



LONG FIELD ACADEMY

BUSINESS CONTINUITY PLAN

Formulation Date:	October 2013
Senior Team Responsibility:	Business Director
Governors' Reviewing Committee	SHSP and FGB
Ratified on:	17th October 2013
Reviewed:	May 2017
Next Review Date	May 2018
Associated Documentation:	Fire & Emergency Evacuation Plan Health, Safety & Wellbeing Transporting Students First Aid in the Work Place Educational Visits Policy Adverse Weather Procedure IT Disaster Recovery Plan

1. Introduction

Long Field Academy is required by the Civil Contingencies Act 2004 to develop plans to manage business continuity in the event of a range of disruptions to services.

This plan should be read in conjunction with the Academy's other procedures and policies named above that deal with the immediate response to an emergency situation.

This plan deals with no-notice disruptions most likely to occur: loss of premises (through fire, flood etc); loss of utilities (electricity, gas, water, fuel); failure of IT and telephony; failure of supply; staff shortage; issues such as pandemic 'flu.

The impact of any serious disruption may manifest itself in terms of: delivery of education, safety/welfare, financial consequences; reputation damage; environmental consequences.

This plan should be reviewed annually.

2. Aim of plan

The plan is designed to achieve the following strategic objectives:

- To safeguard the safety and welfare of students, staff and visitors;
- To resume provision of education services at the earliest opportunity and, where possible, secure a continuation of learning;
- To maintain the community and identity of the academy;
- To return the academy to normality.

3. Notification

During working hours, a site disruption is likely to become apparent to all staff and students very quickly: alarm activation, word-of-mouth etc.

Outside working hours, a site disruption may be notified by the emergency services to the Principal, Estates & Facilities Manager or another senior member of staff.

4. Plan implementation

The responsibility for implementing this plan lies with the Principal or, if not available, the most senior member of staff available.

5. Initial Actions and Evacuation File

Evacuation is dealt with in the academy's Emergency Evacuation Plan.

Upon activation of this plan, the Principal, or his/her nominated deputy, will form a Crisis Management Team (CMT) with responsibilities as listed in section 7.

The primary objective of the CMT is to manage the developing situation and minimise harm and danger to:

- Students, staff and visitors
- Building, contents and other assets and
- Academy's ability to provide education.

An emergency file will be stored in the Business Director's and Estates & Facilities Manager's office.

The file should contain the following items:

- A copy of this plan
- A copy of the academy evacuation plan
- A plan of the academy buildings
- Any other critical contact numbers

The file should be taken out of the academy building by the nearest person, only if safe to do so.

The emergency file will be checked termly for accuracy of information by a member of the academy administration staff.

Documents will be stored in the secure staff password protected area on the website (when this facility is available).

6. Assessment and Containment

As soon as practicable, the CMT will meet to consider what resources are available to continue normal business as far as possible. Potential resources are:

- Staff, vehicles, equipment still at the scene
- Staff, vehicles, equipment located elsewhere
- Nearby academy premises for immediate needs
- Current IT and telephony capability

The meeting should be held at a location as near as possible to the main building if possible, or at Sysonby Knoll, Asfordby Road, Melton Mowbray (Vicky Wilkin) 01664 563563.

Students may need to be sent home or evacuated (as appropriate) to Melton Mowbray Baptist Church, Leicester Road. Tel: 01664 480786

The Business Director will arrange an immediate increase in the limit of the Academy Debit card to ensure that any unexpected expenditure can be funded.

7. Roles and Responsibilities

Functional roles include, but are not limited to the following (*dependent on resources available, individuals may be called upon to fulfil more than one role*). Overall responsibility will pass to the most senior member of staff available.

Principal

- Chair Team meetings

- Co-ordination of the response
- Liaise with Chair of Governors
- Allocate resources.
- Be prepared to answer questions from the media
- Responsible for deciding whether or not staff/students should be sent home.

Business Director

- Meet and greet emergency services as they arrive, with a floor plan of the building, if possible.
- Ensure all significant occurrences and decisions are recorded, together with reasons for decisions made.
- Provide clerical and practical assistance to the Principal

Deputy Principal/Assistant Principal supported by pastoral support team – welfare issues

- Marshalling of students, staff and visitors at the evacuation rendezvous point.
- Ensure all students, staff and visitors are safe and accounted for.
- Arranging for transfer of everyone to place of safety.
- Arrange for warm, dry shelter for everyone in the short term.
- Deal with immediate welfare matters: distress, injuries, domestic responsibilities, etc.
- Liaise with DFE/ LADO (Local Authority Designated Officer)
- Co-ordinate the sending home of students and immediate care of those whose parents cannot be readily notified or whose parents / guardians reside a considerable distance away.
- Instruct staff not to leave the rendezvous point until told to do so.
- Liaison between CMT and staff.
- Imparting factual information to staff.
- Agree key information to be given to students by class teachers.

Estates & Facilities Manager – premises issues

- Building security.
- Turn off gas, electricity etc, if this can be done safely.
- Salvage of critical documents/equipment if this can be done safely. The nominated person should be in possession of a list of critical items.
- Signs and notices for doors/boundaries.
- Liaison with neighbours.
- Identification/transfer to alternative premises.

Business Director/Estates & Facilities Manager - continuity and recovery

- Arrange for opening up of alternative premises.
- Co-ordinate fitting out with furniture and equipment.
- Liaise with academy insurance company
- Liaise with DFE/EFA as necessary

ICT Manager - data recovery

- Organise the retrieval and restore of data from back- up tapes/systems

8. Potential Disruptions

Loss of Premises

Due to the size of the overall academy site and the spread of the site, the complete loss of all academy buildings is extremely unlikely. A Site Disaster Recovery Plan is pending.

Loss of Utilities/ICT/telephony:

See ICT Disaster Recovery Plan

Staff Shortage

The most likely scenarios involving a significant loss of staff are:

- Outbreak of disease (e.g., influenza pandemic)
- Fuel Shortage
- Industrial action

In all of these events, there is likely to be a period of notice in which arrangements may be made to mitigate the effects

Academy Epidemic/Pandemic Manager: Principal
Deputy: Business manager

An influenza pandemic or similar occurrence may jeopardise staffing levels, directly through staff illness, or indirectly through fear of infection or through caring responsibilities for sick relatives.

It is essential that information is disseminated about how to identify symptoms of the illness in question and what to do in the event of a member of staff becoming ill with the suspected illness. The latest information for academies to prevent the spread of infection and in what circumstances they might need to close is available from official government and public information websites.

Fuel

In the event of a widespread fuel shortage, options will include:

- Increased use of public transport
- Car sharing
- Walking or cycling

When information indicates that a fuel shortage is expected, a list of staff living remotely from their place of work and with particular difficulties in accessing any of the above options will be compiled. It may be possible for these staff to continue to work remotely if ICT access is restored.

Industrial Action

As far as possible, without attempting to influence staff members' legal right to take industrial action, managers should try to estimate the proportion of staff that may be available to work in order to plan work in accordance with priorities.

9. Recovery

Long-term recovery may be affected by decisions made during the assessment/containment phase, so recovery issues should be taken into account by the CMT from

the outset. Dependent on the nature of the incident, recovery may take months or even years to achieve (for instance if a full rebuild is required after a fire, or if injuries or deaths occur) and will include ways of keeping the academy community together during any period of dispersion, or commemorating the event on anniversaries.

APPENDIX 1

Supplier Details

Service	Supplier	Telephone Number		Account number
		day	Out of hrs	
Telephone	British Telecom	0844 871 0631	0844 871 0631 07810 698 426	
E-Mail	OCN	08450 521000		
Computer network	ICT Team Mark Lewin		07527 363482	
Photocopiers	Konica Minolta	0845 603 5580 020 8236 5800		0049881221
Gas	British Gas	0845 072 8675	0800 111 999	A3517 670
Electricity	NPower	0845 0709494	0845 026 0654 (Southern Electric)	K98 40837
Cleaners	LCC	01494 473338	07841 278580	
Building maintenance services & Emergency Repairs	Various – via James Handley			
Fire Safety	CHUBB	0800 321 666	0844 879 1770	424356 0196
Waste Management	Biffa	01491 834311	None available	Iffl 001/8
Water	Thames Water	0845 9200 887	0845 9200 800	70396 68326

This section of the document will be reviewed on a termly basis by the Business Manager. Any adjustments will be held in the central file in the Business Director and Estates & Facilities Managers' offices.

APPENDIX 2

Agenda for first Crisis Management Team meeting

1. Background and Situation Report as known (Chair/Principal)
2. Updates and actions:
 - Premises
 - Current state
 - Critical items recovered/still in situ
 - Estimate of return
 - Welfare (staff, students, visitors)
 - Confirm all persons accounted for
 - Current arrangements for retaining staff
 - Arrangements for accompanying casualties to hospital (if applicable)
 - Outstanding welfare issues
 - Communications
 - Message given out to staff
 - New contact number for public
 - Public message to media
 - Collect contact numbers for team members.
 - Continuity and Recovery
 - Critical services affected
 - Options to work around disruption
 - Resources shortfall
 - Alternative premises identified (if applicable)
3. Time of next meeting
4. Distribution List:
 - Senior Leadership Team
 - Chair of Governors
 - EFA