# Example Primary School Incident Management Structure

Below is an example of the Incident Management Structure for a primary school - which simplifies pages 9 to 11 of the template Business Continuity Plan. Adapt this for your needs.

## Level One (Strategic) - The Senior Emergency Management Team

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| **Senior Emergency Management Team (SEMT)** |
| **Name** | **Position** | **Role in an Incident** |
| xxx | Head Teacher | A1.2, A3.1, A3.3 + Appendix 8, 9, 10 & 11 |
| xxx | Chair of Governors | As per Head Teacher in their absence. |
| xxx | Vice Chair of Governors | As above if necessary |
| xxx | Business Manager | A3.2, A3.4, A3.6 |
| Critical Incident Team | Local Authority | A3.5, Appendix 4 and 6 (Tel: 07623 912974) |
| xxx | Senior Designated Childcare Professional | A3.7 |
| xxx | Educational Visit Co-ordinator | A3.8 |
| xxx | LA Communications Officer  | A3.5, Appendix 12 (Tel: 01603 224214) |

The SEMT is responsible for:

* Long term strategy
* Funding issues
* Providing adequate resources
* Press and media liaison
* Communicating with relevant bodies
* Liaising with Co-ordinating group (below)

## Level Two (Tactical) – The Co-ordinating Group

Where necessary, the SEMT (above) will create a Coordinating Group including the following:

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| **Co-ordinating Group** |
| **Name** | **Position** |
| xxx | Representative from the SEMT |
| xxx | Department Heads  |
| xxx | Children’s Services staff |
| xxx | NCC Communications Officer |
| xxx | NCC Risk and Insurance Manager |
| xxx | NPS Estates Officer |
| xxx | Incident Recorder |

The Co-ordinating Group is responsible for:

* General management and coordination
* Liaison with Emergency Services, Children’s Services
* Endorsing the approach of the operational group (below)
* Keeping a detailed log of the incident
* Presenting options to the SEMT

When this plan is invoked all staff must be notified as soon as possible.

## Level Three (Operational) – The Operational Group

The operational group - those ‘on the ground’ will:

* Assist with recovery of the school
* Communicate to and from Incident Management and Co-ordinating groups

The Operational Group might include teachers, teaching assistants, emergency services staff (if relevant) and estates staff.

The appendices to this document comprise our Incident Management Plan.