

Introduction

This document seeks to outline the University emergency planning and response model.

The University Emergency Planning and Response Model

Glasgow University operates a cellular emergency planning and response model.

An emergency will be declared by the strategic group chair (or deputy) based upon the scale, extent and impact of events.

In the event of an emergency the strategic group will be called to meet and begin emergency management.

The strategic group is managed by the Secretary of Court or the Deputy. The strategic lead will be responsible for ensuring that the Principal and University Court are kept up to date with relevant developments.

The strategic group will comprise of cell leads as required for the management of an emergency.

There are eight cells;

Communications and media
Incident Management and Investigation
Staff Management
Estates and Buildings
Students
Schools and Colleges
Emergency Planning/Health and Safety
IT infrastructure.

A ninth cell can also be constructed if artefacts become part of the emergency unfolding.

The cell leads will be responsible for assisting in the management of such an emergency as part of the strategic group.

Only the cells with a direct role in progressing the emergency response will be required to attend the strategic group. The decision as to attendance at the strategic group lies with the strategic group manager (or deputy).

An early priority will be the formation of a working strategy to ensure clarity of action and purpose.

An action log will be maintained by the chair and will form the basis for on-going work.

Where appropriate the University will consider the use of a Risk assessment matrix in relation to priority setting.

Meetings will be scheduled by the chair as appropriate.

Tactical/Operational Delivery

After the strategy has been set and course of action agreed the cell leads will return to their respective cells to work towards tactical or operational delivery.

They will use the strategy set as the medium for priority setting within the cell and will ensure staff are briefed as such.

The cell leads will also be responsible for providing succinct feedback from the cells to the strategic group.

Each cell has prepared a list of roles which can be delivered by staff during such an emergency.

Strategic Recovery Team

At the commencement of an incident a senior member of staff will be appointed to lead a Strategic Recovery team to ensure that equal priority is given to business continuity and early recovery.

The strategic lead and deputy (Recovery Team) should also sit on the Strategic group to ensure clarity and common purpose.

As the emergency phase moves to a controlled and managed status the recovery team should begin to lead in a joined up and consistent fashion.

External Agencies

In the event that an emergency occurs which is managed by an external agency or group such as the Police, if a crime has been committed or the Strategic Coordinating Group if the event is so severe as to require a multiagency managed response then the same arrangements will continue to apply in relation to the University strategic and tactical groups.

The chair of the strategic group (or deputy) should consider sitting on the external management group to act as a point of coordination and up to date information.

In such an event there will of course be a requirement for close collaboration to ensure consistency of approach and message and this may include access to potential witnesses, joint clarity of communications messages, shared access to decision making amongst other things.

Training

Training should be managed on a rolling three year planning cycle.

Year 1

Training internally within a single cell to ensure that staff are aware of their role, where they sit in the overall university emergency planning and response structure and the products they may be asked to deliver.

Year 2

Inter cell training involving a developing incident where cells require to work together to experience some of the interdependencies of emergency responding.

Year3

To involve multi agency training to exercise jointly with external agencies.

The aim is to build relationships and mutual understanding in the event that these skills and knowledge are required in earnest.

Conclusion

The university is developing a generic approach to Business continuity management and the subsequent plans will of course form the basis for decision making in the event of an emergency.

This document will be the subject of review on a yearly basis through the University Senior management group to ensure it is fit for purpose.

David Newall
Secretary of Court
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