



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

**Adopted By:** MAT Board of Directors

**Date:** 20/11/2019

**Review Date:** **19/11/2020**

**Signed:** Chair of Directors

A handwritten signature in dark brown ink, written over a horizontal line. The signature is stylized and appears to be the initials 'MAD' followed by a long, sweeping underline.

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## 1.0 Introduction

The Wessex Multi-Academy Trust 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 for the Trust or any of its academies. It should be read in conjunction with:

- Each individual Academy's fire evacuation plan (the operation of which does not necessarily activate the BCP).
- Each individual Academy's School Emergency Plan

## 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 MAT Executive Team and at least every three years by the Trust Board.

### 3.2 Associated Documents/information

Associated Documents include:

- Academy Fire Evacuation Plans
- Academy Fire risk assessments
- Academy School Emergency Plan (Includes Business Continuity Strategy)

### 3.3 Emergency Contact Information

An emergency information pack is kept at reception of all Trust academies and includes copies of this document.

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 the Head Teacher or their deputy of a MAT academy or by the CEO of the Trust, the Trust's Business Continuity Plan will be activated.

Call 999 for Emergency Services.

Staff communication will be via email and the website if this is operable, or by use of the staff telephone lists if not. The parent communication software can also be utilised for mass message distribution.

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

- Local Authority Emergency Planning Service 07623 544346
- Property Management(DCC) 01305 225271
- Press – Dorset Echo 01305 269801
- Press – Wessex FM 01305 250333

- Health and Safety Advisors, DCC 01305 224092
- Health and Safety Executive (HSE) 0845 300 9923
- Insurance Advisors 01252 387043
- Local Police 101
- Local Fire Service 01305 753166

## **5.0 Roles and Responsibilities**

### **5.1 CEO, Head Teacher or Deputy**

The Head Teacher is responsible for the implementation and co-ordination of the BCP at academy level, including:

- Co-ordination of status reports/communication for the benefit of all audiences (including staff, students, parents, LA, Academies Team at DFE, press)

The CEO is responsible for the implementation and co-ordination of the BCP at Trust level, including:

- Co-ordination of status reports/communication for the benefit of all audiences (including Trust Board, staff, students, parents, LA, Academies Team at DfE, press)
- Maintaining the BCP in an up-to-date format by delegating responsibility to the Clerk, the Business and Finance Manager and the Health & Safety Officer for updates.

### **5.2 Incident Management Team (IMT)**

At academy level, the IMT will be lead by the Head teacher and will include all Assistant and Deputy Heads, the CEO of the Trust, the Business and Finance Manager and the Clerk. At Trust level, the IMT will be lead by the CEO and will include all academy Headteachers, the Business and Finance Manager and the Clerk. 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 CEO, the Head teacher or Deputy, depending on the level of incident and/or availability of staff, to restore normal conditions as soon as possible.

The IMT would require a central location to coordinate and manage an incident. Such a facility will be prepared with telephone communications and IT. This control room would be off limits to all except the IMT. The CEO/Headteacher's office and main reception office would be used unless that area was directly affected by the major incident, requiring an alternative area with similar facilities to be used.

### **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 an 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 Head Teacher or Deputy
2. Notification of a school closure using the Local Authority On-line website - actioned by the Senior Administrator or the Health & Safety Officer in the main office.
3. Recording the closure on the home page of the school website - actioned by the Senior Administrator/Website Manager.

4. Sending out text messages via the parent communication software to all parents – actioned by the staff member responsible for parental communication.

### **6.2 Closure during a School Day**

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

1. Closure authorised by the Head teacher or 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 staff member responsible for the website.
3. Sending out text messages to all parents via the parent communication software - actioned by the staff member responsible for parental communication.

### **6.3 Immediate Places of Safety**

In the event of a major incident on site requiring the academy to be closed, students will assemble at the primary assembly points, i.e. as in fire drill. If these are not useable staff will escort students to:

Thomas Hardy School - Dorchester Middle School grounds.

Bere Regis Primary and Pre-School – Top playground

Damers First School – Multi Use Games Area (MUGA)

St Osmund's CofE Middle School – Multi use Games Area (MUGA)

### **6.4 Off-Site Place of Safety**

If it becomes necessary to evacuate the site completely, students will be escorted:

Thomas Hardy School - into the grounds of Dorchester Middle School

Bere Regis Primary and Pre-School – Parish fields adjacent to school

Damers First School – The Great Field, Poundbury (TBC)

St Osmund's CofE Middle School – The playing fields

from where they can be collected or from where they can be released to make their own way home.

## **7.0 Business Recovery in the Event of a Loss of Buildings or site Space**

### **7.1 General**

Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the Trust Board and the Executive Team.

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

### **7.2 Insurance**

The Trust holds insurance to the value of £3,000,000 to cover the cost of temporary accommodation.

### **7.3 Replacement Site Facilities**

The size and scope of facilities required for an academy will vary according to circumstance. In the first instance contact should be made with the Zurich Insurance on 01252 387043.

Do to pupil numbers and the size of the site, plans for temporary accommodation in response to incidents of varying impact have been prepared for the Thomas Hardy School by Portakabin. The plans take into account the location of utilities etc. so that a starting point has been established should the need ever arise for temporary facilities but 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:

- School car parks
- School playing fields

All other Trust academies will need to contact Portakabin Head office to discuss their needs on 01904 611 655

## **8.0 Pandemic Threat / Mass Staff Unavailability**

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

## **9.0 Other Operational Threats and Recovery Action Plans**

The following other threats have been considered, and the persons named below will give a lead in taking appropriate restorative action, dependant on the circumstances, drawing on their relevant experience and expertise:

<b>Operational Threat</b>	<b>Action by Whom</b>
ICT Communications Loss	Senior ICT Technician
Phone Communications Loss	Health & Safety Officer/Senior Administrator
Finance Process Breakdown – payments to staff & suppliers fail	Business & Finance Manager
Utilities / Energy Supply failure	Headteacher/Business & Finance Manager
Building Loss – partial or complete (Fire, Flood etc.)	Headteacher/Business & Finance Manager
Building Denial leading to short term lack of access	Headteacher/Senior Site Manager
Key Supplier Failure - Catering	Headteacher/Canteen Manager
Evacuation due to Nearby Incident	Headteacher
Fire	Headteacher/Health & Safety Officer
Bad Weather prolonged	Headteacher
Strikes	Headteacher/CEO
Terrorist Attack or Threat	Headteacher/CEO

## **10.0 Academy used as a Place of Safety (Thomas Hardy School)**

There is an extant agreement that, in the event of a major incident occurring in another locality requiring the evacuation of a large number of people, this academy's lower sports hall (and, if necessary, the theatre) is a designated reception area as a temporary place of safety. Such an occurrence will be co-ordinated and administered by Local Authority

Emergency Planning personnel. There is an Emergency Box Kit located in the storeroom accessed via the theatre, which contains items for Emergency Planning's use in such circumstances. The local authority have a list of emergency contacts/key holders for this site for out of hours emergencies.

## Amendments