

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

SU President: Identify if link to SU/If know close friends; provide support; monitor social media (liaise with Director of External Relations)

STUDENT INCIDENT – ACTION FOR RESPONSE TEAM MEMBERS

EXECUTIVE DIRECTOR STUDENT STAFF SERVICES

DIRECTOR EXTERNAL RELATIONS

REGISTRAR

DIRECTOR ESTATES

DIRECTOR ILS

CO-OPTEE: HEAD OF SCHOOL

CO-OPTEE: HEAD OF STUDENT SERVICES

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

- Inform Head of School
- Inform Chaplain
- Liaise with police/authorities as necessary
- Liaise with HSE if incident on site
- Inform Campus Services Manager
- Notify Residential team

- Coordinate internal and external comms
- Manage any press contact
- Monitor social and mainstream media

- Suspend student record if required
- Inform Executive Director Finance

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

- Ensure Service Desk in FLC are briefed and refer any enquires to External Relations

- Notify personal tutor and other colleagues
- Arrange for students to be spoken to (with HoSS)
- Provide School info about student(s)

- Verify student(s) name and details
- Identify next of kin
- Brief team for support
- Speak to students with Head of School

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

- Ensure staff aware of and able to access support
- Maintain communications with external authorities
- Liaise with Chaplain re quiet space in Chapel and service arrangements

- Manages media to ensure a consistent message is delivered
- All staff messages
- All student messages

- Advises on progress and award decisions, including posthumous awards if applicable
- Ensure student record set correctly
- Inform SLC if required

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

Stand down - Continue to monitor and reflect on any additional contribution required from the Directorate.

- Communicate information to the School
- Monitor support for staff and students

- Liaison with family
- Ensure ongoing support for students
- Liaise with Health Centre (I/A)
- Liaise with hospital and Coroner (I/A)