

## MAJOR INCIDENT COORDINATOR

- Lead the Major Incident Team
- Notify local Consultant in Communicable Diseases Control
- Keep Vice Chancellor and Governing Body informed
- Monitor ongoing response to incident and manage risk

## EXTERNAL CO-OPTEEES

**Health Centre Manager:** Provide professional advice and guidance on containing disease and preventing spread; Produce factsheets/guidance; Run briefings for students (and staff); Set up dedicated phone line. **NY Health Protection Unit** may need to join MIT

**President of Students' Union:** provide advice re impact on students and in particular about planned events that may need to be cancelled

## CONTAGIOUS DISEASE – ACTION FOR RESPONSE TEAM MEMBERS

### EXECUTIVE DIRECTOR STUDENT STAFF SERVICES

- Determines students/staff affected/at risk and provides guidance on absence/fitness to work.
- Brief Accommodation team and ensure alternative student accommodation if required.
- Advise HSO and Chaplain
- Advise Campus Services Manager re room cleans
- Security: Restrict access to areas of campus.

### DIRECTOR EXTERNAL RELATIONS

- Issue immediate guidance in particular for Reception and Student Advice Desk
- Coordinate int and ext communications and monitor media reports
- Establishes call centre if required
- Monitor social and mainstream media

### REGISTRAR

- Determines students affected/programmes of study
- Advises on potential academic impact in relation to student absence

### DIRECTOR ESTATES

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

### DIRECTOR ILS

- Ensuring remote access to services and learning resources
- Ensure remote communication can be maintained for staff and students
- Assess risk and consider closure of FLC

### CO-OPTEE: HEAD OF STUDENT SERVICES

- Inform SAT team in relation to managing queries
- Alert Medical Centre and seek advice (as above)
- Alert local Health Protection Team if necessary (Medical Centre may do this)

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

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

- Advises on flexible working approaches and recruitment/attendance strategies to ensure business continuity
- Decisions re closure of accommodation – source alternatives
- Ensure payroll arrangements

- Manages media to ensure a consistent message is delivered
- Ensures regular communications to staff and students
- Cancel any events or conferences as necessary

- Monitors implications for student progress and award
- Advises on contingency procedures for assessment – seek approvals
- Advises on managing student absence

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

- Set up online and telephone IT and Library support

- Ongoing liaison with Health Centre and HPT
- Liaison with hospital