

Business Continuity Plan
For
Disaster Recovery in the event of a Critical Incident

April 2013

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1.0 Introduction

The XXX Academy Business Continuity Plan (BCP) has been written for those who will be involved in re-establishing the operational delivery of services following a major incident. It should be read in conjunction with:

- The matching XXX Business Continuity Plan
- The Academy's fire evacuation plan (the operation of which does not necessarily activate the BCP).

2.0 Definitions

An emergency is any event which causes, or has the potential to cause injury, loss of life, damage to property or significant business disruption.

A disaster is the escalation of an emergency to the point where normal conditions are not expected to be recovered for at least 24 hours.

3.0 General Information

3.1 Review and Training

This document should be reviewed annually by the Leadership Teams and the Academy Trust Board.

3.2 Associated Documents/information

Associated Documents include:

- XXX Business Continuity Plan
- Fire Evacuation Plans
- Fire risk assessment
- Snow Chain

3.3 Emergency Contact Information

An emergency information pack is kept at reception in the main Academy office and includes:

- Copies of this document
- The snow chain

Access to staff and student data (those on roll) with home phone numbers can be accessed on-line from SIMS.

4.0 Strategy

If a disaster is declared by XXX ACADEMY's Principal or their deputy and/or XXX Academy's Account Director, both XXX ACADEMY's Business Continuity Plan and the XXX Academy Business Continuity Plan will be activated.

Staff communication will be via email and the website if this is operable, or by use of the snow plan telephone lists if not.

The following organisations may need to be advised of the implementation of the Business Continuity Plan as soon as possible:

- Director of Children's Services office 01234 5678910
- Buildings Team 01234 5678910
- Press Office 01234 5678910
- Health and Safety Advisors 01234 5678910
- Health and Safety Executive (HSE) 01234 5678910
- Insurance Advisors 01234 5678910
- Local Police 01234 5678910
- Local Fire Service 01234 5678910

5.0 Roles and Responsibilities

5.1 *Principal or their Deputy*

The Principal is responsible for the implementation and co-ordination of the BCP, including:

- Immediately contacting the XXX Account Director if the disaster relates to the built environment or the ICT infrastructure to establish if the building can be re-occupied and/or service delivery reinstated
- Co-ordination of status reports/communication for the benefit of all audiences (including staff, students, parents, LA, Academies Team at DFE, press)
- Maintaining the BCP in an up-to-date format by delegating responsibility to the Finance Director for updates.

5.2 *Incident Management Team (IMT)*

Lead by the Principal, the Incident Management Team includes all Assistant and Deputy Principals / Heads of both schools, the Facilities Manager and the XXX Site Manager. Additional members of the team will be recruited to match the specific needs of the incident.

The IMT is responsible for acting under the direction of the Principal (or their Deputy) to restore normal conditions as soon as possible.

5.3 *Staff*

Staff are required to co-operate with the IMT in support of the BCP.

In the event that staff are sent home, they should remain available during normal working hours to assist with necessary tasks.

6.0 Procedure for Closing the Academy

6.1 Closure in advance of a School day

The school can be closed in advance of a normal school day using the following system:

1. Closure authorised by the Principal or their Deputy
2. Notification of a school closure using the Local Authority On-line website (actioned by XXX). If XXX is unavailable please contact XXX, Director of Children's Services office.
3. Implementing the school staff 'snow chain' (actioned by – Senior / Decision Leadership Team)
4. Recording the closure on the home page of the school website (actioned by – XXX)
5. Sending out text messages via the 'Keep Kids Safe' system to all parents (actioned by –XXX).

6.2 Closure during a School Day

It is never a preferred option to close the school during a school day but it can be done using the following procedures:

1. Closure authorised by the Principal or their Deputy on the basis that students with parental authorisation may make their way home by themselves. Students will continue to be supervised by staff until parents authorise them to leave or they are collected.
 - a. Parental authorisation can be provided by text message or email from a parental phone number or email address directly to the student's phone and seen (and recorded) by a member of staff
 - b. Consider use of Places of Safety (as described below).
2. Notification of the school closure using the website (actioned by – XXX). If XXX is unavailable please contact XXX, Director of Children's Services office
3. Recording the closure on the home page of the school website (actioned by – XXX). If the school website is unavailable, contact the XXX to post a message on XXX online
4. Sending out text messages to all parents via 'Keep Kids Safe' (actioned by – XXX).

6.3 Immediate Places of Safety

In the event of a major incident on site requiring the school to be closed, students will assemble at the primary assembly points. If these are not useable staff will escort students to the secondary assembly points.

Insert here a map of the campus showing primary and secondary assembly points, running track and top staff car park respectively.

6.4 Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, students will be escorted into the grounds of XXX from where they can be collected or from where they can be released to make their own way home.

7.0 Lockdown Procedure

It is now possible to envisage circumstances where the school may wish to lock itself in, to secure staff and students from an outside threat. This circumstance is described as a 'lockdown'.

If a lockdown is declared:

- The XXX Academy Site Manager will be advised to implement the lockdown via word-of-mouth or by using XXX Academy's walkie talkie on Channel 3
- The IMT will communicate via XXX ACADEMY's walkie talkies on Channel 1
- The school will be advised that it is in 'lockdown' by word-of-mouth or by announcement via the building's public address system
- All staff will remain in classrooms and keep students calm and away from windows
- All students in external PE lessons will be advised to return to the Sports Hall on floor 1.

The lockdown will proceed in the following priority:

- The external gates of the school will be closed and locked ensuring no one can enter or leave the premises (5 gates)
- The following doors will then be locked:
 - Main building front entrances (2)
Note: the rear entrance to the XXX ACADEMY building (PE corridor) can be accessible if necessary by using swipe cards

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor Academy entrances via CCTV, and discretely from the side windows in the Contemplation Room 1 [GD40(1) 1A01] on the first floor. The gates should only be opened by XXX Academy when visual confirmation of the presence of the Emergency Services can be confirmed.

8.0 Silent Evacuation

Staff will be aware that the majority of fire escapes are only accessible when the fire alarm releases the Maglocks to open doors. The building is also equipped with a single release that will free Maglocks without the need for the fire alarm. This provision is available if it ever became necessary to complete a silent evacuation. Doors will be released by XXX Academy following an instruction from IMT. Notification of a silent evacuation would be made by word-of-mouth.

9.0 Business Recovery in the Event of a Loss of Buildings or site Space

9.1 General

Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the PFI Contractor and the Local Authority. In the event of building unavailability, the school will be entitled to financial unavailability deductions to off-set the Unitary Charge Payments that will still be due for payment.

Temporary working facilities are the responsibility of the School and Academy Trust for which it holds insurance (see below).

9.2 Insurance

The schools hold insurance to the value of XXX (total) over a three year period (maximum) to cover the cost of temporary accommodation.

9.3 Replacement Site Facilities

The size and scope of facilities required for the school will vary according to circumstance. In the first instance contact should be made with the XXX Insurance on 0134 5678910.

The location of the temporary accommodation will be determined based on the space required and circumstances at the time. Two possible locations that have been identified for consideration should temporary accommodation / buildings need to be sited are:

- XXX
- YYY
- ZZZ

Erecting additional buildings on our current campus site will always be the preferred solution.

10.0 Pandemic Threat / Mass Staff Unavailability

Loss of staff is considered a generic threat to operations. The spread of a virus capable of impacting on operational service delivery is now considered genuine and serious.

In the event of mass staff illness, the IMT will shut the school to students using the same procedures described above.

11.0 Other Threats

The following Other Threats have been considered

- Phone and ICT Communications Loss
- Finance Process Breakdown – payments to staff & suppliers fail
- Utilities / Energy Supply failure
- Service Delivery Loss of General Nature – XXX Academy are unable to provide buildings or ICT support
- Key Supplier Failure other than XXX Academy – Catering, transport
- Evacuation due to Nearby Incident
- Bad Weather prolonged
- Strikes
- Terrorist Attack or Threat

12.0 Draft Recovery Action Plans

Operational Threat	Steps to Restore Normal Working	Action by Whom	Comments/Notes
Phone and ICT Communications Loss	1.		
Finance Process Breakdown – payments to staff & suppliers fail			
Utilities / Energy Supply failure	1.		
Building Loss – partial or complete (Fire, Flood etc.)	1.		
Building Denial leading to short term lack of access	1.		
Service Delivery Loss of General Nature – XXX Academy are unable to provide buildings or ICT support	1.		
Key Supplier Failure other than XXX Academy – e.g. Catering, transport	1.		
Evacuation due to Nearby Incident	1.		
Lockdown due to Nearby Incident	1.		
Fire	1.		
Bad Weather prolonged			
Strikes	1.		
Terrorist Attack or Threat			

24/04/13