

# **School Emergency Preparedness & Response Plan**

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## **1. Introduction to the School**

1.1 The School is organised into the following functions and departments .

1.2 Brief Summary of Management structure example given below

The School/Unit is headed by the Dean and the senior administrator is the School Administrative Manager (SAM). The School Administrator Systems and Resources (SASR) is also designated as the senior Health, Safety and Environment Advisor (HSEA). Four Heads of Department report to the Dean and are the line managers of academic staff. The term “academic staff” includes both research and teaching academic staff. A structure chart is attached at Appendix A.

Undergraduate teaching is co-ordinated by the Director of Undergraduate Studies. Graduate teaching is managed by the Director of Graduate Studies. Issues of student welfare and support are co-ordinated by the Director of Student Support.

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1.3 The School takes a restricted level of responsibility for the management of its premises, following a landlord/tenant model with Estates and Facilities Management (E&FM) fulfilling the role of landlord. The management of General Teaching Space (GTS) is also controlled centrally. Computing equipment is owned and maintained by the IT Services Division (ITS).

### **2. Plan Objective**

To manage serious incidents concerning students, staff, buildings or other resources of the School.

### **3. Definitions of Local and Major Incidents**

The plan recognises two categories of incident :

#### **3.1 Local Incidents**

These are specific to the School and can be controlled by the Local Incident Team (LIT). The team consists of the Dean, School Administrative Manager (SAM) and School Administrator Systems & Resources (SASR). Contact details are provided at appendix B.

It is anticipated that the majority of incidents are likely to be notified to the School by E&FM, particularly given the nature of the likely incidents, and E&FM's effective role as landlord to the School.

#### **3.2 Major Incidents**

Major Incidents are more serious, are not capable of resolution by LIT, and will require input from the University-level Major Incident Team (MIT).

If a major incident becomes apparent, Security must be advised (x3333), and all major incidents that could escalate to a serious level MUST be referred to the Major Incident Co-ordinator immediately.

The major incident co-ordinators are the Vice Chancellor and Registrar & Secretary

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### **4. Incidents concerning staff or students**

Should a serious incident occur concerning a member of staff or a student, the Dean/ should be contacted immediately, or the School Administrative Manager or School Administrator Systems & Resources (SASR) if the Dean is not available, to activate a meeting of LIT. Action may be by telephone if staff are not on campus. The team will then decide if the incident is major or minor. If it is minor, the team will inform others as below:

4.1 Student incidents (eg death, serious incident while away on university business etc): key contact is the Director of Student Services, who leads on these matters. Also contact the School's Director of Student Support. Sensitivity and confidentiality are paramount in these circumstances.

4.2 Staff incident (eg death, sudden serious illness, gross misconduct): key contact is Director of Human Resources.

4.3 Accident involving personnel: contact 3333 (Security) for emergency first aid. They will summon emergency services and guide them on arrival on campus to the site of the incident. Also notify Director of Health & Safety according to legislation.

4.4 Building incident (fire, terrorist threat, serious burglary etc); key contacts is the Facilities Services Manager, also contact the University's Insurance Officer.

4.5 The Director of Communications should be notified of any serious incident as his team are likely to receive media enquiries.

### **5. Undergraduate and postgraduate teaching**

Should the delivery of undergraduate and postgraduate teaching, or the provision of teaching rooms, facilities and support services be jeopardised, the aim is that this should be maintained or re-instated within a period of two weeks. Where this implies a continuation of teaching beyond the end of a term, a decision will need to be taken as to whether to extend teaching into a vacation, taking account of the nature of the teaching and the time of year.

The key risk is likely to be disruption of undergraduate teaching as consequence of loss of access to teaching rooms. Postgraduate teaching will involve similar considerations, but overall postgraduate numbers are smaller, as are postgraduate

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teaching group sizes. Teaching rooms are managed centrally by Estates and Facilities Management (E&FM), with timetabling being carried out by the central University Administration (Student Systems). Any loss of teaching space is therefore necessarily an incident in which E&FM and the timetablers would be involved, and the School's LIT could only plan its reaction in conjunction with them.

### **6. Research Activity**

An incident may have an impact on Funding Council, or contracted research activity, but most research work in the School is centred on individual faculty research publications. This work is often not highly time sensitive, and is unlikely to be tied to particular office facilities. The loss of office space should not create significant problems for continuance of this research: faculty can be assigned new offices or could conduct much of their research work from home. Alternatively much work can be deferred until the office space is re-instated. It is unlikely that a local incident would raise severe problems for this category of non-contract research work, and necessary actions are expected to be resolved by the LIT in negotiation with E&FM over alternative space.

If contracted research work is taking place in the School, and an incident raises problems with meeting contract dates, the LIT will liaise with the researchers involved, with E&FM, and with the Research Grants and Regional Development Office as necessary to seek alternative working space, or an extension on the contract deadline.

### **7. Staff/Student resources.**

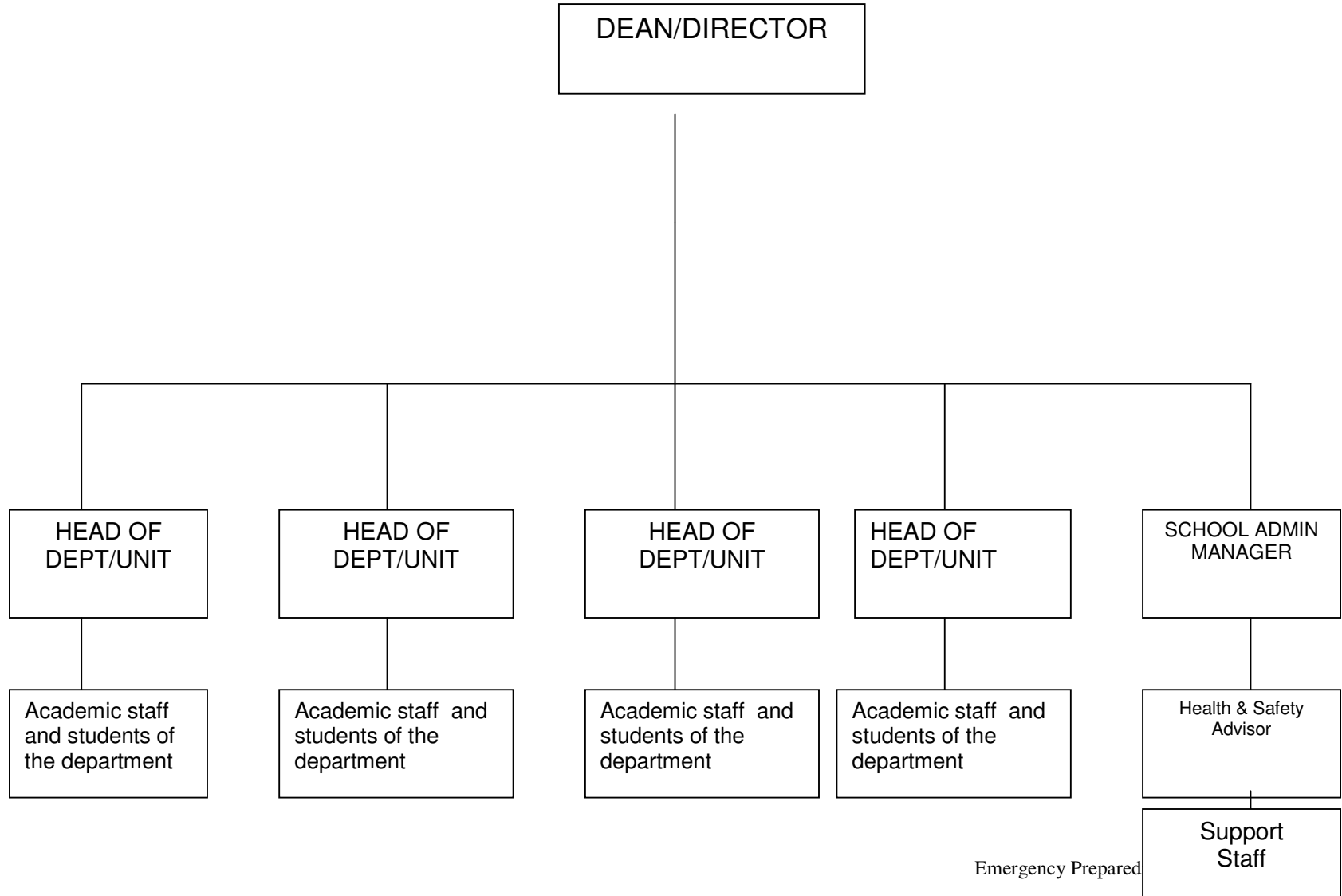
ITS have agreed to provide a room of PCs, in another building, for access by the School in the event of loss of computing facilities in any of the buildings.

As the School is user of 2 buildings, alternative office space may be made available by sharing rooms. Consultation with other Schools will also take place to see if reciprocal arrangements could be made.

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**Appendix A**

**Health & Safety Management Structure**



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**Appendix B**

**School/unit contact details**

Please would all staff keep their contact numbers and addresses up-to-date on Sussex Direct (you need to do this yourself).

<b>Title</b>	<b>Name</b>	<b>Primary Interest</b>	<b>Office tel</b>	<b>Home tel</b>	<b>Mobile tel</b>
DEAN/DIRECTOR					
School Administrative Manager					
Director of Undergraduate Studies					
Director of Graduate Studies					
Director of Student Support					
Head of Department					
Head of Department					
Head of Department					
Head of Department					
School Administrator (Systems & Resources)					
IT Manager					
Facilities Services Manager	Andy Jupp		01273 (67)8652		
Insurance Officer	Christina Dale		01273 (87)3934		

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Buildings Manager	Mary Harrison		01273 (87)3137		
Director of Health & Safety	Clive Parkinson	All campus	01273 (67)8376		
Security	Emergencies, first aid	All campus	3333		
Director of Human Resources	Jane Summerville	All staff	(01273) (87)7083		
Director of Student Services	Charles Dudley	All students	(01273) 678679		
Deputy Vice Chancellor	Paul Layzell	All staff and students	(01273) 678546		
Registrar & Secretary	Philip Harvey	All staff and students	(01273) 873814		