



The Boulevard Academy

BUSINESS CONTINUITY PLAN

FOR

DISASTER RECOVERY IN THE EVENT OF A CRITICAL INCIDENT

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1.0 Introduction

The Boulevard Academy Business Continuity Plan (BCP) has been written for those who will be involved in re-establishing the operational delivery of services following a major incident.

The objectives of the plan are to:

- Minimise loss of life
- Minimise injury, distress and ill health to students and staff
- Manage the situation until the relevant support arrives
- Maintain safe supervision of students during an emergency situation
- Minimise disruption to the normal daily routine of staff and students is not directly affected
- Ensure effective communication and efficient management of information during an incident
- Ensure appropriate working with the media
- Support staff, students and carers in the aftermath of any incident
- Review the handling of any incidents to see what can be learned for future practice

2.0 Definitions

An emergency is defined as an unplanned event or situation that threatens serious damage to human welfare or the environment, significant injuries to people, substantial damage to the fabric of the building or significant disruption to normal operations.

A disaster is the escalation of an emergency to the point where normal conditions are not expected to be recovered for at least 24 hours.

3.0 General Information

3.1 Review and Training

This document should be reviewed annually by the Leadership Team and the Academy Board of Trustees. A comprehensive programme of training will be provided for all staff to ensure that all are familiar with the procedures. All relevant personnel will ensure that they are familiar with the procedures and they will be required to sign to verify completion of training and understanding of the procedures.

3.2 Associated Documents/information

Associated Documents include:

- Fire Emergency Evacuation Plan
- Fire risk assessment
- Snow Tree

3.3 Emergency Contact Information

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

- Copy of this document
- Snow tree

Access to staff and student data (those on roll) with home phone numbers can be accessed online from SIMS or a printed copy of staff and student contact details.

4.0 Strategy

If a disaster is declared by the Principal the Academy Business Continuity Plan will be activated.

Staff communication will be via email and the website if this is operable, or by use of the snow tree telephone lists if not.

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

Hull

Children's Social Care (Local Authority)

EHASH (01482) 448879

Emergency Duty Team (01482) 300304

West Locality Team (01482) 614001

West Community Support Team (CST) (01482) 318052

East Locality Team (including CST) (01482) 615075

North Locality Team (including CST) (01482) 612900

Local Authority Designated Officer (01482) 790933

Police Public Protection Unit 101

Hull Safeguarding Children Board (01482) 846082

www.hullsafeguardingchildren.org

Local Radio

Health and Safety Advisors

Health and Safety Executive (HSE)

Insurance Advisors

Local Police

Local Fire Service

5.0 Roles and Responsibilities

5.1 Principal or Vice Principal

The Principal is responsible for the implementation and coordination of the BCP, including:

- Organising the immediate contacting of Sewell Fm if the disaster relates to the built environment to establish if the building can be re-occupied and/or service delivery reinstated
- Co-ordination of status reports/communication for the benefit of all audiences (including staff, students, parents, LA, Academies Team at DFE, press)
- Maintaining the BCP in an up-to-date format by delegating responsibility to the Business Manager for updates.

Dealing with the media

- In the event of an incident likely to attract media attention, the Principal will seek advice from Board Members.
- All contact with the media will be by the Principal

- No other staff should give interviews or comment on any written or printed material
- Any media requests should be directed to the Principal

5.2 Emergency Response Team (ERT)

Led by the Principal, the Emergency Response Team includes the Senior Leadership Team (SLT), the Business Manager and the Site Manager. Additional members of the team will be recruited to match the specific needs of the incident.

The ERT is responsible for acting under the direction of the Principal (or their Deputy) to restore normal conditions as soon as possible.

5.3 Identifying an Emergency

Any member of staff who observes or is informed about a situation which might constitute an emergency, or which might develop into an emergency if not dealt with immediately should:

- Contact a member of the Academy's ERT (Principal, SLT, Business Manager, Site Manager and Student Services Manager) directly or via Reception
- Ensure safe supervision of any pupils in their care
- Take any immediate action to minimise risk which does not compromise their own safety
- Alert others who may be at risk

Any member of the ERT who is alerted to a potential emergency should:

- Obtain as much factual information as possible
- Make an initial assessment of risk
- Contact Principal and other members of the emergency response team via Reception so that a planned response can be agreed and initial duties be allocated
- Take any immediate action to minimise risk which does not compromise their own safety
- Take any immediate action to alert others who may be at risk, including evacuation of all or part of the building
- Call emergency services if necessary

5.4 Staff

Staff are required to co-operate with the ERT in support of the BCP.

In the event that staff are sent home, they should remain available during normal working hours to assist with necessary tasks.

6.0 Procedure for Closing the Academy

6.1 Closure in advance of a School day

The school can be closed in advance of a normal school day using the following system:

1. Closure authorised by the Principal or their deputy
2. Notification of a school closure to the Chair of the Executive Trust Board and Hull City Council
3. Implementing the school staff 'snow tree'
4. Recording the closure on the home page of the school website
5. Sending out text messages via the 'teachers to parents' system and 'MyEd App' to all parents

6. Notify local radio and news

6.2 Closure during a School Day

It is never a preferred option to close the school during a school day, but it can be done using the following procedures:

1. Closure authorised by the Principal or their deputy
2. Students who are able to make their own way home are dismissed
3. Subject to the condition and availability of the sports hall (See Places of Safety as described in 6.3), remaining students to be assembled until transport arrangements can be put in place. Students will continue to be supervised by staff until parents authorise them to leave or they are collected.
4. Notification of the school closure to Chair of the Executive Trust Board and Hull City Council
5. Recording the closure on the home page of the school website and Twitter.
6. Sending out text messages to all parents via 'teachers to parents' system and 'MyEd App' to all parents

6.3 Immediate Places of Safety

In the event of a major incident on site requiring the school to be closed, students will assemble at the primary assembly points (MUGA Court). If these are not useable staff will escort students to the second assembly point (Turning Circle & hardstanding on the front of the Academy with pedestrian gates closed). See **Appendix A**

6.4 Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, students will be escorted to Chiltern Primary School, from where they can be collected or from where they can be released to make their own way home.

7.0 Lockdown Procedure

It is now possible to envisage circumstances where the school may wish to lock itself in, to secure staff and students from an outside threat. This circumstance is described as a 'lockdown'. The emergency services will be contacted immediately, and full implementation of all instructions given by the emergency services will be followed until the emergency is declared over.

If a lockdown is declared:

- The Site Manager will be advised to implement the lockdown via word-of-mouth or by phone
- The ERT will communicate via word-of-mouth or mobile phone
- The school will be advised that it is in 'lockdown' by word-of-mouth
- All staff will remain in classrooms and keep students calm and away from windows
- All students in external PE lessons will be advised to return to the Sports Hall.

The lockdown will proceed in the following priority:

- The external gates of the school will be closed and locked ensuring no one can enter or leave the premises (main drive gates, Massey Close and Airlie Street)
- The following doors will then be locked:

- Main building front entrance (remains on Mag lock)
- Rear Exit Doors
- Drama Building

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and the Academy entrances will be monitored via CCTV by the Site Staff. The gates should only be opened when visual confirmation of the presence of the Emergency Services can be confirmed and where such instruction is given by the emergency services.

8.0 Silent Evacuation

Staff will be aware that the majority of fire escapes are 'Mag lock' doors which are only accessible when the fire alarm is activated. These doors are also equipped with a green exit button that will release the Mag locks without the need for the fire alarm. This provision is available if it ever became necessary to complete a silent evacuation. Doors will be released by the site team following an instruction from ERT. Notification of a silent evacuation would be made by word-of-mouth.

9.0 Business Recovery in the Event of a Loss of Buildings or Site Space

9.1 General

Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of Principal working with the ESFA and the Local Authority. In the event of building unavailability, the school will be entitled to financial unavailability deductions to off-set the Unitary Charge Payments that will still be due for payment.

Temporary working facilities are the responsibility of the Academy for which it holds insurance (see below).

9.2 Insurance

The Academy holds insurance with the Department for Education Risk Protection Arrangement (RPA), The RPA covers property damage to the value of the reinstatement value of the property.

9.3 Replacement Site Facilities

The size and scope of facilities required for the school will vary according to circumstance. In the first instance, contact should be made with the Department for Education's Risk Protection Agency on 03300 585566

The location of the temporary accommodation will be determined based on the space required and circumstances at the time. Erecting additional buildings on our current site will always be the preferred solution.

10.0 Pandemic Threat / Mass Staff Unavailability

Loss of staff is considered a generic threat to operations. The spread of a virus capable of impacting on operational service delivery is now considered genuine and serious.

- ERT arranges for relevant information to be shared with all staff, including guidance on appropriate hygiene measures and symptoms which they may observe.
- Site Staff ensures adequate additional hygiene supplies are available.

- Arrange additional cleaning if appropriate.
- Principal / SLT review level of staff attendance daily to assess whether safe cover is likely to be available for pupils
- Principal, in consultation with the chair of trustees, decides whether to close the school

11.0 Response to Emergencies

Emergency affecting staff or students off-site

- Group leader contacts the Academy to inform Principal of the situation and to seek advice (leaving clear details of their location and phone number for future contact)
- Principal informs other members of the Emergency Response Team and advises the group leader of appropriate action and maintains contact
- Principal arranges to send help to the scene if necessary and makes every effort to bring the group back to school
- Emergency response team will co-ordinate transport home either from the scene of the emergency or on return to school
- If the incident involves serious injury or fatality, the Principal will contact the Board Members who will maintain contact with the school and offer advice or assistance as appropriate
- Principal keeps parents and other staff members informed

Traffic accident or train crash on or very near site

- Staff move students away from the area of the crash to a place where they are safe and if possible out of sight/ earshot of the crash site
- Receptionist telephones emergency services if necessary
- Emergency Response Team assesses any damage to the school site and any danger to staff or students and arranges to clear and close areas of the site as necessary
- Site staff take any immediate action to prevent further damage and reduce risk
- Principal informs Board Members
- Site Manager liaises with emergency services
- Site staff controls traffic, directs emergency services to the site, arranges for any school or staff vehicles to be moved
- Emergency Response Team arranges for areas of the Academy to be used to accommodate casualties if necessary

Suspected gas leak

If a gas leak is suspected, the person identifying the problem will:

- Ensure that all staff and students move away from the immediate area; alert other classes or groups nearby if appropriate
- Immediately notify the member of staff on reception, who will contact the Site Manager
- The Site Manager will, if appropriate, notify the Principal, give instructions to evacuate the relevant part of the Academy (following the emergency evacuation procedure) and telephone the gas board
- Principal decides whether to move any groups off site

- Principal decides whether to close the school early
- Principal will inform the Chair of Governor's

Fire or gas leak

- Follow evacuation procedure as set out in the Health and Safety Policy
- Site staff directs the fire engine to the site of the emergency, first ensuring that any groups assembling in this area have been moved to alternative assembly points
- Emergency Response Team collates information to ensure that all staff and Students are accounted for
- Principal/Site Manager liaises with fire service in respect of anyone not accounted for
- Emergency Response Team arranges for first aiders to treat any casualties
- Receptionist phones ambulance service on request from first aiders
- Emergency Response Team arranges for areas of the school to be used to accommodate casualties if necessary
- Principal decides whether to move any groups off site
- Principal decides whether to close the school early in consultation with the Chair of Governor's

Significant damage to building

- Staff move students away from the immediate area to a safe and contained area
- Emergency Response Team assess damage and potential danger and arranges to clear and close areas of the site
- Site staff take any immediate action to prevent further damage and reduce risk
- Principal decides whether to evacuate any groups off site
- Principal decides whether to close the school early in consultation with the Chair of Governor's

Suspicious package

If a suspicious package is found:

- Do not touch or attempt to move it
- The person finding the package will ensure that all adults and children move away from the immediate area
- Send a colleague to alert other classes or groups nearby if appropriate
- Immediately notify the member of staff on reception, who will contact the Site Manager

Threatening phone call

- Once the nature of the call is clear, receptionist (or other person receiving call) alerts another member of staff and asks them to contact the Principal immediately
- Receptionist takes a note of all information given and any distinguishing features of the caller (gender, accent, record number on caller display ect.)
- Principal decides whether to evacuate all or part of the site
- Principal contacts emergency services

Threats from intruders or visitors

If a person entering via Reception appears to present a threat to any member of the Academy community, the Receptionist will:

- remain calm and polite and ask the person what help they require
- not do anything which might compromise their own safety or that of persons near by
- ensure that a nearby colleague calls for help using the telephones
- attempt to persuade the person to sit down in the entrance foyer

If a visitor to the Academy appears to present a threat to any member of the Academy community, the member of staff accompanying them will:

- remain calm and polite and ask the person what help they require
- not do anything which might compromise their own safety or that of persons nearby
- ensure that they or a nearby colleague alerts a member of the Emergency Response Team to the situation
- attempt to persuade the person to sit down in an office or other area away from students

Members of staff nearby will:

- telephone the Principal or a member of Site staff or Emergency Response Team
- if possible, move away from the area and move any students away
- telephone the police if necessary (the police should be called immediately if there is any evidence that a weapon has been brought on to the school premises)

The Principal or other person called to support the situation will:

- attempt to defuse the situation
- make a judgement as to whether it is best to keep the person on site or persuade him or her to leave
- give directions to contact the police if necessary

The Principal will follow up the incident as appropriate, e.g. by writing to a visitor or parent who has behaved inappropriately on site to warn them of the consequences of further unacceptable behaviour or by carrying through a formal complaint to the police.

Missing student(s) (from group on site)

On becoming aware that a student is no longer present with the group, or becoming concerned that a student who has left the group with permission has not returned within a reasonable time, the class teacher or other adult in charge of the group should:

- Organise an immediate search of the classroom, nearby rooms and other places where the pupil is likely to be
- If the student is not found within 5 minutes, inform the most senior person in the building and continue search

The senior person informed of the situation should:

- Phone 118 giving relevant information
- Organise a search of the whole building and any other likely places

The person receiving the call should:

- Inform the main office who will look out for the student in the reception area.
- Inform a member of the site staff who will check the CCTV
- Contact colleagues in the office who will assist with the search of the whole school site
- Inform available members of the Emergency Response Team

If the student is not found within 10 minutes of informing the office, the Emergency Response Team will:

- Co-ordinate a continuing search of the school site
- Co-ordinate a search off site
- After a further 10 minutes, contact the police and liaise with them and ensure that parents are kept informed

Once the student is found, the following actions should be carried out:

- Principal or another member of ERT informs parents and police if they have already been contacted
- Class teacher completes a report and passes it to the Principal
- Principal ensures that parents have been informed if this has not already happened
- Principal reviews report and recommends any further action to teacher and SLT

Missing student(s) (from group off site)

On becoming aware that a student is no longer present with the group, the class teacher or other adult in charge of the group should:

- Organise an immediate search of the area, ensuring that the rest of the group continues to be adequately supervised

If the student is not found within 5 minutes the class teacher should:

- Telephone the school and ask to be put through to the office to report the situation, giving the student's name, details of clothing and the location where the student was last seen
- Continue to search and ensure adequate supervision for the rest of the group

The person receiving the call in the office should:

- Log the time the call was received
- Inform the Principal that a student is missing off site
- Contact the receptionist to make them aware of the situation in case the pupil returns to school or a member of the public phones to report that they have been found
- Ask an admin assistant to make copies of the student's photo

The Emergency Response Team should:

- Agree who is to carry out the relevant tasks
- Arrange for extra help to be sent to the location
- If the student is not found within 10 minutes of the call being logged, ensure that the students' parents are informed of the situation and kept informed. It may be most appropriate for the Principal to liaise with the family
- If the student is not found within 10 minutes of the call being logged, contact the police with all relevant information including details of the students appearance, clothing, date of birth, any medical conditions and other risk factors and continue to liaise with them

Once the student is found, the following actions should be carried out:

- Principal or another member of ERT informs parents and police if they have already been contacted
- Class teacher completes a report and passes it to the Principal
- Principal ensures that parents have been informed if this has not already happened

Non-arrival of parent or carer to collect student

- If a parent or carer who usually collects a student has not arrived by 4:00pm, class teacher attempts to contact them using the home and emergency numbers on file
- If there is no response, class teacher alerts the Principal
- Principal ensures that someone who knows the student well is able to remain with them
- Staff to continue attempts to contact the parent or carer
- If there has been no contact with the parent or carer by 4:30pm or if there is a history of concern, the Principal will contact the appropriate social services department for advice and support
- The Principal will ensure safe care for the student until the parent or carer arrives or until social services have made appropriate arrangements to accommodate the pupil
- Principal will record the incident and follow up with the family, social services or child if appropriate

Emergency affecting staff or students off-site

- Group leader contacts the Academy to inform Principal of the situation and to seek advice (leaving clear details of their location and phone number for future contact)
- Principal informs other members of the Emergency Response Team and advises the group leader of appropriate action and maintains contact
- Principal arranges to send help to the scene if necessary and makes every effort to bring the group back to school
- Emergency response team will co-ordinate transport home either from the scene of the emergency or on return to school
- If the incident involves serious injury or fatality, the Principal will contact the Board Members who will maintain contact with the school and offer advice or assistance as appropriate
- Principal keeps parents and other staff members informed

Traffic accident or train crash on or very near site

- Staff move students away from the area of the crash to a place where they are safe and if possible out of sight/ earshot of the crash site
- Receptionist telephones emergency services if necessary
- Emergency Response Team assesses any damage to the school site and any danger to staff or students and arranges to clear and close areas of the site as necessary
- Site staff take any immediate action to prevent further damage and reduce risk
- Principal informs Board Members
- Site Manager liaises with emergency services
- Site staff controls traffic, directs emergency services to the site, arranges for any school or staff vehicles to be moved
- Emergency Response Team arranges for areas of the Academy to be used to accommodate casualties if necessary

12.0 Draft Recovery Action Plans

Operational Threat	Steps to Restore Normal Working	Action by Whom	Comments/Notes
Phone and ICT Communications Loss	1. Contact Computanet/Kingston Communication	C Daniel C Constable	
Finance Process Breakdown – payments to staff & suppliers fail	1. External Payroll system 2. Manual Cheque processing	C Daniel K Jude	
Utilities / Energy Supply failure	1. Check internal system 2. Contact external agencies/suppliers	C Daniel R Howgill	
Building Loss – partial or complete (Fire, Flood etc.)	1. Refer to Snow line chain of command 2. Contact Insurance providers 3. Follow contingency plan	C Daniel R Howgill	
Building Denial leading to short term lack of access	1.		
Key Supplier Failure other than The Academy – e.g. Catering, transport	1. Contact Hull Catering to arrange alternative cover 2. Facilities Management – Sewell Fm	C Daniel R Howgill	
Evacuation due to Nearby Incident	1. Refer to contingency plans	C Daniel	
Lockdown due to Nearby Incident	1. Refer to contingency plans	C Daniel R Howgill	
Fire	1. Refer to Snow line 2. Contact Insurance providers 3. Follow contingency plans	C Daniel R Howgill	
Bad Weather prolonged	Refer to snow line	J Mitchell R Howgill	

Strikes	1. Risk Assessment carried out to decide to school opening	J Mitchell C Daniel	
Terrorist Attack or Threat	1. Follow Lockdown procedure		

13.0 Emergency Isolation Locations

Gas Supply

In the event of a gas leak occurring in the Academy Kitchen there are two emergency isolation buttons, one is located inside the entrance door from the dining area and the second is located at the rear door of the kitchen just simply push the button in to isolate the gas supply.

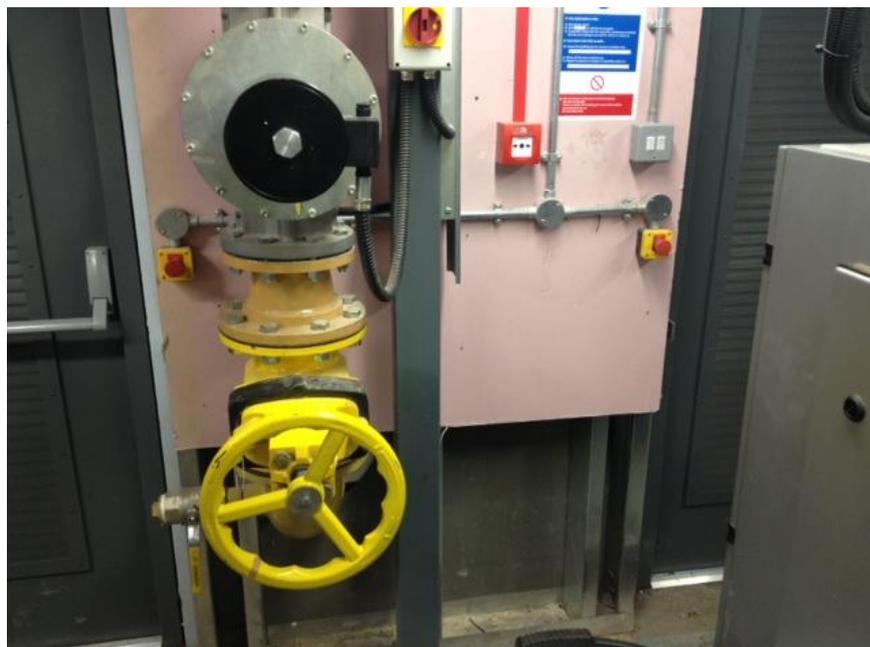


Entrance Door



Rear Door

In the event that you are required to isolate the main gas supply from the boiler room there are emergency isolation buttons accessible from both doors into the boiler room which are the two red buttons below or alternatively turn the yellow valve clockwise to isolate the supply.



Boiler Room

If a gas leak occurs emergency evacuation procedure will operate avoiding gas leak areas such as the Boiler room and kitchen area.

Water Supply

In the event there is a need to isolate the main incoming water supply this is located within the boiler room on the right hand side upon entry labelled valve number 1 on the white disc. Turn the blue valve in the picture below clockwise to isolate the mains water supply. To isolate the water supply to the Academy you will need to isolate valve number 5 identified on the white disc shown in the picture below.



Valve 1 Main Incoming



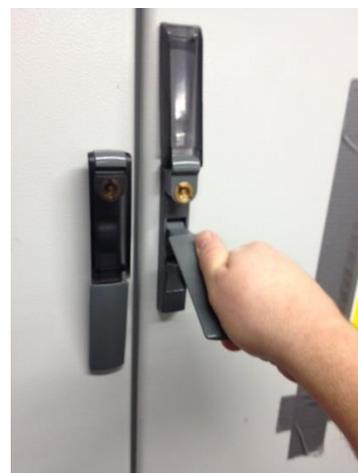
Valve 5 Academy Supply

Electric Supply

In the event that you are required to isolate the mains electric supply to the entire Academy you will need to locate the LV Panel in the boiler room shown below and open the central door.



LV Panel



Then to isolate the main incoming supply flick the switch that is located at the bottom of the panel in the yellow circle to the off position in the picture below. But be aware when isolating the mains supply the server will also be shut down.



Mains Switch

Appendix A

