Centre for Translation Studies (CenTraS)
MAJOR INCIDENT PLAN

Introduction

UCL’s Major Incident Plan (MIP) identifies the following activities as critical to the College’s ability to function:

Undergraduate and Postgraduate Teaching
Contract Research
Administration

In all cases of Major incidents such as but not limited to fire, flood or terrorism UCL’s Major Incident Team (MIT) will work with departments, usually by taking the lead, to manage the incident itself and to assist with the recovery from its effects. The MIT will not be able to assist with the immediate effects of an incident that affects special facilities (i.e. laboratories).

Department’s Mission
The mission of SELCS is to provide first class undergraduate and postgraduate teaching and to provide an environment that encourages research and scholarship that is recognised worldwide.

Wider Context
CenTraS is part of the School of European Languages, Cultures and Societies (SELCS). The team is housed at 50 Gordon Square and shares this building with the Institute of the Americas and The Office for International Affairs. The rest of SELCS is located in 16-18 Gordon Square, 33-35 Torrington place, Foster Court and 1-4 Malet Place, which are short walking distances away.

Mission critical Activities

Postgraduate teaching
Research
Administration

Potential losses
Loss of the building in which the Department is housed; unavailability of staff; closure of UCL; failure of UCL computer systems; major power cut.

Risk assessment
The team is responsible for two offices (205 and 206) and shares a seminar room (G03) in the building with colleagues from The Office for International Affairs. CenTraS also has a TransCluster (Foster Court 216-220) and a seminar room (B4, 33-35 Torrington Place). They rely on centrally bookable rooms for some of their teaching. There is the risk that room bookings cannot find space especially when other departments are also requesting space. The risk is however medium to low.
There are several risks to the building housing the department which would, should they arise, preclude use of the building, staff rooms, administration space and common areas. The risks are fire, flooding and structural damage. Risk is low.

Risks that prevent staff and students accessing the building can possibly arise from civil disturbance and terrorist activity that result in the Emergency Services erecting a cordon. The risk of this occurring is medium.

Risks to staff availability include sickness such as pandemic influenza, transport problems and severe weather. The risk is medium. Transport problems do arise but are generally short lived and/or other arrangements are made. Risk is low. Severe weather does happen but is short lived. Risk is low.

UCL does, from time to time, close but it is rare for there to be no access. In an emergency affecting the whole of the campus the decision may well be taken to close. In such cases UCL’s Major Incident Team would take responsibility. The risk is low.

Major power cuts are rare and often are fixed within a few minutes or at maximum an hour or two. The risk of this is low.

**Essential staff in relation to CenTraS:**
Director of CenTraS: Prof. Jorge Díaz-Cintas
Deputy Director of CenTraS: Dr Rocio Baños Piñero
CenTraS Coordinator: Ms Amy Connolly

**Essential staff in relation to SELCS:**
School Director: Stephanie Bird
School Manager: Catherine Ballade
Department Coordinator Team Leader: Els Braeken

Contact details for CenTraS essential staff are kept by Ms Amy Connolly and are updated every year.

**Major Incident Team**
These essential staff form the Department’s Major Incident Team and will meet outside the entrance to Gordon Square. Each member of the Team will act within their own area of responsibility with Jorge Díaz-Cintas as Chair. In the absence of Jorge Díaz-Cintas, Rocio Baños-Piñero will act as Chair. Amy Connolly is nominated to act as Co-ordinator with UCL’s CenTraS Major Incident Team.

Amy Connolly is the Safety Officer for CenTraS.

**Other staff and students**
All other members of staff will be advised to stay away from the building until further notice. Staff contact details are kept by Catherine Ballade and are
updated every year. Students will also be advised to stay away from the building. Student contact details are available on Portico and students can be contacted en masse via email and Moodle. In the event of a UCL systems crash, attempts will be made to contact students from an off-site internet location.

**Impact and contingencies**
In any incident the safety and well being of staff, students and visitors is paramount. Once this has been achieved the Major Incident Team will consider how mission critical activities are to continue. Most incidents have a timescale that can be estimated fairly early on which allows likely impact to be determined based on the following table:

<table>
<thead>
<tr>
<th>Lost critical activity</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Catastrophic</td>
</tr>
<tr>
<td>PG teaching</td>
<td>Because of the nature of the teaching, book/library based, the impact of an incident is minimal as long as staff and students are available. There may be serious impacts if staff and/or students are sick for long periods of time.</td>
</tr>
<tr>
<td>Research</td>
<td>Because of the nature of research conducted in the Department, book/library based, the impact of an incident is minimal as long as staff are available. If staff are not available, through long term sickness for example, there may be serious impacts if they are contracted to write a book for example.</td>
</tr>
<tr>
<td>Administration</td>
<td>Staff on long term sick leave</td>
</tr>
<tr>
<td></td>
<td>Staff absent 1 month</td>
</tr>
<tr>
<td></td>
<td>Office unavailable 3 months or longer</td>
</tr>
<tr>
<td></td>
<td>Office absent 1 month</td>
</tr>
<tr>
<td></td>
<td>Office absent 1 week</td>
</tr>
<tr>
<td></td>
<td>Office unavailable 1 day</td>
</tr>
</tbody>
</table>

The above covers situations where, for whatever reasons, facilities and/or staff are unavailable to teach the programme or to provide administration. In an emergency situation when space for administration is not available UCL’s Major Incident Team will provide space and facilities.

Because of the nature of post-graduate teaching and research this can be done from home. All staff have access to a computer at home from which they can access their files as if they were at UCL.

**Cessation of activity**
The Department will cease activity when and if the following arise:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Will cease when:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PG Teaching</td>
<td>Staff and/or students are unavailable to teach</td>
</tr>
<tr>
<td>Administration</td>
<td>Staff are unavailable</td>
</tr>
</tbody>
</table>
Closure of Department
If and when it is necessary to close the Department the following will take the actions shown:

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Officer</td>
<td>Ensure all lights and electric heaters are switched off</td>
</tr>
<tr>
<td></td>
<td>Ensure all gas and water taps are switched off</td>
</tr>
<tr>
<td></td>
<td>Ensure all internal doors and windows are closed</td>
</tr>
</tbody>
</table>

Completion of the above should be reported to the School Director and anyone else required by UCL.

Salvage
In the event of the opportunity to salvage materials from the building items will be salvaged according to the following priorities:
1. student assignments (awaiting marking)
2. staff laptops
3. staff files
4. exam scripts, assessed essays, dissertations
5. finance records

Revision of Plan
This plan will be reviewed in the light of any incident or training event or in any event one year from the date shown below.

Authorisation
This Major Incident Plan for the SELCS Administrative Team has the authority of the School Director.
Departmental Major Incident Team (DMIT)

The DMIT will be responsible for the overall handling of a major incident that affects CenTraS. This team consists of the following members of staff:

Prof. Jorge Díaz-Cintas (ext. 09363, j.diaz-cintas@ucl.ac.uk)
Dr Rocio Baños Piñero (ext. 09361, r.banos@ucl.ac.uk)
Ms Amy Connolly (ext. 09323, a.connolly@ucl.ac.uk)

Director of CenTraS: .........................

Date: ........ 14 September 2015 .................