Title:	Emergency Planning Policy Following an Emergency Incident
Code:	WBEPPFAEI-01
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Next review date:	August 2027
Approved by:	Senior Management Team
Policy owner:	Group Head of Estates

WaterBear is a College of Falmouth University, and as such its students are students of Falmouth University, studying at WaterBear. All WaterBear policies and procedures have been tailored to best suit the specific requirements of the College, its students and staff. In some instances, Falmouth policies and procedures may be deferred to for additional guidance, or where Falmouth policy has been deemed to cover both the requirements of the University's operations and those of its academic partners.

1. Policy Statement and Overview

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

1.2. 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.

1.3. Appendix attached:

- EP 1 – Adverse Weather

2. Type of emergency incidents

2.1. The type of emergency incidents that could occur include:

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

3. 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.
- If appropriate, dial 999 for the emergency services and provide them with an overview of the situation and the services you require.
- Immediately inform the nominated first call emergency contact listed in this policy.
- If they are unavailable, contact the most senior person present and follow the instructions below.
- Attend to any casualties and administer first aid, as appropriate.
- Fetch any equipment that may prove useful (e.g. first aid kit, fire information).
- Log all communications and actions.
- Notify staff. Consider assembling the Emergency Management Team (EMT) to assist with the response (EMT Group Head of Estates, College Managers, CEO).
- Where possible, avoid closing the College and try to maintain normal routines.

First call emergency contact	
Brighton Campus	Charley Weissenhorn – Group Head of Estates 07983 875075 Charley@waterbear.org.uk
Sheffield Campus	Glenn Thompson – Facilities Manager 07769 751548 Glenn@waterbear.org.uk

Emergency Management Team (EMT)
• Charley Weissenhorn (Group Head of Estates) (Group Lead) • Glenn Thompson (Head of Estates), Sheffield Campus) • Steve Cobain (COO) • Adam Bushell (CEO)

College Details	
Name of business	WaterBear Education Ltd (Higher Education Music College)
Business Address	**Brighton Main Campus Building –** 118 Queens Rd, Brighton, BN1 3XG- Brighton – 01273 726230 info@waterbear.org.uk
	Sheffield Main Campus Building – Unit 4 Gatecrasher, 49 Eyre Lane, Sheffield, S1 4RB- Sheffield – 0114 3992720 info@waterbear.org.uk

Number of staff (approx.)	80+ freelance staff and tutors across both campuses and remote
Number of students (approx.)	Approx 1094 on roll including online (Sept '26)

Appendix 1: 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 snowfall, flooding or other conditions that 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 Emergency Management Team 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
- Take annual leave
- Take unpaid leave
- Or apply a combination of the above

The following factors should be taken into consideration by the line manager when agreeing on 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, dependent 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 the 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. That decision will be made by the EMT once all staff information and any other relevant information has been collated.

College Emergency Contact Details

Name	Job title	Contact details	Notes
Charley Weissenhorn	Group Head of Estates	07983 875075 charley@waterbear.org.uk	• NEBOSH General Certificate • First Aid Trained • Fire Warden
Glenn Thompson	Head of Estates (Sheffield)	07769 751548 Glenn@waterbear.org.uk	• IOSH General Certificate • First Aid Trained • Fire Warden
Jason Rungapadiachy	Head of Education/Student Services (Sheffield Based)	07958 437477 Jason@waterbear.org.uk	• Fire warden • First Aid • Mental health advisor
Adam Bushell	CEO	07970 063664 adam@waterbear.org.uk	
Steve Cobain	COO	07715 902120 steve@waterbear.org.uk	

Other Useful Emergency Contacts

Organisation	Contact Details
Police	Tel: 999 (24 hour) Tel: 101 (24-hour 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 Brighton – HQ/Bond/Venue	Price Jones Jason Price – 07714 727275
Contractor Electrician Sheffield – HQ	Scott Bates – 07888 894627
Brighton and Hove Council	Tel – 01273 290 000
Sheffield City Council	Tel – 0114 273 4567
Public Health – Brighton and Hove	Tel – 01723 296580
Public Health – Sheffield	Tel- 0114 273 4567
Contractor Alarm/CCTV HQ/Bond/Venue/MusicBar – Brighton	IPS Fire and Security – 0333 444 5 999
Contractor Alarm/CCTV HQ/The Green Room – Sheffield	ICU2 Security – 0130 256 2412
Brighton HQ Fire Alarm Contractor	AJ Taylor – 01273 600089
Sheffield HQ Fire Alarm Contractor	Hollinsend Fire Safety – 0114 253 1344
Brighton Bond St Fire Alarm Contractor	Spy Alarms– 01273 740400 (Landlord Managed)
Brighton Venue Fire Alarm	IPS Fire and Security – 0333 444 5 999
WaterBear MusicBar (Brighton)	IPS Fire and Security – 0333 444 5 999
WaterBear Green Room (Sheffield)	Hollinsend Fire Safety – 0114 253 1344
Brighton Contractor (Cleaning)	In House staff Cleaner.
Sheffield Contractor (Cleaning)	Soniclean Tom – 07355 679748

Brighton Utility (Gas)	Transco Emergency Line – 0800 111 999
Brighton Utility (Water)	Southern Water Emergency Line – 0330 3030368
Sheffield Utility (Water)	Yorkshire Water Emergency Line – 0345 1 24 24 24
Brighton Utility (Electricity)	UK Power Networks Emergency line – 0800 831 63 105
Sheffield Utility (Electricity)	EDF Emergency Line – 105