ACTION NOTIFICATION CHECK LIST

*(priority may vary according to incident)*

Have emergency services been contacted? - fire 

- police 

- ambulance 

Schools Service Safety Officer 

Emergency Planning Officer 

Communications Unit 

Property Services 

Principal, Educational Psychology Service 

Principal Educational Social Worker 

School meals 

Transport 

Executive Director for Children and Families 

Director of Schools Service 

Director of Children and Families 

Cabinet Member for Children’s Services 

CSMT 

Chief Executive 

Chair of Governors 

Insurance office 