

# Fairisle Junior School



## *Business Continuity Plan*

### *Guidance*



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*Fairisle Junior School is fully committed to ensuring that the application of this Business Continuity Guidance is non-discriminatory in line with the UK Equality Act (2010).*

*Fairisle Junior School seeks to implement this guidance through adherence to the procedures set out in the rest of this document.*

*This document is available to all interested parties on request from the School office*

*This guidance is adopted by the Fairisle Junior School Governing Body and reviewed annually by Peter Howard, and Andrew Clark or as events or legislation change requires.*

*The next scheduled date for review is March 2019.*

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## **1.0 Introduction**

This 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 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**

### **3.2 Associated Documents/information**

Associated Documents include:

- The Business Continuity Plan
- Fire Evacuation Plans
- Fire risk assessment
- Snow Plan

### **3.3 Emergency Contact Information**

An emergency information pack is kept at reception in the main School office and includes:

- Copies of this document
- The Snow Plan

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 school's Headteacher or their deputy and/or the Chair of Governors, the School Business Continuity Plan will be activated.

Staff communication will be via email, texting via trickle list and the website if this is operable.

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

- |                                     |  |
|-------------------------------------|--|
| • Southampton City Council          | school.emergencies@southampton.gov.uk        |
| • Buildings Team                    | 023 8083 2224                                |
| • Press Office                      | 023 8083 2756                                |
| • Health and Safety Advisors        | 023 8091 7771 Option 2                       |
| • Health and Safety Executive (HSE) | 0345 300 9923 (fatal or major injuries only) |
| • Insurance Advisors                | 023 8083 2835 / 3291.                        |
| • Local Police                      | 0845 045 4545                                |
| • Local Fire Service                | 999  |
| • Emergency Planning Dept.          | 023 8083 2089                                |

## 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 the Chair of Governors and SCC 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, pupils, parents, LA, 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)*

Lead by the Headteacher, the Incident Management Team includes all Deputy Heads, Assistant Heads, Business Manager and 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 any 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 Headteacher or their Deputy
2. Notification of a school closure using the Local Authority email service [school.emergencies@southampton.gov.uk](mailto:school.emergencies@southampton.gov.uk) (actioned by Headteacher or Business Manager).
3. Implementing the school staff contact list
4. Recording the closure on the home page of the school website and the SCC Schools Closure page.
5. Ensure that the school's Twitter feed is updated as often as possible to ensure communication is good.
6. Sending out text messages via the system to all parents (actioned by the Admin Assistant).
7. Recording (remotely) a message on the school answer machine.

### 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 on the basis that pupils will continue to be supervised by staff until they are collected.
  - a. Parental authorisation for another responsible adult to collect their child must be provided by phone message or email from a parent 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 Local Authority email service (actioned by Headteacher or Business Manager).
3. Recording the closure on the home page of the school website (actioned by Business Manager or Site Manager).
4. Sending out text messages to all parents via school system (actioned by Admin Officer).

### 6.3 Immediate Places of Safety

In the event of a major incident on site requiring the school to be closed, pupils will assemble at the primary assembly point – the school hall. If the building needs to be evacuated, staff will escort pupils to the secondary assembly point on the playground furthest away from the building.



### 6.4 Off-Site Place of Safety

Our approved Off-Site Place of Safety is Oasis Academy Lordshill.

## 7.0 Lockdown Procedure

It is current advice that all schools should have, and practice regularly, a Lockdown procedure.

Lockdown Procedures are both a sensible and proportionate response to any internal or external incident that poses a risk to Pupils/Staff/Visitors.

For Example:

- A reported incident in the local community.
- An intruder on the school site
- A warning of air pollution (smoke, gas etc)
- A major fire with in the vicinity of the school
- A dangerous animal roaming loose

Partial Lockdown	Full Lockdown
Lockdown alarm is sounded – 3 rings on the school bell, repeated 3 times	
All pupils/staff/visitors who are outside should move inside as soon as possible	
Lock external doors and windows	Lock external and internal doors, all windows and gate
Pupils should remain at their desks	Pupils and staff should remove themselves from line of sight and seek shelter, away from doors and windows. Shelter under desks
Register must be taken and any missing pupils reported and investigated immediately	
If practical parents should be informed	
If evacuation is required the fire alarm will be sounded	
Children engaged in external activities will return to the building	

Everyone should be encouraged to KEEP CALM!

The Headteacher should co-ordinate communications with emergency services

Pupils **WILL NOT** be released to parents during a lockdown

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor School entrances via CCTV, and discretely from windows that are one way vision. The gates should only be opened by School Staff when visual confirmation of the presence of the Emergency Services can be confirmed.

All staff/pupils should be aware of the existence of a lockdown plan.

Parents should be informed, and a copy of this document made available on the website. It is important to ask parents not to contact the school or pupils during a lockdown as this may tie up phone lines or alert an intruder to the whereabouts of a child.

## 8.0 Silent Evacuation

Notification of a silent evacuation would be made by word-of-mouth or by the distribution of a piece of paper with instructions being passed to each teacher/adult in charge.

## 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 the Local Authority.

Temporary working facilities are the responsibility of the Local Authority.

### 9.2 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 Insurance and Buildings Department at Southampton City Council as per the contact numbers on page 4.

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 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 pupils 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 –School is unable to provide buildings or ICT support
- Key Supplier Failure– Catering, transport.
- Evacuation due to Nearby Incident
- Bad Weather prolonged
- Strikes
- Terrorist Attack or Threat

## 12. Advice from Southampton City Council on terrorist attacks

Guidance on receipt of a bomb threat

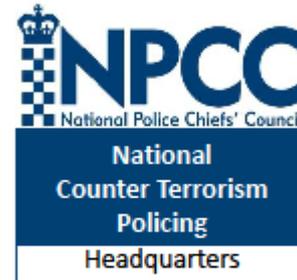
<http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/>

Bomb threat checklist

<http://www.cpni.gov.uk/documents/posters%20and%20checklists/bomb-threatchecklist.pdf?epslanguage=en-gb>

The following guidance (all in the public domain) can also be used to help review your emergency plans or develop lockdown procedures:

1. National Counter Terrorism Security Office (NaCTSO) advice for higher and further education – ([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/374752/Education\\_Reviewed.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/374752/Education_Reviewed.pdf))
2. School emergencies - national resources for schools, including template emergency plans <http://www.schoolemergencies.info>
3. NaCTSO guidance on 'dynamic lockdown procedures'
4. <https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures>
5. NaCTSO guidance on hostile reconnaissance



### NaCTSO Guidance Note 3 - 2015 Counter Terrorism Advice: Guide to Hostile Reconnaissance

Terrorists very often undertake some form of reconnaissance before carrying out an attack. They may do this in vehicles or on foot, recording and documenting locations. Three main considerations in assessing potential preparatory activity are the:-

- likelihood of a venue being targeted
- extent to which identification of suspects is possible
- type of suspicious behaviour shown

In periods of heightened alert, it is vital to remain vigilant, trust your instincts and report possible reconnaissance to the police.

Examples of suspicious behaviour include:

- Occupants of stationary vehicles watching a building or structure for no apparent reason
- Vehicles moving slowly near public buildings, structures or bridges, or parked in suspicious circumstances
- People using recording equipment, including camera phones or seen making notes or sketches for no apparent reason
- Attention to specific access/egress areas, stairwells, hallways and fire escapes for no apparent reason
- People loitering at or near premises for long periods, watching patrons for no apparent reason
- People asking detailed or unusual questions about buildings and business operations, facilities (such as room layouts), security or parking for no apparent reason
- Members of the public in offices and 'off limits' areas, plant rooms and similar locations

Intelligence continues to suggest that crowded places, economic, government, transport systems, military and iconic sites are all seen as potential targets for terrorists. All of these are to be found in major cities throughout the UK. Report any incidents or suspicious activity to the police, quoting "Operation Lightning"

- In an emergency dial 999
- If the person has left the scene, contact the Anti-Terrorist Hotline 0800 789 321

Report any incident promptly as it could be the last act of preparation before an attack.

*Protect yourself your staff your business and your community.*