



University of Nottingham Emergency Procedures and Recovery Policy

Guidelines for High Hazard Schools and Departments

1. Introduction

The University of Nottingham is committed to the identification and management of risks arising from the University's activities and from external sources.

An Incident Management Team has been established to develop, monitor and review University policy in this respect and to provide strategic co-ordination in responding to a major incident.

The University Emergency Procedures and Disaster Recovery Policy, which is issued to Heads of School, outlines the arrangements for responding to a major incident in order to:

- (i) Minimise the risk of injury to personnel, buildings and core infrastructure and to restore operations to normal within the shortest possible time-scale.
- (ii) Establish and implement appropriate infrastructure and central mechanisms through which to manage an incident. This involves both physical structures and procedures.

The Incident Management Team also oversees University procedures that deal with immediate generic incidents. These form part of the University Emergency Procedures and Disaster Recovery Policy.

These guidelines have been produced to assist Schools with a portfolio of higher hazard activities, i.e. significant laboratory and workshop facilities, in identifying their key risks and developing appropriate control, mitigation and recovery strategies.

2. Local Major Incident and Recovery Plan

Heads of Schools shall establish local arrangements for developing, implementing and reviewing a local major incident management and recovery plan.

The local major incident management and recovery plan shall:

- (i) Identify the significant risks to the effective operation of the School,
- (ii) Describe the appropriate control measures to minimise the risk of the incident occurring,
- (iii) Define appropriate emergency arrangements, and
- (iv) Establish contingency arrangements to enable normal operations to be resumed as soon as possible

A template for a major incident and business continuity assessment has been prepared to assist in developing the Plan (appendix1). The Head of School may wish to establish a risk management team to prepare and review the Plan.

A copy of the assessment and the plan, along with any subsequent revisions, should be sent to the Registrar for reference by the University Incident Management Team.

University procedures that deal with immediate generic incidents are listed below. These should be brought to the attention of staff and appended to the School's Major Incident and Recovery Plan.

- Fire response and emergency evacuation
- Bomb threat
- Suspicious packages

3. Action in the Event of a Major Incident

A **major incident** is considered to be an incident that disrupts the School's ability to conduct normal business and which cannot be resolved using the School's own resources and/or those of the relevant service department. This will be determined by the Local Major Incident Controller and the Chair of the University Incident Management Team.

Appendix 2 identifies an indicative range of trigger events that may require the intervention of the Incident Management Team.

Incident management

The Head of School, or designated deputy for periods of absence, shall assume the role of Local Major Incident Controller in the event of a Major Incident affecting the School, with the following functions:

- Liaison with the Registrar as Chair of the University Major Incident Team,
- Co-ordination of appropriate School resources with University Central Support Resources
- Identification of key staff with relevant competencies,
- Co-ordinating the provision of such assistance as is necessary to the emergency services,
- Arranging for the dissemination of appropriate information to members of the School.
- Ensuring that an appropriate contemporaneous record of the event, including actions taken and losses incurred is maintained.

Appendix 3 provides guidance on the immediate and subsequent management of the incident.

4. Communication

Public Information

Release of information to the press or media concerning activities should be made only with the approval of the University's Public Affairs Office. All enquiries **must** be directed to this Office.

Incident Management Team
June 2003

Appendix 1.

Major Incident and Business Continuity Assessment

The following notes are to assist in completion of the Major Incident and Business Continuity Assessment template that forms the basis of the Local Major Incident Management and Recovery Plan.

Risks to be Addressed

The local major incident management and recovery plan should address the **significant risks** to the School, i.e. those foreseeable occurrences that would have a serious and prolonged effect on the ability of the School to operate normally. These include:

- Interruption of core activities through loss of essential services/infrastructure, facilities or equipment;
- Serious casualties;
- Severe building damage; and
- Serious environmental impact.

Controls in Place

The physical and procedural controls in place to prevent or mitigate the consequences of a significant event should be considered. This includes the means by which the Head of School can be assured that these are effectively maintained, for example by checks at a suitable frequency and how this is reported.

- Key physical controls may require routine maintenance and inspection to ensure that they remain in good working order.
- Procedural controls may require rehearsal or refresher training for the staff concerned.
- Records of the completion of the above checks should be maintained.

Contingency Arrangements

Following the identification of the significant risks, the facilities or resources necessary to re-establish or replace the prolonged loss should be identified. Such facilities could include:

- Alternative accommodation, - laboratory, teaching, office, or residential.
- Means for restoring essential services such as power, water or communications.
- Identifying alternative sources of supply for essential items or services.
- Establishing appropriate lines of communication.

Additionally, the Plan should include consideration of the following issues:

- An appropriate room from which to direct operations, and an alternative location should this not be available.
- The resources required to manage the recovery operation. In particular:
 - Key documents and information sources
 - Means of communication
 - Core IT requirements.
- The composition of an Incident Management Team. This should identify the key staff to assess the situation and develop appropriate strategies. It is suggested that a list of key staff, with contact details and competencies

required to assist in dealing with the foreseeable risks be appended to the Plan.

- In large, multi-hazard buildings it may be appropriate to nominate Area Co-ordinators to assist in the control and remediation of particular areas. Such a person should have sufficient responsibility and authority and a good knowledge of the work of the area. They need not be expert in all aspects of the work but should be able to draw upon appropriate staff if necessary. In the event of a major incident they may have a key role in the Incident Management Team

Opportunities for Improvement

Evaluation of the control and contingency arrangements may identify additional steps that can reasonably be taken, based on the benefit gained, the resources required and the likelihood of the occurrence. These measures may form the basis of a forward programme with progress reviewed annually.

Assumptions

The Plan should be based on a realistic approach to the problems likely to be encountered during a catastrophic incident. Hence the following are general guidelines:

- The incident may occur at any time of the day or night, weekend or holiday, with little or no warning.
- The succession of events in the incident are not entirely predictable, hence, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the event.
- A major incident may have a wide off-site effect with the result that local and emergency services may be stretched. A delay in off-campus response services may be expected.
- Activation of the Plan may be declared if information indicates that such a condition is developing or is possible.

Major Incident and Business Continuity Assessment

School:

Date:

Nature of Threat	Incident and Consequences	Controls in Place - Consider <ul style="list-style-type: none"> • physical and procedural controls, • features to limit consequences, • management assurance 	Contingency Arrangements	Opportunities for Improvement
Risks to People				
Risks to Environment				
Risks to Building				
Risks to Key Facilities				
Risks to Key Infrastructure				
Risks to Operational Ability				

Appendix 2

Emergency Scenarios that may require Intervention by the Incident Management Team

Trigger points are to be determined by the Incident Controller and the IMT Chairman. The events that may necessitate the intervention of the IMT are the occurrence on site of:

Sudden death of a person or serious injury	Suicide Murder Fatal Accident Taking of a hostage Seizing child from the Nursery
Building incident	Explosion Freak Weather Conditions Structural Failure Major Fire
Breakdown in service	Telephone Water Gas Electricity Heating Data Communications Significant interference of University data services/significant degradation of public web presence
Major disturbance	Riot Civil disturbance Terrorism, including bomb threats or suspect packages.
Aircrash	Sutton Bonington
Contagious disease	Outbreak or threat of an outbreak
Traffic accident causing danger to University personnel and/or buildings	
Major release of a hazardous substance from a source on or off site – i.e. in a quantity sufficient to produce consequences beyond the immediate point of release.	
Serious incident off-campus involving University staff or students, for example minibus crash.	
Serious incidents involving persons who are carrying out duties under the authority of the University or duties which fall within the undertaking of the University.	

Appendix 3

Guidelines for the Immediate and Subsequent Management of a Major Incident

Day 1:

1. Initial reaction to incident, emergency plan initiated, including summoning of appropriate emergency services if relevant.
2. Appropriate Emergency Services attend.
3. School Incident Management Team assembled. Local Major Incident Controller informs Registrar who will convene University Incident Management Team as appropriate.
4. The Local Major Incident Controller assesses the impact and if deemed appropriate the Operations Centre becomes operational.
5. All first aiders and technical and academic staff not immediately involved in the Incident or implementation of the Major Incident Plan should report to the Operations Centre once the emergency evacuation and preliminary status assessment has been carried out.

Day 2 and beyond:

1. A daily meeting of the local Incident Management Team will be scheduled. The Registrar will identify appropriate members of the University Incident Management team to attend. The Team will review progress, agree further actions and arrange for the dissemination of information to members of the School/Department.
2. A debriefing will be scheduled within 24 hours of declaration of "all clear" for everyone involved in disaster response.