







Contingency plan Version 1

### **Contingency Operations**

In the event of a disruption to the normal organisation of HEROS, it will shift into that of the contingency organisation.

#### **The Basic Elements of the Plan Are:**

1. Identification of essential activities that must be performed
2. Alternate locations for performing essential activities (if required)
3. Excepted employees to perform the essential activities, including continued command and delivery of the educational programmes
4. Leadership and support services for the continued education provision.

#### **The primary objectives of this plan are to:**

1. Protect the safety and well-being of employees, students, and others
2. Minimize interruptions to essential functions
3. Ensure continued leadership
4. Provide for an orderly means of addressing problems and restoring normal operations as quickly and safely as possible

#### **The primary duties of HEROS (education) are:**

1. To continue instructional and related educational services at HEROS
2. To protect employees, students and visitors until normal business operations are resumed.
3. To ensure that a viable capability exists to respond to an incident and/ or staff absence.
4. To manage all response activities.
5. To support and communicate with employees and managers

#### **In the event of a staff absence or dismissal.**

Dependent on the role of the absentee, a qualified instructor, administrator would be sought via the BHA contact list and locally approved 1<sup>st</sup>4Sport centres such as Abingdon and Witney College or Haddon Training.

Fortunately HEROS is well situated on the site of North Farm Stud and therefore, HEROS has significant provision of skilled professionals that would be able to contribute to the



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delivery of any sessions should the need occur.

HEROS (Education) has two full time, qualified assessors that are based on site and this would ensure that there would be a contingent if the need arose.