University of Warwick Emergency Planning Policy

1. Introduction

The University of Warwick is consistently ranked in national league tables as one of the top Universities in the UK. In addition the University’s Strategy states clearly the ambition to be one of the top 50 Universities worldwide by 2015. Crucial to the University’s success are its members, academic facilities and critical business systems. Subsequently the University will ensure that emergencies are planned and exercised for regularly.

Since September 2008 the Deputy Registrar’s Office has reviewed the University’s existing Crisis and Disaster Plans. A number of individuals have been consulted to draw together existing practices on Emergency Planning, including IT Services, Estates, Security Services and Health and Safety. Further work was also undertaken to relate the University’s plans to legislation such as the Civil Contingencies Act 2004\(^1\) and guidelines from Hefce\(^2\).

2. Objectives

The objective of the Emergency Planning Policy is to provide a framework for University Members should a serious event or situation occur. It is crucial to the safety of members and the University’s activities to deal with emergencies in an appropriate way.

3. Scope

The policy applies to all staff of the University.

4. Policy Statement

The University is committed to Emergency Planning to ensure the safety of its members and the effective running of business critical systems.

The University will develop, implement and maintain the Emergency Planning Policy and subsequent procedures to achieve appropriate levels of Emergency Planning. These will cover the range of elements that need to be addressed in the management of emergencies.

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\(^1\) In the future it is anticipated that the Civil Contingencies Act may make specific mention of Higher Education Institutions (HEIs)

\(^2\) ‘Planning For And Managing Emergencies: A good Practice Guide For Higher Education Institutions’ 2008
5. Legal and Contractual Requirements

The University will abide by all UK legislation and relevant legislation of the European Community related to Emergency Planning. This includes the following Acts:

- Health and Safety at Work Act 1974
- Human Rights Act 1998
- Corporate Manslaughter and Corporate Homicide Act 2007

6. Responsibilities

The Vice-Chancellor, Registrar, Deputy Registrar and Senior Officers are responsible for Emergency Planning at the University.

The Operational Risk Management Group is responsible for overseeing the development of the Emergency Planning Policy and any subsequent procedures and recommends the Policy and procedures to the Steering Committee for approval.

The Deputy Registrar’s Office will be responsible for the development and distribution of the Emergency Planning Policy, its implementation and dissemination and will monitor its operation.

Roles and responsibilities in an emergency

Command structures

<table>
<thead>
<tr>
<th>Operational (Bronze)</th>
<th>Tactical (Silver)</th>
<th>Strategic (Gold)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Responders</td>
<td>Major Incident Team</td>
<td>Senior Management Team</td>
</tr>
<tr>
<td>Onsite</td>
<td>Co-ordination Centre. Pre-planned and equipped.</td>
<td>Board room level</td>
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</table>

In line with the agreed national framework the University of Warwick will use the following levels of command and control:

Bronze Team

The local team present ‘on-the-ground’ at the time of the incident will be deemed to be the Bronze Team. This is also known as the Operational Team.

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3 On behalf of SENATE.
4 Adapted from “Emergency Management in Higher Education Institutes” (Emergency Planning College)
These individuals will be responsible for:

- Incident response, such as initial assessment of scale, duration and impact.
- Liaising with Emergency Services
- Cordon
- Evacuation
- Control of access
- Escalation to the Major Incident Team

**Silver Team**

These individuals are heads of areas such as Security, Estates, IT Services and Health and Safety. This team is also known as the Tactical Team. In practice this level of individual will likely make up the Major Incident Team (MIT).

The Major Incident Team will be bought together in the event or situation that threatens serious damage to staff and/or student welfare or the Warwick environment.

**Membership of the Major Incident Team**

- The Deputy Registrar (Chair and Liaison with the Gold Team)
- The Senior Assistant Registrar (Governance, Risk and Continuity)
- The Director of Human Resources (Vice-Chair)
- The Director of Student Support (Vice-Chair)
- The Director of Estates (Vice-Chair)
- The Head of Communications
- The Head of Security Services
- The Director of Health and Safety Services
- The Director of Warwick Commercial
- The Finance Director
In attendance
Depending on the nature of the emergency the Major Incident Team will be expanded to include individuals or their nominees considered to be ‘in attendance’, for example:

<table>
<thead>
<tr>
<th>Academic Registrar</th>
<th>Areas relating to student academic and financial administration</th>
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<tbody>
<tr>
<td>Director of IT Services</td>
<td>Areas relating to Information Technology</td>
</tr>
<tr>
<td>CEO of the Students’ Union</td>
<td>Areas relating to the Students’ Union</td>
</tr>
<tr>
<td>University Legal Advisor</td>
<td>Areas relating to legal/contractual compliance or standing</td>
</tr>
<tr>
<td>Head of Purchasing and Insurance</td>
<td>Areas relating to the University’s insurance cover</td>
</tr>
<tr>
<td>Director of the Arts Centre</td>
<td>Areas relating to the Warwick Arts Centre</td>
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</tbody>
</table>

Members of the MIT will be responsible for:

- Ongoing assessment of scale, duration and impact of the incident
- Establishing priorities
- Allocation of resources
- Management of the bronze team
- Communications including media statements
- Initiation of emergency call centres
- Liaison with external agencies e.g. Health and Safety Executive
- Initiation of Business Continuity Planning

It may be necessary for a sub-group of the Major Incident Team to be established in order to coordinate and support the process of Business Continuity Plan. It is the responsibility of the Major Incident Team to establish a sub-group as necessary.

Gold Team

Gold level contacts are deemed to be the Vice-Chancellor, Deputy Vice-Chancellor, Registrar, the Director of Finance and Financial Strategy and the Director of Development, Communications and Strategy.

The Gold Team will be bought together where an incident has far reaching consequences and needs the attention and communication from more senior people than present in the Silver Team. For example in the following incidences: multiple deaths or a fire destroying an entire building.
These individuals will be responsible for:

- Reputation management
- Business recovery
- Financial control
- Corporate priorities
- Possible spokespersons

7. Policy Awareness

The Emergency Planning Policy will be made available to all staff and students via the web as part of the Governance site, maintained by the Deputy Registrar’s Office, dedicated to the explanation and promotion of the policy.

8. Education and Training

The University recognises the need for all staff, students and other users of the University to be aware of the Emergency Planning Policy. Appropriate training or information related to the Policy will be provided for users and departments. The Deputy Registrar’s Office will undertake a proactive campaign of awareness raising and will monitor/report upon the type and frequency of incidents.

9. Related Policies and Documentation

The Emergency Planning Policy is supported by the Emergency Plan available online on the Governance site, maintained by the Deputy Registrar’s Office:

http://www2.warwick.ac.uk/services/registrar/deputyregistrar/governance-assurance/emerg-planning

Hard copies of the Emergency Planning Policy and Plan are held by members of the Bronze, Silver and Gold teams.

Detailed procedures have been developed to support the University’s response to a major incident on an operational level and these will be made available to appropriate colleagues for their use.

Additionally, the University Risk Management Policy is available at:

http://www2.warwick.ac.uk/services/gov/riskmanagement
The Policy will next be reviewed by the Operational Risk Management Group in: October 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Author</th>
<th>Comments</th>
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<tr>
<td>7 September 2011</td>
<td>Joy Findlay, Deputy Registrar’s Office</td>
<td>Revision from initial policy to update roles and responsibilities and reference to related documents</td>
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<tr>
<td>14 November 2011</td>
<td>Joy Findlay, Deputy Registrar’s Office</td>
<td>Operational note added with regards to Silver and Gold Team memberships w.e.f. 1 Nov 2011</td>
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<tr>
<td>13 February 2012</td>
<td>Joy Findlay, Deputy Registrar’s Office</td>
<td>Approved by the Steering Committee and removed operational note</td>
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