David Nieper Education Trust

David Nieper
ACADEMY

Business Continuity Plan

For

Disaster Recovery in the event of a Critical Incident

**This policy was updated by Joy Williams,
Business Manager,
September 2018**

**It was approved by the Governing body
September 2018**

It is next due for re-approval in September 2019

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1.0   Introduction

The David Nieper 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 Academy's emergency 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 Leadership Team and the Academy Board of Trustees. A comprehensive programme of training will be provided for all staff to ensure that all are familiar with the procedures. All relevant personnel will ensure that they are familiar with the procedures and they will be required to sign to verify completion of training and understanding of the procedures.

3.2   Associated Documents/information

Associated Documents include:
- Emergency Evacuation Plan
- Fire risk assessment
- Snow Chain

3.3   Emergency Contact Information

An emergency information pack is kept in reception in the main Academy office and includes:
- Copy 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 or a printed copy of staff and student contact details.

4.0   Strategy

If a disaster is declared by the Headteacher or their Deputy/Assistant Head the Academy Business Continuity Plan will be activated.

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

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

- C Nieper, Director of Trust   **01773 836000**
- FES FM   0**1786 458851**
- Loraine Jordan, PR Consultant   **07904 257687**
- DCC Health and Safety Advisors   **01629 536499**
- DCC Emergency Planning Office   **01629 538364**
- Health and Safety Executive (HSE)   **0345 3009923** (daytime)
                                         0151 9229235 (out of hours)
- Gallagher Bassett Ltd (insurance)   **0113 2462040**
- Local Police   **101 / 999**
- Local Fire Service   **101 / 999**
- Bus Companies
  - Freeways   **01773 811711**
  - E-coaches   **01773 541222**

5.0   Roles and Responsibilities

5.1   Headteacher or Deputy/Assistant Head

The Headteacher is responsible for the implementation and coordination of the BCP, including:
- Immediately contacting FES FM if the disaster relates to the built environment 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)

Led by the Headteacher, the Incident Management Team includes the Deputy/Assistant Heads, the Business Manager 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 to Derbyshire County Council (actioned by – M Hackett)
3. Implementing the school staff 'snow chain'
4. Recording the closure on the home page of the school website (actioned by – M Hackett)
5. Sending out text messages via the 'In-Touch' system to all parents (actioned by – M Hackett).

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
2. Students who are able to make their own way home are dismissed
3. Subject to the condition and availability of the sports hall (See Places of Safety as described in 6.3), remaining students to be assembled until transport arrangements can be put in place. Students will continue to be supervised by staff until parents authorise them to leave or they are collected.
4. Notification of the school closure to Derbyshire County Council (actioned by – M Hackett)
5. Recording the closure on the home page of the school website (actioned by – C Endacott).
6. Sending out text messages to all parents via 'In-Touch' (actioned by – M Hackett).

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 (tennis courts). If these are not useable staff will escort students to the second assembly point (bus park). See Appendix A

6.4   Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, students will be escorted into Alfreton Park 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'. The emergency services will be contacted immediately, and full implementation of all instructions given by the emergency services will be followed until the emergency is declared over.

If a lockdown is declared:
- The Site Manager will be advised to implement the lockdown via word-of-mouth or by mobile on **07929 335882**
- The IMT will communicate via word-of-mouth or mobile phone
- The school will be advised that it is in 'lockdown' by word-of-mouth and/or Sims messaging
- All staff will remain in classrooms and keep students calm and away from windows
- All students in external PE lessons will be advised to return to the Sports Hall.

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 (2 gates)
- The following doors will then be locked:
  - Main building front entrance (remains on Magna lock)
  - Sports Hall Entrance (remains on Magna lock)
  - Dining Hall Entrance (to be locked by site manager)

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and the Academy entrances will be monitored via CCTV by the Site/Business Manager. The gates should only be opened when visual confirmation of the presence of the Emergency Services can be confirmed and where such instruction is given by the emergency services.

8.0   Silent Evacuation

Staff will be aware that the Magna lock doors are only accessible when the fire alarm releases the Magna locks. These doors are also equipped with a green button that will release the Magna locks 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 the site team following an instruction from IMT. Notification of a silent evacuation would be made by word-of-mouth and/or Sims messaging.

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 FES FM working with the ESFA and the Local Authority. In the event of building unavailability, the school will be entitled to financial unavailability deductions to off-set the Unitary Charge Payments that will still be due for payment.

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

9.2   Insurance

The Academy holds insurance with the Department for Education Risk Protection Arrangement (RPA), handled by Gallagher Bassett Ltd. The RPA covers property damage to the value of the reinstatement value of the property.

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 Department for Education's Risk Protection Agency on **0113 2462040**

The location of the temporary accommodation will be determined based on the space required and circumstances at the time. Erecting additional buildings on our current campus 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 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 Academy is unable to provide buildings or ICT support
- Key Supplier Failure other than the Academy – Catering, transport
- Evacuation due to nearby Incident
- Bad Weather prolonged
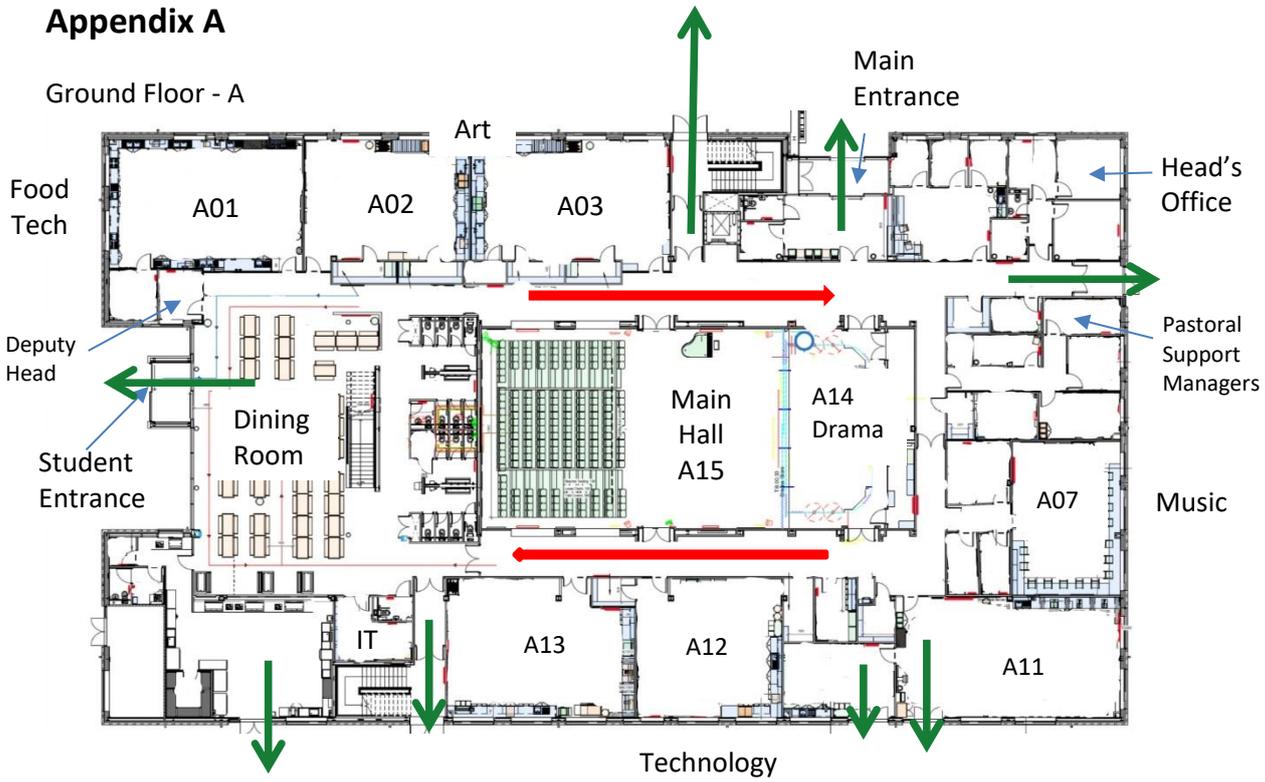- Strikes
- Terrorist Attack or Threat

12.0 Recovery Action Plans

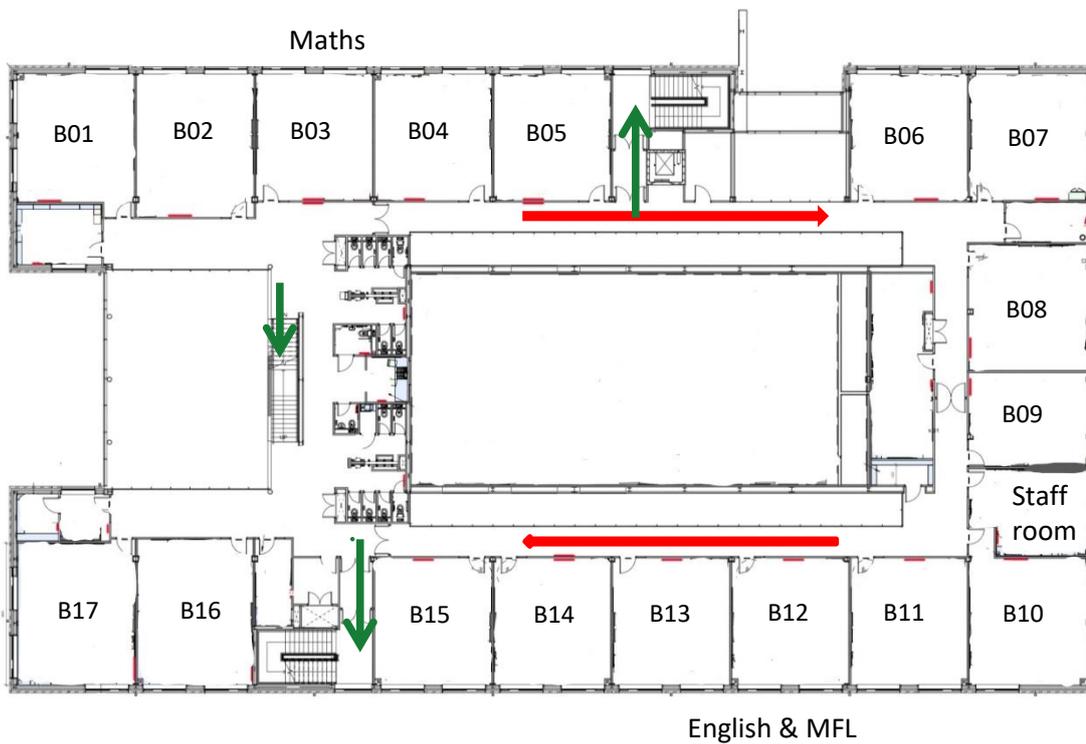| Operational Threat	Steps to Restore Normal Working	Action by Whom	Comments/Notes
Building Loss – partial or complete (Fire, Flood etc.)	1. Liaise with Insurers 2. Site meeting to consider options 3. Develop channel for communication with all stakeholders, including staff, parents, students and contractors. 4. Produce realistic timeline and share with stakeholders 5. Consider key year groups and prioritise reinstatement of lessons for those identified	J Williams, Business Manager	
Phone and ICT Communications Loss	Contact as appropriate 1. Excell for business (telephones) 2. Virgin Media (broadband) 3. Capita (SIMS)	J Williams, Business Manager	
Finance Process Breakdown – payments to staff & suppliers fail	Discuss position with 1. Working with Schools (payroll) 2. PS Financials (finance package) 3. NatWest (if necessary)	J Williams, Business Manager	Option to use cheque payments rather than BACS if the electronic system cannot be reinstated by an appropriate time
Utilities / Energy Supply failure	1. Establish likely period of interruption 2. Headteacher/deputy to consider the risk of remaining open and take a decision 3. Notify FES FM of utility failure and impact on academy and decision made by Headteacher 4. Liaise with the utility company to monitor the situation	J Williams, Business Manager K Hobbs Headteacher C Biggs, Site Manager C Biggs, Site Manager	Volta Fitzpatrick – check with EFSA for contact details once confirmed
Key Supplier Failure other than the Academy – e.g. Catering, transport	1. Catering - Establish nature of the incident and the predicted duration. - Consider the ability to produce a limited menu. - Discuss possible provision from an external source. - Ensure communication with all stakeholders. 2. Transport - Seek alternative supplier and establish any delay in bus times - Communicate to staff, students, parents affected	J Williams, Business Manager K Hobbs / J Williams / Kitchen Manager M Hackett, PA to Headteacher	

Evacuation due to Nearby Incident	1. Liaise with local officials to determine a timeframe. 2. Assess risk/impact on the operation of Academy 3. Establish potential for continuation of the school day 4. A decision on possible school closure or arrangements for dismissal of students at the end of the school day	J Williams, Business Manager K Hobbs Headteacher K Hobbs Headteacher	
Lockdown due to Nearby Incident	1. Establish situation through liaison with local police 2. Consider the implementation of Business Continuity Plan for school lockdown 3. Monitor situation to ensure the normal end of school routines can take place 4. Communicate with stakeholders if appropriate	J Williams, Business Manager K Hobbs Headteacher J Williams, Business Manager M Hackett, PA to Headteacher	
Bad Weather prolonged	1. Discuss with site team actions required to achieve safe access for staff and students 2. Consider restricted use of the school site i.e. no use of external facilities	K Hobbs Headteacher K Hobbs Headteacher	
Strikes	1. Establish at the earliest opportunity the number of colleagues involved and impact on the curriculum delivery. 2. Consider availability of other staff to maintain business continuity ensuring safety is not compromised for all parties. 3. Notification to parents if specific year groups are affected.	K Hobbs Headteacher K Hobbs/ R White, Assistant Head M Hackett, PA to Headteacher	
Terrorist Attack or Threat	1. Member of staff receiving threat follows Bomb Threat Checklist 2. Ensure headteacher/deputy is informed of threat immediately. 3. Headteacher to communicate and liaise with local police and take appropriate action, i.e. options with BCP of lockdown or silent evacuation	Admin staff J Williams, Business Manager K Hobbs Headteacher	

Appendix A

Ground Floor - A

Food Tech

Art

Main Entrance

Head's Office

A01 A02 A03

Pastoral Support Managers

Deputy Head

Dining Room

Main Hall A15

A14 Drama

A07

Music

Student Entrance

IT

A13 A12 A11

Technology

First Floor - B

Maths

B01 B02 B03 B04 B05 B06 B07

B08

B09

Staff room

B17 B16 B15 B14 B13 B12 B11 B10

English & MFL

Second Floor - C

Humanities

C01 C02 C03 C04 C05 C06

C07 The Base

C08

SLT Office

C19 Library

C20

Sixth Form Area

C10 Inclusion

C09

C21

C11

C16

Science Prep

C15 C14 C13

C12

Science

Sports Block

S02 Dance Studio

Sports Block Entrance

S01 Sports Hall