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| William Harvey Research Institute Business Continuity Plan (BCP) |

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| **PLAN MANAGEMENT:** | | |
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Enter in the white boxes below the version that is the final, endorsed version, date and the date when the next review of / update to the BC Plan will take place.

BC Plans should be reviewed at least once every 12 months. Plans should also be reviewed when something significant happens to the Faculty / Directorate - change in organisations, key personnel / roles, strategy, location, introduction of new processes / technology etc.

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| Purpose of BC Plan  * This plan is invoked when the WHRI or a Centre within WHRI has suffered a business interruption that prevents it from operating as BAU. * It details the strategy and approach to be followed to enable recovery from a business interruption. * It details the actions to be taken by staff once the plan has been invoked by the WHRI Director/Deputy. * This plan may be invoked in concert with other Faculties / Directorates / Departments and may be co-ordinated by Leadership Teams. |

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| Planning Assumptions The following assumptions were used to define the Business Continuity Plan (BCP). These should be reviewed at the time of the incident. Any incorrect assumptions may require further action or adaption at the time of the incident.   * An incident will only affect one site at a time unless the incident involves a major systems failure * Staff with laptops are taking them home daily (excluding during building evacuation) * Alternative work locations have been confirmed * The Faculty / Directorate follows the QMUL Crisis/Incident Management procedures for Incident Management * The Crisis/Incident Response Team will notify key stakeholders/plan owners of the steps to take * Actions documented within this plan will be reviewed & modified as required at time of activation * The Faculty / Directorate/Department has a current BIA * The plan is your department's operational response, which could be part of a wider Business response to an incident, and not just where your department has discovered and escalated the initial issue. |

# BC Strategy

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| **Business Continuity Strategy** |
| Plans in place for the following 4 levels of disruption  1) Centre level (One Centre suffers business interruption)  2) Building level (One building affected, thus affecting multiple Centres)  3) Campus level (Whole campus affected, thus affecting most WHRI Centres)  4) University level (All WHRI affected – response will be led by central QMUL)  The priorities for WHRI will be the same for each but the response is tailored to each level. Research and Education priority activities will be carried out in parallel.  **Research Activity.**  1) Preservation of stored samples (-80, -20, & +4).  2) Preserving cell cultures & animal lines/models.  3) Continuation/resumption of research activities.  **Education Activity.**  1) Planned examinations & assessments  2) Teaching activities (classes, 1 to 1, lectures, Tutorials etc) – online if necessary  3) Practical classes.  **NOTES**  For Centre Level disruption it is likely local arrangements can be made and the staff and students can be accommodated locally for relatively short periods.  BSU will have its own BCP.  The WHRI BCP will operate in conjunction with other BCPs. Estates and Facilities and the Barts Cancer Institute are two relevant examples. |
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| Business Continuity Plan Invocation QMUL operates a tiered Incident Management structure to respond to differing business interruptions:   * Gold – Strategic level of Crisis & Incident Management. * Silver – Tactical level of Crisis & Incident Management. * Bronze – Operational level of Crisis & Incident Management.   This BC plan is aimed at the Bronze incident level response. For example:   * In case of an evacuation of SMD, a Silver Team would be coordinating the activities of the Faculty with Department Leads, while notifying the Gold level. Or, * In the case of a large scale IT outage / denial, the Gold Team would be coordinating the response to the incident, but the Faculties, Directorates and departments would still require their plans to be invoked as certain systems may be unavailable. |

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| **Plan Invocation**  In the event of a business interruption or incident the relevant response teams will convene and review the impact of the incident. Notification will be communicated to nominated business stakeholders and Business Continuity Plan owners/nominees by the most appropriate method depending on the incident.  The nominated authorised staff who can invoke the plan are: | |
| Professor Panos Deloukas, WHRI Director | p.deloukas@qmul.ac.uk |
| Professor Marta Korbonits, WHRI Co-Deputy Director | m.korbonits@qmul.ac.uk |
| Professor Cos Pitzalis, WHRI Co-Deputy Director | c.pitzalis@qmul.ac.uk |
| Dr Gerald McLaren, WHRI Manager  Dr Steven Coppen, WHRI Deputy Manager & Safety Coodinator | [g.mclaren@qmul.ac.uk](mailto:g.mclaren@qmul.ac.uk)  s.r.coppen@qmul.ac.uk |

## Likely Scenarios & BC Strategies

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| There are 4 likely scenarios when a BC Plan will be invoked in QMUL. These are:   1. Loss of / denial of access to a work location. 2. Loss of / unavailability of resources (staff) and/or contractors. 3. Loss of / extended unavailability of critical IT Systems / Applications. 4. Significant / medium-long term impact to supply chain:    1. Inability to operate critical locations due to an interruption in the supply chain / operations.    2. Loss of key supplier / goods. |
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| The outline BC recovery strategies for the above scenarios are as follows: |
| 1. **Denial of work location**:  * Assess likely duration of denial. * Invoke Alternative Workplace Location (AWL). * Review strategy if denial to last > 21 days. |
| 1. **Loss / unavailability of staff and/or Contractors**:  * Assess likely duration of loss / unavailability. * Invoke deputy / succession plan. * Backfill any key roles. * Review sustainability after 5 working days. |
| 1. **Loss of / extended unavailability of critical IT Systems / Applications**:  * Report outage to IT Services. * Invoke manual workaround (if applicable). |
| 1. **Significant / medium-long term impact to supply chain**:  * Assess likely duration of loss / unavailability. * Invoke workaround (alternative supplier / source from other Universities etc) * Review sustainability after 2 weeks. |

## Loss of / Denial of access to Work Location

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| In the event of a loss of, or a denial of access to the WHRI or Centres within the WHRI, for whatever reason, the responsibility for evacuating the building is with security for whole buildings or the local management (Centre Lead & lab manager) for individual Centres. The Incident Response Team, following discussions with affected departments and considering duration of the outage, will take the decision whether to invoke a move to an Alternative Workplace Location (AWL), subject to the outage of the site and situation/time. |
| In the event of a loss of or denial of access to work location, the following key actions are to be reviewed and carried out by the Business Continuity Plan Owner / invoker / nominated individual(s): |

**All research activities involving the BSU will operate according to the BSU BCP and will not be detailed here. Communications will come from BSU manager.**

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| 4.2.1. LOCAL EVACUATION (CENTRE LEVEL): |
| Localised issue such as chemical spill, laboratory gas leak (CO2 or N2), localised flooding, local infrastructure failure.  Occupants of the area should evacuate to areas beyond affected area (beyond closable doors). An emergency response should be initiated by calling 3333 and detailing the issue. The centre lab manager and Institute safety coordinator should be notified and senior members of the management of the centre.  Staff & students should muster in a safe location – dynamic decision to be made at the time dependent on location and exact circumstances (office area of the centre, suitable meeting room if available).  Most senior member of the centre present to take the lead (direct information gathering and requests for support, liaise with Centre Lead/Deputy if not present).  **Situation Report – Centre Level:** Lab manager or nominated person on the ground to gather all relevant information.   * Nature of incident from occupants/witnesses. * Immediate actions being taken to make safe/remedy the situation (from EAF colleagues, H&S Coordinator, occupants of the area) * Status in contacting any external people required (BOC, H&S advisor, specialist contractor) * Are electrical supplies affected? If so, gauge the likelihood of any fridges, freezers or incubators being affected.   From the information gathered can an approximate indication of the closure period be made. If not, how long will it take to get the required information. These time periods should be communicated to the Centre Lead/deputy to decide on the required action and the communications to be made to the Centre in line with the scenarios listed below. Decisions to be informed by liaison with safety coordinator, institute management and senior members of centre present.  Communications will be verbal to the gathered people and then followed up via email and TEAMs chat to those off campus at the time. Daily updates to be given thereafter via most appropriate route (email, TEAMs chat & TEAMs meeting)  Start planning/thinking for potential long-term interruption. Electrical Supply NOT Affected Short term (up to 1 day) loss of access.   * Office area affected – work from home. Can belongings be collected?   + No: ensure people have the means to get home if access denied beyond normal leaving time for people.   + Yes, limited: Collect (supervision may be required) and go home. * Lab area affected – can the area be accessed at all?   + No: Only allow access to persons dealing with the issue. Assume fridges/freezers/incubators continuing to function. Assess losses of current work once access is permitted.   + Yes, limited: Priority given to sorting the issue. Check fridges/freezers/incubators are powered. Move essential live experiments to neighbouring labs if possible local liaison with lab managers.   Medium Term (up to 7 days) loss of access. Institute Director must be informed ASAP.  Centre Lead/deputy in liaison with Institute Director/deputy will communicate invocation of this local BCP.  Daily email updates from Centre Lead/nominated individual. TEAMs meetings as required.   * Office area affected – work in other areas including from home. Can belongings be collected?   + No: ensure people have the means to get home. Assess requirements for working elsewhere. Seek help from Institute management to locate available spaces – call to all Centre Leads to help provide space. Department W to be approached.   + Yes, limited: Collect (supervision may be required) and go to alternative workplace/home. Seek help from Institute management to locate available spaces – call to all Centre Leads to help provide space. Department W to be approached. * Lab area affected – can the area be accessed at all?   + No: Only allow access to persons dealing with the issue. Assume fridges/freezers/incubators continuing to function. Assess losses of current work once access is permitted. Determine if any essential work can be completed elsewhere (liaise with Institute Management – call to all Centre Leads) given that there is no access to samples, equipment, cell cultures etc in the affected area.   + Yes, limited: Priority given to sorting the issue. Check fridges/freezers/incubators are powered. Seek help from Institute Management to locate alternative locations for lab work (call to all Centre Leads). Restrict to essential lab work only. Arrange controlled movement of essential items.   Long Term (longer than 7 days) loss of access. Institute Director must be informed ASAP.  Centre Lead/deputy in liaison with Institute Director/deputy will communicate invocation of this local BCP.  Daily email updates from Centre Lead/nominated individual. TEAMs meetings once per week.   * Office area affected – work in other areas including from home. Can belongings be collected?   + No: ensure people have the means to get home. Assess requirements for working elsewhere. Seek help from Institute management to locate available spaces – call to centre leads and fellow Institute Managers. Department W to be approached.   + Yes: Collect (supervision may be required) and go to alternative workplace/home. Seek help from Institute management to locate available spaces – call to centre leads, fellow Institute Managers, QMUL Space management team. Department W to be approached. * Lab area affected – can the area be accessed at all?   + No: Only allow access to persons dealing with the issue. Assume fridges/freezers/incubators continuing to function. Assess losses of current work once access is permitted. Determine how work can be completed elsewhere (liaise with Institute Management - call to centre leads, fellow Institute Managers, QMUL Space management team) given that there is no access to samples, equipment, cell cultures etc in the affected area.   + Yes: Priority given to sorting the issue. Check fridges/freezers/incubators are powered. Seek help from Institute Management to locate alternative locations for lab work - call to centre leads, fellow Institute Managers, QMUL Space management team. Ask PIs to liaise with collaborators within QMUL and externally to see if they can help offer space to work. Make arrangements for movement of equipment and materials as necessary. Use external specialist company such as HRH Logistics.  Electrical Supply IS Affected EAF contacted immediately if not already in attendance (ext. 2580)  Short term (up to 1 day) loss of access.   * Office area affected – work from home. Can belongings be collected?   + No: ensure people have the means to get home if access denied beyond normal leaving time for people.   + Yes: Collect (supervision may be required, torches may be required if poor lighting) and go home. * Lab area affected – can the area be accessed at all?   + No: Only allow access to persons dealing with the issue. Assess losses of current work and fridge, freezer & incubator contents once access is permitted.   + Yes: Priority given to sorting the issue. Check fridges/freezers/incubators are powered or not. Priority to power fridges, freezers & incubators if the electricity is to be off in the area for more than 4 hours. If appliances cannot be powered in situ then arrangement to move essential appliances or contents must be initiated no later than 4 hours after initial loss. Completion required within 8 hours. Ensure Estates are actively involved. Move essential live experiments to neighbouring labs if possible - local liaison with lab managers.   Medium Term (up to 7 days) loss of access. Institute Director must be informed ASAP.  Centre Lead/deputy in liaison with Institute Director/deputy will communicate invocation of this local BCP.  Daily email updates from Centre Lead/nominated individual. TEAMs meetings as required.   * Office area affected – work in other areas including from home. Can belongings be collected?   + No: ensure people have the means to get home. Assess requirements for working elsewhere. Seek help from Institute management to locate available spaces – call to all Centre Leads to help provide space. Department W to be approached. Plan for personal item collection to be put. In place as soon as is safe to do so.   + Yes: Collect (supervision may be required, torches may be required) and go to alternative workplace/home. Seek help from Institute management to locate available spaces – call to all Centre Leads to help provide space. Department W to be approached. * Lab area affected – can the area be accessed at all?   + No: Only allow access to persons dealing with the issue. Assess losses of current work and fridge, freezer & incubator contents once access is permitted. Determine if any essential work can be completed elsewhere (liaise with Institute Management – call to all Centre Leads) given that there is no access to samples, equipment, cell cultures etc in the affected area.   + Yes: Priority given to sorting the issue. Check fridges/freezers/incubators are powered or not. Priority to power fridges, freezers & incubators if the electricity is to be off in the area for more than 4 hours. Ensure Estates are actively involved. If appliances cannot be powered in situ, then arrangement to move appliances or contents must be initiated no later than 4 hours after initial loss. Completion required within 8 hours. Seek help from Institute Management to locate alternative locations for lab work (call to all Centre Leads). Restrict to essential lab work only. Arrange controlled movement of essential items.   Long Term (longer than 7 days) loss of access. Institute Director must be informed ASAP.  Centre Lead/deputy in liaison with Institute Director/deputy will communicate invocation of this local BCP.  Daily email updates from Centre Lead/nominated individual. TEAMs meetings once per week.   * Office area affected – work in other areas including from home. Can belongings be collected?   + No: ensure people have the means to get home. Assess requirements for working elsewhere. Seek help from Institute management to locate available spaces – call to centre leads and fellow Institute Managers. Department W to be approached.   + Yes: Collect (supervision may be required, torches may be required) and go to alternative workplace/home. Seek help from Institute management to locate available spaces – call to centre leads, fellow Institute Managers, QMUL Space management team. Department W to be approached. * Lab area affected – can the area be accessed at all?   + No: Only allow access to persons dealing with the issue. Assess losses of fridge, freezer and incubator contents in addition to current work once access is permitted. Determine how work can be completed elsewhere (liaise with Institute Management - call to centre leads, fellow Institute Managers, QMUL Space management team) given that there is no access to samples, equipment, cell cultures etc in the affected area.   + Yes: Priority given to sorting the issue. Check fridges/freezers/incubators are powered. Priority to power fridges, freezers & incubators if the electricity is to be off in the area for more than 4 hours. Ensure Estates are actively involved. If appliances cannot be powered in situ, then arrangement to move appliances or contents must be initiated no later than 4 hours after initial loss. Completion required within 8 hours. Seek help from Institute Management to locate alternative locations for lab work - call to centre leads, fellow Institute Managers, QMUL Space management team. Ask PIs to liaise with collaborators within QMUL and externally to see if they can help offer space to work. Make arrangements for the movement of equipment and materials as necessary. Use external specialist company such as HRH Logistics. * Lab Research: Communication required with JRMO in relation to active grant-funded research being affected. Options to be discussed with JRMO, HR & Finance, if grants paused what about staff still being paid. Research students – Interruptions to study may need to be considered with the student office.  EDUCATION **Communication to students via email lists, QMPLus Message Board/Student Café.**  Unlikely to be greatly impacted by denial of access localised to individual Centres. If local meeting rooms are used, then other Centres, other institutes and central timetabling should be contacted to move to different rooms.  **Examinations/Assessments**  Priority will be given to relocate these should they be occurring in our buildings. In other locations, this will be covered by the Timetabling BCP.  **Teaching Lab (ChSq)**  Short Term (up to 1 day) and Medium Term (up to 7 days):   * Determine the possibility to postpone any practical sessions. Practical leads should communicate with the students affected without delay.   Long Term (over 7 days):   * Determine if postponing the practical sessions is possible. * Liaise with central timetabling to determine the availability of teaching labs on other campuses and make arrangements to hold the practical sessions at those locations. Portering requests to be submitted to move any necessary materials and equipment. * Can experimental data be generated to allow students to still carry out analysis, interpretation or modelling etc.  SPECIALIST RESEARCH EQUIPMENT/FACILITIES This covers specialist facilities within Centres (microscopy, Mass specs, RTpcr machines etc) which are offered as services.  Short term (up to 1 day) and Medium Term (up to 7 days):   * Postpone bookings, direct people to other facilities if available (Lists held locally within facilities). Liaise with the managers of other facilities to determine availability. Can our staff help at these other facilities?   Long Term (over 7 days):   * Continue postponing where possible and directing users to other facilities. Can our staff help at these other facilities? * Where similar facilities are not available within QMUL, reach out to facilities at other Institutions * If the denial of access is going to be extended (measured in months) then determine if equipment can be moved to a new location.  -80 FREEZER STORES 2 located in JVSC, 1 in Dawson Hall  **Access denial to individual stores but power unaffected**  Short Term (up to 1 day) and Medium Term (up to 7 days):   * Samples requiring storage – arrange to use freezers within the other stores or within laboratories. Samples can be relocated once access is granted. * Retrieval of samples will not be possible so work will need to be re-scheduled.   Long Term (over 7 days):   * Samples requiring storage – arrange to use freezers within the other stores or within laboratories. If very long term, then arrangements for additional freezer space should be considered in liaison with Institute Management. * Retrieval of samples – work should be postponed as far is practical while arrangements are put in place to relocate the freezers assuming the room cannot be used. Plans for relocation should be initiated once it is deemed that the room cannot be used for more than 1 month. Off-site location would need to be considered (HRH logistics, Thermo-Fisher)   **Access denial to individual stores and power is affected**  **EAF to be contacted immediately if not already in attendance (ext.2580)**  In all circumstances   * Samples requiring storage – arrange to use freezers within the other stores or within laboratories. Samples can be relocated once access is granted.   In all scenarios where the power is off for 4 hours or more.   * Retrieval of samples will not be possible so work will need to be re-scheduled. * If power can be restored by 4 hours, no further action required. * If power is unlikely to be restored by 8 hours, then the following actions need to be taken   + Get an estimate of how long the power will be off   + Can a back-up power supply be connected to the supply panel? - arrange with EAF to get a temporary generator on to site to plug into switchover panels.   + Can we access the room at all?     - Yes: Run extension leads to the freezers. Move freezers to other locations with power. Liaise with. BCI. Contact HRH Logistics about moving the appliances. Also contact HRH Logistics, Thermo-Fisher about off-site location for freezers or samples.     - No: If this is absolute then losses will have to be assessed once access permitted – Safety measures would need to be put in place to deal with thawed freezers & samples. |
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| 4.2.2. BUILDING EVACUATION |
| **Charterhouse Square: JVSC, Heart Centre, Dawson Hall**  Building evacuations would normally be initiated using the fire alarm. Occupants of the affected building should evacuate according to the plan for that building (<http://www.hsd.qmul.ac.uk/a-z/fire-safety/>).  For ChSq, the assembly point is The Green for all buildings. Everyone should remain at the assembly point until instructed otherwise. If it becomes evident that the evacuation is more than a false alarm, the security officer taking charge will report to the fire marshals.  If emergency services are in attendance – their instructions will take priority.  **Situation Report – Report:** Fire marshals on the ground to gather all relevant information as far as is possible.   * Nature of incident from occupants/witnesses/security/emergency services. * Immediate actions being taken to make safe/remedy the situation (from EAF colleagues, H&S Coordinator, occupants of the area) * Status in contacting any external people required (BOC, H&S advisor, specialist contractor) * Are electrical supplies affected? If so, gauge the likelihood of any fridges, freezers or incubators being affected. * One nominated fire marshal should contact Institute Management (may be with the evacuated persons).   From the information gathered can an approximate indication of the closure period be made. If not, how long will it take to get the required information. These time periods should be communicated to the Institute Director/deputy Director to decide on the required action and the communications to be made to the Institute in line with the scenarios listed below.  Communications will be verbal to the gathered people and then followed up via email and TEAMs chat to those off campus at the time. Daily updates to be given thereafter via most appropriate route (email, TEAMs chat & TEAMs meeting)  **Access to building denied:**   * Nominated fire marshal to liaise with senior management to determine who makes any announcements. * Instruct all people gathered to make their way home for the day – update communications will be sent out later in the day. * Set up an information point in an alternative building (Heart Centre Foyer, meeting room in JVSC, the Shield, are options) where help can be given to staff without the means to get home (personal items stuck in closed building). Arranging taxis (list of taxi firms held), using a purchasing card for online train/tube ticket purchase. * Ask key people to remain (lab managers) to perform checks etc should limited access be permitted on the day.  If Power to the Building is Affected. Priority is to power cooled storage appliances and cell culture incubators. General research work stops until normal circumstances are resumed. EAF BCP will be in force.  Communication channel between Institute and EAF to be set up   * + Determine if the whole building affected or just areas   + Get an estimate of how long the power will be off if possible   + If this is likely to be longer than 8 hours, determine the possible actions that can be taken as soon as possible, starting at 4 hours at the latest.     - Back-up generator working     - Bring in extra generators     - Do we have limited access to areas without power to enable extension leads to be deployed, or to move fridges, freezers or samples.     - If the building is to be out of use for an extended period then arrangements for sample access to be worked out. Consideration should be given to moving all appliances out. HRH Logistics should be contacted. Offsite storage will be required.   + If strictly no access and no solution to supply electricity, then losses will need to be assessed once access is granted. Care required due to water, and thawed samples.  The following scenarios assume that electrical supply is unaffected in the building. **Access Denial - Short Term (up to 1 day)**   * Desk-based work to be completed off-site (alternative QMUL site or from home) * Lab work stops. Losses will need to be assessed once access granted.   **Access Denial - Medium Term (up to 7 days).**  **Institute Director/deputy will communicate invocation of this BCP.**  **Daily updates to all staff via email & TEAMS group meeting at least twice.**   * Desk-based work to be completed off-site (alternative QMUL site or from home). Liaise with EAF to determine if restricted access can be granted to retrieve personal items and any necessary paperwork, laptops etc. * Lab Research: can the building be accessed at all?   + No: Only allow access to persons dealing with the issue. Assume fridges/freezers/incubators continuing to function. Assess losses of current work once access is permitted. Determine if any essential work can be completed elsewhere (liaise with Institute Management – call to all Centre Leads) given that there is no access to samples, equipment, cell cultures etc in the affected building   + Yes, limited: Priority given to sorting the issue. Check fridges/freezers/incubators are powered. Seek help from Institute Management to locate potential alternative locations for essential lab work only (call to all Centre Leads). Restrict to essential lab work only. Arrange controlled movement of essential items. This will be very limited.   **Access Denial - Long Term (over 7 days)**  **Institute Director/deputy will communicate invocation of this BCP.**  **Daily updates to all staff via email & TEAMS group meeting at least once per week.**   * Desk-based work to be completed off-site (alternative QMUL site or from home). Department W to be approached if required. Liaise with EAF to determine if restricted access can. Be granted to retrieve personal items and any necessary paperwork, laptops etc. * Lab Research: can the building be accessed at all?   + No: Only allow access to persons dealing with the issue. Assume fridges/freezers/incubators continuing to function. Assess losses of current work once access is permitted. Determine if and how work can be completed elsewhere (liaise with Institute Management - call to centre leads, fellow Institute Managers, QMUL Space management team) given that there is no access to samples, equipment, cell cultures etc in the affected building.   + Yes: Priority given to sorting the issue. Check fridges/freezers/incubators are powered. Seek help from Institute Management to locate alternative locations for lab work - call to centre leads, fellow Institute Managers, QMUL Space management team. Ask PIs to liaise with collaborators within QMUL and externally to see if they can help offer space to work. Make arrangements for movement of equipment and materials as necessary. Use external specialist company such as HRH Logistics. * Lab Research: Communication required with JRMO in relation to active grant-funded research being affected. Options to be discussed with JRMO, HR & Finance, if grants paused what about staff still being paid. Research students – Interruptions to study may need to be considered with the student office.  EDUCATION **Communication to students via email lists, QMPLus Message Board/Student Café.**  Impact will be dependent on the building affected. If local meeting rooms are used, then other Centres, other institutes and central timetabling should be contacted to move scheduled teaching to different rooms. If the main lecture theatres are out of use, central timetabling should be contacted to help rearrange sessions.  **Examinations/Assessments**  Priority will be given to relocate these should they be occurring in our buildings. In other locations, this will be covered by the Timetabling BCP.  **Teaching Lab (ChSq)**  Short Term (up to 1 day) and Medium Term (up to 7 days):   * Determine the possibility to postpone any practical sessions. Practical leads should communicate with the students affected without delay.   Long Term (over 7 days):   * Determine if postponing the practical sessions is possible. * Liaise with central timetabling to determine the availability of teaching labs on other campuses and make arrangements to hold the practical sessions at those locations. Portering requests to be submitted to move any necessary materials and equipment. * Can experimental data be generated to allow students to still carry out analysis, interpretation or modelling etc.  SPECIALIST RESEARCH EQUIPMENT/FACILITIES This covers specialist facilities within Centres (microscopy, Mass specs, RTpcr machines etc) which are offered as services.  Short term (up to 1 day) and Medium Term (up to 7 days):   * Postpone bookings, direct people to other facilities if available. Liaise with the managers of other facilities to determine availability. Can our staff help at these other facilities?   Long Term (over 7 days):   * Continue postponing where possible and directing users to other facilities. Can our staff help at these other facilities? * Where similar facilities are not available within QMUL, reach out to facilities at other Institutions * If the denial of access is going to be extended (measured in months) then determine if equipment can be moved to a new location.  -80 FREEZER STORES 2 located in JVSC, 1 in Dawson Hall  **Access denial to stores in one building but power unaffected**  Short Term (up to 1 day) and Medium Term (up to 7 days):   * Samples requiring storage – arrange to use freezers within store(s) in the other building or within laboratories. Samples can be relocated once access is granted. * Retrieval of samples will not be possible so work will need to be re-scheduled.   Long Term (over 7 days):   * Samples requiring storage – arrange to use freezers within the store(s) in the other building or within laboratories. If very long term, then arrangements for additional freezer space should be considered in liaison with Institute Management. * Retrieval of samples – work should be postponed as far is practical while arrangements are put in place to relocate the freezers assuming the room cannot be used. Plans for relocation should be initiated once it is deemed that the room cannot be used for more than 1 month. Off-site location would need to be considered (HRH logistics, Thermo-Fisher)   **Access denial to stores in one building and power is affected**  **EAF contacted immediately if not already in attendance (ext.2580)**  In all circumstances   * Samples requiring storage – arrange to use freezers within the other stores or within laboratories. Samples can be relocated once access is granted.   In all scenarios where the power is off for 4 hours or more.   * Retrieval of samples will not be possible so work will need to be re-scheduled. * If power can be restored by 4 hours, no further action required. * If power is unlikely to be restored by 8 hours, then the following actions need to be taken   + Get an estimate of how long the power will be off   + Can a back-up power supply be connected to the supply panel? - arrange with EAF to get a temporary generator on to site to plug into switchover panels.   + Can we access the room at all?     - Yes: Run extension leads to the freezers. Move freezers to other locations with power. Liaise with. BCI. Contact HRH Logistics about moving the appliances. Also contact HRH Logistics, Thermo-Fisher about off-site location for freezers or samples.     - No: If this is absolute then losses will have to be assessed once access permitted – Safety measures would need to be put in place to deal with thawed freezers & samples. |

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| **DOCUMENTED WORKAROUNDS** | |
| **Affected area/process** | **Workaround Detail** |
| -80 Freezers | If usual power cannot be restored, then in liaison with EAF, portable generators should be arranged and temporary distribution boards set up to power the freezers.  For long-term issues, off-site storage needs to be considered. Contact HRH Logistics, BOC (Dry ice supply), Companies such as RiTemp Services Ltd. Temporary mobile cold storage could also be considered, CRS Mobile Cold Storage |
| Water Supply | Should the water supply fail in a given area or building – WHRI Water Failure protocol should be followed. |

## Resources / People

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| In the event of an incident affecting the availability of staff/contractors to undertake Faculty / Directorate activities the following key actions are to be reviewed and carried out by the Business Continuity Plan Owner / invoker / nominated individual(s): |

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| 4.3.1. Individual/low number of absences (long term) |
| Can be managed locally in the most part. WHRI management should be involved to determine the arrangements required to cover long-term absences.  **Key Staff**  If the leads become unavailable then the deputies will be the next point of contact.   |  |  |  |  | | --- | --- | --- | --- | | **Role** | **Person** | **Deputy** | **Deputy** | | Director | Panos Deloukas | Marta Korbonits | Cos Pitzalis | | Education Lead | Dunja Aksentijevic | Vikas Kapil |  | | Research Director | Federica Marrelli-Berg |  |  | | PGR Lead | James Whiteford |  |  | | PGT Lead | Eirini Marouli |  |  | | UG Lead | Sadani Cooray |  |  | | Institute Manager | Gerald McLaren | Steven Coppen |  | | Education Manager | Nina Ravic |  |  | | Research Manager | Agatha Ojugo |  |  | | Safety Coordinator | Steven Coppen | Noorafza Khan |  | | Digital Media & Comms Officer | Ade Alele |  |  | | **Centre Leads** |  |  |  | | Advanced Cardiovascular Imaging | Steffen Petersen | Francesca Pugliese |  | | Biochemical Pharmacology | Federica Marelli-Berg | Dianne Cooper |  | | Cardiovascular Medicine & Devices | Anthony Mathur | Amrita Ahluwalia (non-clinical Deputy) | Andreas Baumbach (Clinical Deputy) | | Clinical Pharmacology & Precision Medicine | Patsy Munroe | Ajay Gupta |  | | Endocrinology | Lou Metherell | Leo Guasti |  | | Experimental Medicine & Rheumatology | Cos Pitzalis | Michele Bombardieri | Dylan Morrissey | | Microvascular Research | Sussan Nourshargh | Ken Suzuki |  | | Translational Medicine & Therapeutics | Chris Thiemermann | Adrian Hobbs |  | |  |  |  |  |   **Lab Managers:** Should any one lab manager become unavailable within a Centre, then arrangements should be made for temporary cover by other lab managers. Tasks will also have to be taken on by other members of the centre until a more permanent solution is put in place. Temp agencies could be used or recruitment via HR as appropriate.  **Centre Administrators:** Should any one centre administrator become unavailable within a Centre, then arrangements should be made for temporary cover by other centre administrators. Tasks will also have to be taken on by other members of the centre until a more permanent solution is put in place. Temp agencies could be used or recruitment via HR as appropriate.  **Principal Investigators/Grant Holders**  Centre Lead must ensure good clear communication with the groups affected, offering support as required (EAP etc)  Supervision of research students taken on by second supervisors with help from other members of the centre, in discussion with Centre Lead.  Co-applicants can take on some responsibilities in the absence of the main applicant.  Liaison with JRMO & funder to determine the completion of ongoing projects. Attention to ongoing sample collection/storage (compliance) and ongoing collaborations etc.  **Educators**  Individual lecturers on courses: Module leads should arrange for cover by other lecturers on the module or by rearranging lecture series as appropriate.  Module leads: Deputies to ensure continuity of teaching. |
| 4.3.2. Large scale absence |
| Could be due to transport disruption, weather conditions, pandemics etc.  **Research:**  Predicted disruption: Planning can take place. Non-essential research wound down, stocks of cell lines frozen down, equipment made safe. Essential research should be identified and key researchers and support staff identified to carry out this work. Transport/accommodation planned for accordingly. Planning within the institute coordinated by the Director, Board & Management in line with the University planning.  Unpredicted disruption: Each Centre to assess the situation in their areas (number of people absent, key research affected, people that are available). This will be via the communication routes in use by the Centre (TEAMs, WhatsApp, phone, email etc). This should be reported back to the Institute Management and then to the Director/Board. Dynamic assessments will be made depending on precise situation. Priority to any essential research, cell culture maintenance, and completion of any in vivo experimentation. Safety must be a key consideration, equipment to be made safe by staff that are able to come to site. Arrangements for routine checks to be made throughout the research labs to ensure key equipment continues to function (fridges, freezers & -80 freezers etc).  **Specialist Research Facilities**  This covers specialist facilities within Centres (microscopy, Mass specs, RTpcr machines etc) which are offered as services. This will be applicable where staff are required to provide the service/operate the equipment.  Predicted absence: Bookings should be postponed where possible. If the research is essential, then can arrangements be made for key staff be available to operate the facility. Communications to user group will be essential for planning.  Unpredicted absence:  Short term (up to 1 day) and Medium Term (up to 7 days) absence of staff to run the facility:   * Postpone bookings, direct people to other facilities if available. Liaise with the managers of other facilities to determine availability.   Long Term (over 7 days) absence of staff to run the facility:   * Continue postponing where possible and directing users to other facilities. * Where similar facilities are not available within QMUL, reach out to facilities at other Institutions   **Education:**  **Communication to students via email lists, QMPLus Message Board/Student Café.**  Predicted disruption: Planning can take place. Move to online or rearrange schedule as appropriate. Planning to involve program & module leads, Education leads and manager taking into account Central University education planning for the disruption. Clear communication to students essential.  Unpredicted disruption: Dynamic assessment. Module leads (or deputies) to assess impact on modules. To report back to the education leads and education manager as appropriate.  Planned examinations/assessments take priority.  Which lectures/teaching sessions affected?  Is there scope to reschedule?  Are staff able to provide the education online?  Who is available to take the sessions?  Do we have the course materials available online to be able to give to the students? |
| **Subsequent / Ongoing Actions:** |
| **Daily updates to the Director, Board & Management. Scheduled TEAMs meeting.**  Communications to all staff and students as appropriate (decided by the Board) |

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| **DOCUMENTED WORKAROUNDS** | |
| **Affected area/process** | **Workaround Detail** |
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## Systems / IT

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| In the event of an incident impacting availability of or access to essential systems / IT, the following key actionsare to be reviewed and completed by the Business Continuity Plan Owner / nominated individual(s) to support Faculty / Directorate ongoing operations: |

**For QMUL-supported IT outages, the IT Disaster Recovery process will be followed and led by IT Services.**

**For extended IT outages, manual workarounds have been identified as far as possible and are detailed below.**

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| **Immediate Actions:** |
| **Situation Report** – gather information on what has happened and brief Institute Management/Director as appropriate:   * Extent of IT outage. Is it localised to an area, floor or building. * Contact IT helpdesk ext. 8888 or if internal IP phones not working call 020 7882 8888 from a mobile phone. List to any pre-recorded information given. * Can the IT status page on the web be viewed via Mobile on 4G if not directly from WiFi.   WHRI Management will liaise and provide communications if required. Communications will be via TEAMs chat/meetings. TEAMs will still work via 4G and home/other Wi-Fi networks.  Localised issues should be raised with the IT helpdesk (ext.8888) and would not warrant BCP invocation. |
| **BC Plan Invocation (Based upon an impact assessment of the incident using information gathered from IT):**  If widespread outage is experienced then the WHRI will rely on communications, information and instructions from IT services as detailed in their BCP.  ITS assigns an appropriate level of service to each service it provides. The service level includes the recovery time that is expected for a given outage of a service. This ranges from 2 hours for Gold level, 7 hours for Silver and 2 days for Bronze. The full list of services and their respective sevice levels can be found here <https://www.its.qmul.ac.uk/services/service-catalogue-items/gold-silver-bronze/>  **Research**  Most research activities are not dependent directly on the IT infrastructure so can continue. Data normally saved to shared drives etc will have to be stored locally until network is functioning again. Care should be taken in the use of USB drives to prevent virus spread.  **Freezer Alarm system**  The t-scan alarm system will remain active if the network fails (G4 receivers installed with local UPS backup). The individual probes are battery operated so will continue to record and send the data. The alarm function will remain active. Checks on the system by individual Centres should be carried out to ensure that it continues to function correctly. In the event of failure of the T-Scan system, manual checks on monitored appliances will be required. Lab mangers should set up a rota for their centre’s freezers – including those in the freezer stores. Appliances should be checked 3 times a day. Security will be asked to patrol once through the night if required.  **Office-Based Activites**  These will be the most affected. Likely that there will be no internet access and therefore no access to shared drives, storage areas etc. IP phone system will not be working. Managed computers will not be functional. Working from home may be the best option until network restored.  **Education**  Audio-Visual etc will be covered by the ITS BCP.  **University Systems**  Agresso, MySis, MyHr, ResourceLink, Oleeo, WorkTribe etc will all likely be offline. We will be governed by the ITS BCP and workarounds put in place by the service departments. |
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| **Subsequent / Ongoing Actions:** |
| **Communications will come from ITS. They will be cascaded to all institute members by available methods.** |

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| **DOCUMENTED WORKAROUNDS** | |
| **Affected area/process** | **Workaround Detail** |
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## Suppliers / Supply Chain

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| In the event of an incident impacting the capability, capacity and/or availability of the supply chain the following key actionsare to be reviewed and completed by the Business Continuity Plan Owner / nominated individual(s): |

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| **Immediate Actions:** |
| **Suppliers important to WHRI functions**   * BOC, Lab gasses (CO2, N2, liquid N2 etc). * Sole suppliers of reagents for specific equipment. * Consumables suppliers. |
| **BC Plan Invocation (Based upon an impact assessment of the shortages being experienced)**  For most items there are alternative suppliers available and many will be on the eMarketplace or on the QMUL Supplier list. It is only if there is no alternative supplier or if there is a nationwide/global shortage that the BCP would be invoked.  Significant supply failure notified as soon as possible to Institute management with an impact assessment by the research group affected.  Management to liaise with all lab managers to determine impact across the Institute and if appropriate across the Faculty and QMUL – in liaison with the procurement team.  The Director & Board will be briefed, and BC plan invoked if it is judged that output from the WHRI will be adversely affected.  Plan to be cascaded to the centres within the WHRI either via all staff email or via Centre Leads/Lab Managers as appropriate to the scale of the issue. |
| **Priorities:**  Depending on the specific shortage, any stock should be directed as follows   * Clinical studies involving patients. * Maintenance of primary cell lines/newly created cell lines yet to be banked (bank asap). * On-going in-vivo studies * Analysis of sensitive samples which cannot be stored   Depending on the shortage and information regarding supplies being reinstated, procedures to conserve stocks should be implemented. Some examples as follows   * CO2 shortage: reduce the number of CO2 incubators in use, share incubators, postpone experiments requiring cell culture if possible. * Liquid nitrogen shortage: work with cryostore to reduce the opening & closing of tanks, store samples at -80 and do one transfer of samples per day. * Can methodology be adjusted to reduce the use of a particular material.   Work with procurement department to find alternative suppliers. Confirm if procurement are liaising with the key supplier or nominate a lab manager to take on the communication. |
| **Subsequent / Ongoing Actions:** |
| **Ongoing Communications:**   * Continue working with procurement and the key supplier * Keep updating the Centre Leads, and lab managers of any updates to the situation.   **Prolonged Shortage**   * If the shortage continues beyond available stocks then plans to stop the research will need to be put in place. JRMO should be involved in discussions with funding bodies if there is likely to be a prolonged stop to research programmes. |

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| **DOCUMENTED WORKAROUNDS** | |
| **Affected area/process** | **Workaround Detail** |
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# Recovery - Return to Business as Usual (BAU)

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| During and following an incident, Faculties / Directorates / departments may be functioning at a lower capacity than normal or be unable to perform particular tasks. Whether Location, staff, IT or Systems the next objective is to get all areas back to pre-incident levels (back to normal tasks, capacity etc), once the incident is concluding. To do this there will be additional steps required. On notification to return to pre incident operating conditions the following key actions are to be invoked by the Plan Owner: |

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| **Actions:** |
| **BC Plan close down:**  Once the primary issue causing the BCP to be enacted has been addressed, senior management of the area affected or the Director & Board if whole of WHRI was affected shall meet to determine the close down of the BC plan.  Assurances must be in place that the area(s) are safe to re-occupy and/or sufficient staff are in place for the activities to resume as per normal. HSD have provided a checklist to be completed (appendix, section 6.3)  A plan for the return to Business as Usual (BAU) will be put in place and communicated to all involved. Likely to be via an “all staff & student” TEAMs meeting.  Timescale to be decided at the time depending on the situation. |
| **Resumption of Service (IT / Supplier):**  Confirmation that IT systems are fully restored will come from QMUL ITS.  Resumption of key supplies will be notified by the supplier to the key contact identified in 4.5 and/or procurement. |
| **Reoccupation of Primary Workplace:**   * Confirmation that space is safe to reoccupy will come from EAF and/or HSD * Key staff (lab managers & administrators) will confirm that the area is OK for reoccupation and set up as appropriate. * Any equipment moves to be organised. * Timescale for reoccupation will depend on the specific situation and scale of equipment moves. * HRH Logistics & EAF to be used for moves as required.   All Centre or All staff student emails/TEAMs will be used to communicate reoccupation plans. |
| **Departure from Alternative Working Location (AWL) (only if applicable):**  Mostly will be home working to back on campus.  Where research activity has been moved to other locations, this will be moved back to normal location. HRH Logistics to be used for equipment moves.  Any clean-up required in the temporary location to be arranged via EAF. |
| **Priorities:**   * Ensure all cold storage is operating correctly. Analyse T-Scan logs for all appliances to check for any periods where appliances may have been out of range. * Ensure all research has resumed. * Specialist facilities are up and running again. Advertise services if business has dipped. * All courses running smoothly. * Make a note of any lessons to be learned. |
| **Communications:**  Daily updates to Institute Management, and then up to the Director and Board as appropriate, during the first week of resumption of BAU to ensure that all is going smoothly and to identify any issues as soon as they arise.  All staff & students of the WHRI to be thanked as appropriate for bearing with any disruption and the assistance they will have given.  Thank you messages to be sent to all service teams that will have assisted the WHRI during the disruption. |

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# Supporting Appendices

## Appendix: Call Cascade List

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| **CASCADE 1**  **WHRI Board** | **NOTIFYING** | **PRIMARY NUMBER** | **SECONDARY NUMBER** |
| **Gerald McLaren** | Panos Deloukas | 2103 | Mobile on Record |
|  | Cos Pitzalis | 8191 | Mobile on Record |
|  | Marta Korbonits | 6238 | Mobile on Record |
|  | Steffen Petersen | 6902 | Mobile on Record |
|  | Federica Marelli-Berg | 3443 | Mobile on Record |
|  | Patsy Munroe | 3586 | Mobile on Record |
|  | Anthony Mathur |  | Mobile on Record |
|  | Sussan Nourshargh | 8240 | Mobile on Record |
|  | Chris Thiemermann | 2107 | Mobile on Record |

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| **CASCADE 2**  **Lab Management** | **NOTIFYING** | **PRIMARY NUMBER** | **SECONDARY NUMBER** |
| **WhatsApp group in place** |  |  |  |
| **Steven Coppen** | Martin Goss | 5642 | Mobile on Record |
|  | Pooja Monykuttan |  | Mobile on Record |
|  | Thomas (Joe) O’Neill | 5682 | Mobile on Record |
|  | Erika Cadoni | 8194 | Mobile on Record |
|  | Noorafza Khan | 8112 | Mobile on Record |
|  | Steve Harwood | 2122 | Mobile on Record |
|  | Matthew Golding | 8239 | Mobile on Record |
|  | Jonathan Ho | 5720 | Mobile on Record |
|  | Asvi Francois | 6865 | Mobile on Record |
|  | Stephane Bourgeois | 6651 | Mobile on Record |

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| **CASCADE 3**  **Education** | **NOTIFYING** | **PRIMARY NUMBER** | **SECONDARY NUMBER** |
| **Nina Ravic** | Dunja Aksentijevic |  | Mobile on Record |
|  | James Whiteford | 3909 | Mobile on Record |
|  | Eirini Marouli |  | Mobile on Record |
|  | Sadani Cooray | 6362 | Mobile on Record |

## Appendix: Key Contacts Information

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| Details of internal and external dependencies and contacts that may require notifying or communicating with during an incident. |

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| **INTERNAL DEPENDENCIES / CONTACTS** | | | |
| **Team Name** | **Contact Name** | **Email** | **Phone Number** |
| EAF | Helpdesk | eaf-helpdesk@qmul.ac.uk | 020 7882 2580 |
| ITS | Helpdesk | ITS-helpdesk@qmul.ac.uk | 020 7882 8888 |
| Security (ChSq) |  | chsq-security@qmul.ac.uk | 020 7882 6020 |
| Security (Main) |  | mile-end-security@qmul.ac.uk | 020 7882 3333 |
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**FULL CONTACTS LIST (Lisst with mobile contacts available from respective Institute Management)**

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| **Charterhouse Square Emergency Contact List** | | | | | | |  |
|  | | Institute | | Centre | | Ext | Email |
| **William Harvey Research Institute (WHRI)** | | | | | | | |
| Panos Deloukas | | WHRI | | Director | | 2103 | [p.deloukas@qmul.ac.uk](mailto:p.deloukas@qmul.ac.uk) |
| Marta Korbonits | | WHRI | | Deputy Director | | 6238 | [m.korbonits@qmul.ac.uk](mailto:m.korbonits@qmul.ac.uk) |
| Cos Pitzalis | | WHRI | | Deputy Director | | 8191 | [c.pitzalis@qmul.ac.uk](mailto:c.pitzalis@qmul.ac.uk) |
| Gerald McLaren | | WHRI | | Institute Manager | | 6090 | [g.mclaren@qmul.ac.uk](mailto:g.mclaren@qmul.ac.uk) |
| Steven Coppen | | WHRI | | Deputy Institute Manager | | 8234 | [s.r.coppen@qmul.ac.uk](mailto:s.r.coppen@qmul.ac.uk) |
| Nina Ravic | | WHRI | | Education Manager | | 3404 | [n.ravic@qmul.ac.uk](mailto:n.ravic@qmul.ac.uk) |
| Dunja Aksentijevik | | WHRI | | Education Lead | |  | d.aksentijevic@qmul.ac.uk |
| Federica Marelli-Berg | | WHRI | | Research Lead | | 3443 | [f.marelli-berg@qmul.ac.uk](mailto:f.marelli-berg@qmul.ac.uk) |
| James Whiteford | | WHRI | | PGR Lead | | 3909 | [j.whiteford@qmul.ac.uk](mailto:j.whiteford@qmul.ac.uk) |
| Eirini Marouli | | WHRI | | PGT Lead | |  | [e.marouli@qmul.ac.uk](mailto:e.marouli@qmul.ac.uk) |
| Sadani Cooray | | WHRI | | UG Lead | | 6362 | [s.n.cooray@qmul.ac.uk](mailto:s.n.cooray@qmul.ac.uk) |
| Ade Alele | | WHRI | | Comms Officer | | 2353 | [a.alele@qmul.ac.uk](mailto:a.alele@qmul.ac.uk) |
|  | | | | | | | |
| **WHRI Centre Leads & Deputies** | | | | | | | |
| Steffen Petersen | | ACI | | Centre Lead | | 6902 | [s.e.petersen@qmul.ac.uk](mailto:s.e.petersen@qmul.ac.uk) |
| Francesca Pugliese | | ACI | | Deputy Centre Lead | | 8770 | [f.pugliese@qmul.ac.uk](mailto:f.pugliese@qmul.ac.uk) |
| Federica Marelli-Berg | | Biopharm | | Centre Lead | | 3443 | [f.marelli-berg@qmul.ac.uk](mailto:f.marelli-berg@qmul.ac.uk) |
| Dianne Cooper | | Biopharm | | Deputy Centre Lead | | 5643 | [d.cooper@qmul.ac.uk](mailto:d.cooper@qmul.ac.uk) |
| Anthony Mathur | | CVMD | | Centre Lead | |  | [a.mathur@qmul.ac.uk](mailto:a.mathur@qmul.ac.uk) |
| Amrita Ahluwalia | | CVMD | | Deputy Centre Lead (non-clinical) | | 8377 | [a.ahluwalia@qmul.ac.uk](mailto:a.ahluwalia@qmul.ac.uk) |
| Andreas Baumbach | | CVMD | | Deputy Centre Lead (clinical) | |  | [a.baumbach@qmul.ac.uk](mailto:a.baumbach@qmul.ac.uk) |
| Patsy Munroe | | ClinPharm | | Centre Lead | | 3586 | [p.b.munroe@qmul.ac.uk](mailto:p.b.munroe@qmul.ac.uk) |
| Ajay Gupta | | ClinPharm | | Deputy Centre Lead | |  | [ajay.gupta@qmul.ac.uk](mailto:ajay.gupta@qmul.ac.uk) |
| Lou Metherell | | Endo | | Centre Lead | | 6236 | [l.a.metherell@qmul.ac.uk](mailto:l.a.metherell@qmul.ac.uk) |
| Leo Guasti | | Endo | | Deputy Centre Lead | |  | [l.guasti@qmul.ac.uk](mailto:l.guasti@qmul.ac.uk) |
| Cos Pitzalis | | EMR | | Centre Lead | | 8191 | [c.pitzalis@qmul.ac.uk](mailto:c.pitzalis@qmul.ac.uk) |
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Add all Key People/Companies/Support Desks, outside of QMUL. Add extra rows as required.

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## Appendix: HSD Reoccupation Checklist

**Building Re-occupation checks – for H&S (building user safety)**

Date:

Checker Name:

Archibus Room Number:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Item | Y/N  (Y=satisfactory, N= not satisfactory) | Comments | Action/s necessary and who should complete and by what date. |
|  | Laboratory ventilated solvent/ flammables storage (e.g. under fume cupboards or spark-proof fridges) –   * cupboard venting continues according to installer’s / LEV parameters. * no evidence of exploded solvent bottles during shut down * no evidence of solvent vapour or fume release during shutdown * no bottle breakage or container warping due to cabinet movements or ventilation shutdown |  |  |  |
|  | Laboratory oxidising chemical storage.   * no bottle breakage or container warping due to cabinet movements or ventilation shutdown. * no spills or mixing of substances has occurred. * no evidence for inadvertent ignition or fire catalysis observed * If vented, cupboard venting continues according to installer’s / LEV parameters. |  |  |  |
|  | Laboratory acids storage   * no bottle breakage or container warping due to cabinet movements or ventilation shutdown. * no spills or mixing of substances has occurred. * No corrosion of surfaces has occurred. * If vented, cupboard venting continues according to installer’s / LEV parameters. |  |  |  |
|  | **Ducted** local exhaust ventilation systems operate as per last test certificate.   * Fume cupboard * Safety cabinet * BSU IVC system * BSU downdraft table * Other ducted extraction system   Name:  Utilise vane anemometer to check air inflows (available from campus safety coordinators or HSD) |  |  |  |
|  | Any fixed equipment that has been moved is not damaged and is returned to its original position and operates correctly.   * Any portable equipment operates safely upon being plugged in * Water damage to any equipment has been identified and equipment taken out of use until repair |  |  |  |
|  | JVSC courtyard Denios store units are powered on and remain powered on during testing.   * no evidence of exploded solvent bottles during shut down * no evidence of solvent vapour or fume release during shutdown * no bottle breakage or container warping due to ventilation shutdown |  |  |  |
|  | Freezers remain powered on and have not released contents. |  |  |  |
|  | Room ventilation systems are operating as per set parameters.   * Containment Level 2 laboratory rooms have not become positively pressurised to atmosphere / adjacent rooms * BSU holding rooms and WHRI in vivo rooms have not become positively pressurised to atmosphere / adjacent rooms |  |  |  |
|  | Non BSU rooms, building communal spaces and opened risers are not observed to have animal smells or ammonia smalls present |  |  |  |
|  | (BCI Ground floor) Radiation laboratory rooms doors are closed when not occupied by authorised staff |  |  |  |
|  | Opened risers where asbestos is present is confirmed by asbestos manager not to have been disturbed |  |  |  |
|  | Autoclaves and cage washers have correct steam / water supply and operate to installer’s parameters |  |  |  |
|  | All building rooms have their lighting operating as per previous status |  |  |  |
|  | Steps, ceiling, wall, door and floor damages due to any shutdown contractor work/repairs have been identified for repairs.   * Room taken out of use if damages are substantial and is unsafe |  |  |  |
|  | Water stagnation in basement has been cleared   * No ammonia or animal smells observed * No mould formation observed |  |  |  |
|  | Piped gases connections are stable to final point  Compressed gas installations (in and outside building) are checked and operate to set parameters |  |  |  |
|  | Other issue identified: |  |  |  |