

MAJOR INCIDENT COORDINATOR

- Lead the Major Incident Team
- Keep Vice Chancellor and Governors informed
- Monitor ongoing response to incident and manage risk

EXTERNAL CO-OPTEEES

President of Students' Union

STAFF INCIDENT – ACTION FOR RESPONSE TEAM MEMBERS

EXECUTIVE DIRECTOR STUDENT STAFF SERVICES

DIRECTOR EXTERNAL RELATIONS

REGISTRAR

DIRECTOR ESTATES

DIRECTOR ILS

CO-OPTEE: HEAD OF SCHOOL/ DIRECTOR

IMMEDIATE ACTIONS (DAY OF OCCURRENCE) – Follow local incident checklist

- Obtain personal and next of kin details
- Liaise with police/authorities as necessary
- Inform Head of School/Director
- Inform Campus Services Manager in case of queries
- Liaise with HSO if incident on site
- Inform Executive Director Finance
- Inform Chaplain

- Establish if Media interest
- Monitor social media
- Manage any press contact

Stand Down, but continue to monitor the situation and reflect on any interventions required of the directorate

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- Inform employee's line manager
- Inform senior colleagues
- Support line manager in informing colleagues
- Identify immediate support needs and essential communications

LONGER TERM ACTIONS (DAY 2 ONWARDS) – Follow local incident checklist/MIT agreed actions

- Ensure colleagues and students (if app) can access welfare support
- Arrange counselling for students/ staff who witnessed incident (if appropriate)
- Liaise with next of kin; address contractual issues
- Liaise with Chaplain re quiet space in Chapel and service arrangements

- All staff message (with DoSSS)
- Manage external interest
- Prepare press statement if required

Continue to monitor and reflect on any additional contribution required from the Directorate

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- Inform students (I/A)
- Arrange support for staff and students with DSSS
- Manage employee's email and post
- Manage ongoing local communications
- Manage comms with external partners
- Remove staff member from YSJ web /literature