**Fast Time Actions**

Is this an emergency for the University as a whole?

Does it have any of the following risks?

* presenting a risk to students, employees, residents, visitors or members of the local community
* creating an environmental hazard
* disrupting academic business continuity and integrity
* resulting in enforcement action or litigation
* damaging the reputation of the university

If no: Affected department(s) to continue managing through the local Emergency action Plan.

* How frequently do you require updates?
* Does anyone else need telling at this stage (e.g. Gold? others from Silver?)?

If yes:

* Declare it as such and activate the University Emergency Management Plan (through the University Security Control Centre)
* Activate the Incident Management Room (IMR)
* Alert members of Silver Team which IMR is being used and instruct them to report their at a designated time
* Co-opt extra members beyond the core membership?
* Alert Gold
* Conduct initial (verbal) risk assessment based on what you know
* Set initial strategy to respond to incident
* Establish contact with Departmental Silver/Scene Bronze and
  + inform them of your initial strategy
  + that you are activating the University Emergency Management Plan
  + what else you need to know as a matter of urgency (‘intelligence requirement’)
* Confirm contact made with relevant external agencies (e.g. City Council, emergency services, Colleges)

N.B. It is assumed that you will be informed of the incident via the University Security Control Centre (USCC). If you are contacted directly by the affected department, your first step should be to brief the USCC and then they will carry out all the actions that you direct.