

THE NATIONAL GALLERY

DISASTER PLANNING RISK MANAGEMENT STATEMENT

DISASTER PLANNING 2011

Introduction

This policy sets out the ways in which the National Gallery will manage any incident that threatens to significantly interrupt its business, and through effective management and communication lessen the impact of any such incident.

Risks

The principal risks this policy sets out to address are as follows:

- significant business interruption
- failure to limit the damage caused by an incident to the collection or the building
- failure to salvage elements of the collection
- loss of records
- failure to limit physical danger to general public and staff
- reputational risk of poor disaster management

Policy and procedure

There is an Incident Management Group consisting of the Director or the Director of Collections; the Director of Conservation or Deputy; the Head of Visitor Services and Security or Deputy; the Head of Building & Facilities or Head of Technical Services; the Head of Human Resources or Deputy; the Director of Operations and Administration and the Director of Public Affairs and Development. This group takes responsibility for management decisions in the event of an incident.

The senior security officer on duty will initially take charge of the incident and temporarily assume the role of Incident Controller. This may be the Head of Visitor Services and Security during the day or a Security Team Leader during silent hours. Initial action will be to take immediate action to save life, protect the building and the collections, ensure the emergency services are alerted and contact members of the Incident Management Group.

Once the Incident Management Group has assembled, and after taking account of the nature of the incident, one of the first tasks will be to confirm who will be the Incident Controller for the duration. The role of the Incident Controller will include liaison with the emergency services

There is a published Disaster Control Plan, detailing the management responsibilities and actions to be taken in the event of a major incident. Included in the distribution list for the Plan are the Wilkins and Sainsbury Wing Control Rooms and the West Door Office.

Each department has documented procedures for salvage and recovery within their own areas of responsibility and, where appropriate, there are agreements with outside agencies to provide additional help and expertise.

Disaster Planning Risk Management Statement

The Gallery has carried out an assessment of the impact of loss of processes and taken steps to prioritise the back to business plan.

A series of training exercises have been carried out involving senior managers and a high level of awareness of procedures exists among them. Induction training that includes an introduction to the principles of salvage and recovery and the Gallery's incident management structure is established for all new members of staff where relevant. Details of the Gallery's Disaster Planning requirements as it relates to individuals, their job and associated training are the responsibility of individual Heads of Department.

Responsibilities

Although responsibility for the overall effectiveness of this policy remains with the Director, steps to ensure its full implementation are taken by the Disaster Planning Committee, chaired by the Director of Conservation.

Heads of Departments are responsible for undertaking risk assessment to reduce or eliminate potential disasters within their areas of responsibility.