MAJOR INCIDENT PLAN

(E.G. - Fire and Evacuation, Robbery, Fatality or Serious Injury, Structural Failure or Major Utilities Leakage, Asbestos damage, Bomb Threat)



	Nursery Manager		
Follow site evacuation plan where	e incident requires the premises to be cleared / call eme	rgency services where required	d (police / fire / ambulance etc.)
	Contact relevant Group Emergency Co	ntact (GEC)	
GEC to contact Property Services Helpdesk Specialist Services to liaise with Fire / Police / Loss adjusters on making building safe and re-entry timescales where required Specialist Services to contact H&S Team to attend if Incident Report	GEC to oversee colleague's welfare, i.e. trans other site etc. where site has been closed of GEC to also contact HR Advisor to help with 0 needs / support colleagues where r GEC to contact H&S team where serious injury GEC & Ops Managers to liaise with Safe	due to incident. Colleague welfare required raccident or fatality Stores Team	Contact relevant Group Emergency Contact (GEC) COO to contact relevant members of Exec. & Press Officer, Press Officer to liaise with COO prior to any press release where required COO to be liaison between H&S /
required and liaise with Fire Investigation Officer	where required and pass all loss details to Specialist Services & COO for insurance purposes		Support Services / LP and feedback info to Exec
	Full de-brief to be held following incident by a	all parties involved]
Nursery Manager to add appropriate numbers in b	lank spaces:		
Safe Stores Team: 03303 552266	HR Advisor:	Lo	ocal Police Station:
Transco (Gas): 0800 111 999 Water Supplier:		Health &	& Safety Team: 07716 224 296 / 07805
Specialist Services Property Helpdesk: 0845 250126	55		
GROUP EMERGENCY CONTACT (GEC) - Initial Contac	ct - Operations Manager:		
Back up Contact: Head of Nursery Operations:	Chief Ope	erating Officer:	