

# Queens Park Academy Business Continuity Plan For Disaster Recovery in the event of a Critical Incident

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## 1.0 Introduction

The 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.

## 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:

- Fire Evacuation Plans
- Snow chain
- Fire risk assessment

### 3.3 Emergency Contact Information

An emergency information pack is kept at reception in the main 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 online from SIMS.

## 4.0 Strategy

If a disaster is declared by the Academy's Headteacher or their deputy and/or SMT the academy Business Continuity Plan will be activated.

Staff communication will be via text message, telephone or email and the website if this is operable.

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
- Buildings Team
- Press Office
- Health and Safety Advisors
- Health and Safety Executive (HSE)
- Insurance Advisors
- 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:

- Immediately contacting the SMT/IT manager 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 Business Manager for updates.

### 5.2 Incident Management Team (IMT)

Lead by the Headteacher (or their deputy), the Incident Management Team includes all members of the SMT, the Site agent and the IT 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 On-line website (actioned by the Anna Thwaites). If Anna is unavailable, by another member of the SLT.
3. Implementing the school staff 'snow chain' (actioned by SMT)

4. Recording the closure on the home page of the school website (actioned by the IT manager)
5. Sending out text messages to all parents (actioned by the Office Manager)

## 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.
  - 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 the IT Manager).
3. Recording the closure on the home page of the school website (actioned by the IT Manager).
4. Sending out text messages to all parents (actioned by the Office Manager)

## 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 site 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 Westfield School 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 Academy Site agent will be advised to implement the lockdown via word-of-mouth or by using the telephone system
- The IMT will communicate via word of mouth

- The Academy 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 pupils calm and away from windows
- All pupils in external PE lessons will be advised to return to their classrooms.

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 external doors of the Academy will then be locked
- Once the site is secure, staff should return to the building and monitor Academy entrances via CCTV, and discretely from the windows that overlook the external areas. The gates should only be opened by the 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 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 Local Authority.

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

### 9.2 Insurance

The schools hold sufficient insurance 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 Zurich Insurance on

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

Erecting additional buildings on our current 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 Academy to pupils using the same procedures as above.

## 11.0 Other Threats

The following additional threats have been considered:

- Phone and ICT communications loss
- Finance process breakdown – payments to staff and suppliers fail
- Utilities/energy supply failure
- Key supplier failure – eg catering
- Evacuation due to nearby incident
- Prolonged bad weather
- Strikes
- Terrorist attack or threat