

# Major Incident Plan – Staff Overview

## What is a ‘Major Incident’?

A major incident is an actual or anticipated event which threatens:

- The physical and/or psychological well-being of staff, students, visitors and third parties;
- The University’s core operations;
- The University’s reputation;
- The University’s property or a serious financial loss;
- The University’s information, data or systems;

and is beyond the scope of resolution by normal decision-making mechanisms.

The University has therefore set up a system to deal with situations of this kind.

## What do you need to do?

In the event of a major incident please refer to the following guidance:

### Notify the University

If a situation arises that you believe may be a major incident or could potentially develop into one then please call the **University Security Control Room, who can be contacted on: 0118 378 6300**. Security will then assess the situation and, if necessary, contact the Major Incident Team, who will then manage the situation. It’s better to draw attention to a developing situation than wait until it has become more serious.

### Emergency Services

If the Emergency Services are involved please ensure that you follow their instructions immediately and keep in contact with your manager or supervisor to inform them of your location and situation.

### Media contact

In the event of public or media interest, members of staff must refer enquiries to the Major Incident Team and avoid comment of their own. All statements to the press will be issued through the **Communications Office who can be contacted on: 0118 378 7388**.

### Other duties

In the event of a major incident it may be necessary for you to perform unfamiliar duties or work in alternative locations, if this is the case then please follow the instructions of your manager or supervisor.

### Contact your family

Calls from concerned family members may take up University time and resources that may be better directed elsewhere. Contact your family to let them know that you are safe.

### Monitor the situation

Check the University website regularly to ensure you are aware of the latest information and stay in touch with your manager or supervisor so that they are able to advise you of any updates.

For more information on the Major Incident Plan please visit:

<http://www.reading.ac.uk/internal/businesscontinuity/mip/bc-majorincidentplanning.aspx>

For more information on emergency evacuation procedures please visit:

<http://www.reading.ac.uk/internal/health-and-safety/IncidentReportingandEmergencyProcedures/emergency-procedures-contact.aspx>