



**Varndean**  
College Brighton & Hove

# Critical Incident Plan

Last Update:	June 2018	
SLT Approval:	June 2018	
Audit Committee Approval:	June 2018	
Corporation Approval:	July 2018	
Review Date:	June 2018	(Contact details and arrangement)
	June 2020	(Plan detail and policy)

## Introduction

A major incident is an event or series of events, usually sudden, which has the potential to overwhelm normal responses and procedures and is likely to have significant organisational consequences and may involve significant personal and emotional distress.

A major incident may occur at any time and cause significant loss with prolonged interruption to the business of the College. The Plan outlines the way in which Varndean College will respond to major incidents and provides a framework for the following processes:

- Implementing immediate action to ensure safety of, students, staff, and visitors, including evacuation, and treatment of casualties, liaison with emergency services , notification to families of injured individuals , and the protection of assets
- Establishing temporary arrangements to ensure that college activities are recommenced as soon as possible. This will necessitate; finding safe , secure teaching environments; minimising inconvenience; enabling finance and administrative procedures to be resumed
- Undertaking the planning and management of actions required to establish the mid to long term return to normal operations

The objective of this document is to co-ordinate the response within Varndean College to a major incident and to ensure business critical functions are reinstated as soon as possible, while full restoration of all services is planned and implemented on a concurrent basis.

The decision to invoke the Critical Incident Plan must be made by the Principal or another member of the Senior Leadership Team (SLT). The plan sets out guidelines to enable College staff to respond quickly and cope effectively with the situation. It will be implemented in either whole or in part depending upon the severity of the incident.

**All staff should be aware of this policy and the procedures detailed within it.** Further guidance on the use or interpretation of this policy can be obtained from the Business Director.

The plan should be discussed with the Link College to ensure that they are aware of our procedures should an evacuation of the Link College be appropriate or when their students are attending Varndean for activities.

## Aims of the Plan

- Create awareness of the need for planned arrangements.
- Provide a management framework for responding to a major incident.
- Establish an Emergency Response Team that manages strategies and allocates resources to ensure a major incident has minimal impact on the operation of the College.
- Ensure that College safeguarding and child protection policies are adhered to at all times during any incidents that might occur
- To co-ordinate the full reinstatement of College services as soon as possible.
- Provide re-assurance of the practical help available at short notice.
- Pass on advice based upon previous experiences.
- Give guidance on source of information and help.

## **Scope of the Plan**

### **The plan will be invoked when:**

- Access to any College building, in part or total, is denied due to an incident.
- The College's business systems are interrupted.
- A Health & Safety incident affects staff, students and/or the local community and/or environment.

Although not exhaustive this may include:

### **In College**

- A deliberate act of violence, such as the use of a knife or firearm
- A College fire or explosion
- A student or member of staff being taken hostage
- Total or partial loss of electrical, water or gas supplies to a College building
- Gas leak
- Disturbance or release of hazardous materials including asbestos
- Loss of critical system(s)
- Serious damage to school building or property through fire, flood or vandalism;  
A serious medical emergency
- Student or staff member with a contagious illness

### **Outside College**

- The sudden death of a student or member of staff
- A transport-related accident involving students and/or members of staff
- Death or serious injury of a student or staff member on College journeys or visit
- Civil disturbances or terrorism

The Plan may be invoked when an incident is likely to, or will affect the business operations of the College. The Plan may also be activated during an externally occurring incident that impacts the College's personnel or business operations.

The Principal has overall responsibility of all matters pertaining to the College including Disaster Recovery implementation. The operational responsibility is delegated to the Business Director as Critical Incident Response Team (CIRT) Co-ordinator who will have responsibility for endeavouring to ensure that all necessary actions are taken to:

- Secure the immediate safety of individuals
- Protect the College site, buildings and contents
- Arrange, as soon as possible, temporary facilities to enable operations to recommence
- Co-ordinate mid to long term plans to re-establish normal operations, existing prior to the disaster

The CIRT will be responsible for assessing the scale of the disaster and deciding whether or not to implement the full recovery procedures and involve the entire CIP Plan response team. If the whole team is not required the CIRT may utilise such members of the team which they consider appropriate.

Those within the CIRT have been given specific responsibilities. In the event of non-availability those duties will be transferred to another member of the team, or additional members will be drafted in temporarily.

Outline Action and Control plans for possible incidents can be found in Appendix 8.

**Critical Functions**

In the event of a situation that threatens business continuity there are a number of critical functions which SLT must maintain or reinstate as a priority:

<b>Function</b>	<b>SLT Responsibility</b>
Leadership – Principal or Critical Incident Response Team Co-ordinator	<b>Principal</b>
Safeguarding	<b>Vice Principal Students</b>
Health and Safety assessment	<b>Business Director</b>
Communications & IT	<b>Principal</b>
Teaching	<b>Vice Principal Curriculum</b>
Insurance	<b>Business Director</b>
Financial transactions	<b>Business Director</b>

**Non-critical functions**

The following functions are identified as non-critical, which may be temporarily suspended in order to support the critical functions during a business continuity event. Any arrangement to adjust staffing levels in different areas will be by negotiation with line managers and authorised by the appropriate member of SLT. It is believed that these are not critical to the ability of the College to carry out its business. It is intended that these functions will be returned to business as usual as soon as is practicable:

- Handling complaints
- Response to statutory requests
- Line management of staff
- Responding to FOI requests
- Strategic planning

A recovery time objective (RTO) should be assigned to each function as part of the response process. Steps will need to be taken to ensure that they are re-established as quickly as is practicable.

**Additional information regarding IT issues**

The VLE (Moodle), STS, Media Blogs and the Google Software suite are available externally and could be used in the eventuality that the college building had to remain closed but the IT systems were still functional. Students and staff could continue to work and maintain contact via email.

In the event of a partial closure, software is available across the college and is not limited to a per classroom basis.

Specialist areas that use Apple Mac's would be limited to either working in Media or Music as the software used is Apple specific (these are the only areas with Apple Mac computers).

Unfortunately due to licensing restrictions, we could not make other software available outside of college.

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## **Notification of an incident**

If an incident, such as those identified on page 3, should occur, the person first aware of the incident must inform the Principal. If unavailable, another member of SLT should be contacted. On notification of a less serious incident, the members of the Critical Incident Response Team may initially be put on alert as a precaution in case the incident escalates.

Out of normal business hours, the site staff may be called to site in response to an incident and will carry out an investigation. If it is considered, from the initial assessment, that the incident may affect the College's operation, the Principal or Business Director (BD) will be alerted.

The activation flowchart on page 8 will then be set in motion.

From the first notification of the incident, there will be the need for urgent information;

- What has happened, and how serious is it
- Have there been any casualties
- What facilities have been affected, and is their loss short, medium or long term.
- What access is there to the premises and when will this be possible

The CIRT, having been informed of the incident, will gather this information. Having obtained this they will then;

- Contact the ERT, as appropriate
- Contact the emergency services if not already actioned
- Decide where the ERT will meet, and when
- Issue any immediate instructions as necessary to protect all individuals

The CIRT will meet to discuss the situation and decide on actions that are required immediately, over the next few hours and over the first couple of days. These actions will then be delegated to the relevant team member in line with their delegated responsibilities.

During the initial period there is likely to be considerable activity, and therefore the CIRT will need to communicate on a frequent basis. Within a two days, a mid to long term strategy should be identified. After this time, the times and nature of meetings should be formalised.

## **Critical Incident Response Team (CIRT)**

**The CIRT will be made up of the members of SLT. They will be supported by the Business Continuity Team.**

Key responsibilities of the CIRT:

### **Life preservation**

- Identify all staff and students involved
- Monitor progress of recovery
- Effective & timely communications

### **Media**

- Provide accurate and regular updates to Head of Marketing.
- Liaise with press/media. **(NB all press releases will be approved by the Principal, or if not available by another member of SLT).**

### **Learning Resources**

- Identify areas affected
- Identify alternative resources within the College
- Identify resources outside the College

### **Teaching**

- Identify areas affected
- Identify alternative teaching space within/outside the College
- Reschedule teaching to alternative locations

### **Business Operations**

- Identify areas affected
- Identify alternative space within/outside the College
- Establish alternative space and relocate staff and equipment
- Maintain core operating systems (HR, Finance, MIS etc)

### **Recovery**

- Liaison with the College's insurer broker and loss adjusters
- Plan specialist recovery/repair works
- Plan re-establishment of normal operations
- Plan re-establishment of IT & communications systems
- Conservation and prevention of future damage

**Contact details:****Critical Incident Response Team**

<b>Person</b>	<b>Location</b>	<b>Telephone</b>
Principal CIRT Co-ordinator	Principal's office opposite Reception	
Business Director	Room 7 offices	
Vice Principal Curriculum	Room 7 offices	
Vice Principal Students	Room 7 offices	

**Business Continuity Team**

<b>Person</b>	<b>Location</b>	<b>Telephone</b>
CIRT Co-Ordinator		
Site Manager	Site office	
Health and Safety Advisor	Site office and offsite	
IT Manager	IT Office	
HR Manager	Room 7 offices	
Registry and Office Manager	Registry / Reception	
Principal Downslink College (if required)	Downslink College	

Additional contacts that may be useful in the event of an incident

<b>Person</b>	<b>Location</b>	<b>Telephone</b>
PA to the Principal	Principal's office opposite Reception	
Assistant Site Manager	Site office	
Clerk to the Governors	Remote	
Insurance Broker – Marsh UK Ltd	Capital House 1-5 Perrymount Road Haywards Heath RH16 3SY	

**Plan Activation**

**INCIDENT OCCURS**

Principal (or member of SLT) is notified.



**Principal (Member of SLT) assembles:**

Emergency Response Team



**Critical Incident Response Team**

Assesses the extent and effect of the incident on staff, students and the College.



**Critical Incident Response team Activated:**

- Establish contact with the College Management Team
- Activates Business Critical Team 'First Response Officers' as per contact list, to attend the College  
(e.g. IT/Communications, H&S, Marketing, Estates.)



**Business Continuity Team**

- Co-ordinator**
- Attends site
  - Puts BCS Team Officers on Standby
  - Mobilises BCS as necessary
  - Contact next of kin.
  - Notifies utility companies/contractors as necessary
- Assist in recovery of full business operations



**Critical Incident Response Team**

- Support Principal (or nominee)
- Co-ordinate & manage immediate incident response
- Identify casualties
- Notifies insurers
- Ensure departmental action plans activated
- Co-ordinate feedback to Principal
- Co-ordinate & manage recovery to full business operations



**Principal (or Nominee)**

- Notifies emergency services
- Notifies Chair of Governor/EFA & SFA
- Determines full needs
- Nominates on-site Co-ordinator
- Identifies on-site facilities
- Mobilises Business Critical Team
- Determines incident over



## Incident response centre (IRC)

The IRC will be a single place of contact for information relating to the incident. All information relating to the business interruption and the subsequent responses will be held here.

The Incident Response Centre will be established in **The Principal's Office**. Should an incident happen that results in this office being inaccessible, then an alternative location will be selected.

In the event of a major incident, the centre will be made available 24 hours a day, seven days a week, if necessary.

The centres will be equipped with or located near to the following:

- Telephones with access to both internal and external networks
- Access to photocopier
- IT network points with access to both internal and external networks
- Computer equipment and peripherals
- Mobile phone and radios
- Suitable office furniture & whiteboards
- Stationery

## Operational Log

All decisions and actions taken will be recorded and logged. Every decision will have a separate entry. A template can be found in Appendix 3.

## Documentation

Staff identified within the Plan (Critical Incident Response Team and Business Continuity Team), will be provided with electronic copies of the Business Continuity Plan. **Members of these teams should keep a copy at home for access. This may be required if it not accessible on site.**

Plan holders will be expected to provide updated information relating to any contact details changes to the Business Director who will update and circulate the revised document.

## **Debriefing**

There will be an immediate debriefing, with all operational staff involved, once an incident has been successfully responded to in order to feedback and record outcomes and any problems that have occurred.

An additional debriefing session will take place within two weeks of the end of an incident with the Critical Incident Response Team and Business Critical Support Team. The CIP will be reviewed in order to determine the plan's effectiveness.

Proposals for changes and/or additions to the plan will be notified to the Business Director. These will be considered by SLT who will then update the master document and circulate the amendments to all plan holders.

## **Training**

All members of staff with a responsibility within the plan will be provided with guidance and familiarisation training. Refresher training will be given after each periodic review and update of the plan.

All staff will be provided with awareness training and line managers should include the Plan in their induction procedures.

## **Testing**

This will occur annually

Aspects of the plan that will be tested:

- The emergency contact list
- The plan processes

The SLT will have a scenario to discuss at each year. Any changes to the plan will be incorporated, if required, following feedback from the scenarios.

This process is intended to ensure everyone is fully aware of their roles within the plan and to identify any weaknesses that need to be addressed and improvements that need to be made.

The Audit Committee will receive an annual report each autumn outlining testing which has occurred during the year and any significant findings from them.

See Appendix 4.

## APPENDIX 1

### Emergency action list

#### Action by: - Principal

##### Stage 1 - Initial actions

- Open and continue to maintain, a personal log of all factual information received, actions taken, and the time of those events.
- Make every attempt to clarify exactly what has happened.
- Consider whether Incident requires involvement of CIRT.
- If yes, mobilise CIRT to appropriate Incident Response Centre.
- Notify Emergency Services and provide initial liaison and support.
- Secure immediate area, and evacuate as necessary.

##### Outside term time (or outside College hours)

- Arrange for:-
  - A member of the Site Team to open certain parts of the College as appropriate and to be available (and responsive) to requests.
  - Immediate administrative support.

Think about what you are wearing when you go into College, in case you are unavoidably drawn into a TV interview.

If the Incident does attract Media attention, you are likely to be inundated with requests for interviews and statements, see Appendix 4 for some key points to remember.

***(NB: It is especially important that if names of those who may have been involved in the incident are known DO NOT release – or confirm – them to anyone, before those identities are formally agreed and next of kin are informed).***

- If deputising for the Principal, contact and brief him/her.
- Inform Chair of Governors-
  - of Incident
  - they should standby to be available for interview by the Media.
  -
- Nominate On-Site Coordinator from CIRT, and brief CIRT on initial assessment and incident feedback.
- Inform Funding bodies
- Be prepared to receive telephone calls.

## Stage 2 – Once established

### **Brief CIRT member acting as On-Site Co-ordinator to oversee the following:-**

- Briefing of Business Continuity Support Team Co-ordinator.
- Ensure staff are easily identified and ID cards displayed & checked.
- Set up arrangements to manage visitors & record their names.
- Set up arrangements to enable accurate information to flow into and out of the College and for telephone calls, by ensuring –
  - brief, but up-to-date prepared statements are available to staff answering phones
  - media calls are directed to the nominated media contact point
  - an independent telephone is made available for outgoing calls
- Arrange for SLT to be called in, as necessary, and briefed at an early stage. (Subsequent briefings should also be arranged).

### **Regarding Next of Kin:**

- If students are involved, the contacting of next of kin will be an important early task (remember if it is a major incident, they may well have already heard via the media). It may be appropriate to ask the parents/next of kin to come to the College for briefings and support. This will need to be done with the utmost care.
- Arrange for a separate room with refreshments to be provided for parents away from main entrance and media.
- Maintain regular contact with next of kin.
- If Incident is away from College seek Police advice whether next of kin should travel to the scene.

### **Regarding Staff:**

- Remember to have regular breaks, and advise others to do so.
- Maintain regular contact with CIRT. Ensure that all staff involved know each other's roles & responsibilities.
- Be aware of how colleagues are coping & be available to see staff when required.
- Remember some members of College staff may be so affected, that they will not be able to help in supporting learners
- Recognise also that if the burden of dealing with the situation falls disproportionately on a small number of staff, they too could need professional support.
- **Unless there is overwhelming pressure, avoid closing the College & endeavour to maintain normal routines & timetables. This should when and where it is safe to do so**

### Stage 3 – Period following the close of the incident

- When appropriate, seek advice on special assemblies/funeral/memorial services.
- Prepare full report on Incident.
- Arrange to make contact with any students either at home or in hospital.
- Make sensitive arrangements for the return to College (as appropriate).

### Stage 4 – Longer term issues

The effects of some Incidents can continue for years.

Thought will need to be given to:-

- Working with staff to monitor students informally
- Clarifying procedures for referring students for individual help
- Being aware that some College staff may also need help in the longer term.
- Recognising and if appropriate, marking anniversaries
- Remember to make any new staff aware of which learners were affected and how they were affected.
- Remembering that legal processes, inquiries and even news stories may bring back distressing memories and cause temporary upset within the College.
- Remembering that if the Incident does attract Media attention, it is likely that interest will continue for many weeks.
- All documentation and records should be secured and retained post incident. This should include any photographic evidence if collected

## **Emergency action list (continued)**

### Action by: - Critical Incident response team

#### Stage 1 – Initial actions

- Obtain full facts of Incident from the Principal.
- Open and continue to maintain personal logs of information received, actions taken and the time of those events.
- Assess extent & effect of the incident on staff, students and the College.
- Agree initial course of action and level of response.
- Establish contact with relevant College managers.
- Identify First Response Services to attend the College.
- Activate and brief Business Continuity Support Team Co-ordinator.
- Mobilise Incident Response Centre.
- Notify switchboard of incident and media contact point.
- Notify College Insurers.

#### Stage 2 – Once established

- Under guidance from CIRT Co-ordinator:
- Activate First Response Team.
- Liaise with First Response Services, identify roles and responsibilities and proposed course of action.
- Confirm agreed course of action with Principal and Emergency Services.
- Establish regular communications updates with Emergency Services.
- Co-ordinate administrative incident support.
- Ensure on site facilities available for Business Critical Support Team.
- Ensure accurate information to flow into and out of the College and for telephones calls, by ensuring –
  - sufficient help is available to answer all calls
  - staff maintain records of all calls received
  - telephone staff are reminded that some calls could be bogus
- Establish system for identifying casualties and their whereabouts.
- Co-ordinate actions to sensitively inform staff and learners.
- Ensure staff & students are aware of media contact point.
- Maintain regular contact with Business Continuity Support Team.
- Activate Departmental action plans, if appropriate.

#### Stage 3 – Period following close of the incident

- Co-ordinate and manage recovery to full business operations.
- Early appointment of an independent loss adjuster as required
- Identify losses and update insurance company.
- Establish recovery costs.
- Allocate sufficient resources to ensure quick return to normal business operations.
- Monitor recovery programme progress.
- Manage and monitor recovery costs.
- Manage contact with the College's customers and suppliers.
- Arrange temporary accommodation if necessary.
- Notify suppliers and contractors of any changes to College operations.

## **Emergency action list (continued)**

### Action by: - Business Continuity team

#### Stage 1 – Initial Actions

- Obtain full facts of Incident from Emergency Response Team Co-ordinator.
- Open and continue to maintain a personal log of information received, actions taken and the time of those events.
- If coming in from home, remember to bring useful items, such as any keys needed.

#### Stage 2 – Once established

- Under guidance from Business Continuity Team Co-ordinator, assist the Principal, or if not available, another member of SLT.
- Maintain or re-establish emergency communications links.
- Co-ordinate full building evacuation if necessary.
- Establish “incident hotline”.
- Notify utility companies and contractors as necessary.
- Put specialist contractors on standby as necessary
- Maintain or re-establish energy & utility supplies.
- Secure buildings/arrange access as appropriate.
- Co-ordinate media contact and publicity including press release.
- Establish regular communications updates with media.
- Ensure staffing lists and contact details available.
- Ensure student lists and contact details available.
- Support College staff and students affected by incident.
- Monitor the situation and report to the CIRT as necessary.

#### Stage 3 – Period following close of the incident

- Identify actions to be taken in order to recover from the incident as quickly as possible.
- Identify support requirements in relation to specialist contractors.
- Ensure external and internal communications are maintained.
- Co-ordinate removal of damaged resources.
- Co-ordinate recovery of damaged resources.
- Notify staff and students room/location changes.
- Continue to ensure detailed log of decisions and subsequent actions taken is maintained.

## **Emergency action list (continued)**

Action by: - Other

### Stage 1 – Initial actions

- Obtain full facts of Incident from CIRT Co-ordinator
- Open and continue to maintain a personal log of information received, actions taken and the time of those events.
- If coming in from home, remember to bring useful items, such as any keys needed.

### Stage 2 – Once established

- Under guidance from CIRT Co-ordinator, support the Principal, CIRT and Business Continuity Teams.
- Concerning incoming telephone calls
  - take especial care when answering telephone calls early on
  - maintain a record of calls received
  - only give out information from prepared statements that will be made available
  - remember that some calls could be bogus

### Stage 3 – Period following close of the incident

- Attend incident debriefings.



## APPENDIX 2

### **Media Interviews**

#### Points to note with media interviews

- Have another person with you, if possible, to monitor the interview.  
Try to agree an interview format i.e. establish what the interviewer wants to ask.
- Be prepared to think on your feet, but try to decide beforehand what you want to say.  
Do not read it out.
- Remember you could be quoted on anything you say to a journalist, even if it is not part of the formal interview.
- Be prepared to say you cannot comment.
- Don't over-elaborate your answers.
- Refuse any requests for photos of College students/staff involved.
- Try to keep a grip on your emotions during interviews-especially if it is TV.
- Most journalists are responsible, but check where interview/camera team go, when interview is over.

APPENDIX 3

**Operational Log**

Incident	
Date/Time	
Team Member	
Action	
Response	
Further Action	
Notes	
Action Complete	
Signed	

## **Annual testing**

**The SLT will test the plan in order to scrutinise those parts of the plan that are factual and measurable by either a pass or fail.**

Aspects of the plan that will be tested:

- The emergency contact list
- The plan documentation
- The plan itself by means of a talk through test

### **Emergency contact list**

This is the most crucial of all the factual information contained within the plan.

The Business Director will undertake regular checks including contacting all those named on the contact lists to determine if the information is correct. This list is updated annually.

### **The plan documentation**

The plan documentation includes all forms that will be used in the event of the plan being activated.

### **Talk through test**

This test will consist of 'talking through' aspects of the plan with SLT. The intention is to ascertain and develop familiarity with the Plan and processes within the key management team

SLT members should develop;

- Understanding of the plan
- Understanding of their role and ensuring that there is no ambiguity in their role
- Understanding of any interaction there is with other team members
- Understanding the factual information required and that it is up to date

**Questions may be asked about a specific scenario and what actions may be required to be taken. A record and outcome of the test will be kept. If any weaknesses are identified these should be reviewed as soon as possible and any changes made to the plan as required**

APPENDIX 5

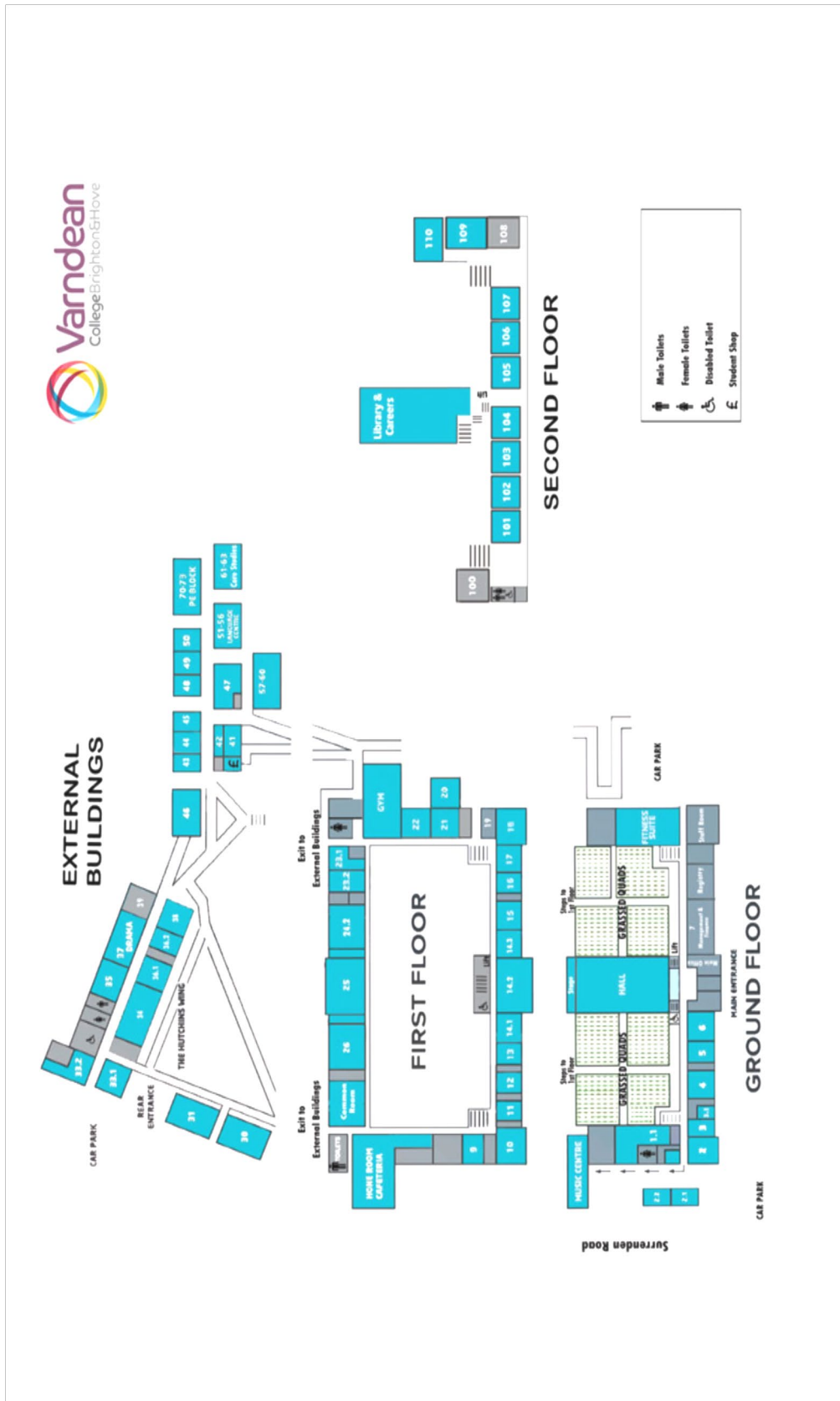
**Key College Information**

College Site	Varndean College Surrenden Road Brighton BN1 6WQ
Telephone	01273 508011
E Mail	<a href="mailto:office@varndean.ac.uk">office@varndean.ac.uk</a>
Status of College	Sixth Form College providing general education for 16-19 year olds, mature students and adult education provision in the evenings and Saturday mornings. The College is an independent Corporation
Student Numbers	Full Time: 1610 Part Time: approx. 800
Student gender	Mixed
Staff Numbers	250
Annual Turnover	£8.5 m 85% ESFA funding
Site details	<p>Varndean is a single site in northern suburbs of Brighton, on a site of 21.5 acres. The whole Surrenden campus is shared with 2 Secondary schools, an infant and junior school.</p> <p>Private residences surround the site.</p> <p>There are two vehicle access points to the site and limited staff car parking. These are both off Surrenden Road.</p> <p>The site comprises: Main building c.1926, two brick built additional blocks, and 10 temporary blocks of differing sizes and construction. A loft extension has been added with a large library and additional classrooms and staff resource bases in the former roof space of main building. The remaining areas are grassed, with some being used for sports pitches.</p> <p>There is a Special Needs Centre - (Downsview Link College) on the east of the site which is owned and run by Brighton and Hove Council. This is a centre of post 16 education for about 60 students with a broad spectrum of special needs. The College has a link senior manager. This is currently the Business Director.</p> <p>Layout of the site is shown at appendix 6.</p>

Requirement for staff offices in the event of a disaster	<p>Broadly the following would be required;</p> <ul style="list-style-type: none"> <li>• Principal</li> <li>• Other SLT members</li> <li>• Reception</li> <li>• General admin – including Finance and HR</li> <li>• Exams</li> <li>• Registry</li> <li>• Student Support</li> <li>• Other managers as appropriate</li> </ul>
Colleges/ Schools and other organisations within a reasonable distance who may be able to assist with facilities	<p>Very limited capacity. Any commercial facilities available would take a long time to be ready for occupation.</p>
Timescale by which alternative facilities would be needed	<p>Aim to get lessons started again within at least 2 working weeks following a major incident.</p>
Previous disruption to site	<p>Power outage 2017-18.</p>
Details of critical information storage and data back up	<p>The College runs one integrated network serving curriculum and admin users. This is backed up and kept off site.</p> <p>Details of actions in respect of a disaster occurring can be found at appendix.</p>
Issues with planners with regard repair and replacement of buildings or temporary buildings whilst rebuild occurred	<p>The College is within the Brighton &amp; Hove Unitary Authority.</p> <p>We would anticipate no difficulties arising in respect of rebuilding existing buildings. Plans would need to be submitted at an early stage.</p> <p>Planning permission would be needed for any temporary buildings requirement.</p>
Area of largest potential disruption	<p>This would be the Main Building where most of the teaching occurs and from where most admin. Operates.</p>
Any spare capacity in terms of building space on site	<p>There is very little flexibility.</p>

APPENDIX 6

Site Plan



APPENDIX 7

**RESPONSIBILITIES**

<b>Function</b>	<b>Name</b>	<b>Responsibilities</b>
Overall responsibility	<b>Principal</b>	<ul style="list-style-type: none"> <li>• Will pass the operational responsibility to the ERT Co-ordinator</li> </ul>
Emergency Response Team Co-ordinator (ERTC)	<b>Business Director</b>	<ul style="list-style-type: none"> <li>• Assess the size of the disaster, decide on team required, and inform them accordingly</li> <li>• Inform those on Key contact list, at appendix ,</li> <li>• Organise a base from which to work</li> <li>• Schedule team meetings as appropriate</li> <li>• Endeavour to handle all aspects of the disaster effectively and efficiently</li> </ul>
Deputy Disaster Managers	<b>Vice Principal Curriculum</b> <b>Vice Principal Students</b>	<ul style="list-style-type: none"> <li>• Assist the ERTC as required</li> <li>• Deputise for ERTC as required</li> <li>•</li> </ul>
Public funding body and other funding liaison	<b>Principal</b>	<ul style="list-style-type: none"> <li>• Inform bodies of nature and scale of disaster</li> <li>• Request assistance from these bodies as required</li> </ul>
Governor Liaison	<b>Principal</b>	<ul style="list-style-type: none"> <li>• Keep Chair of Governors up to date with situation</li> </ul>
Media Liaison	<b>Vice Principal Students</b>	<ul style="list-style-type: none"> <li>• Compile and issue all communications to the media, as agreed by the ERT</li> <li>• Answer all request from the media</li> <li>• Ensure that all staff know that they should not speak directly to the media</li> </ul>

Staff Liaison	<b>Vice Principal Curriculum</b>	<ul style="list-style-type: none"> <li>• Compile and issue all communications to staff, as agreed by ERT</li> <li>• Receive and answer all queries from staff</li> </ul>
Student Liaison	<b>Vice Principal Students</b>	<ul style="list-style-type: none"> <li>• Compile and issue all communications to students and parents as agreed by ERT</li> <li>• Put in place systems to effect this communication both to and from students</li> </ul>
IT Recovery Systems	<b>IT Manager</b>	<ul style="list-style-type: none"> <li>• Ascertain the extent of damage</li> <li>• Identify requirements for essential computer functions to be operative as soon as possible</li> <li>• Identify what actions required to restore the IT systems to pre disaster operating levels</li> <li>• Source and oversee installation of above requirements, with reference to team members regarding insurance and recovery financing</li> </ul>
Insurance Claim/Recovery Funding	<b>Business Director</b>	<ul style="list-style-type: none"> <li>• Inform insurance broker of disaster</li> <li>• liaise with Loss adjuster</li> <li>• make claims as advised by LA.</li> <li>• Produce cash flow of requirements for immediate operation and arrange interim payments programme with LA</li> </ul>
Premises and Equipment Resources	<b>Business Director</b> <b>Site Manager</b>	<ul style="list-style-type: none"> <li>• Ascertain the extent of damage</li> <li>• Plan and oversee the salvage of college property and equipment</li> </ul>



		<ul style="list-style-type: none"> <li>• Identify immediate and longer term requirements</li> <li>• Place orders and oversee delivery</li> <li>• Ensure with the Police that the site is secure</li> </ul>
Curriculum Issues	<b>Vice Principal Curriculum</b>  <b>Exams Officer</b>	<ul style="list-style-type: none"> <li>• Ascertain the damage to coursework and any loss of examination data</li> <li>• Is there accommodation to sit exams</li> <li>• Identify requirements for immediate and long term curriculum delivery</li> <li>• Place orders to effect the above</li> </ul>
Records	<b>IT Manager</b>  <b>MIS Data &amp; Quality Co-Ordinator</b>	<ul style="list-style-type: none"> <li>• Ascertain the extent of damage to student records both paper and computer based</li> <li>• Liaise with IT Manager and Student Progress Director to develop strategy to replace damaged records</li> </ul>
Healthy and Safety	<b>H&amp;S Officer</b>	<ul style="list-style-type: none"> <li>• Identify areas of the College which need to be made safe</li> <li>• Advise HSE of the disaster, after clearing this communication with ERTC</li> <li>• Give advice on correct safety procedures as appropriate</li> </ul>

## APPENDIX 8

### **Incidents - Actions and Controls**

1. Fire
2. Bomb or bomb threat
3. Flood
4. Natural Gas leak or explosion
5. Violent or threatening behaviour
6. Major power cut
7. Major IT failure
8. Structural damage
9. Pressure valve explosion
10. Health concern
11. Food poisoning
12. Fatality/major incident
13. Behaviour problems
14. Incendiary device
15. Extreme weather conditions
16. Incident during College visit

## FIRE

### IMMEDIATE ACTION

#### **IMMEDIATE ACTION BY INDIVIDUAL DISCOVERING OR NOTIFIED OF INCIDENT:**

Raise the alarm.

Fight small fire-only if trained and in no personal danger.

#### **SPECIFIC ACTION BY KEY PERSONNEL**

Go to designated points and carry out responsibilities as detailed in Fire Emergency Procedure

#### **IMMEDIATE ACTION FOR MAJORITY OF AFFECTED PEOPLE**

Evacuate building by nearest signed evacuation route.  
If disabled and on the first floor, exit via rear doors

#### **ASSEMBLY POINT ON EVACUATION**

Main Car Park. If unsafe then congregate on the playing fields to the south of the main building  
If evacuated to North congregate outside North car park entrance without blocking vehicle access

### EXISTING CONTROL MEASURES

#### **PREVENTATIVE MEASURES**

- No smoking on College site
- Good housekeeping
- Electrical equipment tested regularly
- Flammable Products are kept in appropriate stores

#### **PRACTICE TRAINING**

- Fire Marshals trained
- Fire drill carried out every term, during day and evenings

#### **EQUIPMENT**

Smoke and heat detectors; extinguishers and hose reels; fire Blankets; fire action and evacuation notices displayed throughout College; electronic fire alarms; fire door alarm; fire panel shows location of fire.

## BOMB OR BOMB THREAT

IMMEDIATE ACTION	EXISTING CONTROL MEASURES
<p><b>IMMEDIATE ACTION BY INDIVIDUAL</b>  <b>DISCOVERING OR NOTIFIED OF INCIDENT:</b>            Having received bomb threat, complete 'Bomb Threat Telephone Checklist' and notify Security Team. If you identify a suspect package, do not touch it. Notify Site Team.</p> <p><b>SPECIFIC ACTION BY KEY PERSONNEL</b>            Call Police.            Assess situation and determine action by following Bomb Treat Emergency Procedure.</p> <p><b>IMMEDIATE ACTION FOR MAJORITY OF AFFECTED PEOPLE</b>            Evacuate immediate area or whole college, as instructed by search teams.            Take personal effects where possible.</p> <p><b>ASSEMBLY POINT ON EVACUATION</b>            Evacuation: South Playing fields.</p>	<p><b>PREVENTATIVE MEASURES</b></p> <ul style="list-style-type: none"> <li>• Use recognised couriers and warn staff if expecting unusual package.</li> <li>• Good housekeeping.</li> <li>• Limited CCTV in College car-park.</li> <li>• Main exit fire doors are alarmed</li> </ul> <p><b>PRACTICE TRAINING</b></p> <ul style="list-style-type: none"> <li>• None is currently received</li> </ul> <p><b>EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>• Alarmed fire exit doors</li> <li>• Try and keep corridor doors open for automated disposal robots</li> </ul>

## FLOOD

### IMMEDIATE ACTION

**IMMEDIATE ACTION BY INDIVIDUAL DISCOVERING OR NOTIFIED OF INCIDENT:**  
Do not turn on lights or use electrical equipment.  
Contact site team.

**SPECIFIC ACTION BY KEY PERSONNEL**  
Qualified Facilities staff should isolate electricity in affected area. Locate problem source and rectify. If not qualified do not attempt to rectify. Call experts

**IMMEDIATE ACTION FOR MAJORITY OF AFFECTED PEOPLE**  
Depending on the damage, reschedule classes to another area or send staff/students home.

**ASSEMBLY POINT ON EVACUATION**  
Main Car Park. If unsafe then congregate on the playing fields to the south of the main building  
If evacuated to North congregate outside North car park entrance without blocking vehicle access

### EXISTING CONTROL MEASURES

#### PREVENTATIVE MEASURES

- Repair and maintenance of piping carried out, where required.
- Problems with taps/pipes reported to Site team immediately.

#### PRACTICE TRAINING

- Site staff are trained on action to be taken.

## NATURAL GAS LEAK OR EXPLOSION

### IMMEDIATE ACTION

**IMMEDIATE ACTION BY INDIVIDUAL DISCOVERING OR NOTIFIED OF INCIDENT:**  
 Evacuate area. Do not touch lights or equipment.

Report immediately to Site team who will isolate the gas supply and ventilate area. Facilities will notify Principal and contact British Gas. If explosion, raise fire alarm

**SPECIFIC ACTION BY KEY PERSONNEL**  
 If leak: Evacuate immediate area and/or rest of College. If extensive, send students and non-essential staff home. If explosion, see Fire.

**IMMEDIATE ACTION FOR MAJORITY OF AFFECTED PEOPLE**  
 Evacuate by route indicated by Fire Marshals.

**ASSEMBLY POINT ON EVACUATION**  
 Evacuation: Southern Playing fields or outside North car park

### EXISTING CONTROL MEASURES

- PREVENTATIVE MEASURES**
- Gas appliances located in well ventilated areas and serviced annually.
  - Flame failure device on pilots therefore gas valve shuts, if pilot goes out.
  - ‘No Smoking’ on College site.
- PRACTICE TRAINING**
- Site staff are trained in the action to be taken and the use of relevant equipment.
- EQUIPMENT**
- Independent isolation valves in the kitchen-linked to ventilation system.
  - Annual maintenance contract for all gas appliances.

## VIOLENT OR THREATENING PEOPLE

IMMEDIATE ACTION	EXISTING CONTROL MEASURES
<p><b>IMMEDIATE ACTION BY INDIVIDUAL DISCOVERING OR NOTIFIED OF INCIDENT:</b></p> <p>Sound Panic Alarm or Personal Alarm, where possible. Dial Reception or ask someone else to alert CET</p> <p><b>SPECIFIC ACTION BY KEY PERSONNEL</b> Ring Police and ambulance, where necessary. Follow police advice. Keep note of description, what was said and done. Were they armed and threaten or actually use violence. If they left site what direction did they go and what was there state</p> <p>Site team will prevent access at main entrance and advise people on corridors where to go.</p> <p><b>IMMEDIATE ACTION FOR MAJORITY OF AFFECTED PEOPLE</b> Remain where they are unless in immediate danger or security instructs otherwise.</p>	<p><b>ASSEMBLY POINT ON EVACUATION</b></p> <p>Remain where they are, unless in immediate danger or Security instructs otherwise.</p> <p><b>PREVENTATIVE MEASURES</b></p> <ul style="list-style-type: none"> <li>• Staff wear ID badges and students carry ID cards</li> <li>• Public/Visitors given a visitors badge.</li> <li>• Be prepared to challenge anyone suspicious without a badge.</li> </ul> <p><b>PRACTICE TRAINING</b></p> <ul style="list-style-type: none"> <li>• All staff should receive training in action to be taken, if they encounter violent/threatening people.</li> </ul>

<b>MAJOR POWER CUT</b>	
<b>IMMEDIATE ACTION</b>	<b>EXISTING CONTROL MEASURES</b>
<p><b>IMMEDIATE ACTION BY INDIVIDUAL DISCOVERING OR NOTIFIED OF INCIDENT:</b> Not applicable.</p> <p><b>SPECIFIC ACTION BY KEY PERSONNEL</b> Site manager will investigate reason for failure and try to rectify ASAP. If unable to do so then utility company will be alerted</p> <p><b>IMMEDIATE ACTION FOR MAJORITY OF AFFECTED PEOPLE</b> Await further instructions.</p> <p><b>ASSEMBLY POINT ON EVACUATION</b> Partial evacuation, if required: As instructed by Fire/Evacuation Marshals.</p> <p>Temporary College Closure: torch lit assistance will be provided to cars, where necessary.</p>	<p><b>PREVENTATIVE MEASURES</b></p> <ul style="list-style-type: none"> <li>• Uninterrupted power supply. This currently gives around an hour of power which should be sufficient to safely closedown all IT networks.</li> </ul> <p><b>PRACTICE TRAINING</b></p> <ul style="list-style-type: none"> <li>• Site staff are trained in the action to be taken.</li> <li>• Staff and students informed of action to be during induction training, including isolation of Machinery.</li> </ul> <p><b>EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>• Emergency lighting throughout College;</li> <li>• Torches.</li> </ul>



## MAJOR IT FAILURE

### IMMEDIATE ACTION

#### IMMEDIATE ACTION BY INDIVIDUAL DISCOVERING OR NOTIFIED OF INCIDENT:

Not applicable.

#### SPECIFIC ACTION BY KEY PERSONNEL

Refer to the IT recovery plan  
IT manager will investigate reason for failure and try to rectify ASAP

#### IMMEDIATE ACTION FOR MAJORITY OF AFFECTED PEOPLE

Await information from IT manager.

#### ASSEMBLY POINT ON EVACUATION

Not applicable.

### EXISTING CONTROL MEASURES

#### PREVENTATIVE MEASURES

- Network backed up every evening.
- Backup stored off site.

#### PRACTICE TRAINING

- IT staff are qualified and trained on action to be taken.

#### EQUIPMENT

- Computer back-up in locked fire-proof safe in IT department office.

## STRUCTURAL DAMAGE

### IMMEDIATE ACTION

**IMMEDIATE ACTION BY INDIVIDUAL  
DISCOVERING OR NOTIFIED OF INCIDENT:**  
 Notify Site Team.  
 Raise the fire alarm, if significant and immediate danger.

**SPECIFIC ACTION BY KEY PERSONNEL**  
 Call emergency services where required.  
 Contact Health and Safety Executive.  
 Go to designated points and carry out responsibilities as outlined in Business Continuity Plan.

**IMMEDIATE ACTION FOR MAJORITY OF  
AFFECTED PEOPLE**  
 Evacuate whole College, if alarm sounds.

Evacuate immediate area, as instructed by Facilities with assistance from Fire Marshals, where necessary.

**ASSEMBLY POINT ON EVACUATION**  
 Evacuation: As for Fire

### EXISTING CONTROL MEASURES

**PREVENTATIVE MEASURES**

- Building is maintained and regularly inspected.

**PRACTICE TRAINING**

- Fire marshals trained

**EQUIPMENT**

- Emergency valves for isolating services;
- Electronic fire alarm.

## PRESSURE VALVE EXPLOSION

### IMMEDIATE ACTION

#### IMMEDIATE ACTION BY INDIVIDUAL DISCOVERING OR NOTIFIED OF INCIDENT:

Raise the fire alarm.

#### SPECIFIC ACTION BY KEY PERSONNEL

Call emergency services where required.  
Contact Health and Safety Executive.

#### IMMEDIATE ACTION FOR MAJORITY OF AFFECTED PEOPLE

Evacuate building by nearest signed evacuation route  
or follow Fire Marshal instructions.

#### ASSEMBLY POINT ON EVACUATION

As for Fire

### EXISTING CONTROL MEASURES

#### PREVENTATIVE MEASURES

- Pressure System Safety Regulations 2000 are implemented;
- Pressure vessels are inspected annually by College insurance company following written schemes of examination;
- Pressure vessels are operated by trained operators, following safe working procedures. Also trained in action to be taken, if equipment begins to malfunction.
- Pressure vessels are regularly maintained.

#### PRACTICE TRAINING

- Fire Marshals trained
- Fire drill carried out every term, during day and evenings.

#### EQUIPMENT

- Electronic fire alarm
- Fire panel shows location of fire.

<b>HEALTH CONCERNS</b>	
<b>IMMEDIATE ACTION</b>	<b>EXISTING CONTROL MEASURES</b>
<p><b>IMMEDIATE ACTION BY INDIVIDUAL DISCOVERING OR NOTIFIED OF INCIDENT:</b> Contact Occupational Health Advisor.</p> <p><b>SPECIFIC ACTION BY KEY PERSONNEL</b> Take advice from Public Health Authority.</p> <p><b>IMMEDIATE ACTION FOR MAJORITY OF AFFECTED PEOPLE</b> Meningitis/Septicaemia outbreak: where two or more cases found, antibiotics may be given to the course group.</p> <p><b>ASSEMBLY POINT ON EVACUATION</b> Not Applicable.</p>	<p><b>PREVENTATIVE MEASURES</b></p> <ul style="list-style-type: none"> <li>• Meningitis/Septicaemia Outbreak – Meningococcal Group C Vaccine offered to students aged 15,16 and 17.</li> </ul> <p><b>PRACTICE TRAINING</b></p> <ul style="list-style-type: none"> <li>• Information available via posters and leaflets around College.</li> </ul>

## FOOD POISONING

### IMMEDIATE ACTION

#### **IMMEDIATE ACTION BY INDIVIDUAL DISCOVERING OR NOTIFIED OF INCIDENT:**

Contact Contract Catering Manager

#### **SPECIFIC ACTION BY KEY PERSONNEL**

Contact Environmental Health Department.

Retain food items for analysis.

Stop serving food, if advised.

Make a list of others eating at the same time.

Follow up any related staff absence.

Liaise with Environmental Health Department.

Take legal advice if appropriate.

#### **IMMEDIATE ACTION FOR MAJORITY OF AFFECTED PEOPLE**

Get medical advice.

Notify Food Area and Food Safety Advisor.

Do not work with/prepare food until medically clear.

Follow additional personal hygiene advice.

#### **ASSEMBLY POINT ON EVACUATION**

Not applicable.

### EXISTING CONTROL MEASURES

#### **PREVENTATIVE MEASURES**

- Training of Staff by contractor.
- Contact with Environmental Health Department.
- Reporting of illness.

#### **PRACTICE TRAINING**

**FATALITY/MAJOR INCIDENT**  
(Due to implied or potential negligence)

IMMEDIATE ACTION	EXISTING CONTROL MEASURES
<p><b>IMMEDIATE ACTION BY INDIVIDUAL DISCOVERING OR NOTIFIED OF INCIDENT:</b> Contact Reception.</p> <p><b>SPECIFIC ACTION BY KEY PERSONNEL</b> Health and Safety Advisor or Duty Officer should contact HSE, where necessary. If fatality, contact Police. Keep personnel away from the incident area. Do not allow area/equipment to be touched until accident investigation complete. Complete an accident investigation.</p> <p><b>IMMEDIATE ACTION FOR MAJORITY OF AFFECTED PEOPLE</b> Keep people clear of incident area. Witness statements will need to be given ASAP.</p> <p><b>ASSEMBLY POINT ON EVACUATION</b> Not Applicable</p>	<p><b>PREVENTATIVE MEASURES</b></p> <ul style="list-style-type: none"> <li>• Risk assessments are to be carried out and actioned. Visits and offsite working assessments completed.</li> <li>• Safety policy/procedures.</li> <li>• Accident investigated to prevent repeat accidents, and near miss reporting system.</li> <li>• Safety training provided for Staff and students.</li> </ul> <p><b>PRACTICE TRAINING</b></p> <ul style="list-style-type: none"> <li>• First Aiders undergo formal refresher first aid training every three years.</li> <li>• New First Aiders inducted regarding accident records.</li> <li>• Duty officers given training in accident investigation.</li> </ul> <p><b>EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>• First Aid room and equipment;</li> <li>• First Aid rota.</li> </ul>

**BEHAVIOUR PROBLEMS**  
(Drugs/Alcohol)

IMMEDIATE ACTION	EXISTING CONTROL MEASURES
<p><b>IMMEDIATE ACTION BY INDIVIDUAL DISCOVERING OR NOTIFIED OF INCIDENT:</b> Contact Tutor, if known, or Reception.</p> <p><b>SPECIFIC ACTION BY KEY PERSONNEL</b> Ring Police and Ambulance, where necessary. Follow Police advice. Follow appropriate College policies and procedures.</p> <p><b>IMMEDIATE ACTION FOR MAJORITY OF AFFECTED PEOPLE</b> Follow instructions given.</p> <p><b>ASSEMBLY POINT ON EVACUATION</b> Not applicable.</p>	<p><b>PREVENTATIVE MEASURES</b></p> <ul style="list-style-type: none"> <li>• Alcohol/Drugs Policy</li> <li>• Disciplinary/ Grievance Procedures.</li> <li>• Limited CCTV Surveillance.</li> </ul> <p><b>PRACTICE TRAINING</b></p> <ul style="list-style-type: none"> <li>• First Aiders undergo formal refresher first aid training every three years.</li> <li>• New First Aiders inducted regarding accident records.</li> <li>• Duty Officers given training in accident investigation.</li> </ul> <p><b>EQUIPMENT</b></p>

## INCENDIARY DEVICE

**IMMEDIATE ACTION**

**EXISTING CONTROL MEASURES**

**See Bomb Procedures**



## EXTREME WEATHER CONDITIONS

### IMMEDIATE ACTION

#### **IMMEDIATE ACTION BY INDIVIDUAL**

##### **DISCOVERING OR NOTIFIED OF INCIDENT:**

Contact Principal or Executive Director Resources or Reception.

#### **SPECIFIC ACTION BY KEY PERSONNEL**

Ensure clear alerts are placed on website and social media for both students and staff as soon as is practicable

Ring Police and Ambulance, where necessary.

Follow Police advice.

Follow appropriate College policies and procedures.

#### **IMMEDIATE ACTION FOR MAJORITY OF AFFECTED PEOPLE**

Follow college procedures and any additional instructions given at the time of incident

#### **ASSEMBLY POINT ON EVACUATION**

If applicable and safe areas to be used should be those as for fire evacuation

### EXISTING CONTROL MEASURES

#### **PREVENTATIVE MEASURES**

- Keep abreast of upcoming weather issues and current conditions
- Keep effective channels of communication open

## INCIDENT DURING COLLEGE VISIT

### IMMEDIATE ACTION

#### **IMMEDIATE ACTION BY INDIVIDUAL**

#### **DISCOVERING OR NOTIFIED OF INCIDENT:**

Contact Tutor, if known, or Reception. Outside hours contact Principal and or Executive Director Resources

#### **SPECIFIC ACTION BY KEY PERSONNEL**

Follow appropriate College policies and procedures.  
Control media contact via SLT only  
Ring Police and Ambulance, where necessary.  
Follow Police advice.

#### **IMMEDIATE ACTION FOR MAJORITY OF AFFECTED PEOPLE**

Follow instructions given.

#### **ASSEMBLY POINT ON EVACUATION**

Not applicable.

### EXISTING CONTROL MEASURES

#### **PREVENTATIVE MEASURES**

- Ensure all risk assessments are completed fully and approved before trips take place
- Keep up to date with situations regarding political situations and weather issues as trip gets closer

#### **PRACTICE TRAINING**

- First Aiders undergo formal refresher first aid
- Ensure all trip organisers are aware of correct procedures if trips go wrong and their responsibilities