Cothill House Policy Documents

ISSR 16 Crisis Management Plan

Date: September 2026
Next review: September 2027

Procedures to be followed in the event of an emergency

Members of Staff need to be familiar with the contents of this document.

Emergency Numbers

Headmaster **George May**	01865 390800	07775 855191
Headmaster's Wife **Emi-Lou May**	01865 390800	07966466081
Chief Executive Officer **Andrew Ashton**	01865 390720	
Deputy Heads **Adam Pearson** **Jack Phillips**	01865 390800 01865 966116	07879 498889 07504 729807
Head of Learning Support **Chrissie Lane Fox**	01865 966105	07731302906
Chief Operating Officer **Lloyd Griffiths**	01865 390030	
School Secretary **Jane Woodcock**	01865 390800	07885 315484
Head of Operations **David Hannah**	01865 390800	
Head Matron **Sarah Wright**	01865 390800	07990 593892
Senior Matron **Laura Marx**	07476 488 906	
Bowlers **Adam Pearson**	01865 390532	07879 498889

Maintenance
Jack Smith 07398 117801

Kennington Health Centre 01865 730911

Emergency Services 999

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 (Bursary, Headmaster's House, etc)

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

In the event of an emergency the CEO of the RSG is to be notified as soon as possible. If they are 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)

Team Coordinator	George May school spokesman & media liaison
Crisis Management Team	George May, Adam Pearson, Jack Phillips, Sue Day, Emi-Lou May, Chrissie Lane Fox, David Hannah Jane Woodcock (parent liaison) RSG (security, legal, finance, insurance, safety & works)

Guidelines for Staff involved in an emergency on school premises

1
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 Hall, Complex or Dining

Room if appropriate. In the event that the whole site has to be evacuated then pupils and staff should be evacuated to the Sports Hall in the short term, or Radley College should a longer term evacuation be required.

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 postcode is OX13 6JL

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.
Ensure mobile phone reception is established

2
By this time it is likely that the CMT co-ordinator 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 co-ordinator 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 RSG CEO has been consulted.
If you have to speak to the media, do not speculate as to causes 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 when off site.
This includes death or injury of pupils

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

- Alert emergency services as necessary.
- If there are injuries, establish their extent and administer first aid (if you are qualified).
- Obtain as much factual information about the state of the emergency. Establish names of casualties & injured. Advise Staff that emergency procedures are now in operation.
- Carry out a quick appreciation of the immediate responses required.
- Select and set up control arrangements to manage the incident and ensure all pupils and staff are safe.

- Alert the Head; the Head will alert the RSG Chief Executive Officer and Trustees. A member of the CMT will contact pupils' parents.

- Allocate staff to appraise / liaise with emergency services; other staff to supervise / comfort pupils.
- Ensure that a member of staff accompanies casualties to hospital.
- Consider whether & how to arrange a return to school as soon as possible.
- Control access to telephones until contact is made with the Head & CMT. Pass full details of the incident to the school contact.

  then

- The Head will call a staff meeting to give information and inform pupils in a sensitive way – in small groups if possible
- The Head will arrange a debriefing meeting for all staff involved in the incident
- The Head will arrange a debriefing meeting for all pupils involved in the incident

The Headmaster will further:

- facilitate support for high-risk pupils and staff
- attend / organise funerals, services, memorials
- refer affected pupils and staff to appropriate counselling

The CMT co-ordinator will take the lead in resolving situations. If this is not the case, then the lead member of Staff involved must manage the situation as effectively as possible until the CMT coordinator arrives.

Telephone numbers for future communication will be recorded (alternative telephone numbers may also be taken 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 should be provided with details so that insurers may be contacted.
Ensure that parents are informed of any delays that will be necessitated.

Guidelines for other emergencies

1.
Death or incapacity of Headmaster
The Senior Management Team, led by Jack Phillips and Adam Pearson and advised by the RSG CEO Andrew Ashton will assume responsibility for running the school.

The two priorities will be:

- to ensure the school continues to function with as little disruption as possible
- to inform all Trustees, staff, pupils & parents as soon as possible and as sensitively as possible.

DH - September 2026