



Brook Learning Trust

Business Continuity and Emergency Situation Action Plan

Introduction

At Brook Learning Trust we bring together our unique academies in our belief in the power of education to change lives and communities. It is our steadfast purpose to challenge and defy the barriers that constrain the educational progress of any child. We set high aims for aspiration and secure collective responsibility for all our children's achievements. Our work is underpinned by the values of Integrity, Respect, Courage, Optimism, Excellence and Accountability.

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1 Purpose of this Policy

The Business Continuity and Emergency Situation Management Plan (BCESMP) covers two closely related disciplines which share the same response management structures, but are separate responses

- *Emergency Situation Management* – is the ability to respond to an event or situation that threatens the welfare of members of the school community, serious damage to the school environment or the school's security.
- *Business Continuity Planning* – is the ability to respond to disruptive incidents and emergencies by identifying and maintaining the school's critical activities, and returning to 'business as usual' as quickly as possible.

This plan provides a framework to manage the impact of the effects of an unexpected emergency/crisis and to identify critical functions to recover as a priority, ensuring BLT's academies can deliver key services and meet their statutory obligations. The appendices contains relevant, concise and up to date information that may be needed urgently during an emergency situation.

2 Plan Administration

Hard copies of this plan are held at each academy site in Reception and in the Site Office, and a further copy is held in the CEO's office. Electronic copies are held by each member of the Emergency Response Team (see section 4.2) and the Chair of Academy Council, and on the Secure Area of the Trust's website accessible to Trustees.

3 Emergency Situation 'Grab File'

Grab files are maintained and updated by the Head of Academy Administration at each academy, and held in Reception, and will include:

- Contact details for emergency and other support services (appendix 1)
- Annotated site plan of the academy (appendix 2)
- Emergency Management Team contact details (appendix 3)
- Other Key contacts (appendix 4)
- Arrangements for accessing data systems off site and/or out of hours (appendix 5)
- Site Evacuation Plan (appendix 6)
- Emergency Action Log Template (appendix 7)
- Emergency Action Plan Template (appendix 8)

Emergency Situation Grab Files are held at each academy at Reception, in the Site Manager's office, plus a copy is held by in the CEO's office.

4 Emergency Response Team (ERT)

The lead responsibility for the academy's response to an emergency sits with the Principal and their Emergency Management Team (ERT). This group will also have the responsibility for invoking and activating the BCESMP and for making the necessary decisions. This will be chaired by the most senior member of staff available (usually the Principal) and will be comprised of a number of staff who are considered most appropriate by the plan owner, along with a list of potential deputies. All members of the ERT must have access to the plan from home and at school and be aware of the all roles and responsibilities (see below) to enable the school to react swiftly and accordingly. The ERT should record all their decisions and actions in the emergency action log (Appendix 7) and be available for briefing sessions, handovers and post emergency debriefs.

Contact information for each member of the ERT is set out in Appendix 3.

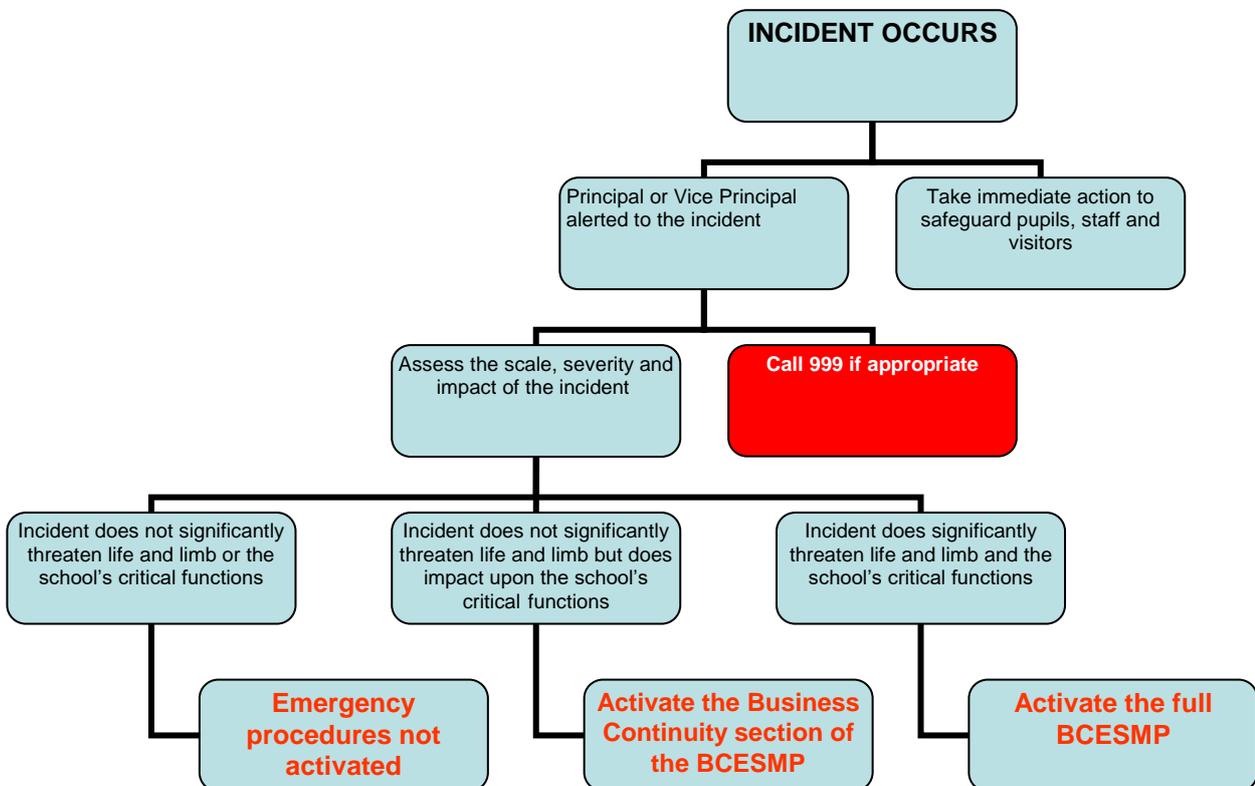
4.1 Emergency Response Team – Roles and Responsibilities

Role	Person Responsible	Recommended responsibilities during incident
Incident Manager	Principal or Executive Principal	Muster ERT and allocate roles Collate all relevant information relating to the emergency Coordinate emergency response strategy, liaising with relevant authorities, support agencies and emergency services Evacuate buildings/close the academy as necessary Monitor the emergency response Provide regular staff/team briefings
Deputy Incident Manager	Head of School or Vice Principal(s)	Assist Principal, or deputise in their absence Co-ordinate the ERT Monitor staff welfare and organise staff duty rotas Lead student welfare arrangements on behalf of the Principal
Incident Support	Assistant Principal(s)	Assist The Principal and Vice Principal(s) in carrying out their roles Provide a point of contact for parents Arrange on site coordination of visiting parents Maintain regular contact with parents as instructed by the Principal, with the support of the Administrator and ICT Network Manager

Administrator	Head of Academy Administration	Collate information concerning the emergency Maintain a log of events, decisions and actions Ensure telephones/emails are answered Field incoming and outgoing messages Provide all necessary records. Assist Principal and/or Vice Principal in providing information for parents. Act as point of contact for media enquiries, liaising with the Principal and CEO regarding agreed messaging.
Systems and Data owner	ICT Network Manager	Ensure remote access to data systems including SIMS, School Comms, school booking system for lettings
Site Manager	Site Manager	Assist with emergency response on site. Assist with building access, security and/or evacuation.

5 Activation Triggers and Initial Action

The flow chart below demonstrates when Emergency or Business Continuity procedures should be put into practice, also explained in 5.1 below.



5.1 Immediate Response and Subsequent Action/s

The member of staff witnessing or first discovering the emergency situation will be responsible for initiating the immediate response to the threat. This may involve:

- Summoning help / calling emergency and other support services (see Appendix 1)
- Taking charge of the scene until support arrives
- Securing the immediate welfare of those involved e.g. by organising shelter or evacuation
- Alerting the Principal or SLT member in charge in the former's absence
- Maintain a log of events using the Emergency Action Log Template (Appendix 7)

5.2 Activating the Emergency Situation Management Plan

On full activation of the BCESMP the Principal (or deputy) will muster the ERT and consider next courses of action. These may include:

- Collect grab file, visitors book and first aid kit
- Ensure all staff, students and visitors are accounted for using the day's attendance record and signing in book
- Ensure safety and welfare of students and staff
- Identify vulnerable students/adults who may need assistance
- Identify any students/adults with medical conditions who may need assistance
- Contact AEO
- Decide whether to keep pupils in classrooms or to evacuate
- Consider activating school closure procedures
- Liaise with emergency services and assist with access
- Keep staff informed
- Ensure CEO, Estates Manager and Chair of Academy Council are informed
- Prepare information and advice to parents
- Call meetings of the ERT as required and ensure they share regular situation updates
- Cancel any planned visits to the school
- Cancel any lettings which are impacted by the emergency
- Advise service providers of the interruption to normal arrangements for the school (catering services, transport services)
- Contact lead teachers who are off site on school visits
- If necessary immobilise the gas/electricity or water supply
- Ensure all building keys are available
- Where possible, assist in the securing of the school site
- Maintain a log of events using the Emergency Action Log Template (Appendix 7)

5.3 Dealing with the Media

The Principal or SLT member responsible in the former's absence should consult with the CEO or the CEO's delegated deputy before making any statements to the media. The CEO or CEO's delegated deputy will liaise with the Principal to manage publicity, keeping the Chair of Academy Council and Chair of the Trust informed as far as is possible.

6.0 Business Continuity, Recovery and Resumption

After the immediacy of the event itself, the ERT will need to focus on actions needed for normal service to resume as soon as possible. This will involve reinstating the any of the academies critical functions that have been compromised following the emergency. The Business Continuity Recovery Action Plan template is provided in Appendix 8

6.1 Students and Staff welfare

Depending on the nature of the incident, the ERT may need to consider the use of counselling services to support staff or students who have suffered trauma.

6.2 Staffing

The ERT will need to consider what curriculum can be delivered in the short and medium term, using available teaching and support staff, volunteers, agency workers and support sourced from neighbouring schools. Options may include larger class sizes, virtual learning environments, independent learning, team activities, off site activities, mutual support arrangements with neighbouring schools, flexible working, changes to the school day.

6.3 Premises and Equipment

Early measures should include damage mitigation, equipment salvage and protection and isolation of the damaged area for safety purposes. In the short term, the ERT may want to consider alternative methods of delivery, including the use of mutual support arrangements with other schools, offsite activities, changes to the school day to maximise the use of serviceable accommodation.

The next phase will entail planning and sourcing temporary buildings and equipment as necessary. This will need to be done in conjunction with the Insurers and Department for Education. Access, location and services for temporary structures should be considered – it may be possible to bring temporary buildings onto the site, although alternative local facilities may be required for specialist aspects of the curriculum.

6.4 Utilities and services

Temporary telephone facilities and power must be sourced as a priority. Where telecommunications, power, gas or water supplies have been shut down or compromised, utility providers and contractors should be contacted to reinstate the supplies as soon as possible. The ERT may need to consider the use of an emergency generator.

6.5 IT systems and data. Replacement hardware (the minimum required operationally) should be sourced, and back-up software/data reinstated at the earliest opportunity. Pre-planning (and periodic testing) for back-up/recovery of systems is essential. An arrangement for off-site storage of critical software and data back-up should be maintained.

6.6 Curriculum and course materials. A plan should be prepared to identify the damage to materials and establish a programme of replacement. In the event of ongoing damage, the ERT will need to consider what curriculum can be delivered in the short and medium term, using available staff and other resources. This will need to be planned in a phased way as staff, spaces and equipment become available for use during the recovery period.

6.7 Insurance Claim/Recovery Financing

The ERT should liaise with the Finance Director at the earliest opportunity to register a claim with the insurers so that damaged property and resources may be repaired or reinstated at the earliest opportunity

6.8 Communication

The ERT will need to develop an ongoing communications plan to parents, staff, Academy Councillors, Trustees, the Local Authority, the DfE and the media throughout the recovery period.

POLICY REVIEW AND RATIFICATION

Policy reviewed every two years and ratified by the Audit and Risk Committee

This review by the Finance Director in and Estates Manager	March 2019
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Summary of amendments to this iteration:	Significant re-write using latest advice from KCC Emergency Planning
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Ratified by BLT Audit & Risk Committee	March 2019
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Next full review & ratification will fall in line with revised policy control schedule	March 2021
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Appendix 1 Emergency Situations Contact Details

Contact	Name	Number	email
Emergency services			
CEO			
Estates Manager			
Chair of Academy Council			
Chair of Trust			
Area Education Officer			

Appendix 2 Site Plan of the Academy

<p>Map to include:</p> <ul style="list-style-type: none"> ○ Fire call points and assembly location(s) ○ Fire hydrants ○ Chemical stores ○ Boiler House/s ○ Electricity, gas and water services cut off points ○ Location of ICT services and other key ICT locations on or off site

Appendix 3 Emergency Response Team Contact Details

Role	Name	Mobile number	Email address
Principal			
Vice Principal			
Assistant Principals			
Head of Academy Administration			
Site Manager			
ICT Network Manager			

Appendix 4 Other Key Contact Details

Contact	Name	Mobile number	Email address
Designated Safeguarding Lead			
Deputy Designated Safeguarding Lead			
Educational Visits Coordinator			
Educational Visits Lead Teacher			
Lead First Aider			
Teacher responsible for work placements			
Trust Finance Director			
Insurance Claims			
Department for Education			

Appendix 5 Arrangements for accessing data systems off site or out of hours

Data	System	Storage location	Person responsible	Offsite/out of hours access arrangements
Attendance register	SIMS			
Parental contact details	SIMS / School Comms			
Student/staff medical conditions	SIMS			
Vulnerable students	SIMS			
Contact details for hirers				
Booking schedule for lettings				

Appendix 6 Site Evacuation Plan

When to evacuate	
Process to be followed in the event of evacuation	
Names of persons tasked with approving a site evacuation and implementing these processes	
Muster area	
Decamp Site in the event that whole site becomes unsafe or unavailable	
Mode of transport to decamp site/s	
Means of communication to stakeholders	

Appendix 7 Emergency Actions Log Template

Date/Time (24 hrs)	Incident / Situation	Name of Person acting	Nature of Action	Comments

Appendix 8 Business Continuity Recovery Action Plan Template

Critical Resource	Action Plan	Planned Implementation Date	Person Responsible
Staff and Student welfare			
Staffing			
Premises & Equipment			
Utilities/services			
IT Systems			
Curriculum and course materials			
Insurance			
Communication strategy			