

BUSINESS CONTINUITY MANAGEMENT P OWLS TRUST



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Introduction and purpose of plan

It is exposed to a large number of events which have the potential for serious consequences. Although such events are rare, it is important that we have a plan to deal with these situations as they arise. Not only is this good practice, it is also a requirement for an organisation responsible for delivering high quality education.

One of the main reasons for planning for a disaster is that it is impossible to predict when it will happen. Past experience has identified some potential threats that include flooding and storm damage, fire, civil unrest, and other events.

Therefore, we need to be mindful of any particular vulnerabilities or weaknesses.

By having many plans to deal with every foreseeable eventuality, our plan ensures that we can continue to provide the key resources we need to provide a high quality education in the event of a failure or loss of access to the key resources we need to provide a high quality education.

In the event of the cause, our plan focuses upon the loss of data, IT and other resources and equipment, office workspaces and facilities, and our human resources. Whether the adverse event is a major fire, a bomb, or a flu epidemic, our plan ensures that we can manage the loss of the affected resource.

The purpose of the plan is to ensure that, should an adverse event occur:

When & how to initiate the BCP

serious adverse event?

nt is;

in the failure or loss of a key resource and which maintains the disruption to the work activity of a section or whole of the school.

apparent at first, how long the serious adverse event or loss of a key resource will last. The Management Team will decide, based on the information available, whether the BCP should be activated.

full BCP may not be activated, the plan may still help to reduce the impact of the event. It may be caused by any number of more minor events.

and priorities

es and priorities of this plan are based upon the nature of our business and the impact of a service interruption. It is in accordance with the results of a service impact analysis. The purpose of the plan is to provide a specific insight into the criticality of the different

n a;
rt term; Recover, Relocate or Close Plan designed to recover temporarily close the school, or to provide alternative temporary Recovery or Temporary Accommodation Plan which will follow the 48 Hour Plan to recover all other processes.

ious adverse events occurring during normal working hours

should be to the welfare of our staff, students and visitors. Emergency procedures should be followed for any event requiring building evacuation or on instruction by the emergency services.

erse event, the person becoming aware of the situation should immediately inform the head teacher or their nominated deputy.

ilable indicates that the incident might constitute a serious event, then the head teacher or deputy should immediately contact a nominated person (see below).

ysis will be prepared by the head teacher to indicate which resources have been recovered (by when) to allow the Business Continuity Plan to be regularly updated by the Governors

ous adverse events arising outside of normal working hours

ance of the Plan

e plan will be tested on an annual basis, or sooner if significant
are made. These tests will range from undertaking simple des
ore complex simulations involving non-notice activation of th

ll be maintained, and the results of the tests routinely analysed
lan.

e Events

ich result in, or at least created the potential for, **significant** d
2 to 3 days will be recorded and reported using the Disruption
e investigated and analysed, and used to improve the robustn
h incidents where possible.

his Plan

Control

	Revision/Amendment Details & Reason	Author
	Development for ratification by GB	Peter Merry /
	Development for ratification by GB	

bution

nuity Plan is distributed as follows:

	ROLE	IS
	CEO	S
	Chair of Governors	S
	Headteacher	S
	Manager/Bursar	S
y Thorrington	Administrative Officers	S
	Premises Officer	S

age

tribution list, see above, are required to safely and confi
heir regular place of work **and** off-site i.e. at home. Eme
.

w Schedule

ated as required and formally reviewed annually in the

Activation

nces

ivated in response to an incident causing significant disruption or interference with the delivery of key/critical activities. Examples of circumstances

or skills e.g. above normal levels of absenteeism due to illness, or severe weather, transport disruption

systems e.g. ICT failure, power outage

, or damage to, facilities e.g. loss of a building through fire

ncy with the School in the Emergency Service's cordon and control

in use for General/Local Elections, severe weather scenarios

source e.g. catering provider, school transport provider

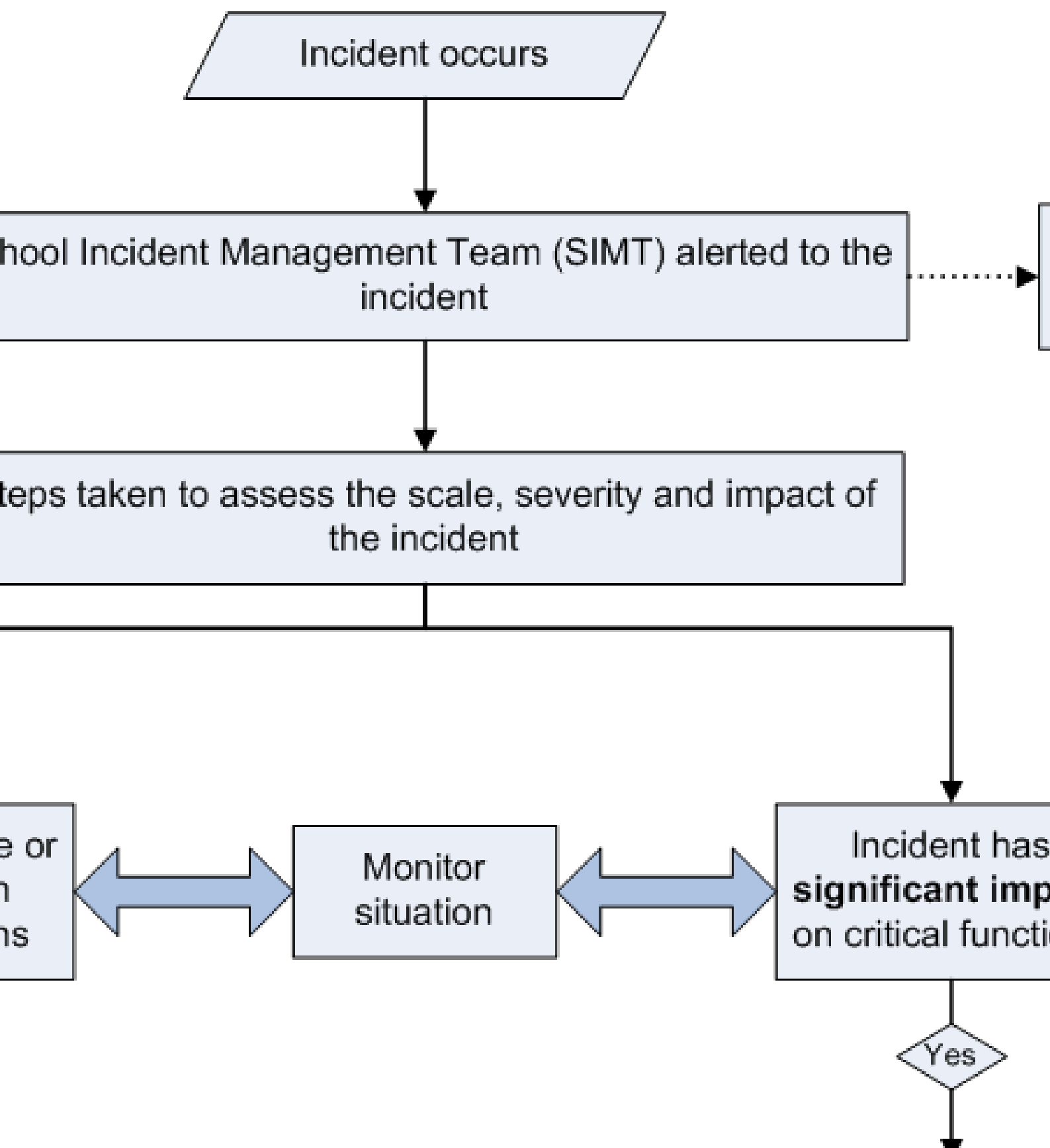
ility for Plan Activation

minated **School Incident Management Team**¹ will normally be activated.

a Serious Incident

med to be of a 'critical' nature, the Critical Incident Plan will be activated and the relevant teams notified to respond as appropriate.

Process



nd Responsibilities

ident Management Team

Responsibilities	Ac Au
▪ Senior responsible owner of Business Continuity Management in the School ▪ Ensuring the School has capacity within it's structure to respond to incidents ▪ Determining the School's overall response and recovery strategy ▪ Business Continuity Plan development ▪ Developing continuity arrangements and strategies e.g. alternative relocation site, use of temporary staff etc. ▪ Involving the School community in the planning process as appropriate ▪ Plan testing and exercise ▪ Conducting 'debriefs' following an incident, test or exercise to identify lessons and ways in which the plan can be improved ▪ Training staff within the School on Business	Th ov for ma Sc lea in

ave been identified as the School’s Incident Management

Role	Contact Details (delete/amend as necessary)
CEO	Mobile Number: 07746779749 Email Address: ceo@owlsacademytrust.co.uk Out of Hours Contact Details: 01455 649000
Headteacher	Mobile Number: 07729988410
SBM	Mobile Number: 07989496231

Response and Recovery Roles

circumstances of the incident, it may be necessary to activate the Incident Management Team.

	Responsibilities	Accountability
	▪ Ensuring that all key decisions and actions taken in relation to the incident are recorded accurately	Reporting Headteacher Incident Management Team
	▪ Collating information about the incident for dissemination in Press Statements	The Media should be managed by the School Incident Management Team. Press statements should be approved by the Incident Management Team
	▪ Co-ordinating communication with	All communication

	develop proportionate risk responses	
	- Leading and reporting on the School's recovery process - Identifying lessons as a result of the incident - Ensures lessons are incorporated into the plan development	Already a School Incident Team, how focussed on recovery a phase.

ol staff have been identified as people who may be able
ur response to an incident:

Role	Contact Details
Premises Officer (G)	Mobile Number: 077127318 Email Address: Out of Hour Home: : 07712731842

f Governors

	Responsibilities	Accounta
	Working in partnership with the Headteacher to provide strategic direction in planning for and	Liaison with or School Managem

Incident Management

Refer immediately to Section 5.0 for pre-planned incidents or scenarios that are not 'no notice' emergencies but which may disrupt School activities e.g. computer virus, flu pandemic, industrial strike, forecast for heavy snow or a power outage.

Objectives of the Incident Management Phase

The priorities for this phase are to:

- 1. Ensure the safety and welfare of pupils, staff, visitors and the wider community
- 2. Protect assets e.g. equipment, data, reputation
- 3. Ensure that necessary communication takes place
- 4. Initiate the Business Continuity phase
- 5. Initiate the Recovery and Resumption phase

Management Actions

	FURTHER INFO/DETAILS
Initial assessment: scene, location, scale/severity, duration	Gather and share information to facilitate decision-making and enhance the response

	FUTHER INFO/DETAILS
pupils, Staff, Contractors s have been evacuated g and are present. fety of all pupils, staff, Visitors as a priority	Using staff list, class registers signing in/out /POD/books for School visitors and pupils
riate access to site for ervice vehicles	Ensure any required actions are safe by undertaking a dynamic assessment
tact point for all onnel	Consider the availability of staff who may be best placed to communicate information
Incident Management take specific emergency	<i>Information on roles and responsibilities can be found in Section 3.0</i>
f key decisions and ed and maintained incident	<i>The Log template can be found Appendix A</i>
riate, record names any staff, contractors may have been ted by the incident as ident record keeping	This information should be held securely as it may be required Emergency Services or other agencies either during or follow the incident

	FUTHER INFO/DETAILS
y priorities for the e working day and ction	Consider actions to ensure the health, safety and well-being of School community at all times. Consider your business continuity strategies i.e. alternative ways working, re-location to your recovery site etc. to ensure the impact of the disruption is minimised. <i>Business Continuity Strategies documented in Section 5.3</i> Consider the School's legal duty to provide free school meals and this will be facilitated, even in the event of emergency school closure
e kept informed about of them	Consider: ▪ what actions are required ▪ where staff will be located ▪ Notifying Staff who are not currently in work with details

	FUTHER INFO/DETAILS
the interim or delivery of critical s	Ensure all key stakeholders are kept informed of contingency arrangements as appropriate. Inform using website, text messaging and telephone as appropriate to stakeholder list (include contractors and suppliers)
iture incurred as a result	Record all costs incurred as a result of responding to the incident <i>The Financial Expenditure Logbook</i> be found in Appendix D
device/ inform your pany as appropriate	Insurance Policy details can be found in the main school office. Electronic details available on PCs, Headteacher laptop and mobile office / Headteacher.
ng process in place for ing the site	Ensure the safety of staff and pupils before they leave site and identify suitable support and risk control measures as required

Business Continuity

of the Business Continuity Phase

The business continuity phase of your response is to ensure that critical business activities can be delivered as quickly as possible and/or continue to be delivered during the incident. This is achieved by implementing one or more of your business continuity strategies to ensure that during an incident it is unlikely that you will have all of your business activities. It is therefore likely that some 'non critical' activities may need to be paused or delayed.

Business Continuity Actions

	FUTHER INFO/DETAILS
Identify the key stakeholders involved in the business continuity response	Depending on the incident, you may need to seek additional/specific input in order to drive the recovery of critical activities, this may require the involvement of external parties.
Assess the impact of the incident	Take time to understand the impact of the incident on 'business as usual' School activities by communicating with key stakeholders to gather information.

	FUTHER INFO/DETAILS
s and actions, you decide not to make your decision	Use the Decision and Action Log to document your decision <i>The log template can be found in Appendix A</i>
expenditure	<i>The Financial Expenditure Log can be found in Appendix D</i>
roles as	Roles allocated will depend on the nature of the incident and availability of staff
es to enable to continue/be	Consider requirements such as staffing, premises, equipment, ICT, welfare issues etc.
riate actions as	Ensure methods of communication and messages are developed as appropriate to the needs of key stakeholders.

Continuity Strategies

to manage a loss or shortage of Staff	Further Information (e.g. Key contacts, arrangements)
ry staff e.g. Cover Supervisors, Supply	

to manage denial of access to your ss of utilities	Further Inf (e.g. Key com arrangements
ngements with other premises in the Pavillion	
Environment opportunities	
cident e.g. isolating the problem and t sites or areas within the School	
s e.g. swimming, physical activities,	

to manage loss of technology / ta / power	Further Inf (e.g. Key com arrangements
y school data – daily, held off-site	
per-based systems e.g. paper registers, .	
plans	
ting	

to mitigate the loss of key suppliers, partners	Further Inf (e.g. Key com
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ry and Resumption

f the Recovery and Resumption Phase

recovery and resumption phase is to resume 'business as usual' as quickly as possible. Where the impact of the incident may need to be delivered under new circumstances e.g.

nd Resumption Actions

	FUTHER INFO/DETAILS
the actions ble recovery of normal es	Agreed actions will be detailed in an action plan and set against timescales with responsibility for completion clearly indicated.
y ongoing and ort needs of s	Depending on the nature of the incident the School Incident Management Team may need to consider the use of Counselling Services
and resumption plete, e return to ual'	Ensure all staff and key stakeholders are aware that the business continuity plan is no longer in effect.

Log of Events, Decisions and Actions

Sheet Nu

Date

ails

Impact Assessment Form		
	Incident	
	Time	

	Logged Response
aware of	
f the severity)	
r pupil s? / fatality	
y Services	

	Logged Response
er le? ystems, ts)	
affected and how?	
as, een	
st in the	
ve the the	
ation	

Lost Property Form

	Incident	
	Time	

[illegible]

Financial Expenditure Log

	Incident	
	Time	

[illegible]

CONTENTS OF EMERGENCY BOX

	Details
y	Business Continuity Plan (plus spare copies of the Appendices)
	Key contact details, including: Governors, Parents, School Transport, Catering, Accountants, Suppliers
	Other key documents
n	Bank, insurance details, Payroll etc.
	Invoices, purchase orders, etc
	Financial procedures
	Assets Register
	Software licence agreement and key codes
	Back-up rota and data restoration routine
er	First Aid Kit
	Portable radio (plus spare batteries)
	Wind up LED torch
	Laptop with wireless connection
	Pay-as-you-go mobile phone and battery power charger
	Stationery including permanent markers, clipboard, tack, pins, pencils and notebook paper
	Disposable camera with film
	Hazard barrier tape

Information

*What do you know/what do you **not** know?*

Issues

What are the problem/issues arising from that piece of information

Id

W
th

[illegible][illegible][illegible]

Measures	0116 2323232	
Electricity Suppliers	0870 901 1039	
Electric Distribution	0800 6783105	
Gas Suppliers	0116-2657901	
Water Companies	08457 500500	
Plumbing Blockages	0116 3056999	Out of
Mail Services	0845 404000	
Website Support	01482 604706	
Cleaning Companies	0116 255 1955	
IT, Telecom and Network Suppliers, ICTIC	0845 302 8635/0845 6006156 Ictic: 07852129078	
Workspace Recovery		
Office Furniture Suppliers	0844 412 0000/0116-2657901	
Stationery Suppliers	0116-2657901/01604-760211/0844 412 0000	
Staff Resource & Welfare	0116 2323232	

ACTS LIST

NTACT	TELEPHONE NU
acts	
	07870881437 & 074462222
	07746779749
ish	03300 240016
cts	
	0116 2222222 -999
ices	0116 2872241 - 999
	0115 8845000 - 999
&E (Leicester Royal)	0845 045 0411
r	0116 2016672
	0116 295 7500
ency	0844 225 4524