



*Be watchful. Stand firm in your faith. Be strong. Be courageous. And let everything you do be done in love.
1 Corinthians 16: 13-14*

Appendix 10 – Critical Incident Response Team Roles

Role	Responsibility	Possible Candidates	Name & Contact Number(s)
CRITICAL INCIDENT MANAGER	<ul style="list-style-type: none"> • Contacts Emergency Planning Duty Officer. • Acts as or appoints schools single point of contact, acting as liaison between schools and emergency planning team (co-ordinating centrally) • Consider the need to alert other colleagues and external agencies. • Establish a Critical Incident Response Team. • Collate all relevant information relating to the emergency. • Co-ordinate the emergency response strategy for the school, liaising with relevant services, NCC and school governors as appropriate. • Monitor the emergency response. • Provide regular staff / team briefings. • Authorise any additional expenditure. 	HT DHT Chair of Governors SLT Member	
DEPUTY CIM	<ul style="list-style-type: none"> • Assists Incident Manager. • Co-ordinates and manages staff in the Incident Management Team. • Monitors staff welfare and organises staff roster. 	DHT Vice Chair of Governors	



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	<ul style="list-style-type: none"> • Co-ordinates evacuation, if necessary. • Liaises with the Emergency Services and other organisations as necessary. 	SLT Member	
PARENT LIAISON OFFICER	<ul style="list-style-type: none"> • Advises parents and provides information. • Provides point of contact. • Arranges on-site co-ordination of visiting parents. • Maintains regular contact with parents where appropriate. 	SLT Member School Governor	
ADMIN	<ul style="list-style-type: none"> • Operate telephone lines. • Help collate information. • Relay incoming and outgoing messages. • Provide admin support to the Incident Manager and Deputy. • Maintain a master log of key events and decisions. 	Bursar Administrator Support Staff	
MEDIA/ COMMS	<ul style="list-style-type: none"> • Acts as point of contact for media enquiries. • Works with the County Council's communications team to prepare media statements. • Assist with internal communications. 	SLT Member School Governor	
PUPIL WELFARE	<ul style="list-style-type: none"> • Maintain supervision. • Ensure the safety and security of pupils. • Co-ordinate the roll call register. 	Teaching Staff	



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	<ul style="list-style-type: none"> • Provide information and offer reassurance. • Monitor pupils' physical and emotional welfare. 		
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