

# Communicable & Notifiable Diseases - Procedures

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<b>Section / Dept:</b>	Wellbeing Directorate/Centre for Wellbeing
<b>Implementation date:</b>	May 2017
<b>Date of next review:</b>	September 2018
<b>Related policies:</b>	Communicable & Notifiable Diseases Policy
<b>Policy history:</b>	Developed by Wellbeing Directorate in consultation with University colleagues

## Version History

Version	Author	Revisions Made	Date
1.0	Rotimi Akinsete	First Draft	28 <sup>th</sup> April 2017
1.1	Rotimi Akinsete	Second draft in consultation with Members of the Silver Incident debrief team	30 <sup>th</sup> May 2017
1.2	Rotimi Akinsete	Third Draft in consultation with members of PHE	28 <sup>th</sup> July 2017

## 1.) Specific responsibilities of University post holders

Position	✓	Responsibility
<p><b>Silver Commander</b></p>		<p>To Chair Silver Group meetings and manage the overall coordination of actions for communicable and notifiable disease.</p> <p>To ensure a record of all actions agreed by Silver</p> <p>To consider informing the following about the incident:</p> <ul style="list-style-type: none"> <li>• Surrey &amp; Sussex Health Protection Team (SSHPT), Public Health England (South East)</li> <li>• The Foreign &amp; Commonwealth Office (if incident takes place abroad)</li> <li>• The Vice Chancellor's Office</li> <li>• University Secretary and Legal Counsel</li> <li>• Dean of the relevant faculty</li> <li>• Director of Student Services &amp; Administration</li> <li>• Relevant faculty student services manager</li> <li>• The President of the Students' Union</li> <li>• CEO of the Students' Union</li> <li>• Senior Warden and Court Warden (if appropriate)</li> <li>• Director of Traded Services &amp; Business Support</li> <li>• Director of Accommodation (if appropriate)</li> <li>• Director of Employability (If student on PTY)</li> <li>• The Director of Wellbeing or delegate</li> <li>• University Coordinating Chaplain] or delegate as appropriate</li> <li>• Guildowns University Medical Centre</li> <li>• Head of Student Support</li> </ul> <p>To appoint relevant responsibilities and to determine any additional resource required to support (directly or indirectly) the above appointments</p> <p>To ensure the Vice-Chancellor and Executive Board is kept aware of the incident and responses to it and to deliver a summary report to the Board.</p> <p>To author/commission a report on the management of the response including lessons learned</p> <p>To determine escalation to Gold level</p>
<p><b>Head of Security (or delegate)</b></p> <p>delegate – member of Security staff</p>		<p>To inform the Silver Group, Wellbeing Directorate about the disease</p> <p>To confirm the veracity of information, as required</p>

		<p>To ensure that steps are taken to secure and preserve any evidence at the scene.</p> <p>To open an incident log and ensure that all actions and policy decisions taken by the Silver Command or Security are recorded</p>
<b>VP, Marketing &amp; Communications or delegate</b>		<p>To manage internal and external communications</p> <p>To liaise with Health Protection Team Communications</p>
<p><b>Director of Student Services and Administration or delegate</b></p> <p><b>Delegate: Head of Student Support Services</b></p>		<p>In conjunction with Schools/Departments and in partnership with Faculty student services and/or Associate Deans (L&amp;T) across the Faculties as necessary, to consider any academic implications for students affected by the incident or the response</p> <p>With the Faculty student services, ensure that affected students are aware of the support services available to them</p> <p>To ensure students are aware of the Extenuating Circumstances procedures and to encourage a consistent approach to Extenuating Circumstances across all Faculties in the case of those students effected by the incident</p>
<p><b>Director of Wellbeing or delegate</b></p> <p><b>Delegate: Deputy Director of Wellbeing</b></p>		<p>To inform the Silver Group and Public Health England about the disease</p> <p>To be the first point of liaison with family members at all times</p> <p>To act in response to the family's needs</p> <p>To iterate the family's needs to the Silver Group</p> <p>To ensure a proactive response to student and staff wellbeing with regard to the services available to them from the Directorate and external agencies</p> <p>To liaise with local health agencies as appropriate</p> <p>To ensure students are aware of the various support services across the University available to them</p> <p>To ensure that students are aware of the possible consequences for progression of the extenuating circumstances regulations</p>
<b>Guildowns Medical Practice</b>		<p>To liaise and collaborate with Public Health England and work within agreed policy to deal with communicable diseases</p>
<b>Director of Health &amp;</b>		

<b>Safety</b>		<p>To assess health &amp; safety implications of incident and to report to the VP Human resources (including a nil return if appropriate) and to the Chair of the Health and Safety Committee</p> <p>To follow the reporting procedures required by law</p> <p>To advise on the implementation of immediate closures or changes in practise where necessary</p>
<b>President &amp; Vice Chancellor or delegate</b>		<p>To write a letter to the family/partner as appropriate</p> <p>To meet with the family, if required</p>
<b>Director of Employability</b>		<p>As necessary, to lead communications with any relevant PTY provider</p>
<b>Senior Warden, Duty Warden and Residential Life Mentoring Manager</b>		<p>Duty Warden to attend any incident occurring in or around the university residences</p> <p>To offer support to students who are resident in the relevant University Courts</p>
<b>Director of Accommodation</b>		<p>To liaise with the Head of Security, Director of Health &amp; Safety, the Senior Warden (or delegate) and PHE regarding access to University courts</p>
<b>University Secretary and Legal Counsel</b>		<p>To offer and/or seek legal and insurance related advice as appropriate</p>
<b>President of the Students' Union</b>		<p>To provide a representative support role</p> <p>To contribute to the University's discussion on incident</p> <p>To liaise with relevant societies and sports clubs</p> <p>To support the VP Marketing &amp; Communications with communications to students</p> <p>To ensure continued support for any affected students from within the Students' Union</p>
<b>All staff</b>		<p>To ensure that any external enquiries received are channelled to the Press Office, Marketing and Communications</p>

SUSPECTED POSSIBLE CASE

No Public Health England measures are necessary  
Awareness information circulated to appropriate students and staff.  
**Marketing & comms team, Wellbeing**

SINGLE PROBABLE or CONFIRMED CASE

University informed

Information internally passed to **Silver Lead**  
**Silver** discuss options and inform relevant University personnel

**SSHPT** provides public health information and advice to the University (to include faith group considerations).  
On confirmation of diagnosis, the national meningitis charities are informed (SSHPT, Wellbeing)

**Wellbeing/Student Support Services** informs students in the same halls of residence/on the same course (as appropriate) and consider issuing information to all departments/halls of residence

**Wellbeing** considers pastoral support of affected students, family and close friends

**Guildowns** alerts all General Practices serving University students

**SSHPT / Marketing & Comms** draw up a reserve press statement

**Situation closely monitored**

MULTIPLE PROBABLE or CONFIRMED CASES

Are the cases related?

NO

SSHPT advises - single case action usually recommended

YES

**SSHPT** seeks advice from **NIT** and **MRU**. Then activates the outbreak plan and convenes the Outbreak Control Team in consultation with **Silver**

Information is issued immediately/urgently (within 4 hours) ONLY if PHE recommends this and if the information relates to clinical information or advice from PHE to students in the same court of residence (**Wellbeing/Student Support**) and to include faith group considerations

Information is issued urgently (same day) ONLY if PHE recommends this and if the information relates to clinical information or advice from PHE to all departments/halls of residence and other relevant staff (**Marketing & Comms**) and to include faith group considerations

**SSHPT / Wellbeing/Guildowns** alerts local accident & emergency departments and acute hospitals  
**SSHPT** considers establishing emergency ward arrangements in local hospitals

**SSHPT / Wellbeing/ Guildowns** alerts all general practices serving students urgently (same day)

**SSHPT** considers notifying other educational establishments in the region

**SSHPT** alerts all local general practices in the Health Authority (next working day)

**Outbreak Control Team** **SSHPT** decides if OCT required to define target group for prophylaxis and vaccination. Membership of OCT may include **Silver Lead** (or designate)

**Silver** convenes meeting for target group. **SSHPT / Wellbeing/Guildowns** checks for acute illness in members of this group  
**SSHPT / NHS** issue preventative antibiotics/vaccine to target group

**Silver** considers setting up a telephone helpline for students/staff/parents (notifying national charity helplines for backup)

**SSHPT** notifies details of the incident to the Meningitis charities and NHS 111

**SSHPT / Marketing & Comms/NHS** agree public communication strategy

**Definitions:**  
**Silver:** University critical Incident Management Group  
**SSHPT** [Surrey & Sussex Health Protection Team, Public Health England (South East)]  
**NIT:** National Immunisation team  
**MRU:** PHE Meningococcal Reference Unit or equivalent

