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| **York St John Major Incident Plan**    **Local Plan for: (Dir/Sch)**  **Type of Incident:**  **Local lead person:**  **Local person on MIT (if applic)**  **Local crisis team:** |  |

**Crisis team alternates:**

**Local Actions**

1. **Establish Facts as known.**
2. **What is the School’s/Directorate’s main role in responding to the major incident?**
3. **What information do you need in order to be able to respond effectively?**
4. **Which staff are likely to be most affected by the incident/most vulnerable?**
5. **(if applicable) Which students in your School will be affected/most vulnerable?**
6. **How will local business continuity be affected?**
7. **What are the responsibilities of each member of the crisis team?**
8. **What actions do you need to take in relation to:**

**People (staff, students, visitors, families)**

**Property**

**Communications (internal and external)**

**IT systems**

**9. What actions do you need to take:**

**Immediately**

**Medium term**

**Longer term**

1. **How often will the local crisis team meet?**

**11. Who will keep a record of events/decisions?**

**Date when Local Plan was developed:**

**Date for Review:**

**Author:**