

Incident management and disaster planning

Objectives

To make effective decisions in the best interest of College pupils, staff and property in extreme circumstances. Where necessary to retain or regain control of procedures.

Definition of disasters

A disaster will be an event that leads to a major interruption in the normal running of the College. Disasters are extreme circumstances affecting either humans or the physical assets of the College. In some cases disaster will affect both.

Examples

Human	Physical
Death of pupil or pupils on or off campus during term time. Death of member or members of staff on or off campus during term time. Serious injury to pupil, pupils, staff or visitors. National or local disaster causing emotional upset or anxiety. Epidemic. Public scandal caused by pupil or pupils. Public scandal caused by member of members of staff. Other severe damage to the reputation or image of the College. Serious breach of security or attack.	Fire. Serious theft. Flood. Storm damage. Extensive power failure. Serious vandalism. Terrorist attack.

Chain of command

The Warden is to be informed of any disaster at any time. The Warden will be responsible for the management of disaster recovery and support unless he delegates authority. Should the Warden be unavailable or involved in the disaster, the decision-making will devolve to any one of the following combinations:

- Deputy Warden, Bursar and Director of Studies
- Deputy Warden, Bursar and Senior Mistress
- Deputy Warden, Bursar and Senior Master
- Deputy Warden, Bursar and appointed members of staff (appointed by Deputy Warden)

Disaster support resources

The following must be available to key personnel and be kept up to date:

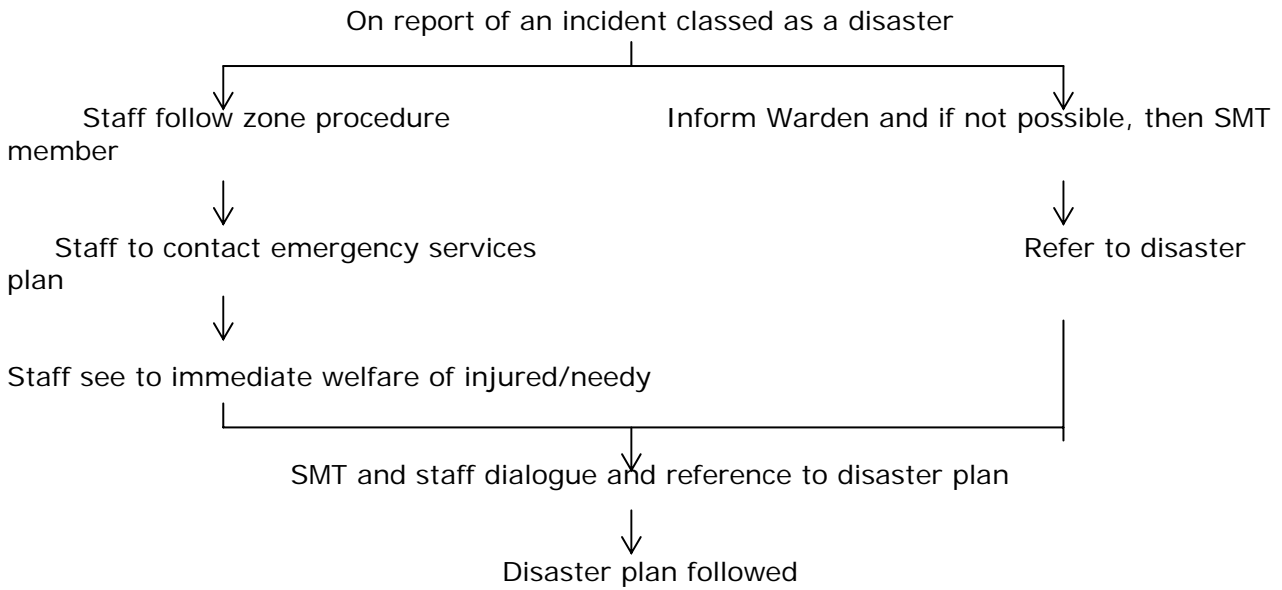
- All staff names, addresses and telephone numbers (land lines and mobiles).
- All pupils' names and addresses.
- Details of next of kin for all pupils and staff.
- Labels of all staff and pupil addresses.
- Contact details for all College Trustees.
- Contact details for professional associations such as HMC, SHA and teaching unions.
- Contact details for firms supplying appropriate legal advice.
- Contact details of College insurance company.
- Contact details for all emergency services.
- Contact details for all agencies in support of emergency services.
- Contact details of counselling services.
- Media contacts.
- Details of location of members of SMT during all school holidays.
- Map of College: divided into zones. Each zone to have an evacuation procedure.

Distribution list:

Warden (master copy), Deputy Warden, Director of Studies, Senior Master, Senior Mistress
Bursar and Bursary.
Copies stored Warden's PA's office and school office.

In addition a summary of the disaster plan should be issued on a laminated sheet to all staff

Procedure



tdw – 16/11/09

Disaster plan procedure

SMT meeting

1. Assess the situation
2. Gather information
3. Assign duties and devise plan to cope with the situation as described and defined by information
4. Inform key agencies and take advice

Communications

1. Brief all staff.
2. Establish key information distribution points in College (if relevant).
3. Devise strategy for dealing with pupils.
4. Devise strategy for dealing with parents and other agencies (if necessary).

Recovery

1. SMT follow up all aspects of incident.
2. Warden/SMT report to Trustees.
3. Debrief where necessary.
4. Arrange counselling where necessary.
5. Written report filed in College.
6. Disaster plan amended if necessary.

Media

All aspects of the media to be managed by the Warden. If the Warden is not part of the recovery process, media to be managed by the Marketing Committee.