support and Welfare				

Contact List: Updated _____ (date) by _____ (name)
 Updated _____ (date) by _____ (name)
 Updated _____ (date) by _____ (name)