DEPARTMENT OF SCANDINAVIAN STUDIES
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 immediately assist with an incident that affects special facilities (i.e. laboratories).

Department’s Mission
To provide first class undergraduate and post-graduate teaching; to provide an environment that encourages research and scholarship that is recognised worldwide; to engage with relevant communities and stakeholders in mutually beneficial ways; to contribute to the life of UCL as an institution.

Wider Context
The Department of Scandinavian Studies is part of the School of European Languages, Cultures and Societies (SELCS). The Department is housed in 16-18 Gordon Square and shares this building with the Department of German and private residents (in 16 and 18 Gordon Square). The rest of SELCS is located in Foster Court and 33-35 Torrington Place, both of which are in short walking distance.

Mission critical Activities
Mission critical activities are undergraduate and post-graduate teaching, research, and administration.

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

Risk assessment
The Department does not have its own teaching facilities and relies on central room-bookings for 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 that houses 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 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 and students 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.

In the above circumstances, at least some elements of teaching and most communications could take place remotely via Moodle or Skype. Therefore, a much more serious risk is represented by circumstances which simultaneously preclude access to the building and render unavailable online communication and teaching facilities (UCL email, UCL website, Moodle, etc.). The risk of no communication media being available 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 assume 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:**
Major Incident Team: staff essential to the ongoing coordination of departmental activity:

- Head of Department: Haki Antonsson
- Deputy: Erin Goeres
- Departmental Coordinator /
- Departmental Safety Officer: Karin Charles
- Deputy: Deborah Elm or other SELCS nominee

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

All staff are essential to the delivery of teaching and research.
In the case of a Major Incident which renders 16-18 Gordon Square unusable, but leaves the rest of the campus untouched, the meeting point for the department’s Major Incident Team will be the Print Room Café. Should the UCL campus not be accessible, the Team will meet in North London at the home of Karin Charles.

**Communications:**
If 16-18 Gordon Square is not available for use, the Major Incident Team will coordinate activities by telephone. They will make use of social networking tools (email, Facebook, Twitter, Skype) as appropriate to disseminate information to staff and students as far as possible.

Staff contact details are kept by Karin Charles, Departmental Coordinator, and are updated at least annually. The Head of Department and Department Coordinator have the mobile telephone numbers of all staff.

Information will be cascaded as follows:
Telephone / SMS: HoD or DC > Academic staff > Students by module
Email: HoD or DC > All students and staff via emailing list or Moodle

**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.

Loss of staff may develop quickly or over time, for example due to a flu pandemic.

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 descriptors and event categorisation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Catastrophic</td>
</tr>
<tr>
<td>UG Teaching</td>
<td>Unable to teach for 3 months</td>
</tr>
<tr>
<td>PG teaching / supervision</td>
<td>Medium to low. Numbers are small. Teaching and supervision can easily be re-arranged to take place off-campus or via email, Skype etc.</td>
</tr>
<tr>
<td>Event organisation / public engagement</td>
<td>Events take place off campus and/or online, and would continue as normal provided that communications between staff, and staff access to Central London, can be maintained.</td>
</tr>
<tr>
<td>Administration*</td>
<td>Unable to provide administration for 1 month</td>
</tr>
</tbody>
</table>
*The DC role-holder for Scandinavian Studies is 0.5FTE, who currently works in the building three days per week. However, in any emergency, the DC would – under normal circumstances – be able to step in during non-office hours.

Once emergency arrangements for the short or medium term are in place, and it is clear how long the incident or its effects will last, longer-term arrangements will be brought into force. Contingency options are as follows:

**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>UG Teaching</td>
<td>There are fewer than two thirds 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 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 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:

1. student files
2. staff files
3. exam scripts and assessed essays
4. the contents of the library and film collection
5. staff computers

**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 UCL Department of Scandinavian Studies 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:

Dr Haki Antonson, Head of Department (ext. 33176, h.antonsson@ucl.ac.uk)

Ms Karin Charles, Departmental Coordinator (ext. 37176, k.charles@ucl.ac.uk)

..........................................................................................Head of Department
Date: 22/9 2016
<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>HoD Tutors</td>
</tr>
<tr>
<td></td>
<td>Teach online</td>
<td>Train nominated staff to facilitate</td>
<td>Administrator</td>
</tr>
<tr>
<td></td>
<td>Postpone courses</td>
<td>Arrangements for informing staff and students</td>
<td>Administrator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Arrangements for examinations at new date</td>
<td>Tutor Registry</td>
</tr>
<tr>
<td>PG teaching / supervision</td>
<td>Organise online or telephone supervision</td>
<td>Identify alternative locations / supervisors and agree arrangements</td>
<td>Supervisors</td>
</tr>
<tr>
<td></td>
<td>Use deputy supervisors</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extend period of study</td>
<td>Determine degree of flexibility</td>
<td>Tutor Registry</td>
</tr>
<tr>
<td>Event organisation / public engagement</td>
<td>Events take place off campus and/or online, and would continue as normal provided that communications between staff, and staff access to central London, can be maintained.</td>
<td></td>
<td>Project/event managers</td>
</tr>
<tr>
<td>Administration</td>
<td>Support for DC to be provided by SELCS</td>
<td>Agree with SELCS School Manager</td>
<td>SELCS School Manager</td>
</tr>
</tbody>
</table>