



UTC PLYMOUTH

Critical Incidents Policy and Procedure

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UTC PLYMOUTH POLICIES

VERSION CONTROL SHEET

POLICY NAME: Critical Incidents Policy and Procedure

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Critical Incidents Policy and Procedure

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Amendments

Amendment No	Date	Page	Signature

Introduction to Management Of Recovery

Definition of a Disaster

A disaster is any event in which employees, contractors or learners are killed or seriously injured or which causes significant damage to any part of the UTC buildings or to its grounds. The most common threats arise from fire and subsequent water damage, a nuclear incident associated with HM Dockyard, or adverse weather conditions. Other likely threats can arise from vandalism, theft and gas explosion. Terrorism and airplane crashes may need to be included.

Aim of the disaster recovery plan

Primarily this plan provides procedures and guidelines to be followed in the event of a disaster. A key aspect of any incident or disaster is for a continuous narrative of records including the integration of imagery with written notes with times. These will aid the investigation (and insurance process) – the **Principal's PA** is responsible for collating and recording the narrative, safe keeping of the records and integration of other media. The procedures and guidelines will enable the disaster control team to act safely and swiftly, to minimise damage to the buildings and assets, and to restart the business and enable parts of it. Secondly the document contains pre-planning tasks to be undertaken during normal business times – see in particular 2, 3 and Appendices A, B, H, and I.

Incident Management Team

In the event of a disaster the Principal remains the senior person in charge and has nominated the persons listed below to manage the incident. In the event that the Principal is not present the Vice Principal will act as deputy. It is important that tasks are delegated and split up to prevent overloading one person. It will not be necessary to activate the entire plan on all occasions. The disaster control team should decide which co-ordinators to involve. If the persons listed are unavailable deputies should fill in and take over.

Disaster Control Team:

Disaster Control Team Leader: **Principal Director Operations**

Incident Secretary and incoming calls co-ordinator: **Principal's PA**

Record keeper and Narrative: **Principal's PA**

Deputy:

Building recovery co-ordinator: **Premises Manager**

Deputy:

Salvage co-ordinator: **Premises Manager**

Deputy:

Security and emergency service co-ordinator: **Principal Director Operations**

Deputy: **Digital Support Coordinator**

Learner Pastoral care co-ordinator: **SENCO**

Deputy:

Staff Pastoral care co-ordinator: - **Behaviour Support Manager**

Deputy:

Communications Co-ordinator: **Principal's PA**

Deputy:

Circulation of the plan

Copies of the plan are held in the Principal and Principal Director Operations Offices and in a secure location on the UTC server.

Personal copies are also held by all the team members and be accessible both at home and at work. (These copies should be kept in a secure location given the inclusion of sensitive information held within the plan).

Improvements to plan

Any suggestions for improvement to the plan will be welcomed and should be directed to the Principal.

Updating and Version Control

A review will be conducted at least annually or after any activation of the plan in the interim period. Before issue of future versions (versions 2, 3 etc), previous copies will be recalled so that only one version of the plan is in circulation at any one time. The review will be conducted by the Principal.

Training

Disaster Control Team members and others as appropriate will receive in-house instruction in the contents and purpose of the plan. Training should be refreshed regularly thereafter. The responsibility for organising instruction will be with the Principal's PA.

The Recovery

The key decision is to assess whether to continue teaching or not?

It is likely that a number of factors will need to be taken into consideration, with the final decision being made by the Principal. Should a decision be made to not continue teaching for a time, the cascade system will be used to notify learners and staff. If possible, all relevant information will be placed on the UTC intranet.

Transition to normal

When the decision to begin transition to normal working practices has been made, an initial meeting of the control team, together with relevant colleagues such as the Premises Manager and the IT Technician will be called by the Principal. The possible time scale and the outside contractors required to achieve the aim should be determined.

Topics for discussion at the transition to normal meeting:

- Communication with, protection and care of everyone directly involved
- Communications with parents/carers, learners, sponsors, DfE and other official bodies
- Restoring ICT and telephony systems and availability of key data and information
- Access to the site
- Health and safety issues
- Provision of counselling
- Access to toilet and washing facilities
- Fresh water supply
- Heating/gas supply
- Electricity supply
- Building structure inspections
- Removal of debris and contamination
- Drying out/cleaning of buildings, external areas etc
- Hire of equipment
- Insurance
- Manpower
- Temporary classrooms and office space
- Catering
- Transport

Service Level Agreements

Service level agreements (SLA) may need to be set up with local and national consultancies and companies to obtain outside help if required. The Principal and/or the

premises manager is responsible for identifying the consultancies and companies and setting up any agreements. The SLA documents will be filed separately and lodged at the UTC.

Examples of agreements could include:

- Plymouth City Council facilities
- Offsite storage facilities

Incident Assessment and Reaction

This section and the guidelines in the following sections contain “good ideas”. Specific circumstances often dictate the order of events and the practicality of actions.

Disaster Scene

On arrival at the scene a member of the disaster control team should:

- Get a first hand report of the incident
- Respond to any casualties and / or emergency services if present
- Contact other members of team
- Prepare incident brief
- Prepare priorities brief
- Determine when access will be possible and health and safety concerns and arrangements
- Obtain a feel for the scale of damage
- Take steps to protect undamaged assets
- Arrange for a control office to be set up
- Activate co-ordinators
- Call in other staff as necessary
- Contact Sponsors – PCC if appropriate

If access is not yet possible

The Communications Coordinator to begin to prepare separate statements for press, parents and staff. Disaster Control Team Leader to:

- Organise off-site disaster control team office

- Based on the briefings from the emergency services, begin to prepare response as necessary, alerting suppliers and making administrative arrangements.

If access is possible

Salvage coordinator/building recovery coordinator should conduct a site tour and use appendix M to record damage.

Upon completion of assessment, the salvage strategy should be determined.

Each co-ordinator should use the following guidelines to determine what actions are required. Key actions should include but not necessarily in this order:

- Risk assessment to include amongst other things identification of any necessary personal protective equipment (PPE) e.g. gloves, hard hats, safety boots
- Emergency lighting
- Access to buildings, de-contamination and drying out if necessary
- Arrangement of sorting/temporary storage/emergency accommodation
- Agree areas for work
- Determining priorities for salvage
- Determining whether it will be necessary to shut down area
- Utilising available personnel
- Provision of refreshments
- What equipment/suppliers will be necessary for the salvage operation

Personnel should be briefed before they start any work and provided with appropriate PPE as per the risk assessment.

Guidelines for Disaster Control Team

General purpose – to facilitate recovery operation and provide administrative support to salvage co-ordinator and building recovery coordinator

1. Respond to any casualties or emergency services if present
2. Ensure telephone communications
3. Liaises with the emergency services
4. Confirm that press statement has been made - if life has been lost or if the incident is otherwise considered serious
5. Arranges for necessary personnel to be contacted
6. Ensure a risk assessment is carried out and the area made safe, oversee safety and care for staff, learners and others affected
7. Confirm that all visitors are safe and have vacated the site
8. Call insurers and liaise with the loss adjuster
9. Manage finance issues via the Finance Officer – paying for supplies, arranging funding etc
10. Manage access to ICT systems and ensure key data and information are communicated to staff
11. Manage calling in suppliers/consultants
12. Contact others for assistance
13. Keep log of “everything”, staff time spent on incident, decisions made, telephone conversations, events, visits, meetings etc. (PA to provide support)
14. Photograph salvage
15. Arrange for refreshments, rest room, first aiders etc

Guidelines For Building Recovery Coordinator

General purpose: to facilitate recovery in a practical sense, providing logistical support and ensuring that the building is accessible and secure.

- Provide risk assessment and determine and distribute any PPE
- Make salvage area accessible and safe for work as far as possible
- Arrange for decontamination
- Arrange for utilities to be switched off
- Remove electrical items once power turned off
- Protect areas not affected but at risk
- Arrange dehumidifiers, lighting etc
- Arrange for gaps in the building structure to be covered
- Provide logistical support to initial salvage (lifters and shifters)
- Determine requirement for external support building surveyor, security company, glaziers
- Determine risk of secondary damage and take steps to control environment (ask for dehumidifiers)
- Find space required for salvage, storage etc.
 -

Guidelines For Security/Emergency Services Coordinator

General purpose: facilitate security in a practical sense, providing liaison between the disaster control team, UTC fire marshals and on the ground emergency services.

- Provide or comply with risk assessment
- Manage access control to site – set up register
- Protect the security of assets in temporary secure storage areas
- Arrange for security of building during recovery operation
- Observe press activities
- Liaise with the emergency services
- Arrange for additional security staff
- Coordinate security
- Arrange for an alternative reporting system if telephone communications are not operational
- Arrange for escorts

Guidelines For Salvage Co-ordinator

General purpose: to arrange the salvage operation for damaged items from the incident including moving, sorting and treatment.

- Set salvage schedule based on agreed priorities
- Provide or comply with risk assessment
- Establish priorities per floor/damage area and appoint contractors and others working there
- Brief appropriate personnel on appropriate safe handling techniques and the treatment guidelines for salvage
- Start salvage when building recovery coordinator has made salvage area safe for work
- Instruct if items will be best left in situ (fragile/large?)
- Determine with contractors if necessary the treatment options for all damaged assets
- Brief secretariat on documentation procedure
- Arrange for refreshments

Guidelines For Communications

General purpose: to control the flow of information about the incident to interested parties, including staff, learners, and members of the public, friends, and press.

Principal will be responsible for all responsible external communication. Regular internal communication will be through the incident management team. Communication will be via mobile phones.

- Issue press statement as per appendix J.
- COMMUNICATE! Update intranet if possible and keep everyone informed, having agreed what is to be said.
- Brief team members on what to say.
- Put up notice on door informing what is happening.
- Restore basic administration, incoming and outgoing phones and IT with communications co-ordinator.
- Information on utility and other key companies is given in appendix I. These may need to be contacted.
- Can any activities be transferred to other buildings?
- Make contact with partner organisations to activate reciprocal arrangements.

Guidelines For Pastoral Care Co-ordinator

Ensure learners are:

1. safe and they behave
2. to organise child collection
3. to ensure first aid is at hand
4. to ensure that food and water is at hand

Action on Discovering an Internal Incident

During Normal Hours

Fire

- The fire alarm should activate automatically. If for any reason it does not RAISE ALARM immediately by shouting 'FIRE, FIRE, FIRE, fire in the XXXXXX (state where)' – break the glass of the nearest fire call point.
- Take immediate first aid action, only tackle a small fire if you have had training, feel confident enough, and are sure of which type of extinguisher to use. Circumstances will dictate whether fighting the fire should be attempted. However, no attempt to fight a moderate or significant fire alone should be made. If efforts are not immediately successful, leave area/building at once. Firefighting must always be secondary to the preservation of life.
- Never allow the fire to come between you and your exit route.
- Do not break windows unless you have no other options – oxygen will feed the fire.
- Do not use lifts.
- Follow the evacuation procedures as normal.
- If you have a mobile telephone call 999 from the assembly point outside the building to ensure that emergency services are on their way (do not delay your exit to collect a mobile telephone, handbags etc.)
- Contact the Disaster Control Team.
- Only re-enter the building when emergency services and the senior person on site has confirmed it is safe to do so.

Flood (Water and sewage)

- Take immediate first aid action by alerting the **Premises Manager or Deputy**
- If there are electrical appliances or outlets near the leak, do not approach or enter standing water – electrocution hazard.
- Attempt to ascertain the source of the water and deal with if possible (e.g. turn off stop cock, turn off tap etc.) Obtain assistance from the Premises manager if necessary.
- Protect/move assets in danger of becoming damaged by water.
- If large quantities of water are escaping, the fire brigade/emergency plumber should be contacted.

- When flow of water is controlled, put disaster plan into action (maybe in a limited way) obtain wet-vacuum cleaners, mops and buckets to absorb the moisture.

Electrical Failure

- Remain calm and collected.
- Open all blinds/curtains to receive more outside light.
- Provide assistance to learners and visitors in your area.
- Torches can be found in the **UTC reception, and workshop offices.**
- If you are in an unlighted area, go cautiously to an area that has emergency lighting (the emergency lighting should come on).
- Alert **Premises Manager.**
- Disaster Control Team will decide whether to evacuate the building.
- Ascertain if there is anyone in the lift. Call lift engineer (telephone numbers in appendix I).

Bomb/Suspect Package

- Report the discovery immediately to the Principal Director Operations and Principal.
- Contact Police only after permission from the Principal Director Operations on (9) 999 and take advice as to whether to evacuate building.
- If evacuation is recommended, sound the alarm.

All should leave the building in accordance with the evacuation procedures. Refer also to the Bombs and Suspect Packages Policy for further guidance.

Outside Normal Working Hours

If you discover a problem

- Do not attempt to enter a building alone, even if you believe the building to be under threat. Remember that personal safety is the major priority.
- Contact the police on (9) 999 and/or key holder and await their arrival.
- Liaise with the emergency services/key holder upon arrival.

If you are informed of an emergency (Key Holders and Duty Personnel)

- Outside of opening hours, a problem with a building is likely to be reported to the key holders

- Key holders should either redirect call to the appropriate person on their contact list or obtain as much information as possible.
 - What has happened/where is the damage/who is on site/who has been contacted?
 - Advise caller on what to do until you arrive (where to find priority lists, liaise with emergency services until your arrival).
 - Arrange meeting place.
- Based on information given, the senior person (present) should decide which members of the control team to notify (if middle of night, alert senior staff only to make an initial assessment).
- Advise those called in of the assembly point and to bring:
 - Their copy of the plan
 - Money and ID
 - Warm clothes and stout shoes
 - Glasses rather than contact lenses
 - Flask and something to eat
 - Equipment they may keep at home.
 - Do not talk to press

Short Term Recovery

A critical incident will inevitably result in some or all the accommodation on site not being available. If feasible, existing accommodation such as halls should be utilised. However, if this is not possible then other locations must be sought. The exact requirements will depend on the specific situation. It is the responsibility of the Principal.

Access to ICT systems and key data is a priority activity as this underpins communications and also maintains the UTC's requirement to safeguard the learners. Key data includes learner contact details, class registers, learner records and child protection files. Paper files and their location are identified in Appendix G. For data stored in principally electronic form back-ups of the servers are held off site, on the Cloud resource, which will be available from the ICT technicians. Paper copies of parent contacts and class registers will be kept in the administration office for immediate access. These will be updated weekly.

Medium to Long Term Recovery

The aim of the operation is to recover and return the affected area and its assets to normal as soon as possible.

The insurance claim will need detailed attention usually by the Principal.

Damaged furniture and floor coverings and equipment should be removed and replaced.

To inhibit mould growth, walls, ceilings, floors and shelving may have to be washed with an anti-fungal solution after a deep clean has taken place.

Re-shelving, redecorating and re-carpeting should wait until the conditions have stabilised.

Before “new” works take place, take action to prevent a recurrence if possible and consider modifications.

Consider location and position of computer servers.

A review of the incident should be conducted by the Disaster Recovery Team with the successes and/ or failures of the operation documented.

Counselling may be necessary for personnel directly involved and those who were involved in the recovery effort especially if loss of life or serious injury has occurred.

All those who were involved in the disaster recovery operation should be formally thanked.

External Threat From Flooding

The Environment Agency is responsible for detecting and forecasting possible flooding incidents. They also issue flood warning notices to the emergency services and local authorities.

There are three levels of alert:

- Flood watch – issued when rivers are running, or forecast to run, at or close to bank full with heavy rainfall expected or likely to continue. The warning will specify the river catchments and those areas likely to be affected. The local authority function will be to warn residents in high risk properties that flooding is possible. Be aware, be prepared. Watch out!
- Flood warning – issued when flooding of significant number of properties, road and large areas of agricultural and/or parkland is predicted. The warning will specify the river catchments and those areas likely to be affected. Flooding of homes, businesses and main roads is expected. Act now!
- Severe flood warning – severe flooding is expected. There may be imminent danger to life and property. Act now!

Environment Agency useful contact numbers:

- Environment Agency’s Floodline: 0845 988 1188
- General enquiry line: 08708 506
- Emergency hotline: 0800 807060

Appendix A – Management Checklist

1. Risk assessment
 - How likely is a disaster and what will be the effect of any downtime on the organisation?
 - Can any risks be reduced? This affects the necessity for, the scope of and the effort to be put into making a recovery plan. Example would be rigorous arson control measures.
2. Vulnerability
 - How vulnerable is the organisation to disaster in terms of:
 - Loss of key personnel?
 - Loss of buildings and equipment?
 - Loss of information (about staff, learners, contractors etc)?
 - Can the level of vulnerability be reduced?
 - Can the present level of security be improved regarding access control and identification of personnel?
3. Key holders
 - Are there enough key holders for holidays, illness, No. of premises?
 - Are all key holders fully competent to aid emergency services? For example, able to cut off electricity, gas and water; able to shut off safely all machinery; familiar with the fire alarm systems.
 - Are they trained for a disaster?
 - Is their information regarding contacts up-to-date?
 - Do they have mobile telephones containing up-to-date telephone numbers?
4. Incident
 - Team co-ordinators should be selected together with deputies. This would include a press officer and a deputy management team.
 - All the committee should have a regular training course looking at the situation they are likely to face after a disaster.
5. Vital information

This can be divided in two parts, that which should be directly available and contained in the plan, and information available outside the premises to which the plan indicates access.

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The following information is vital:

- Names and addresses of all the control team, co-ordinators, and deputies.
- Names and addresses of all the key holders and relevant senior staff including their mobile telephone numbers and email addresses
- Names and addresses of suitable security firms.
- Insurer's name, address and telephone number.
- Location and telephone number of the potential disaster recovery office or alternatively information as to how to obtain such at short notice.
- Names of suitable local surveyors or structural engineers.
- Structural drawings of the building or buildings, or where they can be found.
- How to access the names and addresses of all staff
- How to access the names and addresses of all learners.
- Details of telephone company to get new lines, to divert calls to selected numbers, to set up a hotline etc.
- Names of companies or persons for emergency repairs.
- Names of staff for salvage operations or of salvage companies.
- Names of companies for clear up operations.
- Press contacts for press releases.
- Specialists for damage assessment.

6. Availability of key equipment

- Where is key equipment located.
- Who will bring in ICT equipment to enable the recovery team to function?

7. Training

- Training should be provided for key holders and for the emergency team etc on a regular basis.
- Training sessions can be used to check the disaster recovery plan still contains correct information.

8. Maintenance
- A periodic review of the plan should incorporate changing circumstances.
 - Consider a rehearsal of the plan to avoid it being forgotten.

Appendix B – Internal Contact Lists

The following employees may be contacted at any time in the event of an emergency. Contact the Principal first, and if unsuccessful, continue down the list. Remind personnel what to bring with them.

Polly Lovell

Helen Johnston

Jo Ware

Premises Manager

Reach South personnel - HR

Appendix C – Health and Safety

General points

It is important that health and safety remains of the highest priority. The aftermath of a disaster will be potentially hazardous and it is the responsibility of the disaster control team to ensure that steps are taken to control the risk of injury or ill health as a result of work.

In the event of a major incident, the fire brigade will be available to give advice as the entry to buildings or structure may be prohibited. If their presence has not been necessary, initial advice can be obtained from the UTC's health and safety co-ordinator.

The risk assessment form on the next page should be completed before any work begins. The hazards must be identified so that the appropriate risk control can be initiated.

Risk control will include:

Suitable provision of fire safety for all personnel

Ensuring there is no risk from live electricity, gas leaks or running water. Control devices should be "off" until supplies can be checked by a competent person.

Clearance of standing water

Clearing of the floor from debris such as glass and twisted metal

Use of equipment to help with manual handling and briefing staff on the do's and don'ts (lift from knees, not back etc)

Provision of adequate lighting

Do not use the lift(s)

Site control and register

Hazardous substances

Briefing of staff before they enter site to give advice on areas where they can and cannot go

Regular breaks for staff to avoid fatigue and accidents.

Provision of suitable PPE – gloves and boots etc

Risk Assessment Form

Work/salvage should not commence if adequate risk controls have not been implemented. Copies should be retained by the Disaster Control Team.

Identity of work area and/or activity

Person(s) responsible for this assessment

Fire evacuation route

Extinguishers required

Evaluation date

Recommended review time

1. Hazard category – select the most appropriate category for the activity you have identified.

- Live Electricity Leaking gas Manual handling
- Falling debris Poor lighting Fall from height
- Hazardous substance Contaminated water Slip/fall
- Debris on ground/elsewhere Standing water Broken glass

Others (please specify) _____

2. Who is at risk – identify the people who are at risk from this hazard e.g. employees, lone workers, visitors, contractors, volunteers.

3. Risk Assessment

Assess the level of risk – multiply the probability of each hazard to cause harm by the worst possible severity of injury. Action will be required for results of 2 or higher.

PROBABILITY	SEVERITY
1. Unlikely but possible	1. Trivial/Minor
2. Likely	2. Moderate
3. Certain	3. Major

[e.g. cuts from broken glass – probability 1 x severity 3 gives a score of 3]

4. Existing control measures – what controls have been implemented to control hazard?

5. Are these control measures adequate to contain hazards? Yes No
6. If not, what additional controls are required to control the hazard?

If you need any further advice, please contact the UTC Health and Safety co-ordinator.

Signature _____ Date _____

Appendix D – Instructions For Turning Off Mains Utility Supplies

Water (stop cock) – To the right hand side of the shutter door inside the Precision Engineering Workshop (Room 048) Orange Valve.

Electricity – Electrical Isolation cupboard is to the right hand side of the shutter door inside the Precision Engineering Workshop (Room 048) adjacent to the water stop cock. Cupboard door is marked “Mains Electrical Isolator within.”

Gas – Gas Isolation Valve is situated in a compartment on the outside of the building in the staff car park behind the workshops. The door is marked “ Mains Gas Isolation Valve within.”

Fire/security alarm reset instructions with Premises Manager

Appendix E – Location And Type Of Flammable Liquid And Pressurised Gas Containers

Location	Liquid	Gas
	•	
	•	
	•	
	•	

Appendix F – Disaster Response Equipment

Disaster Kits

The locations of these (which are clearly marked 'Disaster Response Equipment') are:

- A. Reception Office
- B. Premises Manager's Office

Each kit contains:

Digital Cameras
Pens (ball-point)
Pens (waterproof)
Clipboards A4
Paper pads A4
Notebooks (spiral bound)
Scissors
Parcel tape
Sticky labels
Waterproof cloth tape
String
Tags (waterproof)

Including notes on where to obtain the following equipment:

Absorbent cushions
Polythene bags and rubbish sacks
Rags
Disposable overalls
Rubber gloves
Safety helmets
Torches & spare bulbs
Polythene sheeting
Nylon string

First Aid kit

Fold flat boxes

Wet vac

Tables and chairs

Appendix G – Salvage Priorities

Priority Level One: These items must be salvaged and given the highest priority	Location
Pastoral folders, medical, racial and bullying logs	
Racist incident log	
Learner records	
KS4 learner files	
KS 5 files	
Cash tin and receipt book	
FSM files, first aid files	
Child protection files	
SEN file • •	
Finance files • •	
Priority Level Two: These items must be salvaged after Priority Level One	•
PSP files	•
Education Welfare Files	•
Learner support files	•
Staff training files	•
Procedural files	•
General information files	•

CPD forms/general files	•	
Data Files	•	
Education visits files	•	
Speech and physiotherapy files	•	
<p style="text-align: center;">Other materials:</p> <p>After salvage of priority levels one and two, all other materials must be salvaged on the basis of how badly damaged they are. The salvage strategy will be decided by the disaster control team and salvage co-ordinator on the types and scale of the incident.</p>		

Appendix I – Prepared Press Statement And Key Contact Information

Prepared Press Statement:

- Should only be issued with the authorisation of the Principal or disaster control team.
- Press statements should be made solely by the Principal or Vice Principal. All press queries must be directed to them.

Example of a prepared press statement will be organised by the Principal's PA

[Date] [Time]

This morning at XXXXX a fire occurred in the Design and Technology area. Unfortunately, two learners were injured during the incident. The injured learners accompanied by a member of staff have been taken to a local hospital, where they are currently being treated for minor burns. Both the learners' parents have been informed and are currently on their way to the hospital. Although the injuries are not life threatening, we as an UTC are very concerned and our hearts and thoughts are with them.

The Fire Brigade were at the scene quickly and worked speedily to extinguish the fire. Our disaster control plans have been activated and the area has been isolated and secured. The Health and Safety Executive have been informed and a full investigation will take place.

The affected area will be closed until investigations there indicate that it is possible to re-occupy and begin recovery. An updated statement will be available at 16.00. Thank you all for coming.

(Once the statement has been read, you should leave the area and not allow yourself to be pushed for further questions).

List of local media and contact details

Local newspapers

Local radio

Local television news

Other

List of Governors to contact in the event of a serious incident

Name	Phone number
Ruth Weaver	07758466223/587911
Nicola Cove	07773675410/305396

Appendix J - Salvage Guidelines

Priority should be given to the items in Appendix G.

There are three key activities for the salvage of damaged objects:

SALVAGE

SORTING

TREATMENT

Salvage

- Prepare or comply with risk assessment.
- The main priority will be to rescue assets as quickly as possible.
- Clear high priority assets first, thereafter systematically, ensuring that a record is kept as far as possible of where they have come from.
- Items should not be sorted at the initial stage – they should be removed to a sorting area.
- If items are in cabinet drawers, remove the entire drawer rather than the individual items where possible.
- If the items are boxed, do not unpack, but take entire box to sorting area (placing in crates if box is too weak).
- Have unaffected assets protected.

These items may be useful

PPE as required

Crates

Trolleys

Wet vacuum

Mops and buckets

Waterproof markers

Bubble wrap

Labels for crates

Polythene sheeting

Bin liners

Torches

Sorting

- Prepare or comply with risk assessment.
- A good deal of space will be required for this task.
- Any material which is in boxes, drawers or an enclosure should be checked immediately – it may be that the contents are not damaged. If so, remove these into a new box or temporary crate, together with the original box label.
- A cataloguing system should be set up and implemented so that assets can be tracked and monitored.
- Undamaged assets should be kept together, protected, and placed in a safe area.
- Items that have received fire damage only should be kept together, protected and placed in a safe area. These can be treated later.
- Items with minor water damage should be assessed for usability.

These items may well be useful

PPE as required

Trolleys

Crates

Waste bins

Tables

Damage lists

Polythene sheeting

Clip boards

Waterproof pens

Pencils

Treatment (water-damaged objects) - the first 48 hours can make a big difference.

Paintings in frames:

Paintings should be a top priority as the most serious effects of water exposure occur within the first 15 minutes of a disaster.

- Remove from frames in a safe dry place. Do NOT separate paintings from stretchers.
- Collect any fragments of paint that have come off.
- Keep wet paintings horizontal and paint side up with nothing touching the surface.
- Avoid direct sunlight.
- Do not touch the surface of the painting.
- Dry slowly, image side up, with nothing touching the surface.

Art on paper or photos with glass fronts:

- Remove from frames in a safe dry place, unless art is stuck to glass.
- If image sticks to glass, leave it in the frame, dry glass side down.
- Otherwise, dry slowly, image side up, with nothing touching the surface.

Furniture/wood

- Keep drawers in place but remove contents.
- Lift from bottom of object.
- Rinse/sponge surfaces gently to clean. Blot.
- Air-dry slowly. Possibly under polythene to prevent warping/splitting. Also dehumidifying room with gradual changes to dehumidifier setting will draw moisture out slowly.
- Inspect painted surfaces. If paint is blistered or flaking, air-dry slowly without removing surface dirt or moisture.
- Hold veneer in place whilst drying with weights or clamps; separate weight from veneer with protective layer.
- Finishes may develop white haze. This does not need immediate attention.

Stone

- Treat after less stable materials.
- If stone object is smooth-surfaced, blot gently and air-dry.
- If object is rough-surfaced or has applied finish, do not blot, but air-dry on plastic or clean towel.

- Air-dry using fans.

Glass

- Treat after less stable materials.
- Pat dry, do not rub.
- Air-dry, using fans.

Metal

- Treat unstable (corroded) metals within 48 hours – thereafter stable metal.
- Use gloves to handle.
- Rinse/sponge and blot metal object.
- Air-dry.
- If object has applied finish, do not clean. Air-dry, keeping flaking surfaces horizontal.

Leather

- Rinse/sponge with clean water to remove mud.
- Drain and blot to remove excess water.
- Pad with towelling or unlined paper to maintain shape.
- Air-dry, using fans.
- Manipulate tanned fur skins during drying to keep skins flexible.

Books

- If rinsing, hold book closed.
- Partially wet or damp: stand open to 90° angle on bottom or top edge. Splay pages and air-dry.
- Very wet: lay flat on clean surface. Interleaving less than 20% of the book with absorbent material. Replace interleaving when damp.

Paper

- Air-dry flat as individual sheets, or small piles up to 0.75cm, interleaved with blotter.
- Replace blotter when damp.
- Do not unfold or separate individual wet sheets.

Appendix K – Incident Assessment Form

What is the nature of the damage?

Fire/smoke, water, sewage, other.

When did the incident happen?

Which areas are affected?

Fully check all buildings.

(Building surveyors/structural engineers may be needed)

What types of assets are affected?

Do not forget acetylene,
radioactive sources.

Are the environmental conditions
satisfactory?

Do not forget asbestos.

What possible health and safety
issues are present?

How much teaching material is
affected?

Is there power/water/heating/gas?

Appendix L – Damage Record Form

Each damaged asset/item should be given a unique number and this form completed. Upon completion, this form should be given to the senior person.

Crate number _____ Original location _____

Item/asset Ref No	Object description	Type damage	of	Treatment needed	Moved to (location)
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Appendix M – Accommodation for Recovery Operation

Incident control office

Private, with phones and IT

Rest Area

Preferably with kettle and kitchenette

Catering

First Aid

Sorting Area

Large area in central location

Storage for unaffected material

Secure area

Treatment Area

Large area with good ventilation

Appendix N – Summary Page

Disaster Plan Summary

If you discover any threat to buildings or assets inside or outside office hours please contact any of the following for immediate assistance and call the emergency services on 999 if necessary:

Name	Internal	Home	Mobile
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In the event of a fire, the alarm will sound and you should assist with evacuating the building.

In the event of a flood, first search for the source of the problem, and see if you can deal with it or turn off the stop cock (e.g. leaking tap). Try to divert the water away from the electrical items.

Disaster response equipment is available in the following locations.

A – Reception

B – Premises Manager's Office

If you are contacted to assist, please remember to bring some cash, ID, house keys, your mobile, warm clothes and stout shoes, glasses rather than contacts, a flask and something to eat and any torches or useful equipment you have at home.

Do not talk to the press upon arrival.

Appendix O – Floor Plans

Include information

- Power points, mains electricity cut off, stop cock, gas cut off
- Emergency exits
- Priority items
- Emergency equipment location
- Toilets and washing facilities

Floor plans for each campus are appended here

NOTE

Structural Engineers advice may be necessary before any entry to buildings.