

**CONFIDENTIAL**  
**CRITICAL INCIDENT PROCEDURE**  
**Disaster Recovery Plan**  
**Key Contact Numbers**

AGENCY	TELEPHONE NUMBER
Police	999
Non-urgent calls to police	101
Fire	999
Ambulance	999
NHS	111
Gas	0800 111 999
Electric	0800 783 8838
Water	0345 714 5145
General Property Enquiries	01473 944455
School Closure	01473 263942
School Closure – Severe Weather	Online Procedure - <a href="#">Online Form Reporting Closure School Closure Website</a>
Standards and Excellence - Alun Davies	<a href="tel:07927578371">07927578371</a>
Strategic Support Team	Office Hours (8:30am – 5:00pm) - 01473 263942 Out of Office Hours and Weekends - 01473 433440
For leaders' wellbeing support:	01473260163 <a href="mailto:leadershipwellbeingsupport@suffolk.gov.uk">leadershipwellbeingsupport@suffolk.gov.uk</a>

**Details of Lead Responsible People and Key Holders \***

- **Ruth Coleman - 07702275535**
- **Jannice Simpson - 07850950074**
- **Jayne Scales - 07715177119**

In the event of there being a major disaster to one of the buildings, all staff will be contacted by one of the Managers and directed to another location.

It will be organised for a Message of the Day to appear on 'My SCC' informing other organisations within SCC of the whereabouts of the Children Centre team. Where a critical incident has been dealt with an incident form must be completed and sent through to Nina Bickerton, Suffolk (maintained) Schools and Corporate Health

**Under no circumstances will any member of staff speak to the press – advise caller to ring the Press Office on 01473 264389**



Sally Evans - 09/08/23