



## Emergency Response and Business Continuity Policy and Plans

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	Signature	Date
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# Emergency Response and Business Continuity Policy and Plans

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# Emergency Response and Business Continuity Policy and Plans

## 1. Statement of Intent

In light of the duty of care placed upon Newtown School, the school recognises and accepts its responsibility to develop and maintain a school Emergency Response Plan (ERP) and Business Continuity Plan (BCP) to provide a high standard of education to those in its care in the event of disruptive challenges to school business and / or emergencies.

## 2. Scope

- 2.1 In recognition of its duty of care to the school community and the school's Financial Values Standard (SFVS), Newtown has created this emergency response plan and business continuity plan to mitigate the impacts of emergencies and disruptive incidents to the school's business.
- 2.2 It is noted that both plans may need to be run concurrently and therefore must be compatible.

## 3. Responsibilities

- 3.1 The Headteacher has overall responsibility for ensuring that there are appropriate and effective plans.
- 3.2 The Health and Safety Governor is responsible for ensuring that the ERP and BCP are up to date and fit for purpose and for liaising with the Headteacher on monitoring and practices.
- 3.3 The governors on the Health and Safety Committee are responsible for oversight of the plans and their delivery.

## 4. Training and Exercising

- 4.1 All staff must be trained in both ERP and BCP response. Full training should be repeated annually to ensure currency.
- 4.2 Induction of new staff must include training in ERP and BCP response.
- 4.3 Exercises should be held if no live incidents have taken place. Both the ERP and the BCP should be exercised annually.

## 5. Review and Maintenance

- 5.1 The school ERP, BCP and associated paperwork must be reviewed a minimum of 12 monthly or in the following circumstances:
  - To update contact information.
  - Following staff changes.
  - In response to a significant newly identified hazard and risk assessment.
  - In response to lessons learned from an incident or exercise, experienced either directly or indirectly.

## 6. Risk Assessment

- 6.1 To inform the plans, a formal risk assessment process and actual assessment of hazards / threats has been undertaken (see sections 7 and 8).
- 6.2 The output from the risk assessment is two-fold:
  - A list of hazards which must be covered by the ERP. Further analysis of these hazards have provided guidance for the emergency response.
  - A list of emergency consequences / threats that together form the business continuity planning assumptions for the BCP.
- 6.3 All staff should be aware of current and new hazards / threats to the school. New hazards should be properly risk assessed and where necessary appropriate planning needs to be incorporated into the ERP or BCP.
- 6.4 The risk appetite for the school is low. Therefore, all medium, high and very high risks have been assessed in more detail for the ERP and BCP, which is expected to mitigate these risks.

## 7. Risk Assessment Process

### 7.1 Overview

To inform of the hazards and threats for which the school must prepare the ERP and BCP, the school has undertaken a risk assessment. The purpose of this risk assessment is to identify which hazards / threats are

most likely, or have a high impact, and therefore need to be considered for planning purposes. The school's risk assessment is included in Section 8.

## 7.2 Hazards

There are a number of hazards that, because of their nature and the vulnerability of the school community, must be considered, and planned for, in the ERP. These are:

- Fire / explosion at the school.
- Accidental death or injury on school premises.
- Violent intrusion into the school.
- Multiple illness / contagious disease during school hours.
- Criminal threat reported in vicinity of school (but not yet on school grounds).
- Industrial hazard / toxic plume in the vicinity of the school.
- Incident during school activities off the school premises (e.g. school trip).
- Accidental death / injury not during school hours and not on school premises.

## 7.3 The school resilience planner has also identified other local hazards and conducted a risk assessment on these as below. Such hazards may include:

- Floods from river / surface water.
- Severe weather (snow, storms, floods, dense fog, high wind, heat wave, drought).
- Local industrial sites.
- Nearby major transport routes.

## 7.4 Due to the nature of BCM, with its focus on the continuation of Critical Activities rather than response to life / limb threatening incidents, a wider range of business disruptions is considered. Therefore, on top of those already identified for the ERP, the risk assessment includes the following causes of business disruptions:

- IT server failure.
- Telephone / mobile phone failure.
- Electricity failure.
- Water shortage.
- Staff illness / epidemic / pandemic.
- Severe weather event – gale / storm / snow / cold.
- Fuel shortage / disruption.

## 7.5 Further analysis of these hazards has identified their generic consequences. The BCP has identified strategies / activities that will mitigate these consequences whilst continuing the delivery of Critical Activities within the allocated timeframe.

## 7.6 Method

The risk assessment has been based on a standard risk matrix, utilising scales of impact and likelihood.

The impact scales range from:

- Insignificant
- Minor
- Moderate
- Significant
- Catastrophic

The likelihood scale ranges from:

- Negligible
- Rare
- Unlikely
- Possible
- Probable

The resulting risks range from:

- Low (L)
- Medium (M)
- High (H)
- Very High (VH)

The following table shows the risk matrix with the scales and respective risk level:

<b>I m p a c t</b>	<b>Catastrophic (5)</b>	M	H	VH	VH	VH
	<b>Significant (4)</b>	M	H	VH	VH	VH
	<b>Moderate (3)</b>	M	H	H	H	H
	<b>Minor (2)</b>	L	M	M	M	M
	<b>Insignificant (1)</b>	L	L	L	L	L
		<b>Negligible (1)</b>	<b>Rare (2)</b>	<b>Unlikely (3)</b>	<b>Possible (4)</b>	<b>Probable (5)</b>
	<b>Likelihood</b>					

### 7.7 Risk Appetite

Risk appetite is the name given to the formally accepted decision about what level of risk is “acceptable” to the school, based on the prioritisation of risks – very high being the highest priority. The school’s risk appetite is low, therefore the resilience planner has considered all risks that are ‘very high’, ‘high’ and ‘medium’.

### 7.8 Using the results

Newtown School’s risk assessment is included in Section 8. This format identifies the risk (by relating impact to likelihood) which prioritises the relative importance of each hazard. The table assesses the likely consequences and impact of each hazard / disruption to create an overall risk which helped to inform the planning process. Finally, the table shows what plans are required to mitigate the hazard / disruption and what plans may already exist.

## 8. Newtown School Specific Risk Assessment for Emergency Response and Business Continuity Plan

	Hazard	I	L	R	Consequences	Control Measures
N1	Minor fire on premises	3	3	High	Threat to life / injury; short term no notice loss of access to the school (up to 1 week), permanent loss of files, equipment, resources, assessments	Fire evacuation drills 1 <sup>st</sup> aid procedures ERP & BCP
N2	Serious fire on premises	4	2	High	Threat to life / injury; short term no notice loss of access to the school (over 1 week), loss of IT, permanent loss of files, equipment, resources, assessments, serious impact on ability to carry out education	Fire evacuation drills 1 <sup>st</sup> aid procedures ERP & BCP
N3	Explosion on premises	4	2	High	Threat to life / injury; short term no notice loss of access to the school (over 1 week), loss of IT, permanent loss of files, equipment, resources, assessments, serious impact on ability to carry out education	Fire evacuation drills 1 <sup>st</sup> aid procedures ERP & BCP
N4	Accidental death / injury on school premises	4	2	High	Management of information to school community; information to parents; media	ERP & BCP
N5	Accidental death / major injury / major incident on school trip	3	3	High	Threat to life; management of incident; management of remainder of school community; information to parents, media	EVOLVE, 1 <sup>st</sup> aid procedures, ERP & BCP
N6	Child leaves school premises unsupervised	3	2	High	Threat to life; management of incident; information to parents, media	ERP & BCP
N7	Violent intrusion into the school	4	2	High	Threat to life; management of incident; management of remainder of school community; information to parents, media	1 <sup>st</sup> aid procedures, ERP & BCP
N8	Criminal threat reported in the vicinity of school	2	3	Medium	Management of incident; management of school community; information to parents; media	ERP & BCP
N9	Industrial hazard / toxic plume in the vicinity of the school	2	2	Medium	Threat to life / injury; shutdown and evacuation procedures; short term no notice loss of access to the school; information to parents; media	ERP & BCP
N10	Flooding at school (pipes) – not life threatening	2	3	Medium	Loss of access to part of premises; possible loss of files, equipment, resources; possible loss of electricity / IT. Possible evacuation.	ERP & BCP
N11	Multiple illness / contagious disease, causing extended periods of staff shortage	4	4	Very High	Threat to life; management of incident; management of remainder of school community; information to parents, media	ERP & BCP

	Hazard	I	L	R	Consequences	Control Measures
N12	Internet failure	3	4	High	Loss of electronic database and files; email and phone communication capability; loss of web based apps	ERP & BCP
N13	Electricity failure	3	4	High	Loss of IT, lighting, telephones, heating	ERP & BCP
N14	Gas boiler failure	2	4	High	If the temperature is under the recommended range – staff and children cannot be on site.	ERP & BCP
N15	Water mains failure	3	4	High	Health and hygiene – staff and children cannot be on site.	ERP & BCP
N16	Severe weather event snow / storm / extreme heat	4	4	Very High	Some staff cannot get to school; some children cannot get to school. School site inaccessible, school site at wrong temperature	ERP & BCP
N17	Fuel shortage / disruption	2	3	Medium	Some staff cannot get to school; some children cannot get to school	BCP

## 9. Newtown Emergency Response Plan

This policy is designed to help achieve a coherent and well-organised response should an emergency situation develop. It provides a working plan to respond to an incident or emergency and ensure the safety of staff, pupils and visitors to the school. To effectively deal with any incident it requires calm and flexible responses, using common sense and best judgment according to the seriousness and prevailing circumstances of any incident and/or emergency.

### 9.1 Roles and Responsibilities of Incident Management Team

In the management of any emergency situation, it is important that everyone knows and understands their roles and responsibilities. To enable this the key roles of the Incident Management Team (IMT) have been devised and these are regularly checked and updated with all key staff changes. The IMT is listed in *Appendix 1: Incident Management Team*. It is important that the names and roles of those forming the IMT are circulated to all members of staff to minimise confusion and risk of duplication of tasks. The IMT should be displayed in both the School Office and Headteacher's Office for instant access.

All staff / governors listed as members of the IMT are issued with a paper copy of this plan, so they are fully aware of their role and responsibilities.

Major emergencies demand a combined and co-ordinated approach and the school may need to pull in external partners to be involved in the response in addition to the IMT.

### 9.2 Buddy School / alternative locations

Should Newtown School site be inaccessible for staff and children, Brushwood School is our buddy school. Should we need an alternative location then Emmanuel Church has agreed to be an evacuation point (*Appendix 2: Emergency Contacts*).

### 9.3 Location of Incident Response Coordination

The location for incident coordination will be the Headteacher's office. Should this not be available, Robin's room will be used. If access to the school is not possible, either Brushwood School or Emmanuel Church will be used as appropriate. If it is necessary to move to Brushwood School or Emmanuel Church office, staff will ensure that the emergency grab bag is taken to the designated location.

### 9.4 Emergency Grab Bag

An emergency grab bag or rucksack containing the following items is kept in the school office. It contains:

- Copies of this plan.
- A copy of the school's site plans, including location of electricity, gas and water mains.
- Staff details - telephone numbers.
- Class lists and parent emergency contacts.
- Blank Incident Log Sheets x3 on a clipboard, (*Appendix 3: Blank Incident Log Sheet*).
- First Aid kit and any specialist medicines, e.g. asthma inhalers.
- A torch, paper, pens, a whistle (a member of the office team takes their mobile with access to the signing in system).

The Administrator checks the contents of the grab bag on a half termly basis for completeness and serviceability, in addition to amend when new children / staff join the school. A check log is kept in the school office by the Administrator and inspected by the H&S Governor annually or at other times as the Health and Safety Committee may see fit.

### 9.5 Incident Management

The emergency response to the scenarios identified in the risk assessment in Section 8 have been planned in Section 10. These are a guide and the IMT is expected to constantly flex the plan as per the circumstances. As soon as the IM or DIM initiates the ERBC Plan it is very important that the IM, all members of the IMT and the person who first responded, complete and maintain a log of events and their actions, using the Incident Log Sheets (*Appendix 3: Blank Incident Log Sheet*).



This includes recording all incoming and outgoing information and messages, the source, date and time, occurrence details and in particular any known injuries, action taken and by whom, any instructions that they have received from the emergency service(s) and any other relevant matters.

The Log Sheets are kept in the emergency bags and further copies are available in the school office and the Headteacher's office. The Log Sheets are important documents and the persons completing them must:

- Ensure the safe custody of the sheets that they complete.
- Number each sheet to ensure that there is a complete record.

At the conclusion of the incident, the IM is to collect all completed log sheets and keep them in a safe and secure place. This will enable the school to provide detailed information should it be required at a later stage during any debriefs and subsequent enquiries / investigations.

A whiteboard or flip chart may be used to log key events that staff can refer to between briefings. However, ensure a copy of any information is made elsewhere before wiping.

## **9.6 Incident Communications**

**11.6.1** One of the greatest demands during an emergency is for information and regular updates. People want to know what has happened and what is going to happen next. During the initial phase of the emergency response most information will be exchanged by phone to avoid delay.

All senior staff should be supplied regularly with an up-to-date list of Governor contact details, and emergency contact numbers for parents are kept in the main office and in the registers. If a large number of calls need to be made then several members of staff should be allocated lists of parents to contact.

**11.6.2** Staff manning phone lines should be given written briefings so that consistent information is given out.

**11.6.3** All calls, both incoming and outgoing, should be logged to include:

- Date and time.
- Name of caller and role, e.g. parent or organisation.
- Nature of the enquiry / message.
- Response given.
- Return number, if applicable.
- Further action taken as a result of the call.

### **11.6.4 Parent Liaison**

Once the initial alerting has been carried out consideration must be given to informing governors and parents. Communication with parents is vital throughout to allay fears and to minimise disruption or panic. Points for consideration include:

- What parents should do if the school needs to close during school hours.
- The safe pick-up point for parents collecting children.
- How parents may authorise for their child to be sent somewhere else safe, that is not on their pick-up list.
- Phone numbers that parents can ring during an emergency.
- Informing parents that the Buckinghamshire Communications Officer can assist them in dealing with the media.

To ensure that contact details are accurate we ask parents / carers to update these annually, including lists of authorised personnel who can collect their children.

### **11.6.5 Media Strategy**

In a serious incident, where the press get in contact, advice should be sought from Buckinghamshire Council Communications Team (*Appendix 2: Emergency Contacts*) and then all communication with the press should go through the Media Liaison Officer of the IMT or the Buckinghamshire Communications Officer.

#### **11.6.6 Personal Mobile Phones**

During an incident the use of personal mobile phones on the school site is authorised. Members of the IMT are recommended to dial **141** before contacting parents on personal devices to protect their privacy.

### **9.7 Post Incident Procedures**

The effective management of an incident involves providing support after the event as well as during the initial response phase. The recovery timeline of such support will vary according to the type of incident and will focus on collective and individual needs for continuing support.

#### **11.7.1 Debrief Procedure**

When the initial response is completed a structured debrief will provide an opportunity for everyone involved to review their actions, thus identifying what went well along with areas for improvement. All staff directly involved with the incident should be included and in appropriate a debrief should also be arranged with the Emergency Services. The Headteacher will take responsibility for setting up any debrief activities.

Staff and parents not directly involved should also be given the opportunity to talk through their experiences either as a group or on an individual basis.

Results of the debrief should be discussed at an extraordinary meeting of the Behaviour and Safety Committee who will then look at the evidence and amend this plan if necessary.

#### **11.7.2 Post Traumatic Stress**

It should be appreciated that in any event or emergency there is always the possibility that some may suffer from post-traumatic stress and everyone should be mindful of this both in themselves and in others. The Headteacher should establish informal means of monitoring children and staff. Specific advice can be sought from the Buckinghamshire Educational Psychology Team and all staff have access the Employee Assist Programme (*Appendix 2: Emergency Contacts*).

### **9.8 Practise response to emergency situations**

In addition to Section 4 above, all staff and children should take part in the following practices:

- Termly evacuation procedures using the fire alarm.
- Twice yearly lockdown procedures using the lockdown alarm.

These should be recorded in the Fire Log book and any issues arising from the practice should be shared with staff immediately and governors at the next Health and Safety Committee.

## 10. Specific Emergency Response Plans

<b>Hazard(s)</b>	<b>N1 Minor fire on premises</b>
<b>Responsibility</b>	Incident Manager
<b>Immediate Actions</b>	Person who identifies the fire to set off the fire alarm.
	Staff and children (or lettings) to follow fire evacuation procedures ( <i>Appendix 4</i> )
	Incident Manager to telephone the Fire Brigade.
<b>Further Actions</b>	If the time out of school is likely to be in excess of 30 minutes then IM to make a decision about moving the children to the Buddy School or having the children collected from the playground.
	DIM to keep parents informed via ParentPay / Parent Facebook site.
	DIM to inform governors via email.
	No-one to re-enter the school until the Fire Brigade has given the all-clear and IM has informed staff.
<b>Link to Business Continuity Plan</b>	School closure or partial closure up to 48 hours would be within the maximum tolerable period of disruption (MTPD) and therefore the BCP would not be necessary.
	If parts of the school are unusable for longer than 48 hours then the BCP will need to be implemented.
	If permanent damage to files, equipment, resources, assessments then BCP will need to be implemented.

## Specific Emergency Response Plans cont.

<b>Hazard(s)</b>	<b>N2 Major fire on premises</b> <b>N3 Explosion on premises</b>
<b>Responsibility</b>	Incident Manager
<b>Immediate Actions</b>	Person who identifies the fire to set off the fire alarm.
	Staff and children (or lettings) to follow fire evacuation procedures ( <i>Appendix 4</i> )
	Lettings to inform Caretaker who will inform Headteacher.
	Incident Manager to telephone the Emergency Services.
<b>Further Actions</b>	DIM to inform Incident Management Team to be meet via email.
	DIM to contact Buckinghamshire Duty Resilience Officer ( <i>Appendix 2: Emergency contacts</i> ).
	If incident happens during school hours and time out of school is likely to be in excess of 30 minutes then IM to make a decision about moving the children to the Buddy School or having the children collected from the playground.
	IMT to keep parents informed via ParentPay / Parent Facebook site.
	No-one to re-enter the school until the Emergency Services have given the all-clear and IM has informed staff via email or in person if still on site.
	Following the incident – IM to organise a debrief.
<b>Link to Business Continuity Plan</b>	School closure or partial closure up to 48 hours would be within the maximum tolerable period of disruption (MTPD) and therefore the BCP would not be necessary.
	If parts of the school are unusable for longer than 48 hours then the BCP would need to be implemented.
	If permanent damage to files, equipment, resources, assessments then BCP would need to be implemented.

## Specific Emergency Response Plans cont.

<b>Hazard(s)</b>	<b>N4 Accidental death / major injury on school site</b>
<b>Responsibility</b>	Incident Manager
<b>Immediate Actions</b>	Office staff to phone emergency services.
	IM to inform parent or emergency contact of victim.
<b>Further Actions</b>	DIM to inform Incident Management Team via email. IMT to convene.
	DIM to contact Buckinghamshire Duty Resilience Officer ( <i>Appendix 2: Emergency contacts</i> ).
	IMT to make decision about whether other children and staff should be sent home.
	IMT to decide whether support needed around messaging from Buckinghamshire communications Team ( <i>Appendix 2: Emergency contacts</i> ).
	IMT to keep parents informed via ParentPay / Parent Facebook site.
	Following the incident – IMT to decide whether post-incident support is needed from Educational Psychology Team ( <i>Appendix 2: Emergency contacts</i> ).
	Following the incident – IM to organise a debrief.
<b>Link to Business Continuity Plan</b>	If there is potential reputational impact, then the BCP would need to be implemented.

## Specific Emergency Response Plans cont.

<b>Hazard(s)</b>	<b>N5 Accidental death / major injury / major incident on school trip</b>
<b>Responsibility</b>	Incident Manager
<b>Immediate Actions</b>	Evolve trip leader to phone emergency services and school office.
	IM to inform parent(s) of children involved.
<b>Further Actions</b>	DIM to inform Incident Management Team via email. IMT to convene.
	DIM to contact Buckinghamshire Duty Resilience Officer ( <i>Appendix 2: Emergency contacts</i> ).
	IMT to decide whether support needed around messaging from Buckinghamshire communications Team ( <i>Appendix 2: Emergency contacts</i> ).
	IMT to keep parents informed via ParentPay / phone.
	Following the incident – IMT to decide whether post-incident support is needed from Educational Psychology Team ( <i>Appendix 2: Emergency contacts</i> ).
	Following the incident – IM to organise a debrief.
<b>Link to Business Continuity Plan</b>	If there is potential reputational impact, then the BCP would need to be implemented.

## Specific Emergency Response Plans cont.

<b>Hazard(s)</b>	<b>N6 Child leaves school premises unsupervised</b>
<b>Responsibility</b>	Incident Manager
<b>Immediate Actions</b>	Person who witnesses a child leave unsupervised to inform school office.
	Incident Manager to telephone the Police.
	Incident Manager to inform parent by phone.
<b>Further Actions</b>	Staff to follow child if safe to do so and not endangering other children but NOT to chase child as this might cause child to run into the road.
	Incident Manager to liaise with the Police and follow advice given.
	Following the incident – IM to organise a debrief.
<b>Link to Business Continuity Plan</b>	If there is potential reputational impact, then the BCP would need to be implemented.

## Specific Emergency Response Plans cont.

<b>Hazard(s)</b>	<b>N7 Violent or unauthorised intrusion into the school</b>
<b>Responsibility</b>	Incident Manager
<b>Immediate Actions</b>	The person who notices the intruder should inform the school office immediately, who will set off the lockdown alarm.
	Staff and children (or lettings) to follow lockdown procedures ( <i>Appendix 8</i> )
	Incident Manager to telephone the Police.
<b>Further Actions</b>	DIM to inform Incident Management Team via email. IMT to convene if safe to do so.
	DIM to contact Buckinghamshire Duty Resilience Officer ( <i>Appendix 2: Emergency contacts</i> ).
	Children and Staff to stay under lockdown until the all-clear is given by the Police and IM.
	IMT to decide whether support needed around messaging from Buckinghamshire communications Team ( <i>Appendix 2: Emergency contacts</i> ).
	IMT to keep parents informed via ParentPay / phone.
	Following the incident – IMT to decide whether post-incident support is needed from Educational Psychology Team ( <i>Appendix 2: Emergency contacts</i> ).
	Following the incident – IM to organise a debrief.
<b>Link to Business Continuity Plan</b>	If there is potential reputational impact, then the BCP would need to be implemented.



## Specific Emergency Response Plans cont.

<b>Hazard(s)</b>	<b>N8 Criminal threat reported in the vicinity of the school</b>
<b>Responsibility</b>	Incident Manager
<b>Immediate Actions</b>	Office staff to sound lockdown alarm.
	Staff and children (or lettings) to follow lockdown procedures ( <i>Appendix 5</i> )
	Incident Manager to telephone the Police for further advice.
<b>Further Actions</b>	DIM to inform Incident Management Team via email. IMT to convene if safe to do so.
	Children and staff to stay under lockdown until further instruction from IM.
	IMT to decide whether safe to evacuate the children / change home time.
	IMT to keep parents informed via ParentPay / phone.
	Following the incident – IM to organise a debrief.
<b>Link to Business Continuity Plan</b>	If there is potential reputational impact, then the BCP would need to be implemented.

## Specific Emergency Response Plans cont.

<b>Hazard(s)</b>	<b>N9 Industrial hazard / toxic plume in the vicinity of the school</b>
<b>Responsibility</b>	Incident Manager
<b>Immediate Actions</b>	The person who is informed of the hazard should inform the school office immediately, who will set off the lockdown alarm.
	Staff and children (or lettings) to follow lockdown procedures ( <i>Appendix 4</i> ) and close all windows / doors to stop air circulation from outside.
	DIM to contact Buckinghamshire Duty Resilience Officer ( <i>Appendix 2: Emergency contacts</i> ) for further information.
<b>Further Actions</b>	DIM to inform Incident Management Team via email. IMT to convene if safe to do so.
	IMT to keep checking local radio and other local information sources for updates.
	Children and Staff to stay under lockdown until the all-clear is given by the Police and IM.
	IMT to keep parents informed via ParentPay / phone.
	IMT to decide whether safe to evacuate the children / change home time.
	Following the incident – IM to organise a debrief.
<b>Link to Business Continuity Plan</b>	School closure or partial closure up to 48 hours would be within the maximum tolerable period of disruption (MTPD) and therefore the BCP would not be necessary.

## Specific Emergency Response Plans cont.

<b>Hazard(s)</b>	<b>N10 Flooding at the school (pipes) not life threatening, leading to partial closure of school</b>
<b>Responsibility</b>	Incident Manager
<b>Immediate Actions</b>	Incident Manager / Caretaker to switch off water supply to affected area.
	Incident Manager to make decision about whether a partial closure is necessary and inform Chair of governors
<b>Further Actions</b>	Incident Management Team to inform parents via ParentPay / phone.
	Parents to collect children affected by partial closure.
	Bursar to inform Property Helpdesk and book in repair job.
<b>Link to Business Continuity Plan</b>	Partial School closure, up to 1 week, would be within the maximum tolerable period of disruption (MTPD) and therefore the BCP would not be necessary.
	If parts of the school are unusable for longer than 1 week then the BCP would need to be implemented.
	If permanent damage to files, equipment, resources, assessments then BCP would need to be implemented.

<b>Hazard(s)</b>	<b>N11 Internet Failure – causing telephones to stop working.</b>
<b>Responsibility</b>	Incident Manager
<b>Immediate Actions</b>	Incident Manager / to inform Ikon IT support.
<b>Further Actions</b>	DIM to use mobile phone to inform parents / carers on ParentPay and Parent Facebook site about the lack of phones / email and give them the school's mobile phone number in case of emergencies ( <i>Appendix 2: Emergency contacts</i> )
<b>Link to Business Continuity Plan</b>	If internet fails for longer than 48 hours then the BCP would need to be implemented as safeguarding and health and safety files could not be accessed.

## Specific Emergency Response Plans cont.

<b>Hazards</b>	<p><b>N12</b> Large scale loss of staff due to pandemic or other unforeseen event</p> <p><b>N13</b> Loss of electricity (for longer than short power cut)</p> <p><b>N14</b> Loss of gas boilers / heating (if temperature under recommended range)</p> <p><b>N15</b> Loss of mains water or sewerage</p> <p><b>N16</b> Severe weather event – snow causing staff to be unable to attend or children to be unsafe getting to school, extreme heat</p>
<b>Responsibility</b>	Incident Manager (following discussion with Chair of Governors)
<b>Immediate Actions</b>	School to be closed to children.
	During work hours: Deputy Incident Manager to inform staff via email. Out of work hours: Incident Manager to inform staff via email.
	Incident Manager to update School Closures on Buckinghamshire SchoolsWeb. This will update the Council and inform local radio and Transport Team.
	Incident Management Team to inform all parents via ParentPay and Parent Facebook site or phone if currently in school.
<b>Further Actions</b>	Incident Manager to monitor changing circumstances and reopen school as soon as possible.
	When decision has been made by Incident Manager to reopen school: During work hours: Deputy Incident Manager to inform staff via email. Out of work hours: Incident Manager to inform staff via email.
	Deputy Incident Manager to inform all parents of school reopening via ParentPay and Parent Facebook site.
	Incident Manager to update School Closures on Buckinghamshire SchoolsWeb to mark school as open.
<b>Link to Business Continuity Plan</b>	School closure or partial closure up to 48 hours would be within the maximum tolerable period of disruption (MTPD) and therefore the BCP would not be necessary.

## 11. Business Continuity Plan Management

- 11.1 In order to prepare the school BCP, Section 11.2 (below) identifies a generic list of business-critical activities (BCAs) that must be continued within their allotted timeframe, or the school will suffer unacceptable consequences. Further BCAs may be identified by the school following the process in sections 11.3-11.7. In essence this provides a rationalised prioritisation process at the end of which the school has a list of a small number of business-critical activities on which it can focus resources.
- 11.2 The following BCAs must be continued in the event of a disruptive incident to the school (within recovery time frame if appropriate)

Critical Activity	RTO	MTPD
Capability to activate the school's EP	Immediate	Immediate
Incident Management Capability (non-emergency)	Immediate	3 hours
Protection / recovery of critical documents	Immediate	3 hours
Capability to continue routine education	3 days	2 weeks

- 11.3 To identify BCAs it is necessary to list the core activities of the school (i.e. those activities that are undertaken on a regular basis). Critical Activities are those core activities that meet the Critical Activity criteria. The Critical Activity criteria are where failure to continue the core activity may:
- Cause death or injury to a member of the school community or visitor to the school.
  - Have a significant impact on the education of children in the school.
  - Violate a statutory duty.
  - Cause significant reputational damage.
  - Result in substantial financial losses.
- 11.4 Once CAs are identified they are assessed further to determine the continuity / recovery timeframes and the level of continuity / recovery required.
- 11.5 Timeframes are defined as:
- Recovery Time Objective (RTO), the target time for the critical activity to be restored.
  - Maximum Tolerable Period of Disruption (MTPD), the maximum length of time the critical activity is not continued after which the school and council will suffer significant / intolerable penalties.
- 11.6 Having determined the continuity timeframes and level, the impact of the loss of the Critical Activity on the school should be considered (Business Impact Analysis). The impact can be considered against a series of factors, for example the impact on:
- School children
  - Staff
  - Health and safety
  - Statutory duties
  - IT and data availability
  - Finances – income / payment
  - Reputation
  - Wider Community

The scoring system is:

- Intolerable
- High
- Medium
- Low
- Negligible

- 11.7 BCAs are those CAs which have an intolerable or sufficiently high impact if lost and whose continuation must be within the identified timeframe. The Headteacher has the final decision.
- 11.8 Once BCAs are identified, only they will be incorporated into the BCP – other CAs will not be.

## 12. Newtown Business Critical Activities

Core business activities of Newtown School	Does it meet the Critical Activity Criteria? (Y / N)	For Critical Activities only				
		RTO <ul style="list-style-type: none"> <li>• 0-3 hours</li> <li>• 3 - 24hrs</li> <li>• 24-48hrs</li> <li>• 48hrs-1wk</li> <li>• 1wk-1mth</li> <li>• No significant timescale</li> </ul>	MTPD Defined by School	Comments	BIA – loss of activity <ul style="list-style-type: none"> <li>• Intolerable</li> <li>• High</li> <li>• Medium</li> <li>• low</li> </ul>	Business Critical? Yes / No
(a)	(b)	(c)	(d)	(e)	(f)	(g)
Management of Emergency Response	Y	0-3hrs	Immediate		Intolerable	Yes NBCA1
School meals	Y	3-24 hrs	0-3 hrs		Intolerable	Yes NBCA2
Safeguarding management	Y	3-24 hrs	24 hrs		Intolerable	Yes NBCA3
Health and Safety Management	Y	3-24 hrs	48 hrs		High	Yes NBCA4
School leadership	Y	3-24 hrs	48 hrs		High	Yes NBCA5
Administration	Y	3-24 hrs	48hrs		High	Yes NBCA6
Bursar / Finance and HR	Y	3-24 hrs	48hrs		High	Yes NBCA7
Reception, Year 1 and 2 classes	Y	24 – 48hrs	1 week	Reception are not statutory school age, but there would be parental expectation / reputational impact.	Intolerable	Yes NBCA8
SATs – Year 2	Y	3-24 hrs	1 week		Intolerable	Yes NBCA9
Phonics Test – Year 1	Y	3-24 hrs	1 week		Intolerable	Yes NBCA10
Early Years Foundation Stage Profile	Y	48hrs / 1 week	1 week		Intolerable	Yes NBCA11
Reception Baseline	Y	48hrs / 1 week	1 week		Intolerable	Yes NBCA12
Paid Breakfast and After School Club	Y	3-24 hrs	1 week	Might have to return funding	Medium	No
Pre-School classes	Y	24- 48hrs	2 weeks	Reputational / not statutory. Might have to return funding.	High	No
Governor meetings	Y	1 week- 1 month	2 months		Medium	No
After school activity clubs (combine all)	N					No
School trips	N					No

### 13. Business Continuity Plans

Newtown Business Critical Activity 1: Management of Emergency Response Plan		
Risk Assessed Issue	Impact / Consequence on BCA	Mitigation
N1 Minor fire on premises	May have to partially close school, including office area.	Use Buddy School as base for IMT.
N2 / N3 Serious fire / explosion on premises	Unable to use the school site.	Use Buddy School as base for IMT.
N4 Accidental death / major injury on school site	If victim is a member of the IMT.	All positions in IMT to have deputies. If still cannot fulfil then think about asking Buddy School or Buckinghamshire Council for support.
N5 Accidental death / major injury on school trip	If victim is a member of the IMT.	All positions in IMT to have deputies. If still cannot fulfil then think about asking Buddy School or Buckinghamshire Council for support.
N6 Child leaves school premises unsupervised	No impact on management of emergency plan	
N7 Violent intruder on school site	May not be able to gather IMT in person.	Gather team virtually via open Teams meeting.
N8 Criminal threat reported in vicinity of school	May not be able to gather IMT in person.	Gather team virtually via open Teams meeting.
N9 Industrial hazard / toxic plume in the vicinity of the school	May not be able to gather IMT in person.	Gather team virtually via open Teams meeting.
N10 Flooding at school	May not be able to gather IMT in person.	Gather team virtually via open Teams meeting.
N11 Internet / IT Failure	Loss of telephones / files.	Use Buddy School as base for IMT / use of mobile data.
N12 Multiple illness / contagious disease or other issues causing extended periods of staff shortage	Not all members of IMT available.	All positions in IMT to have deputies. If still cannot fulfil then think about asking Buddy School or Buckinghamshire Council for support.
N13 Electricity Failure	Loss of telephones / IT / heating / lighting.	Use Buddy School as base for IMT / use of mobile data.
N14 Gas boiler failure	May have to close school.	Use Buddy School as base for IMT.
N15 Water mains / sewage failure	May have to close school.	Use Buddy School as base for IMT.
N16 Severe weather event	May have to close school.	Gather team virtually via open Teams meeting.
N17 Fuel shortage / disruption	Staff may not be able to get to school.	Gather team virtually via open Teams meeting.



## Business Continuity Plans cont.

Newtown Business Critical Activity 2: School Meals		
Risk Assessed Issue	Impact / Consequence on BCA	Mitigation
N1 Minor fire on premises	May have to partially close school, including hall area.	Lunch in classrooms.
N2 / N3 Serious fire / explosion on premises	School would be shut, no meals needed.	
N4 Accidental death / major injury on school site	No impact on school meals.	
N5 Accidental death / major injury on school trip	No impact on school meals.	
N6 Child leaves school premises unsupervised	No impact on school meals.	
N7 Violent intruder on school site	Children unable to get to the hall for lunch.	Lunch would be delayed until safe.
N8 Criminal threat reported in vicinity of school	No impact on school meals.	
N9 Industrial hazard / toxic plume in the vicinity of the school	No impact on school meals.	
N10 Flooding at school	May have to partially close school, including hall area.	Lunch in classrooms.
N11 Internet / IT Failure	Loss of telephones / databases	Use of mobile data to identify children's orders.
N12 Multiple illness / contagious disease or other issues causing extended periods of staff shortage	Staff may not be able to make / serve meals.	Short notice – order in. Longer term, ask parents to provide or office staff to make packed lunches for PPG.
N13 Electricity Failure	IT system / hot trolleys unavailable.	Use of mobile data to identify children's orders. Food served quicker before cooling.
N14 Gas boiler failure	If school was shut, no meals needed.	
N15 Water mains / sewage failure	If school was shut, no meals needed.	
N16 Severe weather event	If school was shut, no meals needed.	
N17 Fuel shortage / disruption	Staff / meals may not be able to get to school.	Support staff to support with serving. If meals unable to be delivered ask parents to provide / office staff to make packed lunches for PPG.

## Business Continuity Plans cont.

Newtown Business Critical Activity 3: Safeguarding Management		
Risk Assessed Issue	Impact / Consequence on BCA	Mitigation
N1 Minor fire on premises	May lose office space.	Safeguarding management can be done from any computer / phone base, on site or off site.
N2 / N3 Serious fire / explosion on premises	School closure.	Safeguarding management can be done from any computer / phone base, on site or off site.
N4 Accidental death / major injury on school site	If DSL was victim.	Three members of staff are trained as DSL so should always be someone available.
N5 Accidental death / major injury on school trip	If DSL was victim.	Three members of staff are trained as DSL so should always be someone available.
N6 Child leaves school premises unsupervised	No immediate impact on safeguarding management.	
N7 Violent intruder on school site	No immediate impact on safeguarding management.	
N8 Criminal threat reported in vicinity of school	No immediate impact on safeguarding management.	
N9 Industrial hazard / toxic plume in the vicinity of the school	No immediate impact on safeguarding management.	
N10 Flooding at school	May lose office space.	Safeguarding management can be done from any computer / phone base, on site or off site.
N11 Internet / IT Failure	Loss of access to files at school.	Safeguarding management can be done from any computer / phone base, on site or off site.
N12 Multiple illness / contagious disease or other issues causing extended periods of staff shortage	Designated Safeguarding Lead off site for extended period.	Three members of staff are trained as DSL so should always be someone available. If all three off site for longer than 48 hours then Bucks SIS to be called for advice / support.
N13 Electricity Failure	Loss of access to files at school.	Safeguarding management can be done from any computer / phone base, on site or off site.
N14 Gas boiler failure	Possible school closure.	Safeguarding management can be done from any computer / phone base, on site or off site.
N15 Water mains / sewage failure	Possible school closure.	Safeguarding management can be done from any computer / phone base, on site or off site.
N16 Severe weather event	Possible school closure.	Safeguarding management can be done from any computer / phone base, on site or off site.
N17 Fuel shortage / disruption	Staff unable to get to school.	Safeguarding management can be done from any computer / phone base, on site or off site.

## Business Continuity Plans cont.

Newtown Business Critical Activity 4: Health and Safety Management		
Risk Assessed Issue	Impact / Consequence on BCA	Mitigation
N1 Minor fire on premises	Evidence Health and Safety compliance may be lost.	Health and safety files scanned termly and stored online
N2 / N3 Serious fire / explosion on premises	Evidence Health and Safety compliance may be lost.	
N4 Accidental death / major injury on school site	If H&S Manager was victim.	Bucks SIS to be called for advice / support.
N5 Accidental death / major injury on school trip	If H&S Manager was victim.	Bucks SIS to be called for advice / support.
N6 Child leaves school premises unsupervised	No immediate impact on H & S management.	
N7 Violent intruder on school site	No immediate impact on H & S management.	
N8 Criminal threat reported in vicinity of school	No immediate impact on H & S management.	
N9 Industrial hazard / toxic plume in the vicinity of the school	No immediate impact on H & S management.	
N10 Flooding at school	Evidence Health and Safety compliance may be lost.	Health and safety files to be scanned termly and stored online
N11 Internet / IT Failure	No immediate impact, mostly paper based compliance.	
N12 Multiple illness / contagious disease or other issues causing extended periods of staff shortage	H&S Manager off site for extended period.	Bucks SIS to be called for advice / support.
N13 Electricity Failure	No immediate impact, mostly paper based compliance.	
N14 Gas boiler failure	Possible school closure.	Most compliance can be done within a month period.
N15 Water mains / sewage failure	Possible school closure.	Most compliance can be done within a month period.
N16 Severe weather event	Possible school closure.	Most compliance can be done within a month period.
N17 Fuel shortage / disruption	Staff unable to get to school.	Most compliance can be done within a month period.

## Business Continuity Plans cont.

Newtown Business Critical Activity 5: School Leadership		
Risk Assessed Issue	Impact / Consequence on BCA	Mitigation
N1 Minor fire on premises	Loss of leadership files.	Most files are available on O365 and available on or offsite
N2 / N3 Serious fire / explosion on premises	Possible school closure. Loss of leadership files.	Most files are available on O365 and available on or offsite
N4 Accidental death / major injury on school site	If School Leader was victim.	Bucks SIS to be called for advice / support.
N5 Accidental death / major injury on school trip	If School Leader was victim.	Bucks SIS to be called for advice / support.
N6 Child leaves school premises unsupervised	No immediate impact on School Leadership.	
N7 Violent intruder on school site	No immediate impact on School Leadership.	
N8 Criminal threat reported in vicinity of school	No immediate impact on School Leadership.	
N9 Industrial hazard / toxic plume in the vicinity of the school	No immediate impact on School Leadership.	
N10 Flooding at school	Loss of leadership files	Most files are available on O365 and available on or offsite
N11 Internet / IT Failure	Loss of leadership files	Most files are available on O365 and available on or offsite
N12 Multiple illness / contagious disease or other issues causing extended periods of staff shortage	Headteacher or Deputy Headteacher off site for an extended period.	Deputy Head can deputise for Headteacher for extended periods. Headteacher can cover Deputy Head work but SENCo work would need to be covered by someone externally for an extended period. Head to contact Bucks SIS for support advice about cover. If both Headteacher and Deputy Headteacher off site for extended period then Office staff to contact Bucks SIS for support advice about cover.
N13 Electricity Failure	Possible school closure.	School leadership can work on or offsite for periods of school closure.
N14 Gas boiler failure	Possible school closure.	School leadership can work on or offsite for periods of school closure.
N15 Water mains / sewage failure	Possible school closure.	School leadership can work on or offsite for periods of school closure.
N16 Severe weather event	Possible school closure.	School leadership can work on or offsite for periods of school closure.
N17 Fuel shortage / disruption	Staff unable to get to school.	School leadership can work on or offsite for periods of school closure.

## Business Continuity Plans cont.

Newtown Business Critical Activity 6: School Administration		
Risk Assessed Issue	Impact / Consequence on BCA	Mitigation
N1 Minor fire on premises	Loss of administration files.	Most files are available on O365 / SIMS and available on or offsite.
N2 / N3 Serious fire / explosion on premises	Possible school closure. Loss of administration files.	Most files are available on O365 / SIMS and available on or offsite.
N4 Accidental death / major injury on school site	If administrator was victim.	Bucks SIS to be called for advice / support.
N5 Accidental death / major injury on school trip	If administrator was victim.	Bucks SIS to be called for advice / support.
N6 Child leaves school premises unsupervised	No immediate impact on administration.	
N7 Violent intruder on school site	No immediate impact on administration.	
N8 Criminal threat reported in vicinity of school	No immediate impact on administration.	
N9 Industrial hazard / toxic plume in the vicinity of the school	No immediate impact on administration.	
N10 Flooding at school	Loss of administration files.	Most files are available on O365 / SIMS and available on or offsite.
N11 Internet / IT Failure	Loss of administration files.	Most files are available on O365 / SIMS and available on or offsite.
N12 Multiple illness / contagious disease or other issues causing extended periods of staff shortage	Administrator off site for an extended period.	Admin Assistant can 'act up' for up to two weeks with support of Bursar. For extended periods or covering census or other key periods advice to be sought from Bucks SIS.
N13 Electricity Failure	Possible school closure.	School administration can work on or offsite for periods of school closure.
N14 Gas boiler failure	Possible school closure.	School administration can work on or offsite for periods of school closure.
N15 Water mains / sewage failure	Possible school closure.	School administration can work on or offsite for periods of school closure.
N16 Severe weather event	Possible school closure.	School administration can work on or offsite for periods of school closure.
N17 Fuel shortage / disruption	Staff unable to get to school.	School administration can work on or offsite for periods of school closure.

## Business Continuity Plans cont.

Newtown Business Critical Activity 7: School Bursar Activity		
Risk Assessed Issue	Impact / Consequence on BCA	Mitigation
N1 Minor fire on premises	Loss of finance files, evidence of compliance may be lost.	Finance files to be kept in fireproof cabinets when not in use.
N2 / N3 Serious fire / explosion on premises	Loss of finance files, evidence of compliance may be lost.	
N4 Accidental death / major injury on school site	If bursar was victim.	Bucks Finance / HR to be called for advice / support.
N5 Accidental death / major injury on school trip	No immediate impact on Bursar.	
N6 Child leaves school premises unsupervised	No immediate impact on Bursar.	
N7 Violent intruder on school site	No immediate impact on Bursar.	
N8 Criminal threat reported in vicinity of school	No immediate impact on Bursar.	
N9 Industrial hazard / toxic plume in the vicinity of the school	No immediate impact on Bursar.	
N10 Flooding at school	Loss of finance files, evidence of compliance may be lost.	Finance files to be kept in fireproof cabinets when not in use.
N11 Internet / IT Failure	Loss of finance files.	Most files are available on O365 / SIMS and available on or offsite.
N12 Multiple illness / contagious disease or other issues causing extended periods of staff shortage	Bursar off site for an extended period.	Bucks Finance / HR to be called for advice / support.
N13 Electricity Failure	Possible school closure.	Bursar can work on or offsite for periods of school closure.
N14 Gas boiler failure	Possible school closure.	Bursar can work on or offsite for periods of school closure.
N15 Water mains / sewage failure	Possible school closure.	Bursar can work on or offsite for periods of school closure.
N16 Severe weather event	Possible school closure.	Bursar can work on or offsite for periods of school closure.
N17 Fuel shortage / disruption	Staff unable to get to school.	Bursar can work on or offsite for periods of school closure.

## Business Continuity Plans cont.

Newtown Business Critical Activity 8: Reception, Year 1 and 2 classes		
Risk Assessed Issue	Impact / Consequence on BCA	Mitigation
N1 Minor fire on premises	Classroom or hall may be unavailable for over 48 hours.	If one classroom out of action, then class to use Community Room until repairs made. If two classrooms out of action, consider using other areas of the school in smaller groups.
	Damage to furniture / resources.	Most classroom resources can be reordered within 48 hours. Furniture takes longer but the school has additional tables / chairs in small group rooms that can be repurposed temporarily.
N2 / N3 Serious fire / explosion on premises	Multiple classrooms unavailable for more than a week.	Initially switch to remote learning. Consider how much usable space there is and prioritise / share time for different year groups on a rota. IM to reach out to Buddy School and other local schools to determine capacity to host classes until school reusable.
	Large scale damage to furniture / resources.	Most classroom furniture has a six-week delivery time. Most classroom resources can be reordered within 48 hours.
N4 Accidental death / major injury on school site	Class teacher or classroom assistant is the victim.	Deputy Head to take over teaching the class until a replacement can be found. Other classroom assistants' time to be shared with the class until a replacement can be found.
N5 Accidental death / major injury on school trip		
N6 Child leaves school premises unsupervised	No immediate impact on Reception, Year 1 & 2 provision.	
N7 Violent intruder on school site	Short term incident. Impact may come from post-traumatic stress.	IM to contact Buckinghamshire Educational Psychology Service to seek advice and support.
N8 Criminal threat reported in vicinity of school	No immediate impact on Reception, Year 1 & 2 provision.	
N9 Industrial hazard / toxic plume in the vicinity of the school	No immediate impact on Reception, Year 1 & 2 provision.	
N10 Flooding at school	Classroom or hall may be unavailable for over 48 hours.	If one classroom out of action then class to use Community Room until repairs made. If two classrooms out of action consider using other areas of the school in smaller groups.
	Damage to furniture / resources.	Most classroom resources can be reordered within 48 hours. Furniture takes longer but the school has additional tables / chairs in small group rooms that can be repurposed temporarily.
N11 Internet / IT Failure	Lack of access to planning / resources / curriculum	All files are available on O365 which can be accessed offsite.

## Business Continuity Plans cont.

Newtown Business Critical Activity 8 (cont.): Reception, Year 1 and 2 classes		
Risk Assessed Issue	Impact / Consequence on BCA	Mitigation
N12 Multiple illness / contagious disease or other issues causing extended periods of staff shortage	Multiple class teachers or classroom assistant absent.	IM to speak to Public Health for advice about limiting contagion and possible school closure. Deputy Head and ultimately Headteacher can take over classes. If multiple child absence as well then classes can be doubled up. IM to make decision about moving to remote learning if teachers are well enough to plan and teach (see Remote Learning Policy).
N13 Electricity Failure	Possible school closure.	Unlikely to be for over 48 ours (MTPD) however if over 48 hours generators to be brought in ( <i>Appendix 2: Emergency contacts</i> ).
N14 Gas boiler failure	Possible school closure, dependent on temperature in school.	Unlikely to be for over 48 ours (MTPD) however if that was the case then electric heaters would be brought in ( <i>Appendix 2: Emergency contacts</i> ).
N15 Water mains / sewage failure	Possible school closure.	Unlikely to be for over 48 ours (MTPD) however if that was the case then IM to reach out to Buddy School and other local schools to determine capacity to host classes until school reusable.
N16 Severe weather event	Possible school closure.	Unlikely to be for over 48 ours (MTPD) however if that was the case then IM to consider moving to Remote Learning (see Remote Learning Policy).
N17 Fuel shortage / disruption	Staff unable to get to school.	Deputy Head and ultimately Headteacher can take over classes. IM to consider moving to Remote Learning (see Remote Learning Policy).



## Business Continuity Plans cont.

Newtown Business Critical Activity 9: Year 2 SATS		
Risk Assessed Issue	Impact / Consequence on BCA	Mitigation
N1 Minor fire on premises	Loss of papers prior to testing.	IM to contact DfE to get more papers sent.
	Loss of completed papers.	Results to be entered electronically on marking.
	Tests could not take place in planned room.	Community Room or other areas of the school to be used.
N2 / N3 Serious fire / explosion on premises	Impact as in N1 above but in addition possible school closure.	IM to reach out to Buddy School and other local schools to determine capacity to host classes and therefore SATS until school reusable.
N4 Accidental death / major injury on school site	Class teacher or classroom assistant is the victim.	Deputy Head to take over management of the class / SATS until a replacement can be found.
N5 Accidental death / major injury on school trip		Other classroom assistants' time to be shared with the class until a replacement can be found.
N6 Child leaves school premises unsupervised	SATS tests could not take place on planned day.	SATS can be taken within a two-week period and would be rescheduled.
N7 Violent intruder on school site		
N8 Criminal threat reported in vicinity of school		
N9 Industrial hazard / toxic plume in the vicinity of the school		
N10 Flooding at school	As N1.	
N11 Internet / IT Failure	No impact / consequences for SATS.	
N12 Multiple illness / contagious disease or other issues causing extended periods of staff shortage	Year 2 staff off for extended periods.	Deputy Head / Headteacher to take over management of SATS the class until a replacement can be found. Other classroom assistants' time to be shared with the class until a replacement can be found.
N13 Electricity Failure	Possible school closure.	Unlikely to be for over 1 week (MTPD) however if over 1 week generators to be brought in ( <i>Appendix 2: Emergency contacts</i> ).
N14 Gas boiler failure	Possible school closure.	Unlikely to be for over 1 week (MTPD) however if over 1 week then electric heaters would be brought in ( <i>Appendix 2: Emergency contacts</i> ).
N15 Water mains / sewage failure	Possible school closure.	Unlikely to be for over 1 week (MTPD) however if that was the case then IM to reach out to Buddy School and other local schools to determine capacity to host classes until school reusable.
N16 Severe weather event	Possible school closure.	
N17 Fuel shortage / disruption	Year 2 staff unable to get to school.	Deputy Head to take over management of SATS

## Business Continuity Plans cont.

Newtown Business Critical Activity 10: Year 1 (some Year 2) Phonics Tests		
Risk Assessed Issue	Impact / Consequence on BCA	Mitigation
N1 Minor fire on premises	Loss of papers prior to testing.	IM to contact DfE to get more papers sent.
	Loss of completed papers.	Results to be entered electronically on marking.
	Tests could not take place in planned room.	Community Room or other areas of the school to be used.
N2 / N3 Serious fire / explosion on premises	Impact as in N1 above but in addition possible school closure.	IM to reach out to Buddy School and other local schools to determine capacity to host classes and therefore Phonics tests until school reusable.
N4 Accidental death / major injury on school site	Class teacher or classroom assistant is the victim..	Deputy Head to take over management of the class until a replacement can be found.
N5 Accidental death / major injury on school trip		Other classroom assistants' time to be shared with the class until a replacement can be found.
N6 Child leaves school premises unsupervised	Phonics tests could not take place on planned day.	Phonics Tests can be taken within a one-week period (with additional week in case of emergencies) and would be rescheduled.
N7 Violent intruder on school site		
N8 Criminal threat reported in vicinity of school		
N9 Industrial hazard / toxic plume in the vicinity of the school		
N10 Flooding at school	As N1.	
N11 Internet / IT Failure	No impact / consequences for Phonics Tests.	
N12 Multiple illness / contagious disease or other issues causing extended periods of staff shortage	Staff off for extended periods.	Deputy Head / Headteacher to take over management of Phonics tests until a replacement can be found.
N13 Electricity Failure	Possible school closure.	Unlikely to be for over 1 week (MTPD) however if over 1 week generators to be brought in ( <i>Appendix 2: Emergency contacts</i> ).
N14 Gas boiler failure	Possible school closure.	Unlikely to be for over 1 week (MTPD) however if over 1 week then electric heaters would be brought in ( <i>Appendix 2: Emergency contacts</i> ).
N15 Water mains / sewage failure	Possible school closure.	Unlikely to be for over 1 week (MTPD) however if that was the case then IM to reach out to Buddy School and other local schools to determine capacity to host classes until school reusable.
N16 Severe weather event	Possible school closure.	
N17 Fuel shortage / disruption	Staff unable to get to school.	Deputy Head / Headteacher to take over management of Phonics tests until other staff available.

## Business Continuity Plans cont.

Newtown Business Critical Activity 11: Early Years Foundation Stage Profile		
Risk Assessed Issue	Impact / Consequence on BCA	Mitigation
N1 Minor fire on premises	Loss of evidence prior to profile.	The EYFS Profile no longer requires the same amount of saved evidence and is based on the staff knowledge of the child. Therefore minimal impact.
N2 / N3 Serious fire / explosion on premises	Possible school closure.	EYFS Profile is based on teacher assessment and could be completed off site.
N4 Accidental death / major injury on school site	Class teacher or classroom assistant is the victim.	Deputy Head to take over management of the class until a replacement can be found. Other staff working with the class to be asked to share knowledge of children to build on profile from previous assessment points.
N5 Accidental death / major injury on school trip		
N6 Child leaves school premises unsupervised	Profile could not be submitted on submission day.	There is a fixed date for these profiles to be sent to the LA, therefore the school's recommendation is that these are completed a week before this deadline in order to allow for contingency.
N7 Violent intruder on school site		
N8 Criminal threat reported in vicinity of school		
N9 Industrial hazard / toxic plume in the vicinity of the school		
N10 Flooding at school	As N1.	
N11 Internet / IT Failure		There is a fixed date for these profiles to be sent to the LA, therefore the school's recommendation is that these are completed a week before this deadline in order to allow for contingency.
N12 Multiple illness / contagious disease or other issues causing extended periods of staff shortage	Staff off for extended periods.	Contingency as for N4 / N5
N13 Electricity Failure	Possible school closure.	Unlikely to be for over 1 week (MTPD) however if over 1 week generators to be brought in ( <i>Appendix 2: Emergency contacts</i> ).
N14 Gas boiler failure	Possible school closure.	Unlikely to be for over 1 week (MTPD) however if over 1 week then electric heaters would be brought in ( <i>Appendix 2: Emergency contacts</i> ).
N15 Water mains / sewage failure	Possible school closure.	Unlikely to be for over 1 week (MTPD) however if that was the case then IM to reach out to Buddy School and other local schools to determine capacity to host classes until school reusable.
N16 Severe weather event	Possible school closure.	
N17 Fuel shortage / disruption	Staff unable to get to school.	EYFS Profile is based on teacher assessment and could be completed off site.

## Business Continuity Plans cont.

Newtown Business Critical Activity 12: Reception Baseline		
Risk Assessed Issue	Impact / Consequence on BCA	Mitigation
N1 Minor fire on premises	Loss of materials prior to testing.	IM to contact DfE to get more materials sent.
	Baseline could not take place in planned room.	Community Room or other areas of the school to be used.
N2 / N3 Serious fire / explosion on premises	Impact as in N1 above but in addition possible school closure.	IM to reach out to Buddy School and other local schools to determine capacity to host classes and therefore Reception Baseline until school reusable.
N4 Accidental death / major injury on school site	Class teacher or classroom assistant is the victim.	Deputy Head to take over management of the class until a replacement can be found.
N5 Accidental death / major injury on school trip		Other classroom assistants' time to be shared with the class until a replacement can be found.
N6 Child leaves school premises unsupervised	Baseline tests could not take place on planned day.	There is a six-week period for these tests to take place and therefore the school's recommendation is that these take place in first 5 weeks in order to allow for contingency and rescheduling.
N7 Violent intruder on school site		
N8 Criminal threat reported in vicinity of school		
N9 Industrial hazard / toxic plume in the vicinity of the school		
N10 Flooding at school	As N1.	
N11 Internet / IT Failure	Baseline tests are on accessible via the internet and therefore would be unable to take place.	There is a six-week period for these tests to take place and therefore the school's recommendation is that these take place in first 5 weeks in order to allow for contingency.
N12 Multiple illness / contagious disease or other issues causing extended periods of staff shortage	Staff off for extended periods.	Deputy Head / Headteacher to take over management of Baselines until a replacement can be found.
N13 Electricity Failure	Possible school closure.	Unlikely to be for over 1 week (MTPD) however if over 1 week generators to be brought in ( <i>Appendix 2: Emergency contacts</i> ).
N14 Gas boiler failure	Possible school closure.	Unlikely to be for over 1 week (MTPD) however if over 1 week then electric heaters would be brought in ( <i>Appendix 2: Emergency contacts</i> ).
N15 Water mains / sewage failure	Possible school closure.	Unlikely to be for over 1 week (MTPD) however if that was the case then IM to reach out to Buddy School and other local schools to determine capacity to host classes until school reusable.
N16 Severe weather event	Possible school closure.	
N17 Fuel shortage / disruption	Staff unable to get to school.	Deputy Head / Headteacher to take over management of Baselines until other staff available.

## Appendix 1. Incident Management Team (IMT)

Position	Responsibilities	Name	Contact details
Incident Manager	<ul style="list-style-type: none"> <li>Consider the need to alert other colleagues and external agencies.</li> <li>Establish an IMT and allocate roles.</li> <li>Collate all relevant information relating to the emergency.</li> <li>Co-ordinate the emergency response strategy, liaising with relevant agencies, e.g. the emergency services, County Council, Governing Body as appropriate.</li> <li>Monitor the emergency response.</li> <li>Provide regular staff / team briefings.</li> <li>Authorise any additional expenditure.</li> </ul>	Hayley England (Headteacher)	Available in hard copy
Deputy Incident Manager	<ul style="list-style-type: none"> <li>Assist IM</li> <li>Co-ordinate and manage staff in the IMT.</li> <li>Monitor staff welfare and organise staff roster.</li> </ul>	Jo Beale (Administrator)	Available in hard copy
Parent Liaison Officer	<ul style="list-style-type: none"> <li>Advise parents and provide information.</li> <li>Provide point of contact.</li> <li>Arrange on site co-ordination of visiting parents.</li> <li>Maintain regular contact with parents where appropriate.</li> </ul>	Pascha Adlam (Bursar)	Available in hard copy
Parent Liaison Officer		(Chair of Governors)	Available in hard copy
Liaison Officer	<ul style="list-style-type: none"> <li>Communicate with colleagues at the school on a regular basis and receive updates / progress reports.</li> <li>Represent the school at BC's Emergency Operations Centre / relay information to and from BC.</li> </ul>	(Deputy Headteacher)	Available in hard copy
Media Liaison Officer	<ul style="list-style-type: none"> <li>Act as point of contact for media enquiries.</li> <li>Work with BC's Communications Team to prepare media statements / interviews.</li> <li>Assist with internal communications.</li> </ul>	(Deputy Chair of Governors)	Available in hard copy

## Incident Management Team (IMT) cont.

Position	Responsibilities	Name	Contact details
Administrator	<ul style="list-style-type: none"> <li>• Man telephone lines.</li> <li>• Help to collate information.</li> <li>• Relay incoming and outgoing messages by phone, email, etc in a prompt manner.</li> <li>• Provide admin support to the IM and DIM.</li> <li>• Maintain a master log of Emergency events and decisions, including expenses incurred.</li> </ul>	Reshma Chandy (Admin Assistant)	Available in hard copy
Caretaker	<ul style="list-style-type: none"> <li>• Ensure site security at all times.</li> <li>• Provide information about site facilities.</li> <li>• Assist with access / egress to the school.</li> </ul>	Les Gaston Johnston (Caretaker)	Available in hard copy
Supervision of children	<ul style="list-style-type: none"> <li>• Maintain supervision.</li> <li>• Ensure the safety and security of pupils.</li> <li>• Provide information and offer reassurance.</li> <li>• Monitor pupils' physical and psychological welfare.</li> </ul>	Remaining Teachers and Teaching Assistants	Available in hard copy

## Appendix 2. Emergency Contacts

<b>Newtown School</b> , Berkhamstead Road, Chesham HP5 3AT <b>Tel:</b> 01494 783713 <b>Emergency Mobile:</b> TBC	
<b>RFA Security</b>	<b>Tel:</b> 01494 513516
<b>Thames Valley Police</b>	<b>Tel:</b> 999 (emergency) 101 (non-emergency)
<b>Ambulance Service</b>	<b>Tel:</b> 999
<b>Electricity Supplier:</b> Drax	<b>Tel:</b> 105 (Emergency line)
<b>Gas Supplier:</b> Corona	<b>Tel:</b> 0800 111 999 (Emergency line)
<b>Water Supplier:</b> Castle Water	<b>Tel:</b> 01250 718700
<b>Bucks Council Emergency Contact</b> Duty Resilience Officer	<b>Tel:</b> 07738 501318
<b>Buckinghamshire Communications Team</b>	<b>Tel:</b> 07825 430 978
<b>Brushwood School</b> Brushwood Road, Chesham, HP5 3BP	<b>Tel:</b> 01494 786023
<b>Emmanuel Church</b> Broad Street, Chesham, HP5 3EF	<b>Tel:</b> 01494 784372
<b>Hemel Hempstead Urgent Treatment Centre</b> (c. 9 miles) Hillfield Road, Hemel Hempstead, HP2 4AD	<b>Tel:</b> 01442 213141
<b>Wycombe Hospital Minor Injuries and Illness</b> (c. 11 miles) Queen Alexandra Rd, High Wycombe HP11 2TR	<b>Tel:</b> 01494 526161
<b>Stoke Mandeville Hospital A&amp;E Department</b> (c. 14 miles) Mandeville Road, Aylesbury, HP21 8AL	<b>Tel:</b> 01296 315000
<b>The New Surgery / Gladstone Road Surgery</b> Chess Medical Centre, Berkhamstead Road, Chesham	<b>Tel:</b> 01494 782262 / 01494 782884
<b>Watermeadow Surgery</b> 31A Red Lion St, Chesham	<b>Tel:</b> 01494 782241
To get an electrician or plumber: <b>Buckinghamshire Council Property Desk</b>	<b>Tel:</b> 01296 383238
To hire generators or heaters: <b>Jewson</b>	<b>Tel:</b> 01296 424701
Employee Assist Programme	<b>Tel:</b> 0800 058 1486
Buckinghamshire Educational Psychology Service	<b>Tel:</b> 01296 383219

Appendix 3. Incident Log Sheets



Person completing:

Date:

Time	Information given / received / action taken



## **Appendix 4. Fire Evacuation Procedures**

### **Overall Fire Evacuation Leader: Hayley England**

#### **Evacuation procedures**

When the fire alarm sounds everyone on site must exit the building by the closest safe exit to the rear. The Fire Assembly point (7.30am to 5.45pm) is the back playground.

It is everyone's responsibility to make sure that all children and personnel have left the school. The last person out of a room should ensure the door is shut.

In addition, the following people have been allocated specific Fire Warden responsibilities, if safe to do so, they should check the following areas are clear of children or adults and that all doors are shut:

**Area 1 – Pascha Adlam** (reserve Reshma Chandy) Office, Bursar's office, Headteachers office, staff toilets, Robin's Room, Hall (ensure bolts on fire door are open).

**Area 2 – Pascha Adlam** (reserve Carl Akers) Key Stage 1 corridor

**Area 3 – Cathy Melaisi/Jeanette Oliver** (reserve Mauty Godden) Key Stage 1 toilets, Nurture, Library, Red Kites, Redwings

**Area 4 – Kathryn Hooper** (reserve Liane Johnson) Goldcrests Room, The Nest & Staff Room

**Area 5 – Keziah East** (reserve Aysha Jaigirdar) Blue Room, Firecrests Room, Starlings and Finches Room

**Assembly Point – Jo Beale** (reserve Reshma Chandy)

**Fire Panel – Hayley England, Les Gaston Johnston**

NB Daniel Rose to assist with evacuation of children in The Nest

Office staff must collect the emergency grab bag, mobile phone (with staff and visitor log in information), registers and take out to assembly point.

Visitors, Volunteers and Contractors should stand by the climbing frame to be checked off by the Fire Evacuation Co-Ordinator.

Fire Wardens should report on their areas immediately to the Fire Evacuation Co-Ordinator.

Teaching staff (or the member of staff in charge) should line their class up on their spots, do a head count and report to the Fire Evacuation Co-ordinator.

When the Headteacher returns from the fire panel the Fire Evacuation Co-ordinator will report whether the school is evacuated fully. The Headteacher will make the decision to phone 999 and alert the fire brigade, giving them all necessary information around where the fire is and whether the building is clear.

#### **Before or after school evacuation (7.30am to 5.30pm)**

Staff should evacuate as normal, The Before and After School Staff should take the folder with the register and emergency contacts. Either Hayley England or Daniel Rose will be on site as Fire Evacuation Co-Ordinator / Leader. The Fire Evacuation Co-Ordinator / Leader will take out the emergency grab bag and a mobile phone with the staff and visitor log in information.

**Fire drills** will take place at least termly under the guidance of the Fire Evacuation Leader.

#### **After the evacuation**

The Headteacher, will write a brief report in the fire log held in the caretaker's office highlighting where the alarm was set off and noting any problems which occurred and actions to redress these.

#### **After hours lettings (after 5.30pm or weekends)**

Everyone who lets the building should have their own fire procedures in place. The After Hours Assembly Point is the front of the school in the area by the main gate. The person in charge of the letting is responsible for ensuring everyone is out and the fire brigade have been called. They should also inform the school caretaker.

## Appendix 5 Lockdown Procedures: Intermittent ring on the alarm

### Overall Lockdown Leader: Hayley England

#### Lockdown procedures

If someone has accessed the school or a threat is identified then whoever identifies the threat should immediately inform the Office via the quickest method, internal phone (**ext 201**) or in person.

Office staff, or SLT, will activate the Lockdown alarm. They will then phone the police on 999 and inform them of the details.

When the fire alarm sounds intermittently everyone on site must follow the lockdown procedure.

If children are outside, staff must bring them immediately inside and to the closest room.

If children are in KS1 toilets they should go to Woodpeckers Classroom.

Children in the Hall should immediately go to Jackdaws classroom.

Children / volunteers working in the corridor should immediately return to the classroom.

Children in classrooms / small group rooms with staff should remain where they are.

**If it is safe**, the following people have been allocated specific responsibilities and need to ensure that **external doors are shut / bolted / locked / off the latch**:

**Area 1 – Pascha Adlam** (reserve Reshma Chandy) front door

**Area 2 – Jeanette Oliver/Cathy Melaisis** (reserve Katie Evans) bottom Key Stage 1 door

**Mauty Godden** (reserve Kathryn Hooper) middle Key Stage 1 door

**Area 3 – Carl Akers** (reserve Liane Johnson) top Key Stage 1 door

**Area 4 – Jade Hunt** (reserve Sarah Brend) Goldcrests Room

**Debbie Morris** (reserve Pallavi Patil) The Nest (during BSC / ASC)

**Area 5 – Keziah East** (reserve Aysha Jaigirdar) bottom and top EY doors

Staff in rooms should close the door and ensure the latch is released before closing windows and pulling down the blinds to external windows (where possible).

Staff should keep the children quiet and as far as possible away from the windows, or visible from any doors or uncovered windows.

The office staff will **phone** each room, using the lockdown proforma, and make a list of who is in each room, before cross referencing with the registers. If a child is missing from a classroom this should be reported to the office staff so they can locate them.

Children / staff and visitors should remain where they are until the **all clear** is given in person by the Lockdown Leader.

A **lockdown practice** will take place at least once a year under the guidance of the Headteacher. It is the responsibility of the person in charge of co-ordinating the evacuation (Headteacher/Site Manager/Member

of SLT) to time and record the evacuation if it is a practice.