



BUSINESS CONTINUITY PLAN

Policy Owner	Bridge Short Stay School
Last Reviewed	November 2020
Approved by Management Committee	January 2021
New Review Date	September 2021

BRIDGE SHORT STAY SCHOOL

Business Continuity Plan

IN AN EMERGENCY	
1	IF APPROPRIATE, CALL THE EMERGENCY SERVICES ON 999 (OR 112)
2	CONTACT THE EXECUTIVE HEAD TEACHER ON Andrew Burton: 07980306069
3	ALTERNATIVELY CONTACT THE HEAD OF SCHOOL ON James Morris: 07713030100
4	INFORM THE CHAIR OF MANAGEMENT COMMITTEE ON Nick Moseley: 07519 836303
5	PAGE THE COUNTY COUNCIL'S DIRECTOR ON CALL ON 07659 599209 Leave your name, contact number & any relevant short message. [In the unlikely event that the SCC Director On Call does not get back to you within a reasonable time period, then contact should be made with the Staffordshire Civil Contingencies Unit's Duty Officer. This can be done by calling 08451 213322. This number will put you through to Fire Control. Please ask Fire Control to page the CCU Duty Officer, leaving an appropriate message.] Please note that both of the above numbers are not public numbers and should only be used in an emergency.
6	GO TO THE EMERGENCY ACTIONS CARD COMMENCING ON PAGE 9

Amendment Record Sheet

Serial	Amendment Details	Notified By / Incorporated By	Date
2.1			
2.2			
2.3			
2.4			
2.5			
2.6			
2.7			
2.8			
2.9			
2.10			

Contents		Page
	Amendment Record Sheet	2
	Contents	3
	Distribution List	4
	Version Control	4
1	Introduction	5
2	Implementation:	5
	School Incident Management Team	5
	School Incident Management Team Emergency Action Cards	5
	Person / Groups Responsible for the Actions	5
	School Emergency Contact List	5
	Staffordshire County Council Support	6
	How to activate County Council support	6
	Incident Documentation	6
3	Training and Exercises	7
4	Plan Review and Maintenance	7
Annex A	Emergency Actions Card	9 - 16
Annex B	School's Emergency Contact List	17 - 18
Annex C	County Council's Incident Notification Sheet and Incident Log Sheet	19 - 22

**Bridge Short Stay School
Business Continuity Plan**

Distribution List	Location
Action Copies:	
Head Teacher	Head Teacher's Office Home Copy
Head of School	Head of School Office
Deputy Head Head Teacher	Deputy Heads Office
School Office Copy	School Office
Chair of Management Committee	Home Copy
Bursar	Office
Head of School Primary	Little Bridge Office
Information Copies:	
Electronic Copies	School Office Computer
The controlled version of this document is held on the County Council ICT System (S Drive) and is also displayed on the County Council's Intranet site.	

Version Control	
Author:	Chris Hawkrige, Civil Contingencies Officer, Staffordshire Civil Contingencies Unit.
Version:	02
Approved by:	: Management Committee Date:
Issue Date:	
Review Date:	
Owner:	Andrew Burton, Executive Headteacher, Bridge Short Stay School

Name of School:	Bridge Short Stay School
Address of School:	Wissage Road, Lichfield, Staffordshire
Post Code:	WS13 6SW

1.0 Introduction

1.1 The aim of this plan is to ensure that the school can continue to meet its Mission Statement and the School Aims in the event of a major incident, which threatens personnel, premises or the operational structure of the service and requires special measures to be taken to restore a normal service.

2.0 Implementation.

2.1 This plan may be implemented, in whole or in part, on the authority of the Head Teacher.

2.2 **School Incident Management Team.** The School Incident Management Team should be comprised of suitably experienced Senior Management members and experts from relevant disciplines who are able to understand and manage the likely impact of a major incident in order to minimise disruption to the operation of the School.

2.3 **Emergency Actions Card.** The major incident Emergency Actions Card for use by the School Incident Management Team is attached at Annex A. This includes:

- Stage 1 – Immediate Actions required;
- Stage 2 – First 24 hours;
- Stage 3 – 24 hours to 2 weeks;
- Stage 4 – Post Incident.

2.4 **Person / Groups Responsible for the Actions.** Individual schools may wish to predetermine the appropriate persons to undertake the actions listed in their Emergency Actions Card. Alternatively, these may be determined on the day by the Head Teacher depending upon the nature and scale of the incident and the personnel available at the time.

2.5 **Emergency Contact List.** Details of the School's emergency contacts are listed in Annex B attached. Individual schools should consider which of their important contacts should be listed in their emergency contact list. It should be noted that such personal information may be subject to the Data Protection Act and personnel should be reminded that their details contained in this list may be only shared with the Emergency Services, Local Authorities and other organisations responding to an emergency situation.

2.6 **Staffordshire County Council Support.** During an emergency affecting a school the County Council can offer support in the following areas:

- **People:**

- Corporate management;
 - County Improvement Officers;
 - Educational Psychologists;
 - Health and welfare support and guidance.
- **Place:**
 - Transportation;
 - Highways;
 - Access to various Contractors.
 - **Finance & Resources:**
 - Strategic Health and Safety.
 - **Customer Services & Communications:**
 - Corporate Communications (Media).
 - **County Council's Incident Management Team** – When a major incident is declared then the full support of the County Council's Incident Management Team will become available to support the school affected by the incident.

2.7 **How to activate County Council support.** The County Council's emergency contact, is through the Director On Call who can be paged on **07659 599209**. Leave your name, contact number & any relevant short message.

[In the unlikely event that the SCC Director On Call does not get back to you within a reasonable time period, then contact should be made with the Staffordshire Civil Contingencies Unit's Duty Officer. This can be done by calling 08451 213322. This number will put you through to Fire Control. Please ask Fire Control to page the CCU Duty Officer, leaving an appropriate message].

These numbers are not public numbers and should only be used in an emergency.

The Director On-Call will assess the situation and, either, pass the information to the appropriate County Council Manager or, if the situation demands, declare a Major Incident and activate the County Council's Incident Management Team. Whichever method is employed, the County Council's support, to the school affected by an incident, will be undertaken with the degree of urgency appropriate to the emergency situation.

2.8 **Incident Documentation.** It is strongly recommended that details of the actions undertaken and the decisions made during an emergency situation are recorded for use during any subsequent inquiries. Copies of the County Council's Incident Notification Sheet and Incident Log Sheet are attached at Annex C for information and use if considered necessary.

3.0 **Training and Exercises.**

- 3.1 The Head Teacher and the Management Committee are responsible for ensuring that personnel with roles and responsibilities under this plan are properly trained and the plan tested at regular intervals.
- 3.2 The School Incident Management Team will be responsible for maintaining and testing the Plan.

4.0 **Plan Review and Maintenance.**

- 4.1 The Head Teacher will be directly responsible for the overall handling, coherence and effectiveness of the School's Business Continuity Plan.
- 4.2 The Management Committee of the school and the Head Teacher are responsible for ensuring that an annual review of the School's Business Continuity Plan is carried out and that any changes identified are incorporated.

This page intentionally left blank

STAGE 1 – IMMEDIATE ACTIONS REQUIRED

Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Inits
1	Any member of staff who becomes aware of an actual or potential major incident or issue should:				
1.1	Establish / assess the incident and the immediate impact.	<ul style="list-style-type: none"> • Declare an emergency situation? • Contact emergency services (999)? 	Andrew Burton / James Morris / Karen Wicks		
1.2	Evacuate the premises, if appropriate.	<ul style="list-style-type: none"> • Ensure everyone safe (including joint users and visitors); • Restrict access to the affected areas. 	Andrew Burton / James Morris / Amy Punnett / Karen Wicks		
1.3	Obtain a copy of students, staff and family contact lists.		Amy Punnett, Lynnette Abell, Jo Robb / Karen Wicks		
1.4	Complete and maintain the appropriate Incident Documentation.	<ul style="list-style-type: none"> • Incident Notification Sheet; • Incident Log Sheet. 	Lynnette Abell		
1.5	Record the details of casualties and obtain relevant information.		Lynnette Abell		
1.6	Injury Considerations.	<ul style="list-style-type: none"> • Who is accompanying injured person(s) to hospital; • Provide accommodation; • Provision of immediate transport, assistance, and counselling. 	Lynnette Abell Andrew Burton / Karen Wicks		
1.7	Head Teacher, or acting Head, is to decide on further action dependant on incident being inside or outside school hours.	Decide whether to transfer to neighbouring schools; send children home; arrange transport and notify parents.	Andrew Burton James Morris Karen Wicks		
1.8	Establish priorities for salvage and advise emergency services and recovery team.	These might include e.g. animals / livestock, equipment, records, registers, chequebooks.	Andrew Burton / James Morris / Karen Wicks / Lynnette Abell		

STAGE 1 – IMMEDIATE ACTIONS REQUIRED

Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Inits
1.9	<p>Consider notifying the County Council, of the Incident, via the Director On Call emergency number:</p> <p>Page the Director On Call on 07659 599209</p> <p>[In the unlikely event that the SCC Director On Call does not get back to you within a reasonable time period, then contact should be made with the Staffordshire Civil Contingencies Unit's Duty Officer. This can be done by calling 08451 213322. This number will put you through to Fire Control. Please ask Fire Control to page the CCU Duty Officer, leaving an appropriate message].</p> <p>These numbers are not public numbers and should only be used in an emergency.</p>	<p>Phoning the number will activate support from the County Council, including notifying all relevant people / groups, and support officers from the County Council will attend the site as a matter of urgency, as necessary.</p> <ul style="list-style-type: none"> • County Improvement Officers; • Corporate Communications (Media) Officers; • Strategic Health and Safety Advisors. 	Andrew Burton / James Morris / Karen Wicks		
1.10	Notify others, as required.	E.g. County Improvement Manager, District Senior Educational Psychologist, Corporate Communications Team etc. (see Annex B – Emergency Contacts).	James Morris / Karen Wicks		
1.11	Liaise with diocesan authorities, where appropriate		N/A		
1.12	Review welfare support for pupils, parents and staff.	Refer to the 'Coping with a Crisis at School' document, as appropriate.	Andrew Burton / James Morris / Karen Wicks		

STAGE 1 – IMMEDIATE ACTIONS REQUIRED

Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Inits
1.13	Dependant on time scale and nature of incident continue to stage 2 or to post incident checklist .		Andrew Burton / James Morris / Karen Wicks		

STAGE 2 – FIRST 24 HOURS

Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Inits
2.1	Establish / assess, where possible, the nature of the loss of service, the likely cause and likely timescale of recovery.	<ul style="list-style-type: none"> Consider whether the incident can be managed locally; Consider whether the incident requires the implementation of any special contingency arrangements. 	Andrew Burton / James Morris / Karen Wicks		
2.2	Activate the School Incident Management Team, if appropriate.	<ul style="list-style-type: none"> Consider suitable location for Team to manage the incident. 	Andrew Burton / James Morris / Karen Wicks		
2.3	Notification Procedures.	<ul style="list-style-type: none"> Staff – Internet, email, meeting; Parents – ‘Snow line’ (ensure recovery team have access); Keep all staff and people involved up to date; Chair of Governors. 	Andrew Burton / James Morris / Amy Punnett / Jo Robb / Karen Wicks		
2.4	Ensure that the Chair of the Governors is kept fully informed and updated on the ongoing situation.		Andrew Burton		
2.5	Liaise with diocesan authorities, where appropriate		N/A		
2.6	Review welfare support for pupils, parents and staff.	Refer to the ‘Coping with a Crisis at School’ document, as appropriate.	Andrew Burton / James Morris / Karen Wicks		
2.7	Complete and maintain the appropriate Incident Documentation.	<ul style="list-style-type: none"> Incident Notification Sheet; Incident Log Sheet. 	Andrew Burton / James Morris / Karen Wicks		

STAGE 2 – FIRST 24 HOURS

Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Inits
2.8	Establish media communication.	Should be passed to the County Council's Incident Management Team, or Corporate Communications Team, as soon as possible.	Andrew Burton		
2.9	Establish priorities for salvage.	Notify Emergency Services (animals, records, cheque books, registers).	Andrew Burton / James Morris / Lynnette Abell / Karen Wicks		
2.10	Make alternative arrangements for examination groups, if appropriate.	Support from the County Council's Incident Management Team.	James Morris		
2.11	Record Financial expenditure.	To be communicated to the County Council's Incident Management Team.	Lynnette Abell		
2.12	ONGOING INCIDENT CHECKLIST – STAFF				
2.12.1	Hold a staff briefing session as soon as possible.	See 'Coping with a Crisis at School', if appropriate (i.e. if the incident involves the death or serious injury of a member of the school community).	Andrew Burton / James Morris / Karen Wicks		
2.12.2	Ensure all health & safety risks have been identified and are being managed.	County Council's Health & Safety Team	Andrew Burton		
2.12.3	Communications.	Provide written information regarding the incident and how it will affect the school.	Andrew Burton		
2.12.4	Consider rotas and timetables.	<ul style="list-style-type: none"> • Staff Rota; • Student timetables (exam issues). 	James Morris / Karen Wicks		
2.12.5	Allocate staff at set locations to meet students returning to school.		Andrew Burton / James Morris / Amy Punnett / Karen Wicks		

STAGE 2 – FIRST 24 HOURS

Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Inits
2.13	ONGOING INCIDENT CHECKLIST – PREMISES				
2.13.1	Premises check list.	<ul style="list-style-type: none"> Obtain building plans; Walk through the buildings to amend and then mark on them the areas which have been affected by the incident; Note any relevant amendments (obstacles, toilets, fire escapes etc); Communicate to staff and students. 	Andrew Burton / James Morris / Lynnette Abell / Karen Wicks		
2.13.2	Reallocate space – e.g.:	<ul style="list-style-type: none"> Parking; pupil areas, etc. 	Amy Punnett / Karen Wicks		
2.13.3	Review procedures for:	<ul style="list-style-type: none"> Site Security; Health & Safety; Fire Prevention. 	Andrew Burton / Lynnette Abell /		
2.13.4	Review lettings and joint use arrangements.	Discuss changes.	Andrew Burton / Lynnette Abell		
2.13.5	Liaise with diocesan authorities, where appropriate		N/A		
2.14	ONGOING INCIDENT CHECKLIST – PUPILS / STUDENTS				
2.14.1	Notification.	<p>Hold Assembly to pass on factual information, maps and timetables.</p> <p>See 'Coping with a Crisis at School', if appropriate (i.e. if the incident involves the death or serious injury of a member of the school community).</p>	Andrew Burton / James Morris / Amy Punnett / Karen Wicks		

STAGE 2 – FIRST 24 HOURS

Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Inits
2.15	ONGOING INCIDENT CHECKLIST – PARENTS/GUARDIANS				
2.15.1	Hold parents/teachers meetings.	<ul style="list-style-type: none"> • Issue information sheet; • Letters issued via students; • Update web site. See 'Coping with a Crisis at School', if appropriate (i.e. if the incident involves the death or serious injury of a member of the school community).	Andrew Burton / James Morris / Amy Punnett / Jo Robb /Karen Wicks		
2.15.2	Change the message on the school answer-phone regarding changes to pupil attendance, etc.		Jo Robb / Lynnette Abell /Karen Wicks		
2.15.3	Provide notices around the school perimeter regarding progress.		Lynnette Abell		
2.15.4	Update information to school users and local community.	<ul style="list-style-type: none"> • Pupils, staff, parents and governors; • Do you have a communications plan, which covers such things as notice boards, newsletter, web sites, reception points, etc? 	Andrew Burton / Jo Robb		

STAGE 3 – 24 HOURS TO 2 WEEKS

Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Inits
3.1	Review Stages 1 and 2.		Andrew Burton / James Morris		
3.2	Identify most urgent issues.	The school will need to focus particularly on key educational needs.	Andrew Burton / James Morris		
3.3	Identify useable facilities on site.		Andrew Burton / James Morris / Lynnette Abell		
3.4	Review welfare support for pupils, parents and staff.	Refer to the 'Coping with a Crisis at School' document, as appropriate.	Andrew Burton / James Morris / Amy Punnett		
3.5	Establish supply cover for teaching / non-teaching staff.	In consultation with the County Council's Incident Management Team.	Andrew Burton / Lyn Abell		
3.6	Check / reschedule examination arrangements.		Andrew Burton / Jo Robb		
3.7	Update information to school users and local community.	<ul style="list-style-type: none"> • Pupils, staff, parents and governors; • Do you have a communications plan, which covers such things as notice boards, newsletter, web sites, reception points etc? 	Andrew Burton / Jo Robb		
3.8	Formalise the revised transport arrangements.		Jo Robb		
3.9	Review services / deliveries to site.	In consultation with the County Council's Incident Management Team e.g. catering; cleaning; electrical / heating services.	Lynnette Abell		
3.10	Prepare inventory to furnish alternative accommodation.		Lynnette Abell		
3.11	Organise a briefing for the full Governing Body.		Andrew Burton		

STAGE 3 – 24 HOURS TO 2 WEEKS

Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Inits
3.12	Liaise with diocesan authorities, where appropriate		N/A		

STAGE 4 – POST INCIDENT

Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Inits
4.1	Once the incident is nearing closure, when circumstances permit, plan for its stand down.		Andrew Burton / James Morris / Karen Wicks		
4.2	Consider a phased process with the acknowledgement that certain activities may have to continue for some time e.g. media relations and long term clean up.		Andrew Burton / James Morris / Karen Wicks		
4.3	Notify all contacted officers that the incident is closed.		Andrew Burton / Lyn Abell		
4.4	Ensure that all personnel are accounted for.		Andrew Burton / James Morris / Amy Punnett / Karen Wicks		
4.5	Arrange de-briefs for all staff involved including the members of the Governing Body, as necessary.	<ul style="list-style-type: none"> • Hot debrief immediately; • Internal structured de-brief within 2 weeks; • Inter Agency structured de-brief as required. 	Andrew Burton		
4.6	Liaise with diocesan authorities, where appropriate		N/A		
4.7	Complete and retain all documentation related to the incident.	<ul style="list-style-type: none"> • Incident Notification Forms; • Incident Log Sheets; • All completed Action Cards; • All other paperwork/associated documentation relevant to the incident including electronic records. 	Andrew Burton / James Morris / Amy Punnett / Lyn Abell / Jo Robb / Karen Wicks		

EMERGENCY CONTACT NUMBERS

Service	Tel (Work)	Out of hours	Fax (F) / Mobile(M)	Time & Date Contacted	Inits
Staffordshire County Council:					
<ul style="list-style-type: none"> Director On-Call 	Page the Director On Call on 07659 599209 Leave your name, contact number & any relevant short message.				
<p>[In the unlikely event that the SCC Director On Call does not get back to you within a reasonable time period, then contact should be made with the Staffordshire Civil Contingencies Unit's Duty Officer. This can be done by calling 08451 213322. This number will put you through to Fire Control. Please ask Fire Control to page the CCU Duty Officer, leaving an appropriate message].</p> <p>N.B. The above numbers are not public numbers and should only be used in an emergency.</p>					
<ul style="list-style-type: none"> County Improvement Manager 	Tim Moss	01785 277963			
<ul style="list-style-type: none"> District Senior Educational Psychologist 	Val Taylor	01283 239755			
<ul style="list-style-type: none"> County Manager Educational Psychology Service 	Julia Anderson	01785 278964			
<ul style="list-style-type: none"> Corporate Communications 	01785 895050				
<ul style="list-style-type: none"> Corporate Health & Safety 	Annette Allen	01785 355777			

EMERGENCY CONTACT NUMBERS

Service	Tel (Work)	Out of hours	Fax (F) / Mobile(M)	Time & Date Contacted	Inits
School Incident Management Team:					
Executive Head Teacher	Andrew Burton	07980 306069			
Head of School	James Morris	07713 030100			
Deputy Headteacher	Amy Punnett	07812831618			
Head of School Primary	Karen Wicks	07546 453062			
Bursar/Office Manager	Lynnette Abell	07814168346			
Other Useful Contacts:					
Caretaker	Colin Abell	07989 477569			
Gas	Corona	0800 111 999			
Electricity	Npower	0800 6783 105			
Water	South Staffs	0800 3891 011			
Neighbouring Schools:					
St Chads Primary	01543 512000		
Nether Stowe	01543 263446		
Friary	01543 267400		

STAFFORDSHIRE COUNTY COUNCIL INCIDENT NOTIFICATION SHEET

1) CALL RECEIVED BY:	EMERGENCY SERVICES INCIDENT NUMBER:	
2) CALL RECEIVED FROM:		
3) DATE:	4) TIME:	
5) WHAT HAS HAPPENED?		
6) LOCATION:		
7) GRID REF:		
8) SERVICES INVOLVED:	FIRE >>>>	POLICE >>>>
		AMBULANCE >>>>
OTHERS:		
9) WHAT IS REQUESTED?		
10) SPECIALIST ADVICE REQUIRED:		
11) WHO IS OUR CONTACT POINT?	NAME:	
	TEL NO:	
12) ANY OTHER INFORMATION:		

This page intentionally left blank

This page intentionally left blank