



**GREENHEAD COLLEGE**

**DISASTER  
MANAGEMENT POLICY**

**(copy posted on staff intranet)**

**2007**

## DISASTER MANAGEMENT PLAN

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# DISASTER MANAGEMENT PLAN

## INTRODUCTION

Staff are asked to ensure that they read and understand the contents of this plan and to ensure that they remain aware of its contents in order to act appropriately should disaster strike the College.

### **1 RISK MANAGEMENT**

This Disaster Management Plan is issued as part of Greenhead College's overall process of risk management, as set out in the Risk Management Policy. The College's risk management control processes involve the identification, evaluation and management of significant risks faced by the College, which are under regular review by the Senior Management Team, the Audit Committee and the Governing Body.

### **2 OBJECTIVES**

The two main objectives of this Disaster Management Plan are

- a) To avert, or to minimise the effects of, disaster (emergency action planning);
- b) To bring the College back into full operation with minimal disruption (contingency planning).

### **3 THE DISASTER MANAGEMENT TEAM (DMT)**

The DMT has ultimate responsibility for the development, implementation and monitoring of the Disaster Management Plan. Core membership is as set out in on page 5, Annex A1.

### **4 MAJOR RISK AREAS FOR THE COLLEGE**

The major areas of risk of disaster for the College have been identified as:

- a **Closure or partial closure of the college due to fire, flood, bomb or other incident;**
- b **Loss of life and/ or major injury/ major infection/ illness.**
- c **Major loss of computing capacity due to theft, hacking/ virus/ equipment failure or damage.**
- d **Loss of key staff**
- e **Default of major supplier**

This list is not exhaustive, and some situations may involve more than one risk area. It will be up to the Principal to interpret and use the Disaster Management Plan in the most appropriate way according to each set of circumstances.

Sections A – D lists each area of risk, the possible effects and the actions to be taken should they occur.

## **5 MANAGEMENT OF AN INCIDENT**

In the event of a disaster the Principal will become the leader of the DMT. The Principal will involve all those members of the DMT as are necessary to deal with the crisis situation and the aftermath, plus relevant other personnel (which may include Heads of Departments, Personal Tutors etc). A list of key staff and contact numbers is provided at annex I2. The Principal has authority to do all things necessary to deal with the emergency situation. Where the Principal is not available the Vice Principals or other member of the Admin Team will act as Principal.

## **6 IMPLEMENTATION**

As soon as possible after an emergency has developed, the Principal will assess the situation to see if the Disaster Management Plan needs to be put into effect, or in his absence the Vice Principals.

**ANNEX A1:  
DISASTER MANAGEMENT TEAM (DMT)**

<b>Name</b>	<b>Title</b>	<b>Areas of Responsibility</b>	<b>Ext</b>	<b>Home/ Mobile telephone</b>
Martin Rostron	Principal	Overall responsibility	204	
Anton McGrath	Vice Principal (Structures)	Deputy in absence of Principal	205	
Sue Creamer	Vice Principal (Guidance)	Deputy in absence of Principal	206	
Christine Milsom	Assistant Principal	Teaching and Learning	293	
Peter Gordziejko	Assistant Principal	MIS / Student Records	207	
Jeannine King	Assistant Principal	Liaison / Health & Safety	209	
Debra Todd	HR Manager / Clerk	Governance / Human Resources	259	
John Blake	College Business Manager	Finance/ Estates / Health & Safety / Communications	291	
Kath Longbottom	Examinations Officer	Security of Exam Papers	211	
Terry Burns	Caretaker	Cleaning and Security	220	
Andy MacDonald	Network Manager	IT Infrastructure	216	
Ros Moors	Learning Support Manager	Learning Resources	226	

This core team may co-opt or invite others as required to deal with individual issues.

- \* The Principal and Clerk will also keep up to date contact details for Governors with their copies of the Plan

## **DISASTER MANAGEMENT PLAN: SECTION A**

### **Closure Or Partial Closure Of The College Due To Fire, Flood, Bomb Or Other Incident**

#### **1     *Evacuation & Emergency Action***

The procedures for safe evacuation of the premises and the alerting of the emergency services are as set out in the College Emergency Procedures (Pages 13/14). If the situation is serious, the security and estates staff have a call-out list of senior college staff who may be called on to deal with problems out of hours. If students are to be sent home, the Assistant Principal (Finance) will arrange taxis for disabled students to be picked up as soon as possible. No student with disabilities should be sent home without first ensuring that there would be no care problems.

#### **2     *Immediate security of buildings and salvage arrangements***

The Principal will arrange for the immediate security of the damaged areas, including arranging for temporary cover of exposed areas and storage of furniture, equipment, etc. He will also notify the utilities ie gas, water, electricity etc of the situation.

The Finance and Estates staff will also supervise all salvage and recovery work, bringing in specialist firms where necessary eg salvage of books, electrical and electronic equipment etc.

#### **3     *Treatment of Injuries***

The Principal will arrange for liaison between the emergency services and the disaster management team. An emergency first aid station will be set up on site if this is agreed with the emergency services.

#### **4     *Suppliers***

The finance office is required to keep a list of suppliers who may make deliveries to or who service the College so that they may be contacted to advise their staff/ suspend or redirect delivery of supplies if necessary. Annex A2 lists general College Suppliers eg catering, security, courier, Post Office, Electricity, Gas, Water etc. Only the Principal or Estates Manager should normally contact the utilities.

#### **5     *Insurance***

The insurance company will be contacted as soon as possible after the incident (and normally before any salvage work has begun) through the Finance Team.

#### **6     *Alternative Control Centres***

In the event that it should not be possible to stay on site following a disaster, alternative control centres will be as follows:

Huddersfield New College  
New Hey Road  
Salendine Nook  
Huddersfield.  
Tel 01484 652341

**7      *Telephones***

If a disaster causes a disruption to telephone services the Assistant Principal (Communications) should be contacted immediately so that he may contact the supply company to reinstate the system as quickly as possible. The Principal may authorise the temporary hire of mobile phones for essential staff.

**8      *Staff Contact Lists***

The College will keep up-to-date contact lists (home phone numbers and addresses of staff) in case of emergencies. The Assistant Principal (Finance) will keep this list up-to-date.

**9      *Contact with Students***

A notice should be posted prominently at the site advising students of any alternative arrangements for classes, exams and other activities. Students will be advised to listen to local radio bulletins. They will also be advised to check the College website for updates on the situation.

**10     *Other Users***

The finance team should keep a contact list of all groups authorised to use the site, eg community and voluntary groups, so that they may be contacted in case of an emergency.

**11     *Contact arrangements and emergency number***

If the College or part of the college is closed with no immediate alternatives available then the staff and students affected should be advised to stay at home until they are contacted. A telephone enquiry line may be set up if this proves possible. Enquiry staff should be ready to offer useful information eg telephone numbers of the hospital, Samaritans etc. A list of such organisations is included on page 14.

**12     *Internal Communications***

The Principal will be responsible for the format and content of all internal communications to students and staff concerning the incident and its aftermath. Members of staff deputed to give out information should be well briefed, with a written statement provided to them by the Principal available for reference. A meeting of all staff should be arranged if possible on the same day to give information on the incident. Students should be briefed in their class groups. Questions should be answered as straightforwardly as possible. Only the facts should be presented, without speculation on the causes or consequences of the incident; in particular no blame should be attributed. If questions arise to which there are as yet no answers, this should be acknowledged honestly. Regular news bulletins should be issued, including up-to-date information on the location and contact numbers of all displaced staff and alternative teaching accommodation.

**13     *External Publicity***

Publicity is likely to be instantaneous and misleading. Students, parents, staff and others will be sought for their opinions, stories, etc. If the incident attracts publicity, or if the college wishes to make a public statement, the Principal will agree the text or format of the statement first with the Chair of the Corporation. The Principal will handle all media enquiries. The Clerk to the Governors will be kept abreast of developments in order to keep Governors up-to-date. ***Staff should be reminded that***

***no one except the Principal or his designate and Chair/Vice Chair of the Corporation are authorised to speak to the media concerning any emergency incident affecting the College.***

**14**     ***Alternative Accommodation***

Should it be necessary to provide alternative accommodation, this will be done where at all possible within the College. If this is not possible the College will endeavour to make alternative arrangements.

The Network Servers are based in G7 and G9a, should these rooms become unserviceable, alternative servers will be set up in alternative 'G' rooms and linked into the network backbone.

A risk assessment must be provided for all alternative accommodation or following any changes to the present accommodation, eg use of alternative entrances / exits. This will include any changes to security arrangements. Temporary buildings may be erected following an emergency. The Estates Manager will consult with the local Planning Office regarding retrospective planning permission.

**15**     ***Office Rescheduling***

Where possible, alternative office space will be allocated to staff on a basis of priority, agreed by the Principal. It is assumed that all staff will require access to a telephone, photocopier, fax, computer and printer.

**16**     ***Coursework marks***

Students will be asked, via the student handbook and induction, to keep their marked coursework available in case it needs to be recalled. Heads of Departments should consider the effects of the disaster on student coursework and the measures to be taken to compensate for the disruptive effects of the disaster, eg a longer period for submission of work, individual advice sessions with a member of staff, and any extra measures which are required to enable him/ her to complete the course successfully. Heads of Departments are advised to keep copies of essential coursework and examination marks in metal cabinets to reduce risk of damage, and ensure that no essential information is lost in the event of a disaster.

**17**     ***Examination papers, scripts, and marks***

Examination papers, scripts and marks will be stored in the secure examinations office.

**18**     ***Temporary Staff***

If temporary staff are required then the Assistant Principal (Finance) should be contacted with all the relevant details so that they may contact an appropriate agency.

**19**     ***Counselling***

If the incident has involved violence, injury, loss of life, or other stressful situation, the Vice Principal (Guidance) will make arrangements for Counselling advice to be available for staff and students.

**20**     ***Extra Travel Costs***

If students have to pay extra travel costs to attend another site then arrangements will be made to provide assistance with these costs. The Finance Team will calculate the additional cost involved and will make arrangements to make payments to students.

**21**     ***Budget***

An emergency budget will be available to cover additional costs associated with the emergency. The Principal will have discretion to use this budget in consultation with the Assistant Principal (Finance), as the urgency of the situation allows. The Assistant Principal (Finance) will oversee the use of the budget and will make any necessary repayments following insurance settlements. The Assistant Principal (Finance) is responsible for making any necessary arrangements for bank overdraft or loan facilities, pending settlement of insurance claims.

**22**     ***Investigation***

The Principal, assisted by the Estates Manager, will supervise the investigation following an incident. They will be guided in their investigations by the requirements of the insurers in terms of investigation procedure and, if necessary, the police. If a criminal act is suspected, or if there has been any loss of life, or if any outside agency is involved, the College solicitors should be contacted via the Assistant Principal (Finance) immediately and before witness statements are taken.

**23**     ***Check list***

A checklist is provided in Annex A5 as an aide memoire for action in case of an incident.

**24**     ***Copies of Disaster Management Plan***

All key staff ie those named in Annex A1 to this plan, should hold a copy of this plan at work and an extra copy of the plan and all contact lists at home in case an emergency should occur out of hours.

**ANNEX A2:  
COLLEGE SUPPLIERS, LOCAL SERVICES, LOCAL/NATIONAL AGENCIES,  
EMERGENCY SERVICES**

<b>Catering Support</b>	<b>DSO Knowl House, Knowl Road, Mirfield WF14 9RB Tel: 01924 326587</b>
<b>Cash Collection</b>	<b>Kirklees Metropolitan Council, Vine Street, Huddersfield. Tel: 01484 223230</b>
<b>DfES</b>	<b>Department for Education &amp; Skills, Moorfoot, Sheffield. S1 4PQ Tel:</b>
<b>Drain cleaning</b>	<b>DRAINSAID, Connaught House, Park View, Lofthouse Gate, Wakefield WF13 3HA Tel: 01924 876707</b>
<b>Electricity</b>	<b>N POWER YORKSHIRE LTD. PO Box 209, Leeds. Tel: 0845 070 9494</b>
<b>Environment Agency</b>	<b>Emergency Hotline 0800 807 060</b>
<b>Fire Alarm System</b>	<b>PROTEC Tel: 0113 220 4400</b>
<b>Fire Safety Officer (Kirklees)</b>	<b>Tel: 01484 221561 Emergency Tel: 07850 783922</b>
<b>Fire Extinguisher Service Contractor</b>	<b>Arranged through Kirklees Metropolitan Council Tel: 01484 221561</b>
<b>Gas</b>	<b>E-ON ENERGY PO BOX 7689, Nottingham Tel: 01473 555512 TRANSCO Emergency Service 0800 111 999 (Gas Leaks)</b>
<b>Glass repair</b>	<b>Huddersfield Plate Glass, 43 Spring Street, Huddersfield. HD1 4BA Tel: 01484 535106</b>
<b>Grounds Maintenance Contractor</b>	<b>Temple View Nurseries, Tel: 07802 486137 (David Shires)</b>
<b>Health &amp; Safety Executive</b>	<b>HSE, LEEDS Tel 0113 283 4200</b>
<b>Hospitals</b>	<b>Huddersfield Royal Infirmary Acre Street, Lindley Huddersfield HD3 3EA 01484 342000 Calderdale Royal Hospital Salterhebble, Halifax HX3 0PW 01422 357171 Dewsbury &amp; District Hospital Halifax Road Dewsbury WF13 4H 01924 512000</b>
<b>Hygiene Contractors</b>	<b>INITIAL Washroom Solution, Leeds. Contract No 51006156 Tel: 0113 252 6566</b>
<b>Insurance Brokers</b>	<b>AON – Sam Nappy or Denis Poundford Tel: 0113 244 3234</b>
<b>Internal Mail (Kirklees)</b>	<b>Tel: 01484 226428</b>
<b>Lift contractors</b>	<b>CURTILIFTS (NORTHERN) LTD. (Conway Buildings) Tel: 0113 252 6566 ACE Elevators (Park Block and Science ) Tel: 01535 602239 INVALIFTS (Entrance Hall) Tel: 01455 891114</b>

<b>Locksmiths</b>	<b>Reactfast – Huddersfield</b> Tel: 0870 751 7137 A1Access Locksmith - Huddersfield Tel : 0800 132776
<b>LSC</b>	<b>Learning &amp; Skills Council, W Yorkshire</b> Mercury House, 4 Manchester Road, Bradford BD5 0QL Tel: 01274 444111
<b>Media</b>	<b>Pulse Radio</b> Tel: 01274 203040 <b>Radio Leeds</b> Tel:
<b>Modular Buildings Supplier</b>	<b>Portakabin Hire Tel: 0845 355 0350</b> <b>Ravenstock MSG Tel: 01924 254254</b>
<b>Pest Control</b>	<b>Arrest A Pest , c/o M J Beckhouse, Unit 2a, Bonegate, Selby</b> Tel: 01757 213955
<b>Post Office</b>	<b>Help &amp; Advice 0845 7223344</b> <b>Main Post Office, Huddersfield , Tel 01484 483626</b>
<b>Press</b>	<b>Huddersfield Examiner</b> Tel: 01484 547011 <b>Yorkshire Post</b> Tel: 0113 243 2701 <b>Wakefield Express</b> Tel: 01924 375111 <b>Halifax Courier</b> Tel: 01422 260208
<b>Security Systems</b>	<b>ADT, PO Box 352, Manchester M16 9XY</b> Tel: 0870 600 6005
<b>Solicitors</b>	<b>Armitage Sykes, New North Road, Huddersfield.</b> Tel: 01484 538121
<b>Taxis</b>	<b>Mount Taxis</b> Tel: 01484 515006
<b>Telephones</b>	<b>BT Sales, Tel: 0800 400 400</b> <b>Faults 154</b> <b>Provision of Service Enquiries Tel: 0800 777 666</b> <b>A/c No 5233 0082</b>
<b>Waste Control</b>	<b>Kirklees Metropolitan Council, Trade Refuse Service</b> Tel: 01484 226443
<b>Water</b>	<b>Yorkshire Water, Bradford</b> Tel: 01274 374332

**ANNEX A3:  
PROCEDURE FOR CLEARING THE COLLEGE IN THE EVENT  
OF AN EMERGENCY**

1. Priority is to evacuate the building: please follow these procedures so far as circumstances allow. It is important to get well away from the buildings: in particular, if leaving from the front of the building, everyone **must go to the far end of the car park - don't congregate on the drive!**
2. In every classroom there are routes posted to a fire assembly point. These routes are chosen to minimise congestion and consequently evacuate the building. It is essential that these routes are followed whenever possible. There are only **TWO** assembly points:- **Main car park (bottom end)** and the **Sports Field**.

As you leave rooms turn off the lights and shut the doors. *It is the duty of all teachers to make sure all students go to the appropriate assembly area and keep routes open.*

- 2.1 Unsupervised students in the Hall/Dining Area should make their way to the bottom end of the car park or Sports Field.
- 2.2 Kitchen staff go to the Sports Field.
- 2.3 If you can, please make sure your respective areas are clear *and whether any students or visitors with disabilities are at refuge points (in order to notify the emergency services):*

PD/DCN/ATH/JB	D Block (including D17)	NC/PRG/CWK	Secretarial Studies, Offices
CA/PW/BA	Park Block	RM/J Cliffe	Library
GP/RB/EA	Conway House ground floor	MFS/JKY	Ground Floor Science Block
MM/NHP/GT	Conway House first floor	KW/R Livesey	1 <sup>st</sup> Floor Science Labs
JST/AMR/TWiles/SST	Conway House second floor	JC/JGJ	1 <sup>st</sup> /2 <sup>nd</sup> Floor S Block Classrooms
EM/RBR/ATM	First Floor Main Building	JK/ABB	2 <sup>nd</sup> Floor Main Building
NH/DN/MR/WS	Main Hall/Dining Area/ Kitchen/G1-5 & Changing Rms	J Polzin/S Rousell	Medical Room/Entrance Hall

- 2.4 **Staff** will check that staff and students are at the assembly points: please ensure that routes are kept clear:  
Main Car Park : *ABB/JK* Sports Field : *SM/GP*  
*Will TGJ/MBA/EH and BS/DD please ensure staff and students go to the end of the playing field or the car park.*  
*Will Art/Law/Business staff etc please patrol the staircase exits and direct students to the back field.*
- 2.5 The **front gate** must be kept clear for emergency vehicle access: other vehicles should not be entering/leaving until any problems are resolved. PRG/WS will patrol the front gate *and drive area*.
- 2.6 Staff will take responsibility for ensuring that their **visitors or students with disabilities** are evacuated from the building or taken to a safe refuge *point*. Disabled students will be assigned “buddies” to assist with their evacuation during their social periods.

3. If the alarm occurs during break or lunch, operate 2 above as far as possible: Staff should guide unsupervised students to the appropriate assembly areas. **Lunchtime Supervisors** will clear the Hall area.
4. If the alarm occurs **during an evening event**, the nearest fire exit should be used, and as far as possible, the same assembly points.
5. **DN/NH/MR/PGZ** will check the source of the alarm and if necessary ring emergency services.

# FIRE ALARM?

## INSTRUCTIONS FOR INVIGILATORS

1. **STOP THE EXAM AND WRITE THE TIME ON THE WHITEBOARD**
2. Tell the candidates:
  - i. 'Exam conditions will be in force during the alarm – no talking, passing notes etc.'
  - ii. 'Put your question paper on top of your answer booklet, or turn your answer booklet over'
  - iii. 'The assembly point is .....'(in case you are separated)
  - iv. 'You must leave the room when directed to do so, a row at a time, by the fire exit indicated (see below) in single file **in silence.**'
3. Take seating plans/attendance lists out with you, if possible. Direct candidates to leave the room a row at a time, and assemble at the points below **as a group** to avoid communication with outsiders etc.
4. Once outside, remind the group to stay silent, and attempt to check all are there.
5. When the alarm is over, and you are told by the wardens to return, go back **in silence**.
6. When back in place, settle the candidates and allow them the full working time prescribed for the exam. DO NOT MARK THE ANSWER BOOKS IN ANY WAY.
7. Notify the Exams Officers of the incident times giving as much information as possible.

### FIRE EXITS

### CLOSE DOORS BEHIND YOU AS YOU LEAVE

#### NEW/SPORTS HALL

Students should push their chairs under their desks and leave by the Fire Escape. Then exit the building at the bottom of the stairs and follow the path around the side of Science Block and down to the **electricity sub-station/picnic bench area** (near tennis courts).

Return to New Hall:

Go back to bottom of red fire escape, but take the double doors straight on into the main building, along the corridor, turn right, and up the usual stairs into the New Hall.

.....

#### D17

Use your judgement. Fewer than 50 students, take out of back exit, down back stairs, out of fire exit, through gates to **Greenhead Park pond area**. Over 50 students, take half out back way, and half down usual staircase and out, through gates to **park pond area**.

Return to D17:

Go back through the usual main entrance – fire exits will be shut.

.....

#### D Block (except D17)

Turn left or right to nearest fire exit. **Assemble on the hockey field**. Please keep group separate from others. (Usual main entrance on return.)

.....

**Reading Room** Students should push their chairs under their desks and leave through exit doors, turn left and out of the doors at the end of the corridor; when outside turn left up the side of D block, up the steps and **assemble on the hockey field**. Please keep group separate from others. (Reverse route on return).

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**S Block**  
(Do not use lifts) Take the fire exit at the **end** of the building, or via S19/20 if on top floor. Follow the path down to the **grassed area (near the picnic- benches and tennis courts)**.

Return to S Block: Go back into S block via the entrance from the car park - (bottom side of S Block - half way along the building).

---

**Park Block**  
(Do not use lifts) Exit through double doors by fitness room, turn left, through fire doors, go through gates to **Greenhead Park pond area**.

Return to Park Block: Walk alongside D Block, turn left and take the back entrance door into the main building near Drama, past the New Hall stairs, through the door, turn left along the corridor and back into Park Block.

---

**C Block**  
(Do not use lifts) Turn right out of classroom towards the staircase at the Greenhead Road end of building, down the stairs, out of door and **assemble on the hockey field**. Please keep group separate from others. (Reverse route on return).

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**Conference Room**  
**T2 & T4** Take main exit by reception, turn right out of the exit, round the building to car park at the side. Exit the car-park, cross over Greenhead Road and **assemble on the pavement**. (Reverse route on return)



## Personal Fire Evacuation Plan



- When the fire bell rings during a lesson, the subject teacher will assist the disabled student in evacuating the building. An additional member of staff within the vicinity will be named as a second helper.
- When the fire bell rings during recreational periods, the disabled student is assigned a named 'buddy' to assist with the evacuation.
- The disabled student and helpers wait, without causing obstruction, in a designated refuge area near the stairs, until other occupants have gone down.
- When the stairwell is clear, the disabled student is then carried, or helped downstairs.
- If insufficient helpers are on hand, the disabled student should move to the main stairwell, unless there are signs of smoke (in which case the stairwell furthest away from the fire is used) and wait in the refuge area for assistance.
- Staff should report the successful evacuation of a disabled student to a senior member of staff in the front car park, who will have a register of names.
- The emergency party gathers and, if the disabled person is known to be in the building they go to the pre-arranged staircase or, if that is in or very near the fire, to an alternative staircase and carry the disabled person down.

Name: \_\_\_\_\_ Tutor Set: \_\_\_\_\_

Time	8.45	9.55	11.05	11.25	12.35	1.35	2.45	3.55	
Period	1	2		3		4	5		
Monday	F	E	BREAK	D	LUNCH	A	B		
Tuesday	C	D		E		F	A		
Wednesday	D	B		C					
Thursday	B	F		A		E	C		
	8.45	9.45	10.45	11.05	12.05	1.05	1.55	2.55	3.55
Friday	A	C	BREAK	F	D	LUNCH	B	E	

Copy to Student /KA/Teaching Staff

## ***TRAINING AND BRIEFINGS***

### ***TRAINING/BRIEFING SESSIONS***

Training is necessary for staff with specific roles and briefing sessions are required for other staff and students. Training will be given by the Health and Safety Officer to ensure responsibilities are appreciated and roles can be fulfilled. Minimum ability standards are shown below.

#### ***Fire Marshals***

- have a basic understanding of the evacuation procedures including specific roles
- be aware of the availability of equipment and information
- know how to interpret information from and re-set the fire alarm panel
- be able to re-set the alarm panel

#### ***Teachers of disabled students***

- know how to take a disabled student to a refuge point
- know how to report to the Fire Marshal
- know to escort any visually impaired student to assembly point

#### ***Estates Staff***

- fully understand the evacuation procedures and specifically their roles
- are able to undertake the role of Fire Marshal
- know how to interpret information from the fire alarm panel and how to re-set it
- know how to replace broken call point glasses
- are able to operate the radios
- fully understand their role and how to undertake their duties
- are able to summon the Emergency Services
- are able to readily supply keys to all areas
- are able to interpret information from the fire alarm panel

#### ***Staff without specific roles***

- understand their duty to evacuate students from the College
- are familiar with nearest exit points and the assembly area

## **Training Checklists**

These will be used to record the abilities of staff with specific roles (see appendices).

## **FIRE MARSHAL TRAINING CHECKLIST**

The following checklist will be used to record the abilities of staff with a specific role.

Name: \_\_\_\_\_

Training given by \_\_\_\_\_

Signature of Trainer: \_\_\_\_\_

Date of Training: \_\_\_\_\_

<i>Question:</i>	<i>Answer: Yes/No?</i>
<b>Do they know to report to the main foyer area?</b>	
<b>Do they know where the fire alarm panel is?</b>	
<b>Are they able to interpret information from the fire alarm panel?</b>	
<b>Are they able to re-set the fire alarm panel?</b>	
<b>Do they know where the assembly area is?</b>	

**ESTATES AND SECURITY STAFF TRAINING CHECKLIST**

The following checklist will be used to record the abilities of staff with a specific role.

Name: \_\_\_\_\_ Centre: \_\_\_\_\_

Training given by: \_\_\_\_\_

Signature of Trainer: \_\_\_\_\_

Date of Training: \_\_\_\_\_

<i>Question:</i>	<i>Answer: Yes/No?</i>
<b>Are they able to interpret information from the fire alarm panel?</b>	
<b>Are they able to re-set the fire alarm panel?</b>	
<b>Do they know that they should remain at the main foyer area in order to receive instructions?</b>	
<b>Are they familiar with the layout of the site?</b>	
<b>Are they able to replace fire alarm call point glasses?</b>	
<b>Do they know where keys to all locked doors are kept?</b>	

**ANNEX A4:  
LIST OF COUNSELLING AND ADVICE AGENCIES**

<b>Organisation</b>	<b>Telephone no</b>
<i>Citizens Advice Bureau</i> 6 St Peters Street Huddersfield	01484 425240
<i>Samaritans</i> 14 New North Parade Huddersfield	01484 533388 or 0845 7909090
<b>Lifeline West Yorkshire</b> Drug Advice and Counselling Service 8 Highlands Road Huddersfield	01484 353353
<i>Victim Support</i> 35 St Johns Road Huddersfield	01484 511112

**ANNEX A5:  
CHECKLIST**  
**Major Risk Area A: Closure or Partial Closure of a Centre**  
**Check-Off List for Action following evacuation.**

<b>Item description</b>	<b>Done(tick)/ N/A</b>	<b>By whom</b>
• Make secure damaged area		Principal
• Set up emergency first-aid provision		Health & Safety Officers
• Contact salvage firms		Estates Manager
• Contact suppliers		Finance Team
• Contact Insurers		AP Finance
• Establish Control Centre		Principal
• Set up emergency telephone number and recorded message		AP Communications
• Set up separate briefing meetings for staff & students		Principal
• Contact staff and students		Principal
• Hire mobile phones if appropriate		Principal
• Prepare public statement		Principal / Chair
• Find alternative accommodation		Vice Principal / Estates
• Hire temporary staff		AP Finance
• Course team meetings to discuss course and exam arrangements		Heads of Departments/ Exams Officer
• Arrange counselling		VP (Guidance)
• Arrange to pay extra student travel costs		Finance Team
• Newsletter to students and staff		Principal
• Update information on the website		Director of Teaching and Learning
• Liaise with Health & Safety Executive		Health & Safety Officer

## **DISASTER MANAGEMENT PLAN : SECTION B**

### **Loss of Life and/or Major Injury/Major Infection/Illness**

#### **1     *Contact arrangements and emergency number***

The Principal will set up a help desk within college where students and staff can talk to someone on the phone or in person during working hours. The Assistant Principal (Communications) will arrange for a recorded message for when the help desk is closed. The friends and relatives of those involved in the incident should be asked if they wish to be put in touch with others in the same position; enquiry staff should make up a contact list for this purpose. Enquiry staff should be ready to offer useful information eg telephone numbers of the hospital, Samaritans, etc.

#### **2     *Outbreak of disease or illness***

In the case of a major outbreak of disease or illness eg meningitis, food poisoning, The Director of Public Health at Huddersfield Royal Infirmary should be notified (Tel 01484 342000). They will advise the College on how to deal with the incident and on how to arrange for any necessary treatment or immunisation. The Health & Safety Manager will also be responsible for contacting the necessary authorities, including the Health & Safety Executive if necessary. It is possible that the Health Authority will know of the outbreak before the college does, and will inform the college. If this happens outside normal college hours, whoever takes the call must inform a member of the senior management team immediately.

#### **3     *Communications***

The Principal will be responsible for the format and content of all communications to students and staff and their friends and relatives concerning the incident and its aftermath. If necessary a professionally trained person should be drafted in to give news about serious injury, illness or death to family members; a list of advice agencies is given in Annex A2. Members of staff deputed to give out general information should be well briefed, with a written statement provided to them by the Principal. A meeting of all staff should be arranged if possible on the same day to give information on the incident. Students should then be briefed in their class groups. Relatives and friends should be briefed in a separate group or groups. Questions should be answered as straightforwardly as possible. Only the facts should be presented, without speculation on the causes or consequences of the incident; in particular no blame should be attributed. If questions arise to which there are as yet no answers, this should be acknowledged honestly. Regular news bulletins should be issued to keep people updated on developments. After the crisis has been dealt with, separate student and staff 'debriefing' meetings should be held to allow the sharing of reactions and to identify what resources or actions may be needed to deal with the aftermath of the event. The college website should also be used to keep people updated.

#### **4     *Key Contact Lists***

The Principal will arrange for staff and students to be contacted.

#### **5     *Incidents off- site***

If the incident happens away from College it is important that the Principal advises their families as soon as possible, and then to make arrangements for their return home. If necessary, arrangements should be made to transport families to the scene

and for accommodation. The policy on Out of College Activities should be followed at all times. Advice from the Health & Safety Officer should be sought re RIDDOR.

**6** *Other Users*

The Finance Team should keep a contact list of all groups authorised to use the site eg community and voluntary groups, in case any of their members are involved.

**7** *Budget*

An emergency budget will be available to cover additional costs associated with the emergency. The Principal will have discretion to use this budget in consultation with the Assistant Principal (Finance), as the urgency of the situation allows. The Assistant Principal (Finance) will oversee the use of the budget and will make any necessary repayments following insurance settlements.

**8** *Insurance and Legal*

If necessary the Insurance company and/ or the solicitors should be contacted as soon as possible after the incident through the Assistant Principal (Finance) and the Clerk to Governors.

**9** *External Publicity*

If the incident attracts publicity, or if the College wishes to make a public statement, the Principal will agree the text or format of the statement first with the Chair. The Clerk to the Governors will be kept abreast of developments in order to keep Governors up-to-date. ***Staff should be reminded that no one except the Principal and the Chair are authorised to speak to the media concerning any emergency incident affecting the College.***

In cases of illness through infection, food poisoning etc the Health Authority should be asked to issue any letters or press releases and deal with responses. This should be done in consultation with the Principal or his designate. The Health Authority should be asked to contact all GPs in the college catchment area (do not assume they will do this automatically). Advice on dealing with the media in an emergency situation can be found on pages 24 and 25. This is based on an actual emergency.

**10** *Normal Routine*

As far as possible the College should follow a normal routine to provide stability in a time of crisis.

**11** *Coursework marks*

Heads of Departments will meet with the Examinations Officer as soon as possible to consider the effect of the incident on student coursework and examination entry. Measures should be taken to compensate for the disruptive effects of the disaster eg a longer period for submission of work, deferred entry examination . There should be checks on whether work was lost in the incident, and how this can be dealt with. Students should be offered individual advice sessions with a member of staff to discuss his/her concerns about the effects of the disaster on his/ her work and any extra measures which are required to enable him/her to complete the course successfully.

- 12**     ***Counselling***  
The Vice Principal (Guidance) will make arrangements for Counselling advice to be available for staff and students. Counselling organisations who can be contacted in such circumstances are listed in Annex A2. Consideration should also be given to those involved only indirectly, eg the classmates of affected students. A member of staff should be designated to liaise with counsellors to provide support. This member of staff should ensure that there is two way communication between the College and the counsellors. When considering what support to provide, diversity of cultural and religious beliefs must be taken into account.
- 13**     ***Expressions of Sympathy***  
It should not be forgotten in the chaos that may follow a major incident to express sympathy to those students and staff and their families who have been hurt or bereaved, eg a representative from the College should visit the injured in hospital and fellow staff and students should be encouraged to send cards and messages.
- 14**     ***Funerals***  
Burial rites will vary according to family background. Some, including Parsees, Sikhs and Jews, may hold funerals within 24 hours of death. There is not always time therefore to prepare staff and students for attendance. In this case a member of staff should swiftly make enquiries about burial customs (eg, if flowers are acceptable, and whether women and men representatives from the college, including students would be welcome). A list of religious and community contacts who can offer advice is given in Annex B1.
- 15**     ***Monitoring***  
Staff should receive advice on how to look for signs that the distress caused by the incident is having a continuing effect on a member of staff or a student's performance. Staff and students should be asked to keep alert to differences in behaviour in one another and signal if they have any concerns that an individual may be suffering from stress related to an event. A member of staff should be designated to keep contact with anyone who has been injured to monitor their progress and re-entry into the College.
- 16**     ***Assembly or Memorial Services***  
Consideration should be given as to whether it would be appropriate, following a suitable period, to hold a memorial service. It may also be appropriate to consider some lasting memorial, and/ or to mark anniversaries.
- 17**     ***Checklist***  
A checklist is provided in Annex B2 for action in case of an incident.
- 18**     ***Copies of Disaster Management Plan***  
  
The Principal should ensure that all relevant staff hold an extra copy of the Continuity Plan and all contact lists at home in case an emergency should occur out of hours.

**ANNEX B1:  
LIST OF RELIGIOUS AND COMMUNITY CONTACTS**

Organisation	Telephone no
Church of Jesus Christ of Latter-day Saints Halifax Road Birchenclyffe Huddersfield	01484 454573
Huddersfield Parish Church Byram Street Huddersfield	01484 427964
Huddersfield Christian Fellowship 5a Northumberland Street Huddersfield	01484 514088
Masjid Osman Mosque 32 Upper George Street Huddersfield	
Salendine Nook Baptist Church Moor Hill Road Salendine Nook Huddersfield	01484 640620
The Salvation Army Lord Street Huddersfield	01484 513045
Sikh Temple Prospect Street Huddersfield	
Hindu Society 20 Zetland St Huddersfield	01484 515370
St Patrick's Church Trinity Street, Huddersfield	01484 531483

**ANNEX B2:  
MAJOR RISK AREA B: Loss of Life and/  
Or Major Injury Through Accident or Violence  
Checklist for Action**

Item description	Done (tick)/ N/A	By whom
• Establish Helpdesk		Principal
• Set up emergency telephone number and recorded message		Assistant Principal (Communications)
• Contact Health Authority, if appropriate		H&S Officer
• Make arrangements for separate briefing meetings for staff & students (with their families if appropriate)		Principal
• Contact staff, students and families		Principal
• Make transport/ accommodation arrangements if incident off site		Principal
• Contact Insurers and /or solicitors		Assistant Principal (Finance)/ Clerk to Governors
• Prepare public statement		Principal
• Post statement on website		Director of Teaching and Learning
• H o D meetings to discuss course and exam arrangements		Heads of Dept
• Arrange counselling		Vice Principal (Guidance)
• Expressions of Sympathy		Principal
• Funeral arrangements		Principal
• Newsletter to students and staff		Principal
• Assembly or memorial service		Principal

## **DISASTER MANAGEMENT PLAN : SECTION C**

### **Major loss of Information and Communication Technology due to theft, hacking, virus, equipment loss, failure or damage**

#### **1 Introduction**

Information and communication technology is at the heart of all College systems and would be particularly important and vulnerable in any disaster scenario. The College systems can be categorised under two major headings, ie

- Administrative and management systems
- Teaching and learning systems

Administrative and management systems cover the administration network, and associated major business applications eg finance, student record, Payroll etc. Teaching and learning IT systems include the student network and associated IT equipment used for teaching and learning eg data projectors, interactive whiteboards etc.

#### **2 IT Disaster Recovery Team (ITDRT)**

The membership of the ITDMRT is as follows:

- Principal
- Director of Teaching and Learning
- Assistant Principal (MIS)
- Network Manager
- Head of Information Technology

The team has the power to co-opt members to meet specific needs of situations as they arise.

#### **3 IT Disaster Recovery Action Plan**

Following any disaster the following steps would be taken:

- The Principal decides if the group should convene
- ITDRT meets to assess the nature and extent of the disaster
- Action plan drawn up using the IT Backup arrangements (see 4 below) to deal with the specific disaster
- Communications established with relevant parties within and outside the College, eg Senior Management Team, key staff, public services, other education establishments in the area, media etc.
- Tasks are allocated to team members and implemented
- Follow-up meetings held regularly to evaluate the effectiveness of recovery and to feed-back any lessons to be learned into the recovery strategy planning documentation.

#### **4 Data Backup and Testing**

Backing up and archiving data is implemented and maintained for the administrative network and each of the main administrative systems, ie Finance, Student Record System, Admin Network, and the Academic Network are backed up on a weekly basis, with the tapes stored in a fireproof safe. Payroll back-ups are stored in the payroll office and off site. System configuration settings are backed up so that the network manager can rebuild systems on new servers before re-instating the data.

#### **5 System Recovery and Testing**

##### **a Student Record System**

System wide backups are taken and placed in a fire proof safe on a weekly basis.

Key database backups are written to CD Rom and kept offsite at the home of the Assistant Principal (MIS) on a weekly basis. One years worth is kept and then destroyed.

##### **b Payroll System**

Payroll is provided by SAGE, who would immediately supply us the latest software for the college to install, as data is backed up and kept at home payroll could be up and running within days.

##### **c Finance**

Finance software is also provided by SAGE, the finance office take their own back ups as well as the weekly back up provided by the Network Manager. The same procedures as with payroll would apply.

##### **d Staff and student teaching network**

Are backed up as in Section 4.

#### **6 Accommodation**

The issue of alternative accommodation for IT systems is dealt with under the general accommodation arrangements in Section A.

## **DISASTER MANAGEMENT PLAN : SECTION D**

### **Loss of Key Staff**

Key staff comprise all members of the senior management team and selected other managers, as set out in the table on the next page. Alternates have been allocated for all identified key staff, and training is arranged as appropriate to ensure that alternates are able to substitute for key staff as necessary. Any necessary training is identified and reviewed through the annual Staff Appraisal Process.

For Key staff :

- 1 The Principal (or his/her alternate) will assess the situation to identify immediate, short, medium and longer term tasks.
- 2 Tasks will be assigned to SMT or other colleagues as appropriate.
- 3 Staff teams reporting to the absent manager will be met and communicated with to minimise any disruption to their work.
- 4 The Assistant Principal (Finance & Admin) (or the Clerk to the Corporation for Senior Postholders), in conjunction with the Principal, will take action to replace the lost colleague in both the short and long-term.

As appropriate in each case, contact will be made with the local LSC, and/ or the Chair of Governors.

**IMMEDIATE/SHORT, MEDIUM AND LONG-TERM COVERAGE/ REPLACEMENT OF KEY STAFF**

<b>LOST KEY STAFF (and immediate contacts)</b>	<b>IMMEDIATE/SHORT</b>	<b>MEDIUM</b>	<b>LONG</b>
Principal (local LSC; Chair of Governors)	Vice Principal (Structures) and Vice Principal (Guidance)	Vice Principal (Structures) or Vice Principal (Guidance) as Acting Principal	Re-appoint using experience of the Search Committee of Governing Body
Vice Principal (Structures) (Chair of Governors)	Principal with support from Assistant Principals	Interim appointment	Re-appoint as for Principal
Vice Principal (Guidance) (Chair of Governors)	Principal with support from Assistant Principals	Interim appointment	Re-appoint as for Principal
Clerk (Chair, local LSC)	Office Manager, assisted by Chair and Principal	Office Manager with assistance of either clerking agency or an existing clerk based at another college nearby	Re-appoint through the Governing Body
Assistant Principal (Finance & Admin)	Finance Team for accounts and payroll. Other Admin Group members for Admin and HR roles	Finance Team with agency staff. Other Admin Group members for Admin and HR roles	Re-appoint
Assistant Principal (MIS)	Admin Office Staff, Network Manager, Vice Principals, Assistant Principal (Finance & Admin) and Director of Teaching & Learning	Admin Office Staff, Network Manager, Vice Principals, Assistant Principal (Finance & Admin) and Director of Teaching & Learning plus assistance from MIS Officer at Huddersfield New College	Re-appoint
Assistant Principal (Estates)	Responsibilities to be assigned by the Principal to the remaining members of Admin Team and the Caretaker	Responsibilities to be assigned by the Principal to the remaining members of the Admin Team with help from the finance staff and Caretaker	Re-appoint
Assistant Principal (Liaison)	Responsibilities to be assigned by the Principal to the remaining members of Admin Team and the Liaison Team	Responsibilities to be assigned by the Principal to the remaining members of Admin Team and the Liaison Team	Re-appoint
Assistant Principal (Extra Curricular, Senior Students, Library and Communications)	Responsibilities to be assigned by the Principal to the remaining members of Admin Team and heads of relevant departments	Responsibilities to be assigned by the Principal to the remaining members of Admin Team and the heads of relevant departments	Re-appoint
Director of Teaching and Learning	Responsibilities to be assigned by the Principal to the remaining members of the Admin Team, with special support from the VP (Structures)	Responsibilities to be assigned by the Principal to the remaining members of the Admin Team, with special support from the VP (Structures)	Re-appoint
Learning Resources Manager	Assistant Principal and library staff	Assistant Principal and library staff with support from agency staff	Re-appoint
Network Manager	Deputy Network Manager and IT Technician	Deputy Network Manager and IT Technician with support from agency staff	Re-appoint
Significant loss of teaching staff	Staff keep copies of their work sheets/lesson plans in their departments and on the college intranet	College has a supply register which is kept up-to-date. College collaborates with Huddersfield New College	Re-appoint

## **DISASTER MANAGEMENT PLAN : SECTION E**

### **Default of Major Suppliers**

Major suppliers are defined as those suppliers of equipment or services whose default would cause an immediate and catastrophic failure of the College's ability to deliver its services. The College has identified three major risk areas for default of major suppliers, IT? Finance and Payroll Systems, and major Capital Projects. The College's approach to these risks is set out below.

#### **1 Risk of major supplier default for College Internet**

Minimum risk as internet connection is provided by JANET in common with all universities and colleges. Downtime has been a few hours over the last couple of years.

#### **2 Risk of major supplier default for Payroll System / Finance System**

The College uses SAGE software for both payroll and finance. The agreement gives us helpline support, continually updated software, especially important regarding payroll for new legislation. If SAGE went out of business the college would be able to manage for several months whilst a new system was investigated, installed and training given.

#### **3 Risk of major supplier default for Major Capital Projects**

The College's Risk Register identifies risks surrounding the implementation of major capital works of which default of a major supplier/contractor is an important risk. For all major building works projects the College, in conjunction with its professional advisers, draws up a specific project risk register and risk management plan which include appropriate contingency arrangements in case of default of a major supplier.

#### **4 Risk of major supplier default for college information technology**

There is no single IT major supplier, with the exception of Microsoft for desktop applications. Current software suppliers would provide for the needs of the college in the medium term until alternatives could be researched.

## **DEALING WITH THE MEDIA IN AN EMERGENCY**

### ***A case study from West Suffolk College***

West Suffolk College has a proactive relationship with the local media. We want them to know about, and celebrate, the achievements of our students and staff. In general the local press and media are helpful and co-operative in using as much of the material we submit as practicable. Stories we send out are positive and accurate and balanced in our favour. And generally the local media (especially the press and radio) are content to use them more or less verbatim. In an emergency this collaboration can rapidly change into confrontation and even hostility.

### ***The press are interested in dramatic, startling narrative***

In an emergency situation, they will hope to hear of

- people who are very ill or dying, especially children
- people who are angry, indignant or heartbroken
- financial losses on a large scale
- destruction of property

They will be keen to find someone to blame. Often those who should take blame/responsibility seek to pass this on to others.

*Example: the Health Authority could have contacted the college on Saturday (contact names with local police station). We would then have closed the nursery and informed parents prior to the Monday opening. This would have reduced the risk of further infection and (probably) taken the college out of the “front line” of the emergency. Instead the implication was given that the outbreak was centred upon and even started in the college nursery. This could have had long term adverse consequences (see below).*

### ***It is important to give them information***

Someone will talk to the press – it had better be you.

- have one spokesperson – someone who can be contacted by the media and who can give an authorised version of the facts. Make sure everyone else knows that they should refer the press to the spokesperson. Careless talk WILL be reported to the media!

*Example: some of the mothers of children who had not contracted the infection went to the press with various complaints about the way that information about the outbreak had been passed on, and about actions taken by West Suffolk College and other agencies to limit the risk of the spread of infection. Their comments were used as the basis of sensational stories, which were balanced to some extent by factual information supplied by the college and, eventually, by the Health Authority.*

***Be clear about what has happened and what is likely to happen***

- put it in writing – then even if the media starts embroidering or inventing you can refer back to the information you have supplied and get them to issue a correction.

*Example: press, radio and Ceefax sites carried the erroneous information that the outbreak originated at West Suffolk College. This was partly because of an ambiguous press release by the Health Authority. We pursued this vigorously and got the information amended and corrections printed where appropriate. This took up a lot of time!*

***Don't tell them everything you know***

- keep the facts as basic and simple as possible. Interviewers will press your spokesperson for information often better not revealed. It is hard for staff caught up in the emotions of the emergency to keep to the agreed line – have a spokesperson who can confidently answer questions but not reveal information you prefer to keep in-house.

*Example: the press were very keen to find out who the sick children were and where they were in hospital. In fact, one local newspaper did manage to trace some of the families involved in the outbreak through good old-fashioned investigation and local contacts. One remark by the Principal in a television interview might have helped them get the confirmation they needed.*