BLACKPOOL SIXTH

"Inspiring learning, developing character, building futures"

Disaster

Management

Plan

2022

For security reasons this Disaster Management Plan must not be made public.

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Section 1. Background

1.1 Rationale

This plan outlines the procedures to be followed in the event of an emergency situation arising at The Blackpool Sixth Form College. The plan offers definitions of the terminology used in emergency planning and methods for overcoming the event with the minimum disruption to the college's operations. The plan gives responsibility for the actions needed to those most qualified to carry them out.

1.2 Aim of the college disaster management plan

The aim of the disaster management plan is to:

1. Ensure the health, safety and welfare of all members of the college community both during and after the event.
2. Preserve the emergency scene for investigations by agencies external to the college.
3. Minimise, as far as is practicable, the disruption to normal college activities.
4. Preserve the viability of the college's operations.
5. Support and assist, as far as possible, a speedy return to normal operations.
6. Define an operational structure to manage a disaster and recovery
7. Define roles and responsibilities within that structure

Section 2. Definitions

An Emergency is defined as:
An event, situation or incident which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK, or the security of the UK or of a place in the UK.[1]

A Major Incident is defined as:
An event or situation with a range of serious consequences which requires special arrangements to be implemented by one or more emergency responder agency.[2]

Notes

1. *"Emergency responder agency" describes all category one and two responders as defined in the Civil Contingencies Act (2004) and associated guidance.*
2. *A major incident is beyond the scope of business-as-usual operations, and is likely to involve serious harm, damage, disruption or risk to human life or welfare, essential services, the environment or national security.*
3. *A major incident may involve a single-agency response, although it is more likely to require a multi-agency response, which may be in the form of multi-agency support to a lead responder.*
4. *The severity of the consequences associated with a major incident are likely to constrain or complicate the ability of responders to resource and manage the incident, although a major incident is unlikely to affect all responders equally.*
5. *The decision to declare a major incident will always be a judgement made in a specific local and operational context, and there are no precise and universal thresholds or*

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[1] https://www.jesip.org.uk/definitions
[2] https://www.jesip.org.uk/definitions

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triggers. Where a Local Resilience Forum[3] and responders have explored these criteria in the local context and ahead of time, decision makers will be better informed and more confident in making that judgement.

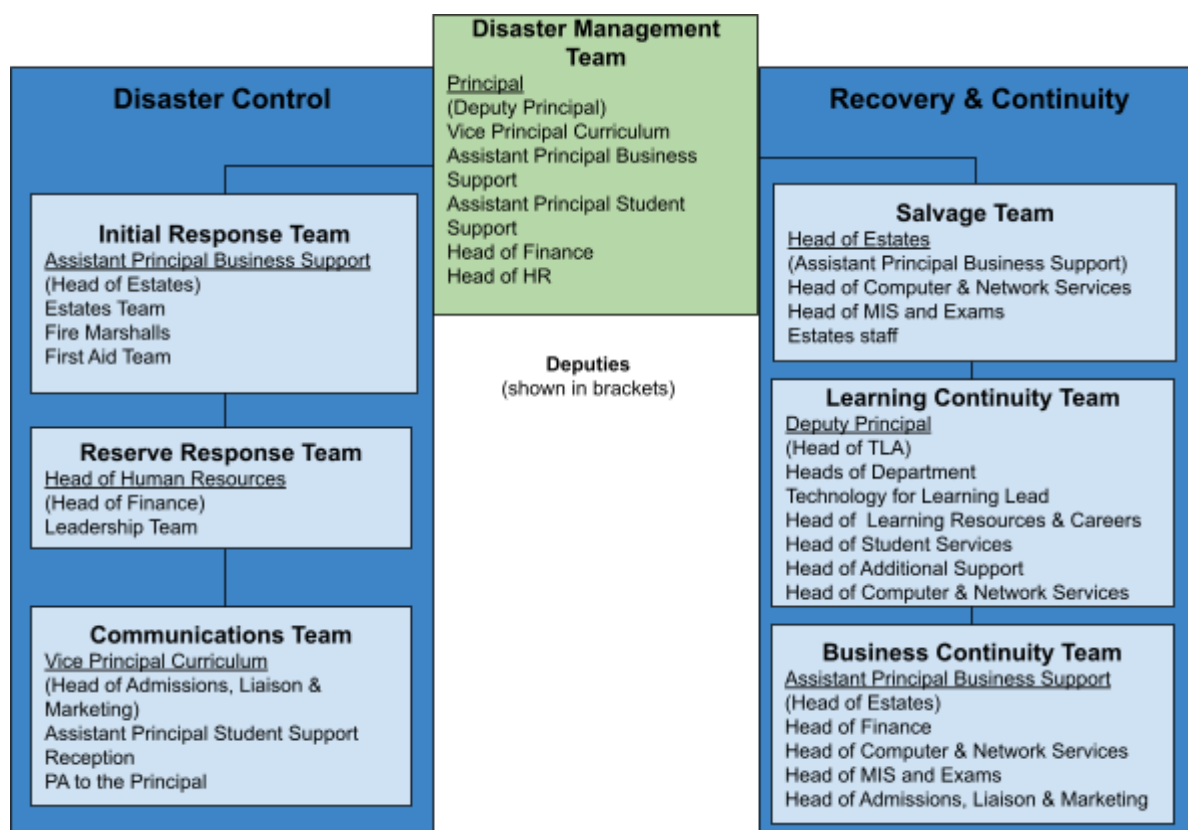## Section 3.   Organisational Requirements

3.1 Minimum Standards
Below are listed the minimum standards required to address a major incident:

- Senior Leadership Team and other key personnel should be aware of the college plan and where necessary their responsibilities within it.
- Senior Leaders should report to the Principalship as soon as possible.
- First aiders should be fully briefed about their role in this plan.
- Only staff who have been nominated and have received training should be directly involved in addressing the problem.
- The involvement of untrained members of the college community should be resisted.
- Other staff and personnel should be required/allowed to disperse, if safety reasons require, as soon as is practicable.

3.2 Structure
The college emergency plan is best served by the formation of seven teams within the college infrastructure with specific functions as outlined as follows:

Disaster Management Team
Principal
(Deputy Principal)
Vice Principal Curriculum
Assistant Principal Business Support
Assistant Principal Student Support
Head of Finance
Head of HR

Deputies
(shown in brackets)

Disaster Control

Initial Response Team
Assistant Principal Business Support
(Head of Estates)
Estates Team
Fire Marshalls
First Aid Team

Reserve Response Team
Head of Human Resources
(Head of Finance)
Leadership Team

Communications Team
Vice Principal Curriculum
(Head of Admissions, Liaison & Marketing)
Assistant Principal Student Support
Reception
PA to the Principal

Recovery & Continuity

Salvage Team
Head of Estates
(Assistant Principal Business Support)
Head of Computer & Network Services
Head of MIS and Exams
Estates staff

Learning Continuity Team
Deputy Principal
(Head of TLA)
Heads of Department
Technology for Learning Lead
Head of Learning Resources & Careers
Head of Student Services
Head of Additional Support
Head of Computer & Network Services

Business Continuity Team
Assistant Principal Business Support
(Head of Estates)
Head of Finance
Head of Computer & Network Services
Head of MIS and Exams
Head of Admissions, Liaison & Marketing

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[3] Local resilience forums (LRFs) are multi-agency partnerships made up of representatives from local public services. See
https://www.gov.uk/guidance/local-resilience-forums-contact-details#england

Section 4.   Responsibilities of Teams and Key Personnel

4.1   The Disaster Management Team
Led by the Principal and comprising members of the Leadership Team, the main duties of this team are:

- Oversee management of disaster and recovery
- Maintaining contact with the Initial Response Team at the scene.
- Steer the Communications Team
- Oversee the recovery phase of the incident.
- Manage the financial implications of the incident.
- Oversee the management of college resources during the recovery phase.
- Arranging such assistance as is required from the local authority or county authority to maintain operations in the aftermath of such an event.

The majority of decisions will be taken on the basis of health and safety and are therefore likely to involve the Principal and Assistant Principal Business Support (and in their absence the Deputy Principal and Head of Estates respectively). The first communication therefore would normally be from the Assistant Principal Business Support to all staff. The Communications Team leader is responsible for ensuring that the message is communicated accurately to the wider public.

4.2   The Initial Response Team
Led by the Assistant Principal Business Support and the Head of Estates, the main responsibilities are:

- Controlling the emergency until the arrival of the emergency services
- Dealing with evacuations
- Providing first aid
- Assisting the emergency services as required and be directed by them
- Securing any necessary cordons
- Ensuring that the management team are regularly updated
- Ensuring that the other teams are kept up to date on the situation, including passing information relating to casualties etc. to the Communications Team.

The lead and deputy of the Initial Response Team will meet annually to refresh their understanding of this plan.

4.3   The Reserve Response Team
Led by the Head of Human Resources, the team will be called into play whenever additional staff are required to help with either initial response or communications.

The lead and deputy of the Reserve Response Team will meet annually to refresh their understanding of this plan.

4.4   The Communications Team
Led by the Vice Principal Curriculum, the main role of the Communications Team is to interface with all categories of the public. Specific duties may include:

- Ensuring that the college switchboard is aware of the incident control [4]room telephone number. Further, that the switchboard has office or [mobile contact phone numbers] at which team members can be reached during the incident.
- Answering enquiries from members of the public.
- Liaising with members of the college community not involved in the incident itself.
- Arranging and organising briefings for the media.
- Ensuring the Principal remains fully briefed with the latest information.
- Visiting casualties in hospital or their home.
- Addressing any ongoing needs of casualties and their families.
- Responding to the needs, including welfare, of the college community in the aftermath of a major incident.

The lead and deputy of the communications team will meet annually to refresh their understanding of this plan.

4.5   The Salvage Team
Led by the Head of Estates the team will deal with all aspects of salvage including physical resources, computer services and data recovery.
- Establish safe working practice within any cordon area.
- Ensure that correct Personal Protective Equipment (PPE) is used when appropriate.
- Salvage any physical resources.
- Salvage any key computer systems that may be affected.
- Identify and salvage any key data systems.

The lead and deputy of the salvage team will meet annually to refresh their understanding of this plan.

4.6   Business Continuity Team
Led by the Assistant Principal Business Support the primary role of the team would be to ensure that the key areas of business support that underpin teaching and learning are restored as quickly as possible following a disaster. Key duties might include:
- Establish, if necessary, a Business Support Command centre[5]
- Ensure key voice and data communications are restored
- Recovery of key MIS and student data services
- Establish alternative venues for teaching and examinations
- Draft any skeleton, emergency timetables for classes and examinations
- Ensure that all other aspects of business support are restored at least to basic operational levels
- Facilitate mechanisms for remote learning and remote support

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[4] Normally the Principal's office or other area nominated by the Assistant Principal Business Support. The Principal's office has a direct line in case of an emergency situation.

[5] Normally the MIEX office or other area nominated by the Assistant Principal Business Support

The lead and deputy of the business continuity team will meet annually to refresh their understanding of this plan.

4.7   Learning Continuity Team

Led by the Deputy Principal, the primary role of the team would be to minimise the impact on teaching and learning and to provide systems to ensure onsite or remote learning takes place until normal service can be resumed. Specific duties may include:

- Establish emergency teaching, learning and support provision with liaison with Heads of Department
- Facilitate resources for remote learning and remote support
- Establish alternative provision for students not able to access online materials

The lead and deputy of the Learning Continuity Team will meet annually to refresh their understanding of this plan.

4.8   The Principal

The Principal must be informed as soon as a disaster has been identified and will take overall control. The Principal's office will be used as the incident control centre. If untenable an alternative control centre would be found. The Principal's responsibilities would be to:

- Chair meetings of the Disaster Management Team.
- In exceptional circumstances, communicate with high profile media events such as TV or radio, using briefings prepared by the Head of Admissions Liaison and Marketing (ALM).
- Shield parents and students from the media.
- Accompany, if necessary, the police who are charged with informing next of kin in the case of fatal accidents.
- Inform the Chair of Directors.
- Draft, with assistance from the Head of Finance, a detailed report on the effects on college finances as soon as possible.

4.9   Deputy Principal

- Deputise for the Principal in her absence.
- Provide backup for other members of the Senior Leadership Team.
- Lead the Learning Continuity Team.
- Liaise with the Vice Principal Curriculum on matters relating to Teaching and Learning.
- Liaise with the Head of MIS and Exams and the Head of Computer and Network Services to ensure key online services are provided for learning continuity.
- Ensure the consistency of response of curriculum areas in terms of quality and availability.
- Nominate and ensure a deputy to cover Disaster Management duties in case of absence.

4.10   Vice Principal Curriculum

- Lead the Communications Team.
- Inform other stakeholders as appropriate.
- During the Disaster Recovery phase, will ensure the media and other stakeholders are kept appropriately informed of developments.

- Nominate and ensure a deputy to cover Disaster Management duties in case of absence.

4.11   Assistant Principal Business Support

The Assistant Principal Business Support will be informed as soon as any disaster affecting the college estate or information system has been identified. Responsibilities will be to:

- Oversee the Initial Response Team during the emergency.
- Lead the Business Continuity Team
    - Liaise with the Head of Finance regarding the financing of resources during the recovery period.
    - Liaise with the Head of MIS and Exams and the Head of Computer and Network Services to ensure key online services are provided for Business Continuity.
    - Assist the Principal with the sourcing of resources during the recovery.
    - Ensure the Disaster Management Plan is reviewed every two years and reported to the Corporation.
    - Nominate a deputy (Head of Estates) to cover Disaster Management duties in case of absence.

4.12   Assistant Principal Student Support

- Will assist the Principal in informing parents and next of kin as soon as possible and ahead of the media.
- Will liaise with counselling staff and support students in the reestablishment of normal activities.

4.13   Head of Human Resources

- Lead the Reserve Response Team.
- Oversee issues involving personnel.
- Nominate a deputy to cover Disaster Management duties in case of absence.
- Manage arrangements for staff counselling and other wellbeing issues.
- Handle arrangements for any temporary staff cover that may be required.
- To liaise with the Learning Continuity Team and the Business Continuity Team regarding staffing implications.
- To act as a conduit to all staff regarding enforced relocations, change of hours.

4.14   Head of Finance

- Liaise with the college's insurance agents.
- Assist the Assistant Principal Business Support with the financing of resources during the recovery.
- Take charge of the arrangements for short-term leases of equipment and temporary buildings.

4.15   Head of Estates (and Health & Safety)

- Assist the Assistant Principal Business Support in managing operational details of the emergency.

- Lead the Salvage Team.
- Deputise for the Assistant Principal Business Support in the management of the Initial Response Team.
- Direct the emergency services as required.
- Provide access to, and information about, utilities.
- Cordon off and prevent unauthorised access to areas of danger.
- Prevent unauthorised access to the site.
- Assist with the reconnection if necessary of any utilities.
- Assist in the location and deployment of temporary accommodation.
- Nominate a deputy to cover Disaster Management duties in case of absence
- Coordinate any large scale first aid.
- Advise on Health and Safety throughout the emergency action and any salvage operations.
- Carry out the appropriate number of evacuation practices see section 5
- Update and maintain the Fire Log Book.

4.16 Head of MIS and Examinations
- Work with the Head of Computer & Network Services to recover key Information Systems for Business Support.
- Provide key data needed for recovery.
- Nominate a deputy to cover Disaster Management duties in case of absence.

4.17 Head of Computer and Network Services
- Take charge of the Recovery Plan for the Data and MIS systems.
- Liaise with the Head of MIS and Exams regarding data recovery.
- Nominate a deputy to cover Disaster Management duties in case of absence
- Develop and revise annually a separate IT Disaster Management Plan.

4.18 Head of Admissions Liaison and Marketing
- Deputise for the Communications Team Lead.
- Brief the principal prior to any exceptional, high profile face-to-face announcement.
- Act as the main contact to the media.

4.19 Reception
- Carry out their normal duties maintaining a normal service.
- Transfer enquiries regarding the incident to the Communications Team.
- Maintain a log of all calls taken during the incident including time of call, who the call was transferred to, and any action taken.
- In the event of an evacuation transport the first aid pack, defibrillator and radio to the chief fire marshal.

4.20 Leadership Team
- Will be on high alert during disasters, emergencies and other high risk situations.
- May be required to assist with Initial Response as part of the Reserve Response Team.
- Will be responsible for assisting students to leave the premises safely.
- Must have ready the contact numbers of all staff they line manage and be ready to cascade emergency information.

- Prepare and deliver one annual training session in their department area to familiarise staff with this Disaster Management Policy.

Section 5.   Training

All staff involved in Emergency and Business recovery must, at every level, receive adequate training.

The leads and deputies of each team will meet annually to refresh their understanding of this plan and an annual training session will be held, to provide the opportunity for the various departments/services to practise in their roles and highlight any problems that they may experience whilst carrying out their role.

The following training approaches will be used:

o   A scenario-based approach will be used to consider the management of specific disaster situations and will be organised regularly by the Assistant Principal Business Support and disseminated through the Leadership Team.

o   The manager of each department will cascade this information through departmental meetings.

o   Fire training will be provided regularly for fire marshals and will be organised by the Head of Estates.

o   Evac chair training will be provided as appropriate for fire marshals and other relevant staff and will be organised by the Head of Estates.

o   All new staff will receive disaster management guidance as part of the health and safety induction.

o   All first aiders should hold a valid first aid certificate and receive first aid training annually, organised by the estates department.

o   2 full evacuation practices per year organised by the Head of Estates and subject to evaluation by the SLT (1-Excellent, 2-Good and 3- Requires Improvement). Any evacuation receiving a grade 3 will invoke an automatic repeat practice.

o   Staff and students will receive lockdown guidance/training annually.

Section 6.   Procedures

6.1   Cordoning Disaster Areas
The Head of Estates will identify the domain of any area that may need cordoning off. In the short term members of the Estates team will be used to guide others away from the cordon area. HI-Visibility warning tape, cones and temporary barriers will be used to demarcate the cordon area. The Head of Estates will be responsible for signage and management of the area.

In an emergency situation, the Head of Estates will assist the emergency services in establishing any other necessary cordons.

6.2   Communication of Disaster
In the event of a disaster requiring communications to students and staff, for example resulting in a college closure, the method of communications will vary depending on the nature of the disaster. The Communications Team would be responsible for establishing appropriate methods of communication. See also Severe Weather Conditions

> <u>Methods of communication</u>
> Local radio Broadcast
> Email and Website
> SMS/text messages
> Telephone requiring team of operators and hierarchical dissemination using Reception and the Reserve Response Team

6.3   Home Working
Home working by staff and students should be used during enforced closure of the college or when a significant group become housebound (such as during a pandemic). IT will form the basis of the home working procedure. The Business Continuity Team will be responsible for facilitating home working whilst the Learning Continuity Team will be responsible for providing subject specific materials and resources.

> <u>Home working considerations</u>
> Google mail used as main vehicle for communication.
> Teaching and Learning to be delivered through the college's online services.
> All teaching staff to use their designated laptop (if available).
> All other staff to be issued with laptop or suitable device from college pool (subject to availability).
> Students without online access to be issued with laptop or suitable device from college 'pool' (subject to availability) or by using offsite mutual aid agreements.
> Remote access to appropriate servers to be instigated by the Head of Computer & Network Services.

6.4   Business Continuity
In the event of a disaster affecting the core business of the college the Business Continuity Team will coordinate operations. Key areas include:-

6.4.1.   Temporary relocation of college
Should this unlikely circumstance ever occur the college will:
● Set up an emergency twilight curriculum based at Unity Academy between the hours of 3.30pm and 7.30pm. The timetable will be based on a block per day principle with block one running on Monday, block 2 on Tuesday etc.

● Set up an emergency IT infrastructure on the Unity Academy network using the guidelines described in the IT Disaster Management Plan.

The college has received the approval of the Unity Academy in March 2019 (see letter in Annex F in relation to the above).

6.4.2. IT Disaster Recovery

Two Uninterrupted Power Supplies (U.P.S.) installed providing 5 hours and 48 minutes of power in case of an outage. In the event of prolonged power outage key servers will be closed down safely to minimise data loss.

All key servers are replicated daily to Disk arrays in a remote server room on site, and weekly to tapes, which are taken off site. See Backup Procedure Documentation for further details.

In the event of loss of server room a temporary location will be nominated and servers reconstructed using appropriate hardware and backup tapes. See 6.4.1 for temporary relocation outside the college.

Also see the separate IT Security Policy.

6.4.3. Financial Considerations

The following procedures are in place should the college find itself in a position where it has lost access to its finance systems.

The college holds two credit cards with a £10,000 credit limit per card. These are held by the Head of Finance and the Bursar, and are taken off site each night. These cannot be used to pay for items face to face or to withdraw cash, but can be used online and over the phone to make emergency payments.

BACS payments require two authorised approvals using Lloyds cards and card readers which are authorised by PIN. The Head of Finance and Assistant Principal - Business Support take their card readers and cards offsite each night.

Up to £800 can be withdrawn in cash via cheque at the Lloyds branch in Poulton by designated members of the finance and estates teams. The Head of Finance holds an unsigned blank cheque off-site for use in an emergency situation to withdraw cash which will require the signature of two authorised bank signatories.

The college has a designated Relationship Manager at Lloyds bank who is available to assist with any banking and authorisation issues in an emergency situation.

6.5 Learning Continuity

Continuity of teaching and learning must be the primary focus for the college during any disaster scenario. In the event of any prolonged period where normal operations are not possible the Learning Continuity Team will establish alternative methods of delivery.

Wherever possible the college estate will be used including the use of catering facilities such as Cafe 6, Relish and the Store and the Sports Hall.
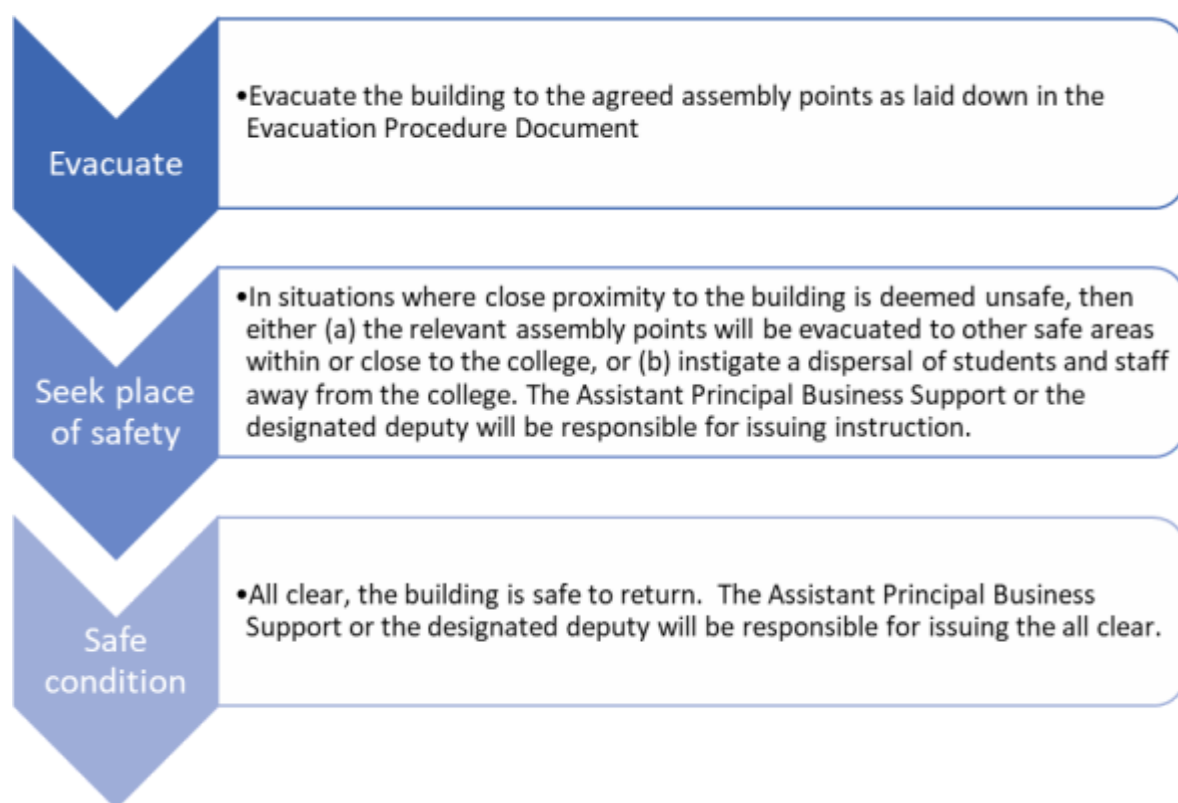
Remote Learning would be used to enhance any restricted timetable or during college closure. See also "6.4.1 Temporary Relocation of College". A variety of online services can be accessed including email and cloud services. See also "6.3 Home Working"

Whenever a disaster situation overlaps with an examination series, examinations will be prioritised.

6.6   Evacuation

The college or parts of the college will be evacuated whenever a situation arises where remaining might compromise safety. The fire alarm will be used whenever the building(s) need to be evacuated immediately. See Evacuation Procedure - Annex D.

In the event of an evacuation the following stages will apply.

Evacuate
- Evacuate the building to the agreed assembly points as laid down in the Evacuation Procedure Document

Seek place of safety
- In situations where close proximity to the building is deemed unsafe, then either (a) the relevant assembly points will be evacuated to other safe areas within or close to the college, or (b) instigate a dispersal of students and staff away from the college. The Assistant Principal Business Support or the designated deputy will be responsible for issuing instruction.

Safe condition
- All clear, the building is safe to return. The Assistant Principal Business Support or the designated deputy will be responsible for issuing the all clear.

6.7   Dispersal of Students and Staff

The Disaster Management Team will be responsible for determining whether partial or full closure of the college is necessary. Dispersal may be necessary whenever safety might be compromised or when working conditions (such as no heating in winter months) dictate.

Communication of dispersal will depend on the situation. Following code amber or red the communication will be coordinated by the Assistant Principal Business Support and performed by available members of the Estates Team, Fire Marshals and other elected members of staff.

Carrying out dispersal during a code red situation will be particularly difficult; staff and students will be at designated assembly points and the weather may be adverse. Such dispersal will begin with assembly points closest to any hazard and it is important that dispersal is done in stages so as not to cause traffic jams.

In certain circumstances, speed may be of the essence and where this is the case it may be more appropriate to remove people from site on foot rather than evacuating cars which may cause congestion and delay.

Staff and students will not be allowed to enter the buildings, so cars may have to be left at college and public transport used. Students will be dispersed first using the following dispersal sequence:

1st   Those within walking distance and bicycle
2nd   Those who have their own cars/mopeds and keys to start them
3rd   Those that can organise to be collected – students will be asked to arrange pickup away from college
4th   Those who can use public transport (it is recognised that students may have to borrow bus fare from friends)

A loudhailer will be used to communicate the dispersal.

During situations where staff and students are sited within the buildings and where immediate evacuation is not necessary, staff will be informed first either through a formal staff meeting, or by notifying members of the Leadership Team who will cascade instructions to students and staff within their areas.

Students will always be dispersed prior to staff and will be given clear instructions when to return or who to contact about return. The Leadership Team will be the last to leave.

6.8   Salvage Operations
The Salvage Team headed by the Head of Estates working closely with the Head of Computer and Network Services will be responsible for ensuring a safe and timely recovery of resources. The following principles will apply:

- Protect undamaged stocks.
- Divide salvage area into sections with a staff responsible for each section.
- Do not place wet items on top of dry.
- Check the base of cartons etc. for dampness prior to attempting to move them.
- Identify all materials prior to removal to safe areas. Affix a label of contents.
- Each carton etc. should be inspected by one person only, for possible fire, smoke or water damage.
- Smoke damaged items should be kept separate from wet items as these will absorb smoke smell.
- Items beyond salvage should be stored separately and identified for inspection by insurance company representatives.
- Adequate security must be provided for salvaged items.
- Items suffering from only slight water damage should be hung on racking to assist drying. A label should be attached to identify where the item came from.

6.9   Communicating with the Emergency Services

When communicating with the emergency services the college will employ the (M)ETHANE model, commonly used by other public services. This protocol ensures that the right information is given. See Annex G METHANE

> **M**ajor incident or not?
> **E**xact location of emergency
> **T**ype of incident
> **H**azards present or suspected
> **A**ccess - what are the safe routes to use
> **N**umber, type and severity of casualties
> **E**mergency services present already and those required

Cue-cards explaining (M)ETHANE will be kept at key locations within the college including Reception, Estates and in SLT offices.

6.10   Managing Casualties

Initially the first aid team will set up a triage point at college until the ambulance service arrives.

The North West Ambulance Service will triage and casualty-clear at scene and send the casualties to the most appropriate hospital based upon care requirements. All casualties won't automatically go to the nearest hospital; staff should bear this in mind when communicating with families and friends. Casualties may be spread across the region and possibly beyond depending upon injuries.

6.11   Post disaster response

Following a major incident, key staff in college will put robust support in place for those affected, taking advice from key organisations such as the police, health and the local authority.

The college will offer support using internal support systems and external agencies.

We will regularly review the impact of the support provided.

Section 7.   Emergency Procedure Checklists

7.1   Fire and explosions

In the event of a serious fire occurring at any college premises, the following actions are to be carried out by college personnel:

- Sound the alarm.
- Evacuate relevant building(s) to fire assembly points under supervision of Fire Marshals.
- Call for assistance to notify First Aid Triage (ext 888) who will contact the emergency services using the (M)ETHANE protocol.
- Attack the fire with appropriate fire extinguisher if it is safe to do so.
- Fire Marshals report to Assistant Principal Business Support when their zone is evacuated.
- Fire Marshals will wear appropriate high visibility tabards to make them easily identifiable. The chief fire marshal will wear orange, others will wear yellow.

- Leadership team and any other available staff will take charge of assembly points.
- Estates Team to stop traffic entering site, and direct emergency service vehicles.
- Reception to take out Emergency Pack and hand to Assistant Principal Business Support.
- Assistant Principal Business Support or Head of Estates reports to Senior fire officer present and hands incident to emergency services control.
- Assist as necessary (maintaining cordons, identifying specialist areas such as flammable material/chemical stores etc).
- With relevant emergency service, compile list of casualties taken from location.
- List of casualties passed to Communications Team from the response teams
- Staff and students dispersed when safe to do so - see *Dispersal of Staff and Students*.
- Instigate Business and Learning Continuity plans.
- Take back premises from emergency services when safe to do so.
- Once approval received from the emergency services and after safety clearance received, commence salvage operations.
- Instigate building clean up/repair/decoration.
- Building brought back into use.
- Publicise when building will back in use.
- Survey of relevant personnel for potential health problems.
- Continuing support for any casualties of incident.

Should a serious fire occur out of normal college hours, the duty Site Technician is responsible for notifying the Head of Estates and the Assistant Principal Business Support who in turn will notify the Principal.

7.2   Other Buildings Related Disasters - storm damage, excessive vandalism: Possible actions required:

- Evacuate the buildings if safe to do so using the published procedure.
- Call the emergency services if required – Receptionist.
- Direct emergency services.
- Contact the Principal if the incident occurs outside normal hours.
- Contact First Aiders and help the injured until paramedics arrive.
- Ascertain if there are persons remaining in the buildings.
- Ensure students leave the premises safely.
- Staff to leave the premises safely apart from those required for plan.
- Inform parents and next of kin. Informing next of kin about fatalities is the responsibility of the Police. For non-fatal incidents, the Principal & Deputy Principal should inform parents and next of kin.
- Notify Chair of Directors.
- Prevent access to areas of danger.
- Secure premises.
- Assess the situation and prepare to implement the disaster recovery plan – Principal.
- Inform the media.

7.3 Substance Escape

In the event of a release of toxic, or other harmful substances within the college premises, the following actions should take place.

- Call the emergency services if required using the (M)ETHANE protocol.
- Contact list activated ie SLT communicate to Leadership Team communicate to general staff. Those contacted must remain clear of contaminated area until the contamination is dispersed.
- Advice sought from Fire Service or local Environmental Health Departmen.t
- Persons are moved within the building to rooms farthest from the release.
- All doors are closed.
- Special attention must be paid to persons known to have breathing problems within the college community.
- Persons are not allowed to re-enter affected buildings until the area is declared safe by the Senior Emergency Services Officer present.
- Follow up action on any casualties.

In the event of a large release of toxic, or other harmful substances, or a substance cloud approaching any college premises, the following actions should take place.

- Call the emergency services if required using the (M)ETHANE protocol.
- Contact list activated ie SLT communicate to Leadership Team, Leadership Team communicate to general staff. Those contacted must remain clear of contaminated area until the contamination is dispersed.
- Advice sought from the Fire Service or local Environmental Health Department.
- Staff close all windows.
- The Head of Estates will turn off all ventilation machinery and ensure that all extractor fan outlets and ventilation openings are closed off.
- Persons are moved within the building to rooms farthest from cloud or release.
- All doors are closed.
- Special attention must be paid to persons known to have breathing problems within the college community.
- Persons are not allowed to exit or enter buildings until cloud has passed or incident declared over by the Senior Emergency Services Officer present.
- Follow up action on any casualties.

Note:
In such an event the aim must be to keep fumes out of the building. Unless circumstances dictate (i.e. fire breaking out), the college community should not be evacuated into the open air.

In the event of someone being exposed to a hazardous substance, apply REMOVE, REMOVE, REMOVE principle.

If you think someone has been exposed to a HAZARDOUS SUBSTANCE
Use caution and keep a safe distance to avoid exposure yourself.

TELL THOSE AFFECTED TO:

REMOVE THEMSELVES...
...from the immediate area to avoid further exposure to the substance. Fresh air is important.

If the skin is itchy or painful, find a water source.

REMOVE OUTER CLOTHING...
...if affected by the substance.

Try to avoid pulling clothing over the head if possible.

Do not smoke, eat or drink.

Do not pull off clothing stuck to skin.

REMOVE THE SUBSTANCE...
...from skin using a dry absorbent material to either soak it up or brush it off.

RINSE continually with water if the skin is itchy or painful.

7.4 Bomb Threats

In the unlikely event of a bomb threat, the Police will often request the assistance of staff in searching the building once it has been evacuated. In such an incident the following actions should be taken.

- Obtain as much detailed information from the caller as possible.
- Where genuine intent is established, immediately evacuate the buildings using the agreed evacuation procedure. However, it may be necessary to divert the evacuation away from any known explosive device location. In such cases the Estates team will coordinate with Fire Marshals and endeavour to move assembly at points at least 400m away from any known device.
- Immediately inform the Senior Leadership Team.
- Contact the police using the (M)ETHANE protocol
- Try and discover what type of device and where it is.
- Take advice from the police and if requested to do so, search in the following order:
  1. Escape route.
  2. High risk areas such as boiler houses, areas with easy public access
  3. Areas housing controls or records, workshops.
  4. Public areas such as the dining room and libraries.
  5. Other areas.
- Should a device be discovered the following action should then be taken:
  - Do not touch or move the device.
  - Do not use radios within 15 metres.
  - Mark its position.
  - Carefully note the exact location.
  - Doors and windows should, if possible, be left open.
  - Withdraw all personnel from the area.
  - Ensure that everyone is at least 400 metres from the device and ideally with another building between them and the possible blast.
- Head of Estates or Duty Site Supervisor to restrict access into the emergency area to all but emergency service vehicles.

7.5   Armed Threat Response

The threat of a firearms or weapons attack remains rare, however, it is absolutely vital that all staff and students act quickly in the event of an attack.

It is recognised that the college cannot prescribe a single fixed set of actions to take in the event of such a hostile situation. Risk assessment needs to be dynamic and responsive. The purpose of these procedures is to identify the roles and responsibilities of key individuals and identify some general principles to follow.

These general principles can be applied to 3 specific situations:

1. Local terrorist incident (or potential terrorist incident).
2. External armed threat.
3. Armed intruder.

For the purposes of this policy any staff member or student armed with a weapon will be treated as an armed intruder as the threat will be no different. Advising the emergency services of the identity of the person involved will help in managing the incident as greater access or knowledge of the premises may need to be taken into account.

7.5.1. Local terrorist incident

This might include an explosion or fire etc. that may or may not be the result of a terrorist attack. Our primary aim would be to monitor the situation, communicate clearly to members of the college community and to react to the emerging situation.

Our response:
- Monitor the situation.
- Regular bulk emails to all staff and students and/or.
- Verbal cascade SLT>>leadership team>>staff>>students.
- Add announcement on the college website and social media platforms and update regularly.
- Include advice regarding travel in the local area and communicating with parents.
- Staff and students on external visits/trips will be contacted and advised regarding return travel arrangements.
- Station Estates team members at car parks and pedestrian exits if specific advice required regarding travel arrangements.
- Further guidance can be found regarding incident response from the Centre for Protection of National Infrastructure.

7.5.2. External armed threat

This might include a telephone call regarding a person threatening to come to college to attack an individual, a threatening individual outside the college or an emerging situation following on from a local terrorist incident.

In the event of a threat outside the building and where it is necessary to prevent access to the college buildings, the college will immediately into lockdown and secure and control the perimeter doors allowing only authorised personnel into the building.

7.5.3. Lockdown procedure/invacuation

Our response:
- Contact police to alert and ask for advice.
- Estates staff and the Initial Response Team will secure the Estates office or alternative command centre and view live CCTV footage to assess the incident. They will:
    - maintain by phone, communication with the Emergency Services
    - undertake a dynamic risk assessment of the situation.
    - use tannoy and verbal cascade to staff to communicate (using pre-prepared statements as a guide).
    - secure (lock) all entrances and specifically reception.
- Outside activities would cease and all staff and students return to the building.
- Key staff (Estates and fire marshals) to be stationed at entrances and to usher personnel into the building and prevent personnel leaving.
- Instruction to keep away from the external window and doors and to remain in the building, out of sight until given the "All clear" is given or unless the Run-Hide-Tell message is instigated.
- Staff and students on external visits/trips will be contacted and told not to return to college.
- An all-clear signal following any lockdown will be undertaken by key college staff who will circulate the college and give a verbal and clear message.

7.5.4. Armed intruder

This may be due to an escalating situation from (1) or (2) above. It is recognised that this type of threat poses the greatest risk to members of the college community, but that our response needs to be immediate. There will be little time for discussion and careful consideration. Our priority would always be to instigate Run-Hide-Tell.

Our response: Instigate Run-Hide-Tell
- Contact police
- Use of tannoy to alert the college community. It may be possible to give specific instructions to avoid certain areas within the college following a pre-prepared format, but that a recorded message be available on loop. This procedure follows the guidelines provided by the National Police Chiefs' Council, Run - Hide - Tell. See Annex E, Run-Hide-Tell procedure
- Only where safe to do so, Estates staff and the Initial Response Team will secure the Estates office or alternative command centre and view live CCTV footage to assess the incident. They will:
    - undertake a dynamic risk assessment of the situation
    - where safe, coordinate an evacuation

        ○   liaise directly with emergency services.
- After securing their own safety HoDs will contact staff and students on external visits/trips and tell them not to return to college.

7.6   Flood Situations

The raised geographical location of the college makes severe floods an unlikely occurrence. Even with an internal flood caused by taps etc. being left running or burst pipes, there is time to prepare. Should these occurrences happen over a period in which the premise is unoccupied however, problems may occur.

- Store materials and equipment off of the floor on shelves or pallets.
- Store items away from windows, sinks or other water access points.
- Protect materials by the use of waterproof covering where the risk of flooding is high.
- Do not store damp or wet boxes on top of dry boxes.
- Use a pump to assist in removing water.
- Details of severely water-damaged materials must be passed to the Head of Finance as soon as possible for insurance purposes.

7.7   Personnel Related Disasters - Serious accident, death, notifiable diseases

Possible actions required:
- Notify the Principal
- Notify the SLT
- Give the Principal a list of personnel involved. Lists of those on fields trips are available on EMRIS
- Notify parents and next of kin – Informing next of kin about fatalities is the responsibility of the Police. For non-fatal incidents, the Principal & Deputy Principal should inform parents and next of kin
- Refer to bereavement policy for guidance
- Arrange staff meetings
- Arrange assembly for groups of students
- Arrange counselling
- Notify the Consultant of Communicable Disease Control
- Prepare and issue press statement

7.8   IT Systems Disaster

In the event of a serious IT disaster the following procedures would be carried out

- Notify the Assistant Principal Business Support
- Notify Principal
- Assistant Principal Business Support to liaise about accommodation to be used and the feasible computer network coverage.
- Instigate the "IT Disaster Recovery Plan"
- Obtain appropriate backup copies of key data – Head of Computer and Network Services

See also The IT Disaster Management Plan and The Backup Plan

7.9   Disaster during a Visit or Excursion

Should a disaster occur involving members of the college community on a college sponsored visit, the following actions are to take place:

- Establish the nature and extent of the incident.
- Notify the Principal or Duty SLT Member
- Ensure that party members are all accounted for and are safe.
- Obtain details of casualties and, where necessary, which hospital they are being taken to.
- Ensure that any casualties are accompanied to hospital by a responsible adult or other student (especially if under 18 years of age).
- Ensure the remainder of the party are adequately supervised and arrange for an early return to home base.
- Appoint one staff member with the party to liaise with the emergency services at the scene.
- Instruct those involved to refer all media queries to the college.
- Ask students and staff involved not to inflame the situation by reporting on social media.
- Once details are accurately known, notify the family of the casualties.
- Party leader should be encouraged to make notes of the details of the incident as soon as possible, and encourage those present to do the same. These should be reported to the Head of Estates.
- Complete accident forms as soon as possible.
- Inform the families of others in the party of any delays.
- Set up a reception area for relatives and returning party members with refreshments and suitable staff.
- The Principal and Deputy Principal will ensure that victims' families are adequately supported in any way necessary.

7.10   Pandemic Outbreak

Outbreaks of contagious disease would normally be known about well before the situation reaches a pandemic scale. However, during the Covid-19 outbreak, the college was required to respond very quickly to a need to establish remote working and learning arrangements. This has however ensured that should a situation arise in the future, we have experience and expertise to manage a pandemic effectively. Full details of pandemic planning can be found at Annex C but a summary of actions that would be anticipated are listed here.

- Assess likely impact on college.
- Disaster Management Team to draw up plans to handle pandemic arrangements
- Draw up a staff cover plan
- Ensure IT systems are capable of handling increased demand from home working
- Prepare and implement Learning Continuity plans

7.11   Severe Weather Conditions

Although severe winter conditions may not in themselves fall under the category of a disaster or emergency, they can cause significant disruption to college business activities and therefore warrant inclusion in this policy. The main aim of the college during such conditions should be to ensure core business and learning continues whilst not compromising health and safety. It should be recognised that severe

weather conditions can vary in intensity and are subject to rapid change. It is therefore important to remain flexible and responsive.

- Assistant Principal Business Support and Head of Estates will monitor weather conditions closely at times of high risk
- The Estates team will be responsible for applying grit to high traffic areas within college grounds and to cordon off, within reason, untreated slippery areas.
- The Head of Estates will be responsible for ensuring grit supplies are maintained and for developing procedures for dealing with icy conditions.
- The morning site supervisor will make an assessment of access and car parking conditions and contact the Assistant Principal Business Support before 7.30am whenever conditions may be acute.
- The Assistant Principal Business Support will contact the Principal (or Deputy Principal in her absence) to make a decision whether closure is necessary.
- The Assistant Principal Business Support will be responsible for communicating this closure to the Head of Marketing and Liaison.
- The Assistant Principal Business Support will be responsible for communicating this closure to staff and students by email/text.
- The Head of Admissions, Liaison and Marketing will further publish the closure details through the Local Radio and by contacting the Website administrator with a suitable bulletin. This should be done as soon as possible but at the latest by 8.00am.
- Where weather conditions deteriorate during the college day, staff will be put on alert and the Assistant Principal Business Support and the Principal will make the decision to close the college based on weather information and by Information obtained from the public transport organisations.
- The Assistant Principal Student Support will maintain close contact with local transport organisations in periods of high risk and communicate potential disruption to the Principal and Assistant Principal Business Support.
- Members of the Leadership Team will be briefed regarding mid-day closures and will be responsible for cascading information to staff and assisting with dispersal of students. The sequence for dispersal should be:-
    a. Students
    b. Staff excluding Leadership Team
    c. Leadership Team
    d. Senior Leadership Team and Estates

  The sequence is subject to change in order to accommodate staff or students whose home location may dictate an earlier dispersal.
- During periods of severe weather staff are expected to make every effort to make it into college without compromising health and safety. This will be necessary to accommodate students who may arrive on site and to help with business and learning continuity plans. Attendance is the expectation rather than the exception.
- During periods of severe weather staff are expected to attire themselves appropriately, especially with suitable footwear.

ANNEX A - Contacts

Media Contacts Newsdesk numbers

Blackpool Gazette	07775223458
Garstang Courier	01772 838134
Lancashire Evening Post	01772 838103
Greatest Hits Radio	01253 304965 - studio 01253 300965
Radio Lancashire	01254 262411
BBC Manchester	0161 3356900
Granada Reports	0161 9526073

Utility contacts

Electricity Emergency	105
Gas emergency	0800 111 999
Water emergency	0345 672 3723
Smiths Hire	01253 699 305
(for hire of generators)	

Blackpool Council (out of hours)   01253 477600

Insurance contacts - Education Protect

Andy Thomson (Account Director)	Mobile: 07581 179 906
	Email: athomson@feprotect.co.uk
Linzi McManus (Account Handler)	Phone: 0151 601 6322
	Email: lmcmanus@feprotect.co.uk
Switchboard:	0151 601 6320
Claims	Email: claims@feprotect.co.uk

Emergencies
If you should require assistance following an emergency out of normal business hours please contact Account Director Andy Thomson.

Local Authority/HSE contacts

Environmental Incidents	0800 807060 (i.e. pollution, damage, or danger to the environment)
Blackpool Borough Council	01253 477 477
Health & Safety Executive	01772 836200, 0845 300 9923 (fatal and major injuries only)

Communicable Disease Control

Health Security Agency	0344 225 0562
Out of hours advice	0151 434 4819
To contact a public health professional in an emergency out of hours – ask for 'Public Health on call rota'	

Local resilience forum (LRF)

LRF Secretary, Lancashire Constabulary, Headquarters, Saunders Lane, Hutton, Lancashire.
Contact: Lauren Hall Tel: 01772 410 526 Lancashire LRF Community Risk Register

ANNEX B - Distribution List of this Document

Principal	2 copies (1 off site copy at home)
Deputy Principal	2 copies (1 off site copy at home)
Vice Principal Curriculum	2 copies (1 off site copy at home)
Assistant Principal Business Support	2 copies (1 off site copy at home)
Assistant Principal Student Support	2 copies (1 off site copy at home)
Head of Estates	2 copies (1 off site copy at home)
Head of Human Resources	2 copies (1 off site copy at home)
Head of Finance	2 copies (1 off site copy at home)
Head of MIS and Exams	2 copies (1 off site copy at home)
Head of Computer and Network Services	2 copies (1 off site copy at home)
Head of Admissions, Liaison and Marketing	2 copies (1 off site copy at home)
Leadership Team	1 off site copy at home
Directors	1 copy each
Reception	1 copy

ANNEX C - **Pandemic Policy**

Background and Rationale

Having experienced the Covid-19 pandemic, the college has plans in place should such an event occur in the future. The framework outlined below establishes the measures to be taken in preparing for this eventuality. The college needs to consider:

- The likely impact on the college
- How the college would continue to operate with high levels of staff and student absences
- Providing information to staff, students and parents/carers
- What events may need to be postponed
- How it will ensure guidelines from the government departments and other agencies are implemented

Planning Assumptions

It is hard to predict how much warning time the college will have before the pandemic's main impact on the college. The Department of Health advises that pandemics are:

- Unpredictable
- May occur at any time of year
- Are most likely to start in Asia, or at least outside the UK, and spread gradually
- The spread to the UK may take several months but may be shorter
- Once in the UK the disease is likely to spread rapidly over 2-3 weeks and then gradually decline over the next 4-6 weeks; a second wave of illness may occur 6-9 months later. However we have seen from the Covid-19 outbreak that this can be extended over far lengthier periods of time.

 The college must expect:

- Upwards of 25% of the staff and students to be affected and requiring some time off – possible 10 days – it may also be possible that this can happen on more than one occasion and isolations may be required regardless of whether individuals are symptomatic/unwell. This may be in place to reduce transmission of the virus. It may be necessary to identify close contacts of staff and students who have contracted the virus and also put measures in place for these individuals which may also mean isolation.
- More staff may be off work to deal with dependents including children who are unable to attend school/nursery, sick relatives and bereavements.
- The virus may spread more rapidly in the college (attack rates of up to 90% were reported in some boarding schools in previous pandemics).
- Measures may be required such as year group bubbles, timetable changes to limit movement around college, one-way systems, face-coverings, social distancing, screens in areas where distancing is not possible, lateral flow device(LFD)/polymerase chain reaction(PCR) testing and reporting, temporary suspension of extra-curricular activities, visits and events.
- A full nationwide/local lockdown may be implemented with travel not being permitted except for emergencies.

Immediate Actions

- Ensure there are preparations to revise plans as soon as the present pandemic context changes
- Ensure risk assessments are in place and are regularly reviewed in line with guidance and include instructions to avoid transmission/outbreaks as much as possible. An example of the risk assessment in place for Covid 19 can be found here.
- Promote general (and specific) health and hygiene education to all staff and students during Pastoral Mentor sessions and through posters throughout college.

- Ensure any appropriate guidance or leaflets produced by the Department of Health or other agencies are distributed to staff and students and communicate expectations to students and parents.
- Ensure that the college website has relevant information regarding any restrictions in place within college.
- Ensure courses have sufficient materials online to cope with college closure – see Business and Learning Continuity sections in Disaster Management Plan
- Ensure the college IT system could cope with large numbers of students working from home
- Ensure the Disaster Management Plan is current and that managers are familiar with it

Contingency Plans

A Once a worldwide pandemic is identified, the college Disaster Management Team must meet to produce a more detailed operational plan.
- Protection measures will need to be enforced e.g. consideration of working/learning from home, remote learning, visits cancelled and other measures outlined in the planning assumptions above.
- The college must follow the recommendations of official bodies and keep updated of any changes to guidance as it is produced and plan accordingly.
- Health & hygiene education and measures must be promoted to staff and students.
- Consideration to be given to any specific requirements for clinically extremely vulnerable (CEV) and clinically vulnerable (CV) staff and students.
- The operation of the catering areas will need reviewing to reduce the possibility of transmission.
- A methodology for covering classes is prepared.
- Cover plans are identified for managers and support staff.
- Students and parents are given information about college's preparedness and possible future actions.
- A counselling plan is drawn up to deal with bereavements.
- Ensure the examinations and other crucial teams have contingency plans.
- Section on website added to act as principal information source.

B Once the pandemic reaches the UK the college must be ready to:
- Follow the UK Government's plan. The contingency plans for the Covid-19 outbreak can be found here as an example.
- Be prepared to close the college unilaterally.
- Learning and Business Continuity Plans to be made ready for action.
- Establish daily meetings of the Business and Learning Continuity Teams and Communications Teams as identified in the Disaster Management Plan to ensure the continued running of the college if possible and effective communication with staff, students and parents.
- Give appropriate guidance to students about returning to college after illness.
- An example of the outbreak management plan that is in place during the Covid-19 pandemic would be used to plan for a similar scenario.

ANNEX D

Emergency evacuation procedure

If a fire is discovered...or any other emergency occurs

- Sound the alarm by breaking the nearest 'break glass' or shout loudly to alert others to do

- Phone 888 the college emergency phone. say where it is, what is happening

- Fight a small fire [eg. Waste bin] if safe to do so, staff should use an appropriate extinguisher

- Leave quickly & calmly on hearing the emergency alarm

- Use the nearest safe route shown by green exit/escape signs

- Assemble at nearest signed assembly point

- Keep away from buildings - no smoking allowed

- Listen for instructions from a marshal in a visible yellow/orange jacket

- Remain at assembly point until given further instruction by a marshal or other responsible staff

- Disabled persons stay at a safe haven await assistance

- Keep roadways clear for emergency services to use

- Do not leave until the emergency is controlled or you are directed to move for your own safety

- Report to a marshal if anyone is needing first aid or treatment by emergency services

- Wait until 'all clear' or further instructions are given

- Be prepared always to give information to those who officially may need it

- Where possible return to normal activity after the 'all clear' given

Annexe E   Run-Hide-Tell Procedure

In the event of an attack where an intruder has entered the building, the message "Initiate Run Hide Tell" will be given through the college Tannoy. When possible specific instructions would be given to assist with escape routes, but where this is not possible the run-hide-tell message will be played on a loop.

If the fire alarm is activated do not respond unless you see physical signs of a fire.

Run to a place of safety. This is a far better option than to surrender or negotiate.

- Consider your route
- Act quickly and quietly, leaving your belongings behind
- Insist others come with you, but don't let their indecision slow you down
- **Once you've identified a safe route, run.**

If there is nowhere to run to then….

It's better to hide than confront.
- Avoid dead ends and bottlenecks
- Try to find places with reinforced walls
- Try to lock yourself in a room and move away from the door
- Be as quiet as possible
- Switch your mobile phone to silent and turn vibrate off
- Don't shout for help or do anything that will give away your hiding place, this includes social media posts
- The best hiding place with protection from gunfire will have a substantial physical barrier between you and the attacker.
- If you're able to evacuate, get as far away from the danger area as possible.
- Try to stop others from moving towards danger, but only if this won't put you in danger

Call the Police. Dial 999 and tell them clearly, the location of you and the attackers, their clothing and weapons, information about casualties and building access. Include anything else you think is important.

When the Police arrive, they will be armed.
- Their first task will be to deal with the immediate threat to prevent further casualties. This may take a long time
- The Police may be unable to distinguish you from the attacker
- They may treat you firmly
- Do everything they tell you to do
- Don't make any sudden movements or gestures that may be perceived as a threat
- Stay calm, don't shout or wave
- Keep your hands visible at all time so they can see you are unarmed
- The armed Police may ask for details about the building, the attackers, hostages and casualties

Only once it is safe to do so will you be evacuated to safety

ANNEX F
Letter of Authority From Unity Academy regarding twilight use of premises during enforced college closure Full letter here

UNITY ACADEMY BLACKPOOL
Warbreck Hill Road, Blackpool,
Lancashire. FY2 0TS
Tel: 01253 355493
Email: admin@unity.fcat.org.uk
www.unity.blackpool.org.uk
Executive Principal: Mr C Lickiss BSc, NPQH
Principal: Mr S Cooke BSc, NPQH

March 2019

To whom it may concern,

This letter is to acknowledge our agreement to the Blackpool Sixth Form College using our teaching facilities from the hours of 3.30pm to 7.30pm, Monday to Friday, in the event of a major disaster leading to the closure of the College. We understand that all costs associated with staffing and maintaining this provision will be covered by the College and that the College will take all necessary actions to ensure that our core business is not affected.

We also agree to the College setting up and emergency IT infrastructure at Unity and that all costs associated with this infrastructure will be covered by the College.

Yours faithfully

S. Cooke

Mr S Cooke
Principal

ANNEX G

The METHANE model is an established reporting framework which provides a common structure for responders and their control rooms to share information. It is recommended that (M)ETHANE be used for all incidents.

At a college level, this would normally just involve ETHANE the declaration of a major incident would normally be made by the emergency services.

M	**MAJOR INCIDENT**	Has a major incident or standby been declared? (Yes / No - if no, then complete ETHANE message)	*Include the date and time of any declaration.*
E	**EXACT LOCATION**	What is the exact location or geographical area of the incident?	*Be as precise as possible, using a system that will be understood by all responders.*
T	**TYPE OF INCIDENT**	What kind of incident is it?	*For example, flooding, fire, utility failure or disease outbreak.*
H	**HAZARDS**	What hazards or potential hazards can be identified?	*Consider the likelihood of a hazard and the potential severity of any impact.*
A	**ACCESS**	What are the best routes for access and egress?	*Include information on inaccessible routes and rendezvous points (RVPs). Remember that services need to be able to leave the scene as well as access it.*
N	**NUMBER OF CASUALTIES**	How many casualties are there, and what condition are they in?	*Use an agreed classification system such as 'P1', 'P2', 'P3' and 'dead'.*
E	**EMERGENCY SERVICES**	Which, and how many, emergency responder assets and personnel are required or are already on-scene?	*Consider whether the assets of wider emergency responders, such as local authorities or the voluntary sector, may be required.*