

## Centre Contingency Plan

*Emergency evacuation and continuity of learning provisions for any unforeseen physical or administrative disruption*

### The Institute for Counselling & Psychotherapy Studies *ICPS College, Dublin*

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## Plan Purpose

*This Contingency Plan ensures the safety of all staff, students and visitors in the event of any major incident at ICPS College premises, and provides for the continuity of learning in the event of disruption to course services.*

The Plan is established for two principal purposes. First, to ensure that the Centre is evacuated safely in the event of any major incident occurring — such as fire, flood, bomb warning or other dangerous event — that may be dangerous or life-threatening to staff or other users of the premises. Second, to ensure that all students will be able to continue their studies in the event of the Centre withdrawing certain course services or closing as a result of any unforeseen circumstances, whether physical or administrative.

### Responsible Personnel

The **Centre Manager** and **Centre Co-Ordinator** have immediate overall responsibility for ensuring the safe evacuation of the premises in the event of any adverse incident occurring. The Head of Academic Standards & Accreditations retains ultimate institutional responsibility for the operation of this Plan.

# Incident Identification & Response

## Defined Events

This Plan is activated upon the occurrence of any of the following events:



- ◆ Fire
- ◆ Flood
- ◆ Bomb warning
- ◆ Structural failure of the building
- ◆ Gas leakage
- ◆ Electrical failure that disrupts safety equipment, lifts or other critical systems in a dangerous way
- ◆ Any other dangerous event posing risk to life or safety

## Warning Indicators

Staff should treat any of the following as a potential incident indicator and respond accordingly:

- ◆ Room lights not working
- ◆ Air-conditioning not working
- ◆ No power to instruments or learning equipment
- ◆ Lifts jammed
- ◆ Fire or smoke alarms activated
- ◆ Internal telephones not working
- ◆ Phone warnings registered with the Centre
- ◆ Verbal warnings delivered in person

## Areas Affected



The scope of the incident may extend to the Centre area only, to associated rooms, hallways and stairs, or to the entire building.

***Recovery Time Objective — Five minutes. The time within which the Centre and its associated premises should be fully evacuated upon any signal indicating immediate danger.***

# Alerting & Evacuation Procedure

## Notification



- ◆ Key staff to inform all users of impending emergency.
- ◆ Call for assistance to the appropriate emergency service if not already notified by the central monitoring system. Notify all personnel and users in the Centre to evacuate or to clear the way for the arrival of emergency services.
- ◆ Alarms with centralised monitoring will signify immediate evacuation and will notify the appropriate emergency services automatically.

## Initial Response

- ◆ Determine the potential danger and act immediately to evacuate all staff and users.
- ◆ Do not wait to switch off any equipment or to look for personal items.
- ◆ Ensure all staff rendezvous at the agreed meeting point at a safe distance from the Centre.
- ◆ Advise all other users to go home.
- ◆ Conduct a head count of all staff to ascertain that no-one is missing.
- ◆ If any member of staff is not accounted for, inform emergency services immediately.
- ◆ Keep staff and users informed throughout the situation.

## Ongoing Management

Liaise with emergency services and monitor the situation continuously. Re-evaluate at thirty-minute intervals. If the situation is not rectified or resolved safely after a reasonable time, advise staff that they should also go



home for the day and await further notification. Ensure all students are kept informed of the situation, so that their course of study is maintained either at the Centre when fully functional and safe again, or at a suitable alternative accredited venue or venues that are suitable for, and accessible to, the students.

## **Recovery**

If it is confirmed that the situation has been resolved safely within a reasonable timeframe, staff may return to the Centre and check that all equipment is functioning properly and safely before recommencing any training or other activities.

# Continuity of Learning Provisions

*In the event of the Centre having to close or withdraw services, the Centre Manager or delegate has specific responsibilities to safeguard the learning continuity of every active student and the integrity of every accreditation pathway.*

## Immediate Communication

Immediate communication will be made to the necessary bodies outlining the detail of the situation (such as organisational closure), and a timeframe for the implementation of the subsequent points of this Plan.

## Communication with Learners

Communication will be made to all learners currently serviced by the organisation as to the situation (such as organisational closure) and a proposed detailed course of action to continue current learning and potential qualification outcomes with any awarding body. This includes:

- ◆ Learners who are commencing or in the process of training and assessment
- ◆ Learners with assessment being internally verified
- ◆ Learners awaiting certification

## External Provision Arrangements

Contact will be made with recognised centres in proximity in order to secure opportunities for learning commitments to be fulfilled externally. This will consider the specific tailored needs of the learners in question, including their stage of progression, accreditation route, and any reasonable accommodations

already in place.

## **Notification to Awarding Bodies**

Detailed commitments for the fulfilment of obligations by third-party recognised centres will be communicated to awarding bodies and to learners as appropriate, with full documentation provided to support the continuity of accreditation.

**APPROVED BY**

Head of Academic Standards & Accreditations

ICPS College · Dublin, Ireland

**END OF PLAN**