



Title:	Emergency Planning Policy
Code:	WBEPP-01
Published:	August 2022
Review date:	August 2023
Approved by:	Senior Management Team
Policy owner:	Head of Estates

Emergency Incident Management Following an Emergency Incident

Policy Statement and Overview

This policy outlines the procedures that must be adhered to during any emergency incident at any WaterBear building.

The aim of this policy is to help staff respond effectively to an emergency at the college premises. Some emergencies may result in the closure or evacuation of the premises. It is important that communications are effective should a closure or evacuation situation arise.

Appendix attached:

EP 1- Adverse Weather

EP 2- Emergency communication plan

EP 3 - Notification of Emergency incident form

Emergency incidents that could occur include

- serious injury to a student, member of staff or public
- significant damage to property following burglary, fire, flooding
- criminal activity for example physical threat to staff, students, visitors or bomb threat
- severe adverse weather such as flooding, snow fall (Appendix 1)
- public health incidents Covid-19, flu pandemic, norovirus
- utility failure such as power cut, water supply issues or gas leak
- the effects of a disaster in the local community such as nearby fire, road accident

Initial Action to be taken following an emergency incident



- Immediately assess the situation and establish a basic overview of the incident
- Take immediate action to safeguard students, staff and visitors
- Immediately inform the nominated first call emergency contact listed in this policy (appendix 2).
- If they are unavailable, contact the most senior person present and follow the instructions below.
- Attend to any casualties and administer first aid, if appropriate
- If appropriate, dial 999 for the emergency services and provide them with an overview of the situation and the serviced you require.
- Fetch any equipment that may prove useful (e.g. first aid kit, fire information)
- Refer to the emergency planning policy communication plan (Appendix 2)
- Log all communications and actions using Notification of Incident form (Appendix 3)
- Notify staff. Consider assembling an Emergency Management Team (EMT) to assist with the response
- Where possible, avoid closing the college and try to maintain normal routines

College details	
Name of business	WaterBear Education Ltd
Type of business	Higher Education Music College
Business Address: -HQ	LGF Hanover House, 118 Queens Rd, Brighton, BN1 3XG
Business Address-Bond St	15 Bond St, Brighton, BN1 1RD
Business Address-Venue	169-170 Kings Rd Arches,
Business Address-Jew St Office	Studio 1 and 2, 9-10 Jew St, Brighton, BN1 1UT
Approximate number of staff	25 + Freelance
Approximate number of students	600
Office contact details	
Office telephone number	01273 726230



Office email address	info@waterbear.org.uk
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EP 1 -ADVERSE WEATHER POLICY

WaterBear recognises that staff may face difficulties attending their place of work and returning home during periods of adverse weather conditions such as heavy snow falls, flooding or other conditions which may result in journeys to work being extremely hazardous. However, while WaterBear is committed to protecting the health and safety of all its staff, it must ensure business continuity.

The purpose of this policy is to outline the responsibilities of all members of staff, line managers and directors when considering attendance at work during adverse weather conditions, and to outline the appropriate procedures.

This policy applies to all staff and is designed to promote fairness and consistency in the treatment of staff throughout WaterBear when considering attendance at work during adverse weather conditions.

Adverse weather during working hours with staff and students in attendance

If adverse weather occurs during working hours, WaterBear management will assess the severity by checking local travel/weather websites for further information.

A decision may be taken to close the college early to ensure staff and students can travel safely. In this case, the CEO along with College Manger and Head of Estates will communicate the decision to all staff and students.

Adverse weather out of working hours

Staff should make every effort to attend work during adverse weather conditions without putting their personal safety at risk. However, if it is unavoidable for staff to be absent from the workplace, with the agreement of their line manager and subject to operational needs and other relevant factors, the manager in discussion with the staff member may agree one of the following options:

- Work from home (if practical)
- Make up the lost time up
- Take annual leave
- Take unpaid leave
- Or apply a combination of the above options

The following factors should be taken into consideration by the line manager when agreeing the appropriate action to take:

- The employee's safety
- The operational requirements of the business
- Distance travelled to work
- Prevailing weather conditions and their expected duration



- Information and guidance from local travel information, police and/or local radio regarding severity, safe travelling, etc.
- Modes of transport available to staff
- The degree of effort exercised by staff and whether they have made attempts to make alternative travel arrangements
- Working from home; this may be considered, dependant on the nature of employment and where circumstances permit
- The caring or childcare responsibilities of the staff member – school closures may affect ability to attend workplace

In the event that a member of staff cannot attend work due to adverse weather, they must contact their line manager before 08.00am on the day or before.

Due to the close geographical proximity of WaterBear's core staff and its students, it is likely that the majority will be affected during a period of adverse weather. The decision may then be taken to close the business for a period until conditions improve.

Once the decision of closure has been made the following communication procedure is followed: -

- Staff unable to attend work to call line manager before **8.00am**
- Line Mangers to report to College Manager.
- If decision has been made to close or remain open, communication tree actioned as per **Appendix 2**.



College Emergency Contact details

Name	Job title	Contact details	Notes (e.g., first aid trained)
Charley Weissenhorn	Facilities Manager	07983 875075 charley@waterbear.org.uk	First Aid Trained Fire Warden
Karl Middleton	College Manager	07970 491598 karl@waterbear.org.uk	Fire Warden
Adam Bushell	CEO	07970 063664 adam@waterbear.org.uk	

Other Useful Emergency Contacts

Organisation	Contact details
Police	Tel: 999 (24 hour) Tel: 101 (24hr non-emergency number)
Fire & Rescue Service	Tel: 999 (24 hour)
Ambulance service	Tel: 999 (24 hour)
National Health Service	Tel: 111 (24 hour)
Department for Education	Tel: 0800 046 8687 Incident Line
Environment Agency	Tel: 0345 988 1188 (24 hours, flood line) General Tel: 03708 506 506 Environment Agency - GOV.UK (www.gov.uk)
Met Office	Tel: 0370 900 0100 (24-hour, weather desk) UK last 24 hours weather - Met Office
Health and Safety Executive	Tel: 0300 003 1647 (incident contact centre) HSE: Information about health and safety at work



Contractor Electrician HQ/Bond/Venue	Price Jones- Jason price – 07714 727275
Brighton and Hove Council	Tel- 01273 290 000
Public Health-Brighton and Hove	Tel- 01723 296580
Contractor Alarm/CCTV HQ/Bond Venue	IPS Fire and Security- 0333 444 5 999
HQ Fire Alarm Contractor	AM Security- 01273 740400
Bond St Fire Alarm Contractor	AM Security- 01273740400
Venue Fire Alarm	IPS Fire and Security- 0333 444 5 999
Contractor (Cleaning)	Green Mop: 01273 256 203
Utility (Gas)	Transco emergency line: 0800 111 999
Utility (Water)	Southern Water Emergency Line: 0330 3030368
Utility (Electricity)	UK Power Networks emergency line: 0800 831 63 105
HQ Hanover House Management	Stiles Harold Williams Partnership LLP 01273 876200 Property Manager-Mariela Taira 07906 627236

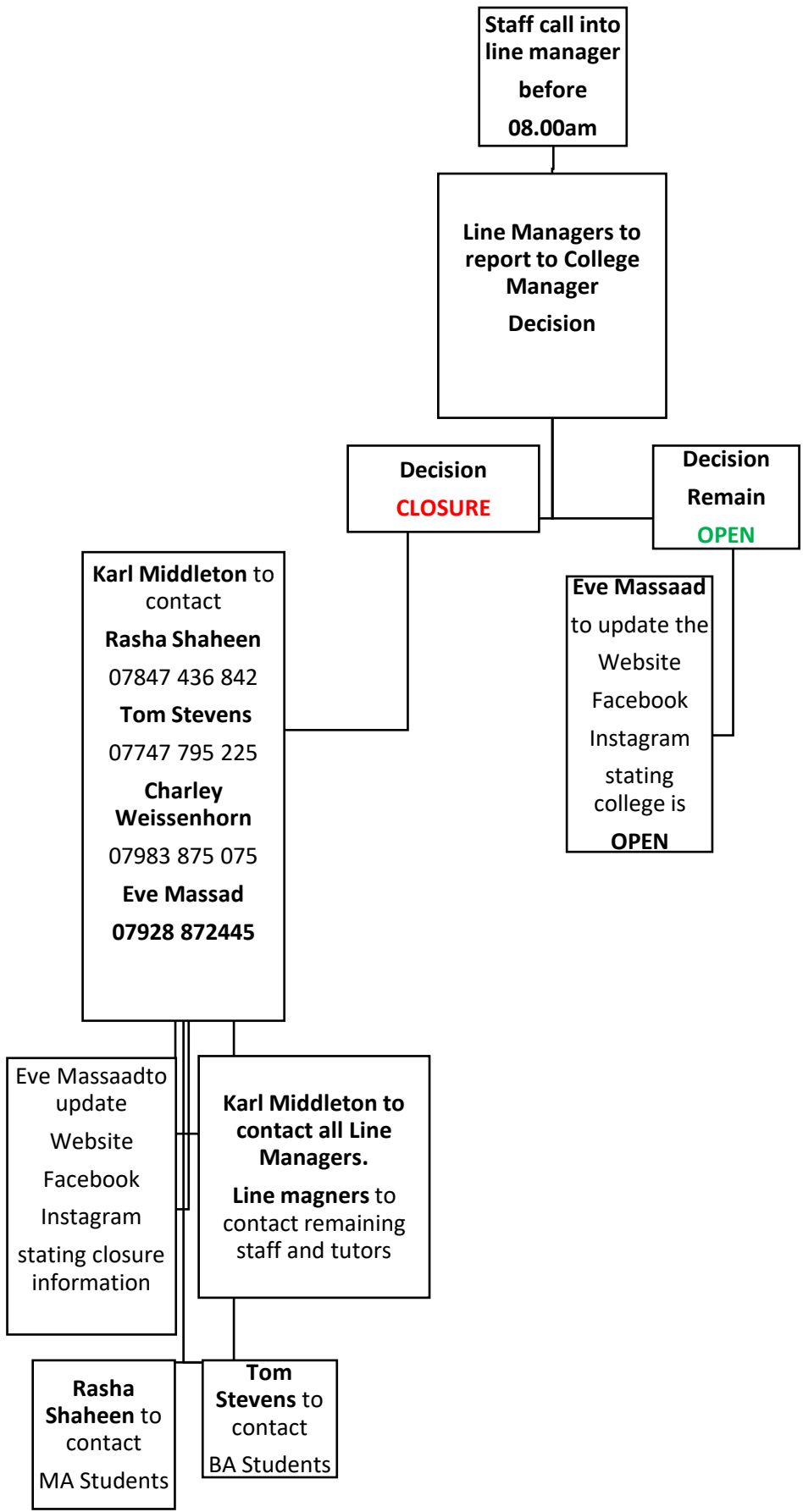


EP-2 Communication Tree:





The College of Music





EP3- Incident reporting Form

Information about, or the occurrence of, an incident may come from several sources, a member of staff, students, member of the public, the emergency services, the local authority. Whoever receives or witnesses the incident should ask for, and record, as much information as possible.

Notification of Incident

Name of informant:

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Date and time of call:

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Contact details of informant:

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Date and time of incident:

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Exact location of incident:

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Details of incident:

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Where is the informant now and where are they going?

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The College of Music





People affected including names, injuries, where they are, where they are being taken to:

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What arrangements are in place for people not directly involved in the incident?

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What advice have the emergency services given?

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Who has been informed?

- Insurance company
- Other – Complete next section

- Management
- CEO
- Staff
- Students
- Parents / carers
- Extended services

- Police
- Fire & Rescue Service
- Ambulance Service
- Local authority
- Environmental Agency
- Health and Safety Executive
- Media

Has anyone else need to be informed? If so please details

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Are any other actions required?

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Form Completed by:

Signed:

Date: