DEPARTMENT OF DUTCH

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 it’s 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
It is SELCS mission to provide first class undergraduate and post-graduate teaching and to provide an environment that encourages research and scholarship that is recognised world-wide.

Wider Context
The Department of Dutch is part of the School of European Languages, Cultures and Societies (SELCS). The Department is housed in Foster Court and shares this building with several other departments. The rest of SELCS is located in 16-18 Gordon Square and 33-35 Torrington Place, both of which are short walking distances away.

Mission critical Activities

Undergraduate teaching
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 Dutch department does have its own teaching facilities (one room, Foster Court 362) but also relies on central room bookings for additional teaching space. 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 and structural damage. Risk is low
Risks that prevent staff and students accessing the building normally arise from civil disturbance and terrorist activity that results 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. Expert opinion is that there will be another outbreak of pandemic influenza which is likely to mean that up to 30% of staff are absent at any one time. 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**
These are:
- Head of Department: Gerdi Quist
- Departmental Coordinator: Els Braeken
- Academic staff
- Language Assistants

**Essential staff in relation to SELCS (in addition to ones mentioned above):**
- School Director: Dilwyn Knox
- School Manager: Catherine Ballade
- Department Coordinator Team Leader: Els Braeken

**Major Incident Team**
These essential staff form the Department’s Major Incident Team and will meet in Foster Court 111 or if this is not available in another location away from the building, and to be decided and confirmed as and when needed.

Each member of the Team will act within their own area of responsibility with the Head of Department Gerdi Quist as Chair. In the absence of the Head of Department Jane Fenouilhet will act as Chair.

The Departmental Coordinator Els Braeken is nominated to act as Co-ordinator with UCL’s Major Incident Team.

All other members of staff will be advised to stay away from the Department until further notice.

Staff contact details are kept by Els Braeken and are updated every year.
Els Braeken is the Safety Officer for the Department of Dutch, however within the context of SELCS, all Departmental Coordinators are paired to cover for each other in the event of absences. Laura Mason, will cover in the event of Els Braeken’s absence.

**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>UG teaching</td>
<td>Unable to teach for 3 months or longer</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>Office unavailable 3 months or longer</td>
</tr>
</tbody>
</table>

Once we know how long the incident is likely to last the Major Incident Team will decide how to proceed on the basis of the following:

<table>
<thead>
<tr>
<th>Critical activity</th>
<th>Contingency options</th>
<th>Preparatory actions</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG teaching</td>
<td>Use deputies</td>
<td>Identify and train deputies</td>
<td>Undergraduate tutor</td>
</tr>
<tr>
<td></td>
<td>Rearrange programme</td>
<td>1) Discuss arrangements with partner departments 2) Details of course programmes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Postpone courses</td>
<td>Arrangements for informing staff and students</td>
<td>Departmental Coordinator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact details for</td>
<td></td>
</tr>
</tbody>
</table>

Page 4 of 6
<table>
<thead>
<tr>
<th>Activity</th>
<th>Will cease when:</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG Teaching</td>
<td>There are fewer than [10] of students present.</td>
</tr>
<tr>
<td></td>
<td>Staff are unavailable to teach</td>
</tr>
<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</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.

In addition arrangements have been made with [Other organisation(s)] for access to libraries etc on a reciprocal basis.

**Cessation of activity**

The Department will cease activity when and if the following arise:
Completion of the above should be reported to the Head of Department 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:

- student files
- staff files
- exam scripts and assessed essays
- departmental electronic equipment and staff computers
- departmental library and film collections

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

**Authorisation**
This Major Incident Plan for the UCL Department of Dutch has the authority of the Head of Department

**Departmental Major Incident Team (DMIT)**
The DMIT will be responsible for the overall handling of a major incident that affects the Dutch department. This team consists of the following members of staff:

Ms Gerdi Quist, Head of Department (ext. 33114; g.quist@ucl.ac.uk)

Ms Els Braeken, Departmental Coordinator and DC Team Leader (ext. 33113; e.braeken@ucl.ac.uk)

[Signature]

Date: 27 Aug 2015

Head of Department