

MAJOR INCIDENT COORDINATOR

- Lead the Major Incident Team
- Responsible for immediate/urgent decision on actions
- Keep Vice Chancellor and Governors informed
- Monitor ongoing response to incident and manage risk

EXTERNAL CO-OPTees

EXTERNAL THREAT – ACTION FOR RESPONSE TEAM MEMBERS

EXECUTIVE DIRECTOR: STUDENT STAFF SERVICES

DIRECTOR EXTERNAL RELATIONS

DIRECTOR ILS

DIRECTOR ESTATES

REGISTRAR

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

- Ensure Security are briefed
- Ensure police are informed of threat
- Arrange for search of area if safe
- Support decision re : evacuation
- Monitor situation if safe to do so
- Contain impact (if possible)

- Establish communication means to support safety first and then business continuity
- Ensure consistent and clear communications, including through website
- Manage media interest
- Determine press release

- Support emergency comms through IT systems
- Assist in evacuation of FLC
- Ensure remote access to services and learning resources
- Secure IT systems if possible to facilitate continued communications

- Organise the evacuation of the site/area of the site
- Ensure relevant fire alarms are triggered if required
- If safe to do so, ensure utilities and services which may cause further issue if damaged are shut down (e.g. by flooding/explosion)
- Make available internal building plans to support action

- Identify any student cohorts who could be at risk
- Support communication with relevant student cohorts

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

- Provide advice on staff contractual issues if situation continues
- Ongoing support for, and advice to, Security

- Maintain regular communications
- Establish call centre to handle enquiries if needed
- Monitor social media
- Regular updating of web information

- Source a location for temporary learning centre

- Ensure alternative accommodation or office space is available if evacuation continues

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