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BUSINESS CONTINUITY PLAN

FOR DISASTER RECOVERY

IN THE EVENT OF A CRITICAL INCIDENT

Approved by:	Board of Directors	Date: 11 May 2021

Last reviewed on:	May 2021

Next review due by:	May 2022

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1.0   Introduction

The Bardfield 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 School's fire evacuation plan (the operation of which does not necessarily activate the BCP).

2.0   Definitions

An emergency is any event that 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

The Leadership Team and the Academy Trust Board should review this document every 2 years.

3.2   Associated Documents/information

Associated Documents include:
- Fire Evacuation Plans
- Fire risk assessment

3.3   Emergency Contact Information

An emergency information pack is kept in the main school office and includes:
- Copies of this document
- Contact numbers for all staff
- Instructions for e-mail and texting services

Access to student data (those on roll) with home phone numbers can be accessed online from ScholarPack.

4.0   Strategy

If a disaster is declared by the Headteacher of the school or their deputy, the School Business Continuity Plan will be activated.

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

The following organisations may need to be advised of the implementation of the Business Continuity Plan as soon as possible:
- Health and Safety Executive (HSE)
- Insurance Company
- Local Police
- Local Fire Service

5.0   Roles and Responsibilities

5.1   Headteacher or their Deputy
The Headteacher is responsible for the implementation and co-ordination of the BCP, including:
- Communicating any incident with the CEO.
- 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 Office Team Leader for updates.

5.2   Incident Management Team (IMT)
Led by the Headteacher, the Incident Management Team includes the Senior Leadership Team and the 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 Headteacher (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 Headteacher or their Deputy
2. Notification of a school closure using the Local Authority online website (actioned by Headteacher or Office Team Leader).
3. Contacting the school staff via text (actioned by Senior Leadership Team)
4. Recording the closure on the home page of the school website (actioned by Office Team Leader or website administrator).
5. Sending out text messages via the school's text messaging system to all parents (actioned by Office Team Leader).

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 Headteacher 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.
2. Notification of the school closure using the Local Authority website (actioned by Headteacher).
3. Recording the closure on the home page of the school website (actioned by Office Team Leader).
4. Sending out text messages to all parents via the school's text messaging system (actioned by Office Team Leader).

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.

Primary Assembly Points: KS2 Playground
Secondary Assembly Points: School Hall(s)

6.4   Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, students will be escorted to an area off site, from where they can be collected or from where they can be released to make their own way home, subject to parental authorisation.

The School's off site place of safety is located at: *St Chads Church,*
782 Clay Hill Rd, Vange, Basildon SS16 4NG

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'.

For Full Lockdown procedures please see Appendix F.

If a lockdown is declared:
- The school's Site Manager (or other nominated person in their absence) will be advised to implement the lockdown via word-of- mouth or via mobile phone contact with the Headteacher or Office Team Leader.
- The IMT will communicate via mobile phone.
- The school will be advised that it is in 'lockdown' by word-of-mouth.
- All staff will remain in classrooms and keep students calm and away from windows and where there are blinds they will be pulled.
- All students in external PE lessons will be advised to return to their respective halls (Key Stage 1 or 2) or their classroom – whichever is the nearest.

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.

The following doors will then be locked:
- Main building front entrance.
- All other external school doors.

Monitoring the Site Entrances:
Once the site is secure, staff should return to the building and monitor all entrances via CCTV (if fitted), and/or discretely from windows in the (main office and Headteacher's room). The gates should only be opened when visual confirmation of the presence of the Emergency Services can be confirmed.

8.0   Silent Evacuation

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 School.

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

9.2 Insurance

The schools holds insurance via Essex County Council, who should be notified as soon as the BCP is initiated.

9.3 IT Backup

The school's main IT systems are cloud based, e.g. finance, HR, pupil data. The school uses the cloud based Google Mail and Google Drive for email and documents ensuring access to essential systems and information wherever there is an internet connection. The school's asset register and inventory are stored on Google Drive.

9.4 Replacement Site Facilities

The size and scope of facilities required for the school will vary according to circumstance.

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:

1. Woodlands School -Woodlands Approach, off Nether Mayne, Basildon, SS16 5BA
   01268 282146
2. The Basildon Lower Academy - Timberlog Close, Timberlog Lane, Basildon, SS14 1UX
   01268 552536

   Erecting additional buildings on our current site could also be a 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 – the school is unable to provide buildings or ICT support
- Key Supplier Failure - Catering, Broadband
- Evacuation due to Nearby Incident
- Bad Weather prolonged
- Terrorist Attack or Threat
- Strikes

12.0 Activation Process

```
                    ┌─────────────────────────┐
                    │      Incident occurs     │
                    └─────────────────────────┘
                                 │
                                 ▼
          ┌──────────────────────────────────────────┐
          │  Academy Incident Management Team alerted │
          │            to the incident                │
          └──────────────────────────────────────────┘
                                 │
                                 ▼
          ┌──────────────────────────────────────────┐
          │  Steps taken to assess the scale,         │
          │  severity and impact of the incident      │
          └──────────────────────────────────────────┘
              │                                  │
              ▼                                  ▼
   ┌────────────────────┐  ┌─────────┐  ┌────────────────────┐
   │ Incident has little │◄►│ Monitor │◄►│   Incident has      │
   │ or no impact on     │  │situation│  │ significant impact  │
   │ critical functions  │  └─────────┘  │ on critical functions│
   └────────────────────┘                └────────────────────┘
              │                                      │
              ▼                                      ▼
   ┌────────────────────┐                ┌────────────────────┐
   │  Continuity plan    │                │     Activate        │
   │  not activated      │                │  continuity plan    │
   └────────────────────┘                └────────────────────┘
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Incident occurs

Academy Incident Management Team alerted to the incident

Steps taken to assess the scale, severity and impact of the incident

Incident has little or no impact on critical functions

Monitor situation

Incident has significant impact on critical functions

Continuity plan not activated

Activate continuity plan

Inform key stakeholders of plan activation and undertake appropriate communication actions

Ensure key decisions and actions are logged

Incident Management Actions

Business Continuity Actions

Recovery and Resumption Actions

Appendices

A: Events, Decisions and Actions Log Template

B: Impact Assessment Form

C: Lost Property Form

D: Financial Expenditure Log

E: Draft Recovery Action Plan Template

F: Lockdown Procedure

Appendix A – Log of Events, Decisions and Actions

Log of Events, Decisions and Actions				
Completed by		**Sheet Number**		
Incident		**Date**		
Time **24hr clock**	**Log Details**			

Appendix B – Impact Assessment Form

Impact Assessment Form			
Completed By		**Incident**	
Date		**Time**	

Question	Logged Response		
How were you made aware of the incident?			
What is the nature of the incident? (e.g. type, location & severity)			
Are there any staff or pupil casualties or fatalities? (Complete casualty / fatality sheets if needed)			
Have the Emergency Services been called?			
Is the incident currently affecting Academy activities? If so, which areas?			
What is the estimated duration of the incident?			
What is the actual or threatened loss of workforce?	Over 50%	☐	
	20 – 50%	☐	
	1 – 20%	☐	
Has access to the whole site been denied? If so, for how long? (provide estimate if not known)			
Which work areas have been destroyed, damaged or made unusable?			
Is there evidence of structural damage?			
Which work areas are inaccessible but intact?			

(continued)

Question	Logged Response
Are systems and other resources unavailable? (include computer systems, telecoms, other assets)	
If so, which staff are affected by the ICT disruption and how?	
Have any utilities (gas, electricity or water) been affected?	
Is there media interest in the incident? (likely or actual)	
Does the incident have the potential to damage the Academy's reputation?	
Other Relevant Information	

Appendix C – Lost Property Form

Lost Property Form				
Completed By		**Incident**		
Date		**Time**		

No.	Name	Status (e.g. staff, pupil visitor)	Details of possessions lost/left behind	
			What	**Where left/lost**
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Appendix D – Financial Expenditure Log

Financial Expenditure Log				
Completed By		**Incident**		
Date		**Time**		
	Expenditure Details *(what, for whom etc.)*	**Cost**	**Payment Method**	**Transaction made by**
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

Appendix E – Draft Recovery Action Plan Template

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

<u>Lockdown Procedure – Appendix F</u>

Procedures	Action
Phase 1	
	Head Teacher, DHT and Site Manager -members of staff to inform any one of these.
Define and list the circumstances in which our site will call a lockdown.	- Mr Green is on site: Localised incidents – **Warning for potential Lockdown** - Mr Amber is on site: Localised Emergencies – **Partial Lockdown** - Mr Red is on site: Major community emergencies – **Full Lockdown**
Determine how individuals will report something suspicious	Immediately inform HT, DHT, SLT, office manager or via Mobile phone or Walkie Talkie
Arrange how the lockdown alert signal will be given:	- Mobile phones - Walkie Talkie - Word of mouth
Share the draft plan with staff and incorporate any relevant additions and changes	- One annual drill of full and partial lockdown at the beginning of the year. - If any updates are made
Share and discuss the draft plan with other agencies such as police.	Review and integrate changes to facilitate a co-ordinated local approach.
Communicate and train staff in the procedures	- All staff at yearly review of Lockdown procedure - All new staff on induction
Document roles and responsibilities of the personnel.	HT, DHT, Office Manager or SM contacting police where relevant

Phase 2 – Initiating a Lockdown	
Instigate lockdown procedures:	• Close and lock all external doors • Contact police if required HT, DHT • Liaise with Site Manager • Communicate serious incidents resulting to lockdown to staff, members of the public, Chair of Governors
Open lines of communication with HT, DHT, SM & SLT **(Emergency Planning Team)**	Donna Dry - Lisa Cracknell - Steph Phipps – Emily Platt - Sara Black – Ray Mount (Site Manager) – Bridget Huggins (Office manager) -
Phase 3 – Lockdown:	
• Stay in current position unless instructed to move to another area by a member of EPT • Stay calm and listen to instructions • Support other staff who may be anxious	• Contact Emergency Planning Team to assist with co-ordination of plan • Liaise with Office Staff to assist with lock down • Collect any information about incident/intruder etc. • Provide as much information to the police as possible

Partial lockdown:	**Full lockdown:**
• Communicated via phone verbally, Walkie Talkie or by a member of EPT in person • Ensure all staff & children are inside • Lock all external doors • Close windows • Continue as normal inside the school, although bring all your children into the same space. • Await further instruction – stay near phone/Walkie Talkie	• Ensure all staff & children are inside • Lock all external doors Lock / block doors, with staff /children inside • Close windows and blinds • Prepare to barricade doors if escalation is required • Turn off lights • Turn mobile phones to silent • All to sit quietly out of sight of the door / against the wall / under tables • Await further instruction/ all clear.

	• Depending on circumstance, all staff & children may be required to gather and sit quietly, in case school needs to evacuate urgently. • Staff will be informed of this via phone/Walkie Talkie. • Await further instruction. • If the fire alarm sounds, evacuate as normal.	• If the fire alarm sounds, DO NOT evacuate unless told to do so by EPT or you can witness fire/smoke. • Be vigilant.
Office Staff	• Support EPT in maintaining lockdown • Provide staff to man front exits etc. • Assist with communication of lockdown to all staff and members of the public on a regular basis • Assist with welfare facilities if required • Assist with locking internal doors where possible	
Phase 4 – Lockdown over		
Mobile phones / Walkie Talkie	EPT to relay to EYFS, KS1 and KS2 separately to inform staff of the end of lockdown.	
Debrief incident team: HT, DHT & SLT & SM	Brief incident team on situation	
Assign incident team to debrief staff: Head Teacher , DHT, SLT & SM	• Speak to staff and obtain any relevant information which may assist in an investigation • Speak to the critical incident team at Local Authority 0333 013 9880 • Advise staff of the Employee Assistance Programme if they require additional support (Telephone: 0208-987-6579. Website: www.workplaceoptions.co.uk • Brief staff meetings over next couple of days	
Phase 5 – Follow up		
Provide ongoing support to staff: Head Teacher, DHT and SLT	• Immediate and ongoing support should be given to staff post incident	
Follow up and review procedures: Head Teacher, DHT, SM and SLT	• Review procedures, how did they work – what needs to be changed • Ask for feedback from staff about what worked well and what did not • Update procedures as required, re-distribute and ensure all staff and others trained in new procedures • Inform Governors • Practise again with new procedures.	