

# SOMERSET COUNTY COUNCIL



## ***South Somerset Partnership School*** **BUSINESS CONTINUITY PLAN**

School Name	South Somerset Partnership School
Author	Claire Brand
Date Completed	18/06/2019
Date to be Reviewed	Summer 2021 or at significant change Reviewed in light of COVID-19 March 20 Updated staff contacts Oct 20 Minor updates April 2021
Version	2

# South Somerset Partnership School Business Continuity Plan

<b>TABLE OF CONTENTS</b>		
<b>Section</b>		<b>Page Number</b>
<b>1</b>	<b>Introduction</b> <ul style="list-style-type: none"> <li>- Background Information</li> <li>- Aim of Plan</li> <li>- Objectives of Plan</li> <li>- Plan – Do – Check – Act</li> <li>- Related Plans &amp; Procedures</li> <li>- Plan Review</li> <li>- BC/Emergency Grab Bag</li> </ul>	<b>3</b>
<b>2</b>	<b>Plan Activation</b> <ul style="list-style-type: none"> <li>- Circumstances</li> <li>- Responsibility for Plan Activation</li> <li>- Activation Process (Diagram)</li> </ul>	<b>6</b>
<b>3</b>	<b>Plan Implementation</b> <ul style="list-style-type: none"> <li>- Incident response (Diagram)</li> <li>- Roles and Responsibilities</li> </ul>	<b>7</b>
<b>4</b>	<b>Business Impact Assessment</b> <ul style="list-style-type: none"> <li>- Risk assessing your business</li> </ul>	<b>10</b>
<b>5</b>	<b>Potential Disruptions</b> <ul style="list-style-type: none"> <li>- Loss of Premises</li> <li>- Loss of Staff</li> <li>- Failure of IT/ Data/ Telephony</li> <li>- Failure of Utilities</li> </ul>	<b>12</b>
<b>6</b>	<b>Contact Information</b> <ul style="list-style-type: none"> <li>- Staff Contact Information</li> <li>- External Contact Information</li> </ul>	<b>16</b>
<b>Appendix A</b>	<b>Incident Management Team Agenda</b>	
<b>Appendix B</b>	<b>Incident Log Form</b>	
<b>Appendix C</b>	<b>Distribution List</b>	
<b>Appendix D</b>	<b>Testing schedule</b>	
<b>Appendix E</b>	<b>Activation list</b>	

## SECTION 1. INTRODUCTION

### 1.1 Background Information

Somerset County Council is required by the Civil Contingencies Act 2004 to develop plans to manage business continuity in the event of a range of disruptions to services. By extension, Local Authority schools have the same obligation.

No-notice disruptions are, by definition, impossible to predict. This plan deals with the ones most likely to occur:

- loss of premises (through fire, flood etc)
- loss of utilities (electricity, gas, water, fuel)
- failure of IT and telephony
- staff shortage

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

### 1.2 Aim of Plan

The aim of this plan is to provide guidance and support to enable schools to tackle the impact of severe disruptions due to a variety of unlikely, but credible, causes, with the following objectives.

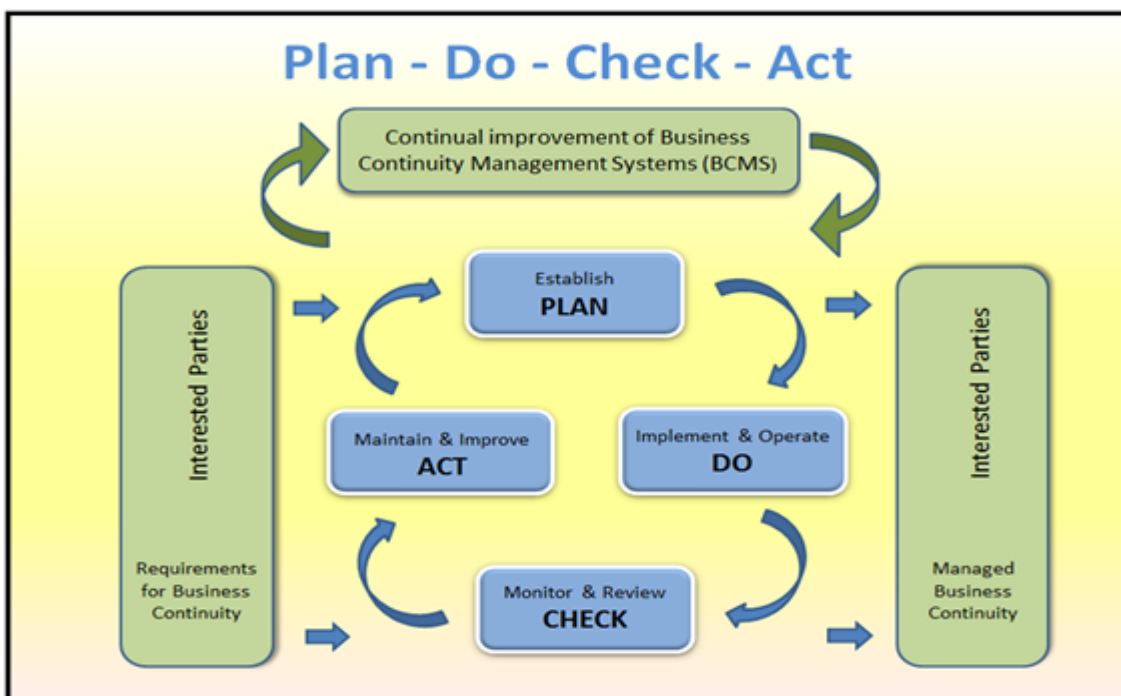
### 1.3 Objectives of Plan

The plan is designed to achieve the following strategic objectives:

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

### 1.4 The Plan-Do-Check-Act (PDCA) Model

The International standard applies the “Plan-Do-Check-Act” (PDCA) model to planning, establishing, implementing, operating, monitoring, reviewing, maintaining and continually improving the effectiveness of the organisational BCMS.



<b>Plan</b> (Establish)	Establish Business Continuity policy, objectives, targets, controls, processes and procedures relevant to improving Business Continuity in order to deliver results and align with the organisations overall policy and procedures.
<b>Do</b> (Implement and operate)	Implement and operate the Business Continuity policy, controls, processes and procedures.
<b>Check</b> (Monitor and review)	Monitor and review performance against Business Continuity policy and objective, report the results to management for review, and determine and authorise actions for remediation and improvement.
<b>Act</b> (Maintain and Improve)	Maintain and improve the BCMS by taking corrective action, based on the results of management review and reappraising the scope of the BCMS and Business Continuity policy and objectives.

## 1.5 Related Plans and Procedures

This plan should be read in conjunction with the school's other evacuation plans and emergency procedures that deal with the immediate response to an emergency situation.

For example:

- Dealing with Major Incidents and Updating your Contingency Plan
- Inclement weather
- Managing Critical Incidents in Schools
- Lockdown (Run, tell, hide)

## 1.6 Plan Review and Testing

This plan should be reviewed for currency and accuracy every 2 years or in the event of significant structural or organisational change.

It is good practice to test the plan at regular intervals i.e. annually. A table top Business Continuity Exercise is available via the following link:

<https://slp.somerset.org.uk/ipost/iPost%20Documents/BUSINESS%20CONTINUITY%20TABLETOP%20EXERCISE.doc>

## 1.7 Business Continuity/Emergency Grab Bag

An emergency grab bag should be created to hold key information that will support the school in the event of an emergency/business continuity disruption. Depending on the nature of the disruption, this pack should be kept in a location that can be accessed at all times. All staff, student, supplier and financial information available via VPN in any location with wifi. Red rucksacks purchased for each site with instructions **to include mobile and laptop on evacuation.**

Grab bag contents:

Section	Details
Business Continuity	Business Continuity Plan (plus spare copies of forms in Appendices)
Equipment and other items	First Aid Kit
	Laptop with wireless connection
	Stationery including permanent markers, clipboards, pens, blue-tack, pins, pencils and notebook paper
	Hazard barrier tape
	Contact details for taxi / transport providers
	School Floor Plans
	Whistle
	Radio and batteries
	High visibility jacket

## SECTION 2: PLAN ACTIVATION

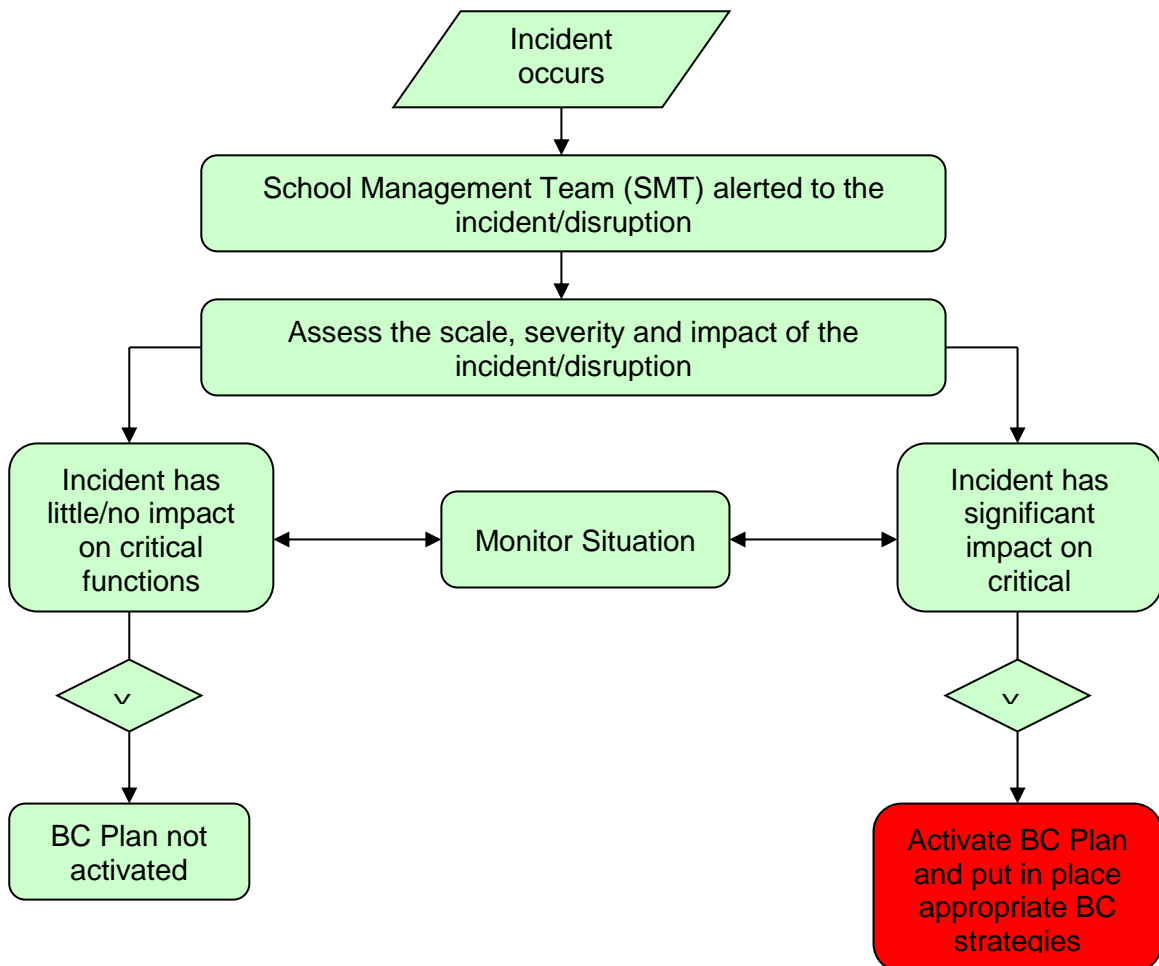
### 2.1 Circumstances

This plan will be activated in response to an incident causing significant disruption to the School, particularly the delivery of key/critical activities.

### 2.2 Responsibility for Plan Activation

The responsibility for implementing this plan lies with the Head Teacher or, if not available, a member of the School SLT.

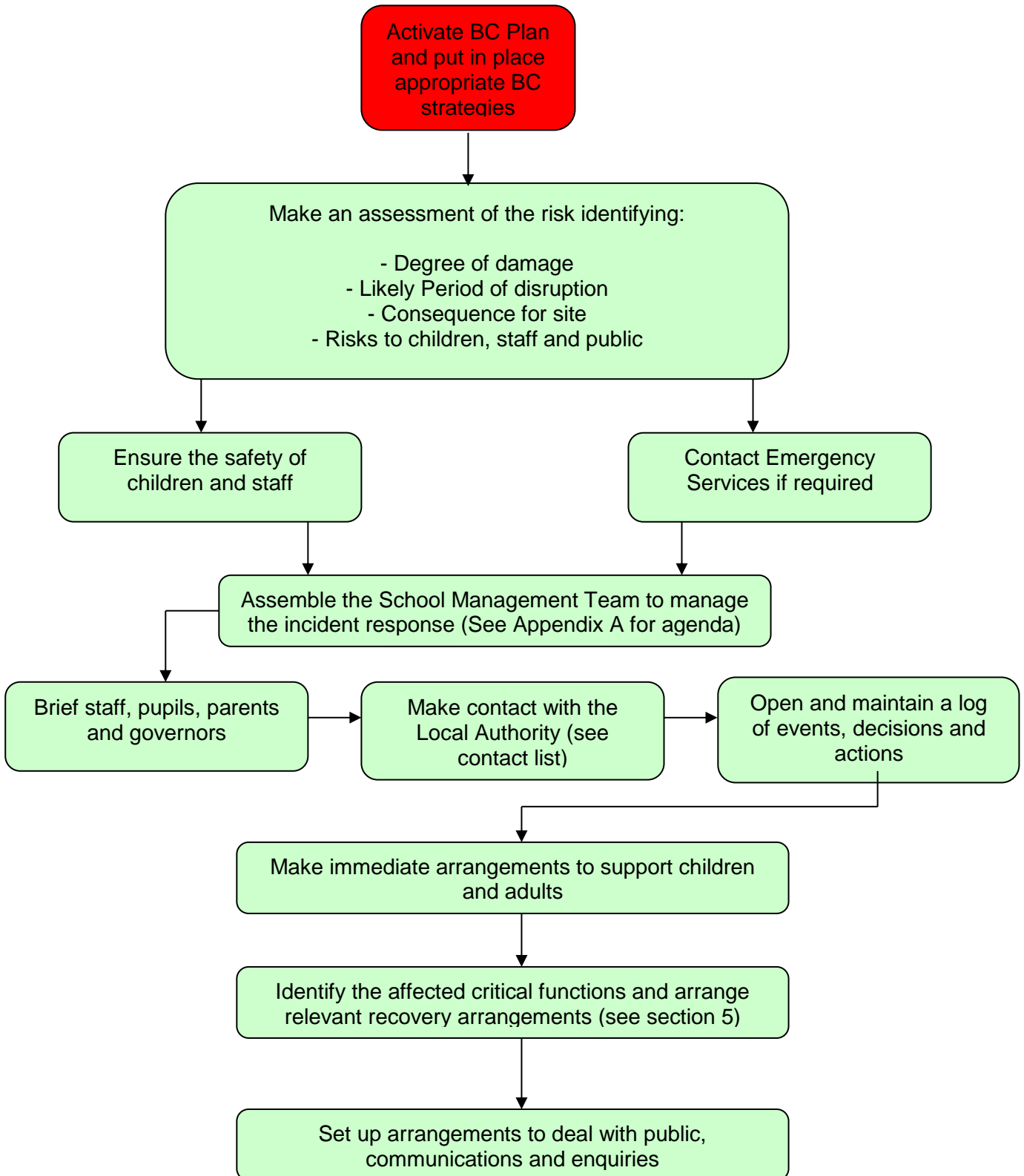
### 2.3 Activation Process



**SECTION 3: PLAN IMPLEMENTATION**

**3.1 Incident Response**

Upon activation of the School Business Continuity Plan, it is suggested that the following actions are taken.





### 3.2 Roles and Responsibilities

The headteacher, in conjunction with the school/establishment's Senior/School Incident Management Team will delegate Business Continuity Roles and Responsibilities. A guide on the roles and responsibilities required during a Business Continuity incident is described below.

Role	Responsibilities	Accountability / Authority
Headteacher	<ul style="list-style-type: none"> <li>▪ Responsible owner of Business Continuity Management in the School</li> <li>▪ Ensuring the School has capacity within it's structure to respond to incidents</li> <li>▪ Determining the School's overall response and recovery strategy</li> </ul>	The Headteacher has overall responsibility for day-to-management of the School, including lead decision-maker in times of crisis.
Business Continuity Coordinator (SLT/ELT)	<ul style="list-style-type: none"> <li>▪ Business Continuity Plan development</li> <li>▪ Developing continuity arrangements and strategies e.g. alternative relocation site, use of temporary staff etc</li> <li>▪ Involving the School community in the planning process as appropriate</li> <li>▪ Plan testing and exercise</li> <li>▪ Conducting 'debriefs' following an incident, test or exercise to identify lessons and ways in which the plan can be improved</li> <li>▪ Training staff within the School on Business Continuity</li> <li>▪ Embedding a culture of resilience within the School, involving stakeholders as required</li> </ul>	Business Continuity Co-ordinator reports directly into the Headteacher and will usually be a member of the School Incident Management Team.
School Incident Management Team <i>Could consist of:</i> <i>Headteacher</i> <i>Business Continuity Coordinator</i> <i>Health and Safety Coordinator</i> <i>Chair of Governors</i> <i>Premises Manager</i>	<ul style="list-style-type: none"> <li>▪ Leading the School's initial and ongoing response to an incident</li> <li>▪ Declaring that an 'incident' is taking place</li> <li>▪ Activating the Business Continuity Plan</li> <li>▪ Notifying relevant stakeholders of the incident, plan activation and on-going response actions</li> <li>▪ Providing direction and leadership for the whole School community</li> <li>▪ Undertaking response and communication actions as agreed in the plan</li> <li>▪ Prioritising the recovery of key activities disrupted by the incident</li> <li>▪ Managing resource deployment</li> <li>▪ Welfare of Pupils</li> <li>▪ Staff welfare and employment issues</li> </ul>	The School Incident Management Team has the delegated authority to authorise all decisions and actions required to respond and recover from the incident.

## South Somerset Partnership School Business Continuity Plan

Other roles/responsibilities to consider during the activation of a Business Continuity plan include:

<b>Role</b>	<b>Responsibilities</b>	<b>Report to/Actions</b>
Incident Log (record keeper)	<ul style="list-style-type: none"> <li>▪ To record all key decisions and actions taken in relation to the incident</li> </ul>	The Headteacher or School Incident Management Team.
Media Coordinator	<ul style="list-style-type: none"> <li>▪ Collating information about the incident for dissemination in Press Statements</li> <li>▪ Liaison with Local Authority Press Office</li> </ul>	The Local Authority Press Office/Headteacher but should not make direct contact with Media.
Communication	<ul style="list-style-type: none"> <li>▪ Co-ordinating communication with key stakeholders including:                             <ul style="list-style-type: none"> <li>○ Governors</li> <li>○ Parents/Carers</li> <li>○ Students/staff</li> <li>○ Local Authority (SCC)</li> <li>○ School Transport Providers</li> <li>○ External agencies e.g. Emergency Services, Health and Safety Unit</li> </ul> </li> </ul>	All communications activities should be agreed by the School Incident Management Team. Information sharing should be approved by the Headteacher (or School Incident Management Team if the Headteacher is unavailable).
Premises Manager	<ul style="list-style-type: none"> <li>▪ To ensure site security and safety in an incident</li> <li>▪ To link with the School Incident team on any building/site issues</li> <li>▪ To liaise and work with any appointed contractors</li> </ul>	Reporting directly to the Headteacher or School Incident Management Team.
ICT Coordinator	<ul style="list-style-type: none"> <li>▪ To ensure the resilience of the School's ICT infrastructure</li> <li>▪ To link with SCC IT helpdesk or external providers (if applicable)</li> <li>▪ Work with the Business Continuity Coordinator to develop proportionate risk responses</li> </ul>	ICT Coordinator reports directly to the Business Continuity Coordinator for plan development issues. In response to an incident, reporting to the School Incident Management Team.
Recovery Coordinator	<ul style="list-style-type: none"> <li>▪ Leading and reporting on the School's recovery process</li> <li>▪ Identifying lessons as a result of the incident</li> <li>▪ Liaison with Business Continuity Coordinator to ensure lessons are incorporated into the plan development</li> </ul>	Is likely to already be a member of the School Incident Management Team, and will lead on recovery and resumption strategies. Reports directly to Headteacher.

## SECTION 4: BUSINESS IMPACT ASSESSMENT

For the purpose of this plan, the strategic critical function of the school is stated as:

**‘The provision of educational services to its registered pupils, including a safe and secure environment in which to learn.’**

In a business continuity context, the following functions are intended to achieve the strategic aim. Each activity has a ‘Recovery Time Objective’ (RTO), a timescale by which an establishment would seek to reinstate a service or services that have been lost during a period of disruption. Some activities will be more critical than others, and establishments should risk assess their critical activities and a realistic recovery time objective of when the service or function can be restored.

*The chart below highlights critical functions for you to consider and amend as appropriate.*

Critical Function	Description	RTO
Examinations	Providing staff and facilities to enable pupils to sit examinations.	1 Day
Teaching Staff	The provision of a suitable number of qualified teaching staff to deliver the National Curriculum.	1 Day
Support Staff	The provision of suitably qualified and experienced support staff to assist in the education of pupils and running of establishment services.	1 Day
Safe and Secure Premises	The provision of suitable, safe and secure accommodation to enable the delivery of education and to meet duty of care and health & Safety requirements etc.	1 Week
Catering Facilities and Staff	The provision of suitable catering facilities and staff to enable preparation of school meals.	n/a
Utilities - Gas	The supply of gas to enable the heating of premises and preparation of school meals etc.	As soon as reasonably possible by provider, expected within 1 week
Utilities – Water	The supply of water for drinking and general usage including flushing of toilets, preparations of meals etc.	
Utilities - electric	The supply of electricity to enable ICT systems to run, lighting of premises etc.	
Provision of IT	The provision of IT to deliver education and to enable the establishment to run smoothly.	1 Week but likely sooner due to cloud backup
Keeping of suitable records	The keeping of suitable records in relation to staff/pupils and general administrative functions within an establishment.	1 Month
Keeping of suitable coursework	The creation and safe keeping of coursework including electronic documentation and items such as textiles, D&T work pieces.	1 Month

Provision of cleaning contractors	The provision of suitable numbers of cleaners to carry out general cleaning such as toilets, waste collection and removal.	1 Week
-----------------------------------	--	--------

### Risk Assessing your Business

In the context of 'Business Continuity Management' a risk assessment looks at the likelihood and impact of a variety of risks that could cause a business interruption.

The Risk Assessment matrix in this plan differs slightly from that used in the assessment of corporate risk. This matrix is incorporated into the ISO22301 which is an International Standard that Somerset County Council has aligned its BC plans to. The ISO22301 is designed specifically to aid Business Continuity Management and is used by numerous private organisations and most Local Authorities nationwide.

This assessment is a structured and auditable process for identifying significant events, assessing their likelihood and impacts, and then combining these to provide an overall assessment of risk, as a basis for further decisions and actions.

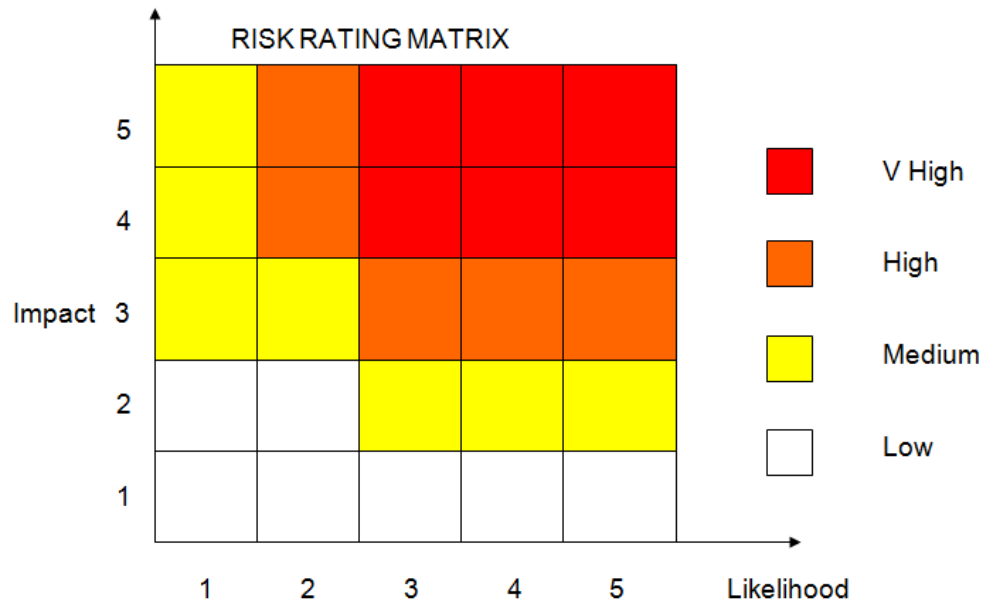
Likelihood of occurrence	Indicator
1. Negligible	Slight or very small chance
2. Rare	Infrequent or exceptional
3. Unlikely	Not likely to occur or have occurred
4. Possible	Capable of happening or occurring
5. Probable	Having more evidence 'for' than 'against'. Likely to occur

#### **GUIDANCE:**

Each of the hazards should be scored in terms of its 'likelihood' and 'impact', which, combined, produce the 'risk' rating:

Likelihood	Impact	Risk
1 - Negligible	1 - Insignificant	
2 - Rare	2 - Minor	
3 - Unlikely	3 - Moderate	Likelihood x Impact
4 - Possible	4 - Significant	
5 - Probable	5 - Catastrophic	

South Somerset Partnership School Business Continuity Plan



## SECTION 5: POTENTIAL DISRUPTIONS

### 5.1 Loss of Premises

Loss of premises may result from fire, flood, loss of essential utilities or the building is within an area cordoned off by emergency services. This may occur during school hours, necessitating and evacuation, or during non-school hours preventing staff and pupil's access to the building.

It is a critical function of the school to provide suitable, safe and secure accommodation to enable the delivery of education and to meet duty of care and health & Safety requirements etc. The space below should include all relevant information that would assist with recovery from a loss of premises incident.

Virtual learning: In cases of an enforced closure many school provide links through their website to learning opportunities. These together with other educational internet and paper based services provide methods for providing continuation of education provision).

*It is good practice for Schools/educational establishments to maintain contact with the local authority or governing body to help identify suitable working processes and possible alternative locations. From experiences of past Business Continuity events, alternative locations have been sought/implemented when a facility has been closed for a period of more than one week.*

Risk	Potential Workarounds	
<p><b>Complete loss of site</b> <b>Risk Rating: 3x3=9 High</b></p>	<p>Potential alternative sites: SSPS multi sited</p>	<p>1: To move students and staff to another suitable site within the school is appropriate to the age range of the students. If no suitable site is available, look to hire temporary accommodation</p> <p>2: Mobile/outreach workers to seek an alternative workbase within the school or to work from home via VPN.</p> <p>3: Increase use of virtual learning and use staff to conduct welfare visits.</p>
<p><b>Partial loss of site</b> <b>Risk Rating: 4x2=8 Medium</b></p>	<ul style="list-style-type: none"> <li>- Use of other free classrooms <b>or sites</b></li> <li>- If no suitable site is available, look to hire temporary accommodation</li> <li>- Increase use of virtual learning and use staff to conduct welfare visits.</li> </ul>	
<p><b>Temporary loss of premises (utility failure)</b></p>	<ul style="list-style-type: none"> <li>- Increase use of virtual learning and use staff to conduct welfare visits.</li> </ul>	

South Somerset Partnership School Business Continuity Plan

<p><b>Risk Rating: 2x4=8 Medium</b></p>	<ul style="list-style-type: none"> <li>- To move students and staff to another suitable site within the school is appropriate to the age range of the students. If no suitable site is available, look to hire temporary accommodation in cases of extended disruption.</li> </ul>
<p><b>5.2 Loss of Staff</b>                  The most likely scenarios involving a significant loss of staff are industrial action, fuel shortage, outbreak of disease (eg. Pandemic influenza) and severe weather. In all of these events, there is likely to be a period of notice in which arrangements may be made to mitigate the effects.</p> <p>It is a critical function of the school to provide a suitable number of qualified teaching staff to deliver the National Curriculum and suitably qualified and experienced support staff to assist in the education of pupils and running of establishment services.</p> <p>It is also important to consider 'Single Points of Failure' i.e. Exams Officer/Premises Manager etc</p>	
<p><b>Risk</b></p>	<p><b>Potential Workarounds</b></p>
<p><b>Pandemic Flu</b>   <b>Risk Rating: 2x3=6 Medium</b></p>	<p>A flu pandemic will occur in 2 waves, 3-9 months apart, with each wave lasting about 12 weeks. In addition to staff being off ill, you will also have staff being off to care for sick relatives etc.</p> <p>Mar 20 – COVID-19 Pandemic - We will follow all advice from PHE and take a lead from YDH, particularly in relation to vulnerable groups</p> <ul style="list-style-type: none"> <li>- Alternative teaching arrangements to include staff from other sites not effected</li> <li>- Temporary cover</li> <li>- Hygiene precautions</li> <li>- Reciprocal arrangement with a partner school for Exams Officer</li> <li>- Remote teaching of students should school have enforced closure for containment.</li> </ul>
<p><b>Fuel Crisis</b>   <b>Risk Rating:2x3=6 Medium</b></p>	<ul style="list-style-type: none"> <li>- Alternative teaching arrangements</li> <li>- Virtual learning</li> <li>- Local supply cover</li> <li>- Alternative transport arrangements</li> </ul> <p>Useful information/contacts: School transport 01823 , Taxi Companies</p>

South Somerset Partnership School Business Continuity Plan

<b>Industrial Action</b> <b>Risk Rating:2x3=6</b> <b>Medium</b>	As far as possible, without attempting to influence staff members' legal right to take industrial action, managers should try to estimate the proportion of staff who may be available to work in order to plan work in accordance with priorities
	<ul style="list-style-type: none"> <li>- Virtual learning</li> <li>- Alternative teaching arrangements</li> <li>- Relocation of staff or students to a site less effected by strike action</li> </ul>
<b>Severe Weather</b> <b>Risk Rating:5x3=15</b> <b>High</b>	In the event of severe weather (eg, snow/flooding), staff may be unable to travel to work. Employees are expected to make all efforts to reach their usual place of work provided they can do so safely without putting themselves or others at risk.
	<ul style="list-style-type: none"> <li>- <i>Pre-identified decision process (see 'Severe weather: <u>Quick reference guide</u> )</i></li> <li>- <i>Alternative teaching arrangements</i></li> <li>- <i>Alternative school transport arrangements</i></li> <li>- <i>Restricted site opening eg all 'walking' staff and students attend one site.</i></li> </ul>

<b>5.3 Failure of IT/Data/Telephony</b>		
Failure of IT within a school could be caused by a variety of reasons such as fire, flooding, power cut etc. It is important to ensure that the main server is resilient with separate power supply but if this not possible, back up arrangements should be in place.		
<b>Risk</b>	<b>Critical IT Systems</b>	<b>Workaround Options</b>
<b>Failure of IT Server/ systems</b> <b>Risk Rating:3x3=9 High</b>	<ul style="list-style-type: none"> <li>- eg. SIMS, FMS</li> <li>- PDrive</li> <li>- Internet</li> </ul>	<ul style="list-style-type: none"> <li>- <i>Back up paper system</i></li> <li>- <i>Disaster Recovery Contracts</i></li> <li>- <i>Off site back up arrangements</i></li> <li>- <i>'Cloud' arrangements</i></li> </ul>
<b>Loss of Data</b> <b>Risk Rating:2x4=8 High</b>	<b>Critical Data</b>	<b>Workaround Options</b>
	<ul style="list-style-type: none"> <li>- <i>Unlikely due to IT set-up being off site and monitored</i></li> </ul>	<ul style="list-style-type: none"> <li>- Continue teaching by other methods</li> </ul>



South Somerset Partnership School Business Continuity Plan

<p><b>Loss of Telephony</b>  <b>Risk Rating:4x3=12</b>  <b>High</b></p>	<p><i>In the event that the main landline was lost, what alternative communication methods do you have in place?</i></p> <ul style="list-style-type: none"> <li>- Email</li> <li>- Work mobile phones and PAYG phones</li> <li>- Radios</li> </ul>
---	--

<p><b>5.4 Loss of Utilities (Electricity/Gas/Water)</b></p>		
<p>In the event that the school lost any of the utilities, what would the impact of this be and how long would the school continue to operate safely?                      All contractor contact information can be found in Section 6 of this plan.</p>		
<p><b>Risk</b></p>	<p><b>Impact</b></p>	<p><b>Potential Workarounds</b></p>
<p><b>Electricity/Gas/Oil</b>  <b>Risk Rating:1x4=4</b>  <b>Significant</b></p>	<p>- Heating system/hot water</p>	<p>- Additional portable heaters</p>
	<p>- IT Network/Telephone system and associated teaching technology</p>	<p>- Make use of an alternative site</p>
<p><b>Water</b>  <b>Risk Rating:</b></p>	<p><b>Impact</b></p>	<p><b>Potential Workarounds</b></p>
	<p>- Drinking supply</p>	<p>-Water coolers</p>
	<p>- Sewerage</p>	<p>-Make use of an alternative site which is unaffected</p>

## SECTION 6: CONTACT INFORMATION

Job Title	Name	Home Address	Telephone	Email
Headteacher	Jo Simons	Held on SIMS	<b>Mobile:</b> 07880 042853	Jsimons1@educ.somerset.gov.uk
Business Manager	Claire Brand	Held on SIMS	<b>Mobile:</b> 07809 213575	<a href="mailto:cbrand@educ.somerset.gov.uk">cbrand@educ.somerset.gov.uk</a>
Chair of AMG	Andrew Smith	Held on SIMS	<b>Mobile:</b> 07966381589	Andrew.smith2@educ.somerset.gov.uk
Deputy Headteacher	Ben Coombes	Held on SIMS	<b>Mobile:</b> 07936 945846	<a href="mailto:Bcoombes1@educ.somerset.gov.uk">Bcoombes1@educ.somerset.gov.uk</a>
Assistant Headteacher	Jason Roberts	Held on SIMS	<b>Mobile:</b> 07809 213579	<a href="mailto:JRoberts5@educ.somerset.gov.uk">JRoberts5@educ.somerset.gov.uk</a>
SENDCo	Louise Conway-Byron	Held on SIMS		<a href="mailto:LConwayByron@educ.somerset.gov.uk">LConwayByron@educ.somerset.gov.uk</a>

### 6.1 Staff Contact Information (School Incident Management Team)

To be assembled from SLT/ELT – all details on SIMS

### 6.2 External Contact Information (Suppliers/Contractors)

South Somerset Partnership School Business Continuity Plan

Further information on the School Closure procedure is available on the Somerset Learning Platform, via the document '[Emergency Procedures for School Closures](#)'.

Organisation	Purpose e.g Supplier Of Stationery, Portacabin etc.	Name Of Usual Contact	Tel No (Office Hrs)	Out Of Office Hrs	Other Info
Somerset County Council School closures	Notify LA	Via lpost	01823 355953	Via lpost	Authorisation from Chair of AMG and added to website
Somerset County Council Transport			0300 123 2224 01823		
Property Services			01823 357357		
Insurance Services			01823 355920		
Area Building Surveyor	Rob Paton Mark Jacob		07957 541526 07768 801636		
Press Office			01823 355020		
Western Power	Supplier	Emergencies	<b>105 or</b> 0800 096 3080		
Gas Supplier – DNO – Wales and West Utilities	Supplier		0800 111 999		
Electricity Supplier – DNO – Chard- Western Power Distribution, Yeovil – Southern Electric	Supplier		105 for loss of supply 0800 6783 105 0800 072 7282		
Water Board – Wessex Water		Emergencies	0345 600 4 600		

## APPENDIX

### APPENDIX A: INCIDENT MANAGEMENT TEAM AGENDA (following incident)

1. Background and Situation Report as known (Chair)
2. Updates and actions:
  - Premises
    - Current state
    - Critical items recovered/still in situ
    - Estimate of return
  - Welfare (staff, visitors, clients)
    - Confirm all persons accounted for
    - Current arrangements for retaining staff
    - Outstanding welfare issues
  - Communications
    - Message given out to staff
    - New contact number for public
    - Public message via Communication and Marketing
    - Brief for Somerset Direct
    - Collect contact numbers for team members.
  - Continuity and Recovery
    - Critical services affected
    - Options to work around disruption
    - Resources shortfall
    - Alternative premises identified (if applicable)
3. Time of next meeting



## Appendix C- Distribution list

Once plan is complete or has been updated, please circulate to the following:

Headteacher  
 School Business Manager  
 Chair of Governors  
 Emergency Pack should hold a copy of the BC Plan  
 SLT and ELT

## Appendix D- Testing schedule

Type of Test (e.g. Live exercise, desktop exercise, communications test)	Date of Test	Lessons Learned

## Appendix E- Activation list

Description of Incident	Date of Incident	Lessons Learned
Ceiling collapse at Lower School – Dampier Street	Feb 16	The multi sited nature of the PRU allowed teaching to continue with minimal disruption to T&L
Gas Leak	27/11/2019	Students don't react well to change however the ability to move sites allowed T&L to continue.
COVID Vaccination effects	05/02/2021	Spread any further doses of the vaccine so that lesser staff numbers may be affected and the impact of mass sickness reduced.

## Appendix F- Emergency Pandemic Outbreak Plan

Business Continuity Plan – Emergency Pandemic Outbreak Plan				
Scenario: Dealing with pandemic outbreak			Date of next review March 2021	
Comments: In the event of an outbreak leading to a potential school closure			Crisis Management Team: SLT	
Internal/external organisations/individuals	Contact details (24 hours as applicable)	Arrangements and/or information requirements		
Jo Simons	07880 042853	Headteacher		
Rebecca Bennett	07809 213572	Deputy Headteacher		
Richard Lucas	07809 213606	Assistant Headteacher		
Claire Brand	07809 213575	Business Support Manager		
Public Health England	020 7654 8000	<a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a>		
NHS	111			
Action in the Event				
No	Action	Invoked by	Timescale	Comments
1	Call received informing a member of staff may have contracted the virus	Member of staff to contact NHS 111 and update their Line Manager on the outcome of the call.	Immediate	
2	Confirmation the member of staff has contracted the virus	Headteacher to contact Public Health England for advice. Liaise with all stakeholders.	Immediate	
3	Specialists contractor deep clean	Business Support Manager to arrange	Immediate	School now owns a 'fogging' device
4	In the scenario of shortage of antibacterial stock carry out a specialists deep clean	Business Support Manager to arrange	Immediate	School now owns a 'fogging' device
5	Lack of staff resources	Business Support Manager to engage agency staff	Immediate	Following school safer recruitment practice.
6	Virtual Learning	SLT	Immediate	Log on details below
Resources for remote working will be on our Website <a href="#">and delivery via Zoom Education in the first instance.</a>				
<p><b>In the event of a lockdown and the schools are closed.</b></p> <p>I assume all (or some) staff will be expected to use the VPN to access Sims and P: drive etc. when working from home. <a href="#">All staff should have this capability as SSPS has made access a priority.</a></p>				

If any member of staff is required to take a student laptop home, please ensure that they log onto it successfully before they remove it. This is to ensure that their login credentials are cached on the laptop and a profile is generated during the login process. I would advise that staff use O365 to access email, rather than set up an Outlook profile, as this may prove an issue for some.

I know sometimes there is an issue with the P: drive not being properly populated, so can I remind you and ask that all staff are aware, that to resolve this they should type the following in the taskbar search box:

<a href="#">\\RDC1112\public</a>	for all SSPS staff
<a href="#">\\RDC1114\public</a>	for all TDPC staff
<a href="#">\\RDC1115\public</a>	for all BSS staff

SIMs too may be an issue and this may require a similar workaround:

<a href="#">\\RDC1112\simsarea</a>	as above
<a href="#">\\RDC1114\simsarea</a>	“
<a href="#">\\RDC1115\simsarea</a>	“

Minimise the window and open SIMs in the normal way. If this workaround does not work, a logoff/logon cycle may resolve it.

Please remember that the VPN will NOT work on a personal device/laptop/desktop that is not connected to and has a computer account in the school domain