

Level two - Co-ordinated response

Decisive factors should include:

- a) Liaison with emergency services including the health authority or receiving hospitals.
- b) Multi-departmental involvement – e.g., Property/Education Department
- c) Situation will generate a number of enquiries from parents/guardians, pupils, media and the public.
- d) Possible evacuation or sheltering
- e) Medium impact on day to day activities.
- f) High probability of escalation.

Level Three - Major Incident Response

Decisive factors include:

- a) Evacuation or sheltering arrangements.
- b) Casualties or fatalities.
- c) Large number of enquires from the public and media.
- d) Emergency services liaison.
- e) Major impact on normal day to day activities.

The tiered response approach is flexible enough to upgrade or downgrade the response at the situation evolves and demand changes.

1.6 Initial Contact – information gathering	
School	Date of call
Location	Time of call
Name and contact number of party leader and other supervising adults	
Location of the incident	Nature of the incident – date and time of incident
How many are involved	No of non injured Where have they been taken, contact details
No of injured Where have they been taken, contact details	No of fatalities Where have they been taken, contact details
Has anyone else been informed e.g. emergency services? What were they told?	Are there any other factors to consider e.g. preservation of evidence / crime scene
What further action or support is necessary?	

