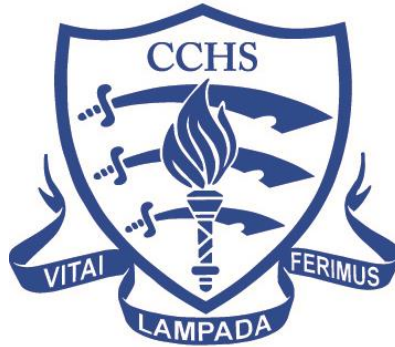


Chelmsford County High School for Girls



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

2018_19

Version 0.2

Version Control

Version	Author	Changes	Date	GB Approval Date	Next Review Date
0.1	Susan Hoefling	Draft policy	9/11/2018	N/A	N/A
0.2	Melissa Mulgrew	Updated staff communication responsibilities Updated reciprocal agreement with KEGS agreed Removed Bancroft from lockdown plans Changed responsibilities from SHO to MMU Removed temporary accommodation location as would be determined with ECC			

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1.0 INTRODUCTION

Chelmsford County High School for Girls (CCHS) 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 Senior Leadership Team and the Facilities and Finance Committee of the Governing Body. A copy of the policy is stored in <R:\Staff\Miscellaneous\Business Continuity Planning> and staff are reminded of the details at the start of each academic year.

3.2 *Associated Documents/information*

Associated Documents include:

- Fire Evacuation Procedure
- Fire Risk Assessment
- Emergency Lockdown Procedure
- Emergency Procedure for Early Closure of the School
- Emergency Procedure for Non-opening of the School

3.3 *Emergency Contact Information*

An emergency information pack is kept in paper format in the Main Office and Business Manager's office. An electronic version is available in <R:\Staff\Miscellaneous\Business Continuity Planning>. The pack includes:

- A copy of this document and the documents referenced in section 3.2 above.
- The emergency contact trees for all staff
- The School Site Map
- The IT Disaster Recovery Pack
- Procedure for notification of School closure to Essex Schools InfoLink, local radio and CSSE transport service

Staff and student contact data can also be accessed electronically via SIMS.

4.0 STRATEGY

If a disaster is declared by the Headteacher, Deputy Headteachers or Business Manager, then the CCHS Business Continuity Plan will be activated.

Staff and student communication will be via email and the School website. Staff emergency contact trees and local radio may also be utilised depending on the circumstances.

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

• Essex Schools Infolink website	Utilise 'Report School Closure'
• Health and Safety Advisors (Southend Borough Council)	01702 215446
• Insurance Advisors (ECC)	0333 013 9819
• Zurich Insurance plc (Current insurers)	080 0280336
• Local Police	01245 491491
• Local Fire Service	01376 576500

5.0 ROLES AND RESPONSIBILITIES

5.1 Headteacher or their Deputies

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

- Immediately contacting the Business Manager, Site team and/or IT Manager if the disaster relates to the built environment or the ICT infrastructure. It should be established 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 a current format by delegating responsibility to the Business Manager for ensuring it is updated.
- Communicating with the Chair of Governors and Management Committee

5.2 Incident Management Team (IMT)

Led by the Headteacher, the Incident Management Team includes the Senior Leadership Team (SLT), the Site Manager, the IT Manager and the Senior Assistant to the Headteacher. 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 Deputies) 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. Staff should not respond to any requests for information and should not speak to or post to any media but refer communications to the Headteacher or their confirmed delegate

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 Deputies, having informed the Chair of Governors.
2. Notification of the school closure via:-

- a. the staff emergency contact tree (initiated by the Headteacher or their Deputies);
- b. Updating the School website (actioned by Senior Assistant to the Headteacher or IT Manager);
- c. SchoolPost communication to parents (actioned by Office Manager or Senior Assistant to the Headteacher);
- d. Email to staff and students (actioned by a member of the SLT);
- e. Update the 'Report School Closure' facility on Essex Schools Infolink website (actioned by Business Manager or Senior Assistant to the Headteacher)
- f. Local radio announcement (actioned by Senior Assistant to the Headteacher or Business 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 Deputies. Students will continue to be supervised by staff until parents authorise them to leave or they are collected.
 - a. Parental authorisation for students to leave early is gathered as part of the annual data collection process and stored in SIMS. A copy of this information is also placed in the form registers. In the event of an early closure, any students without existing parental authorisation may only leave School after a member of staff has confirmed this with a designated family contact.
 - b. Consider use of Places of Safety (as described below).
2. Email to staff (actioned by a member of the SLT);
3. Notification of the school closure using the website (actioned by Senior Assistant to the Headteacher or the IT Manager);
4. SchoolPost communication to parents (actioned by Office Manager or Senior Assistant to the Headteacher);
5. Notification to the CSEE Transport Service (actioned by Office Manager or Business Manager)

6.3 Immediate Places of Safety

In the event of a major incident on site requiring the School buildings to be closed, students will assemble at the primary assembly point (field behind the School). If these are not useable, staff will escort students to the secondary assembly point (field beyond the artificial pitch).

6.4 Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, students will be escorted into the grounds of KEGS, who have agreed reciprocal evacuation support, from where they can be collected or they can be released to make their own way home.

7.0 LOCKDOWN PROCEDURE

It is possible to envisage circumstances where the School may wish to secure the site in order to safeguard staff and students from an outside threat. This circumstance is described as a 'lockdown'.

If a lockdown is declared:

- A pulsed tone (2 seconds on, 2 seconds off) will sound via the fire alarm system.
- All students will remain in/return to their classrooms with staff unless directed otherwise. Support staff will remain in their offices.

- Students engaged in PE activities on the artificial pitch or netball courts will be escorted by the relevant member of staff into the Science block or Drama studio. Students in the swimming pool should vacate the pool and remain in the changing rooms.
- The School will be advised that it is in 'lockdown' by the lockdown tone, word-of-mouth and an email to all staff.

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 perimeter doors of each building will be locked once it has been verified it is safe to do so.

Monitoring the Site Entrances:

Once the site is secure, staff should return to the main building and monitor entrances via CCTV, and discreetly from windows. The gates should only be opened by SLT or the Site team when visual confirmation of the presence of the Emergency Services can be confirmed.

8.0 SILENT EVACUATION

The access control system can be deactivated by the Business Manager or Site team in the event that a silent evacuation is required. This will be authorised by the IMT and notification of a silent evacuation will be made via email to staff and word-of-mouth.

9.0 BUSINESS RECOVERY IN EVENT OF A LOSS OF BUILDINGS OR SITE SPACE

9.1 General

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

9.2 Insurance

The School holds insurance to the value of £4 million (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 telephone contact should be made with the ECC Insurance team on 0333 013 9819.

The location of the temporary accommodation will be determined based on the space required and circumstances at the time.

Erecting temporary buildings on the School's current campus will always be the preferred long-term 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 in section 6.0 above.

11.0 RECOVERY ACTION PLANS

The following threats have been considered:-

Operational Threat	Steps to Restore Normal Working	Action by Whom	Comments/Notes
IT and communications loss	<ul style="list-style-type: none"> Liaise with service provider Utilise backup plans as applicable – see IT Disaster Recovery Pack for more details 	TCB/KPA/MMU	
Finance process breakdown – payments to staff and/or suppliers fail	<ul style="list-style-type: none"> Liaise with PSF, Payroll, Bank as required All systems can be accessed remotely and are not reliant upon the School computer network 	FGI/FNE/JTH/MMU	
Utilities/energy supply failure	<ul style="list-style-type: none"> Liaise with service provider 	Site team/MMU	
Building loss – partial or complete (fire, flood etc.)	<ul style="list-style-type: none"> Site and IT teams to assess operational impact SLT to agree extent of onsite teaching versus remote access Email/calling tree communication to staff SchoolPost communication to parents SLT/Site/IT teams work on alternative provision 	SLT/Site team/IT team	
Building denial leading to short term lack of access	<ul style="list-style-type: none"> Implement School's Closure procedure Site team assess and confirm to SLT when site is operational Email/calling tree communication to staff and SchoolPost to parents 	SLT/Site team	
Key supplier failure other than CCHS eg Chartwells, transport providers	<ul style="list-style-type: none"> SLT assess if closure is required and implement School's Closure procedure as applicable Email/calling tree communication to staff SchoolPost communication to parents 	SLT + various	
Evacuation due to nearby incident	<ul style="list-style-type: none"> Follow instructions from local emergency services 	SLT/Site team + various	

	<ul style="list-style-type: none"> • Implement School's Evacuation procedure • SchoolPost communication to parents 		
Lockdown due to nearby incident	<ul style="list-style-type: none"> • Follow advice from local emergency services • Implement School's Lockdown procedure • SchoolPost communications to parents • Await further instructions from local emergency services 	SLT/Site team + various	
Prolonged bad weather prolonged	<ul style="list-style-type: none"> • Follow advice from local emergency services • Implement School's Closure procedure • Utilise VLE for teaching purposes 	SLT + various	
Strikes	<ul style="list-style-type: none"> • Determine impact on staffing levels • Prioritise year groups to be taught onsite • Email/calling tree communication to staff • SchoolPost communication to parents 	SLT + various	
Terrorist attack or threat	<ul style="list-style-type: none"> • Follow advice from local emergency services • Email/calling tree to staff and SchoolPost communication to parents 	SLT + various	