

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

September 2020

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1.0 Introduction

The Roche CP School 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 schools Lockdown procedures
- The school'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 School's governing body and the Academy Trust Board.

3.2 Associated Documents/information

Associated Documents include:

- Fire Evacuation Plans
- Fire risk assessment
- Lock down procedure
- Snow chain

3.3 Emergency Contact Information

An emergency information 'grab bag' is kept at reception in the main school office and includes:

- Copies of this document
- The fire evacuation plan
- Lockdown procedure
- Emergency contact details for staff and pupils
- Emergency contact details to gain access to the football club
- Children's inhalers and medication that may be needed
- First aid kit
- Cornwall County 'Closing Your School in an Emergency Guidance'

4.0 Strategy

If a disaster is declared by the Chair of Governors, Headteacher or their deputy and/or TPAT's Director, both school's Business Continuity Plan and the TPAT Business Continuity Plan will be activated.

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

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

- TPAT
- 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 TPAT 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

5.2 Incident Management Team (IMT)

Lead by the Headteacher, the Incident Management Team includes the Deputy and members of the office team. 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 Head (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 School

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 or their Deputy

2. Notification of a school closure using the Local Authority guidance (actioned by the Headteacher).
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 Headteacher)
5. Sending out text messages to all parents (actioned by office staff).

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. The Headteacher or Deputy in their absence will authorise the closure and inform the Chair of Governors.
2. Notification by text to all parents that school is closing and that they need to collect their children from school or the designated evacuation point (Roche Football and Cricket club)
3. Notification of the school closure using the website (actioned by Dan Moore)
4. Recording the closure on the home page of the school website (actioned by Dan Moore).
5. Notification of Cornwall Council by phone 01872 322457 or 07891840439
6. Notification of TPAT
7. Staff to remain on sight to man the phones and ensure that all children are safely collected before leaving themselves.

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 point in the school playground as per fire evacuation procedure.

6.4 Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, students will be escorted into the grounds of the Cricket/football club 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:

- A staff member from the office will lock the front door and corridor door
- The message will be taken by one or both members of office staff to all of the classes in school. This should start with the junior corridor classes and end with the intervention room and hall. Once this is completed any classes that may be on the field or playground or in the old School House should be informed so that they can

return to class. Any other available adults may be used in order to pass the message quickly around school.

- Children should return to their classrooms via corridors rather than crossing the courtyard
- The message is 'LOCKDOWN' with no further explanation at that time in order to make the process as quick as possible.
- Responsible adults in class should ensure that the external classroom doors and windows are locked
- Responsible adults in class should take a head count or register to ensure that all children are accounted for and inform the office by internal phone of any that are not.
- If the lockdown is initiated by a school concern then office staff should call 999 to request emergency services.
- If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site to the playground and carry out a head count..
- Everyone should remain inside until an all clear has been given or we have been told to evacuate by emergency services.

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

8.1 General

Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the Academy Trust

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

8.2 Replacement Site Facilities

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

In the first instance education may be re-established by using the Victory Hall as a location for learning for some classes. If the school's Eliot buildings were undamaged and services were still operable then three classes could be housed on site.

Porta cabins could be sited on the school playground and services provided to reopen school fully.

9.0 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.

School will follow PHE/DfE guidelines in isolating classes or going in to whole school lockdown in response to COVID 19.

10.0 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 – TPAT are unable to provide buildings or ICT support
- Key Supplier Failure
- Evacuation due to Nearby Incident
- Bad Weather prolonged
- Strikes
- Terrorist Attack or Threat