

MAJOR INCIDENT COORDINATOR

- Lead the Major Incident Team
- Keep Vice Chancellor and Governors informed
- Monitor ongoing response to incident and manage risk

EXTERNAL CO-OPTEEES

If student incident - SU President: Identify if link to SU/If know close friends; provide support; monitor social media (liaise with Director of External Relations)

INCIDENT WITH REPUTATIONAL IMPACT – ACTION FOR RESPONSE TEAM MEMBERS

EXECUTIVE DIRECTOR: STUDENT STAFF SERVICES

- Obtain staff details or visitor details
- Identify reason for visitor on site (I/A)
- Inform HSO (I/A)
- Inform Head of School/Director
- Inform Reception where to direct queries
- Liaise with police (for non-student incident)

DIRECTOR EXTERNAL RELATIONS

- Establish press interest
- Review social media
- Coordinate internal and external communications

REGISTRAR

- Obtain student and programme details
- Liaise with police if student incident

DIRECTOR ESTATES

Stand Down, but continue to monitor the situation and reflect on any interventions required of the Directorate

DIRECTOR ILS

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CO-OPTEE: HEAD OF SCHOOL/DIRECTOR of relevant area

- Provide emergency contact details if visitor incident
- Inform senior colleagues and relevant staff
- Speak to students on prog (I/A)

IMMEDIATE ACTIONS (DAY OF OCCURRENCE) – Follow local incident checklist

LONGER TERM ACTIONS (DAY 2 ONWARDS) – Follow local incident checklist/MIT agreed actions

- Manage contractual issues (if staff member)
- Ensure colleagues and students (if applicable) can access support
- Continue to liaise with police and authorities

- Manages media to ensure a consistent message is delivered
- Monitors press and publicity around incident

- Advises School re: academic regulations and Registry procedures

Continue to monitor and reflect on any additional contribution required from the Directorate.

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- Communicate information to the School
- Monitor support for staff and students