Policy No: 50. Crisis Management & Business Continuity Plan

Coordinator	**Executive Operations Manager**
Review Frequency	**Annually**
Policy First Issued	**2014**
Last Reviewed	**Autumn Term 2016**
Date policy considered by External HR Consultant	**N/A**
Date policy considered by External Solicitor	**N/A**
Agreed by Governors and adopted on	**Due to be approved Jan 2018**
Does this policy need to be agreed by Governors? If yes, which committee	**Yes, Board of Governors**
Due for Review	**Autumn Term 2017**
This policy is communicated by the following means:	
Governors	**Governor consultation by email when policy reviewed and agreement**
Staff	**Policy folders on staff shared drive and in-house training**
Parents	**Academy website, Parent Evenings**
Students	**Academy website, assemblies, in lessons**

Crisis Management Flow Chart

Incident Reported		
↓		

Establish the facts Inform Principal/ Finance Director Notify/request Emergency Services if appropriate		

Immediate Action ↓	**Short Term Action** (first 24 hours) ↓	**Next Few Days and Beyond** ↓
Ensure safety of all personnel	Set up the Emergency Incident Suite	Make any necessary recovery arrangements: repairs, replacements etc
Verify the facts	Update website for parents Use mobiles phones for outgoing calls to keep land lines free for incoming calls	Continue regular updates for staff, students, governors, parents
Convene the Crisis Management Team and allocate tasks and allocate the Emergency Incident Suite – see App L	Use radios for internal communication	Start putting together a full report of the incident and actions by the establishment
Start an Incident Log	Contact specialist contractors if required	
Notify Children's Services via 01273 481316. Ask for help if needed (including Educational Psychologists)	Check psychological support is sufficient	Identify any ongoing emotional / psychological support needs
Contact other staff & Governors for support as required, particularly if out of hours.	Crisis Management Team meets at regular intervals	Make plans to mark the event: special assembly, memorial, plaque etc
Make arrangements to close/open establishment or cancel activities	Issue regular updates for: Staff, students, governors, parents etc. via: Staff meetings Assemblies Letters home Web-site ESCC Web-site	Evaluate the Crisis Management Plan and amend as necessary
Provide recorded message on answer-phone for parents etc	Start planning the return to normality	Formally thank those involved in supporting the Crisis.

Contents

<u>**Appendices**</u>

1. Introduction

1.1 As an essential part of their duty of care, managers of educational establishments are responsible for preparing emergency plans to deal with crises/emergencies and the business continuity of the establishment. It is self-evident that where an educational establishment has anticipated a major emergency and made plans for managing a response, it is likely to handle the actual event more effectively and confidently. To this end, where an educational establishment knows:

- who will assume key roles
- that checklists and procedures are in place
- that contact lists are accurate
- that there is a tested framework for communications
- that the appropriate training has been undertaken

The response to a crisis will be more assured than that based on improvisation.

1.2 Handling crises is a normal part of life in educational establishments. Some emergencies, however, are more critical than others and tend to disorientate and overwhelm those involved, exposing staff, young people and parents to periods of prolonged stress. Each crisis/emergency is unique in its range and complexity, and there is no rigid formula for managing the consequences, but, by their very nature, the journey through this sort of event is always going to be difficult. Planning ahead, therefore, is a necessary precaution, and will greatly reduce the pressure on those managing the incident.

1.3

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident

Crisis Management Team of UTC@harbourside will consist of:
Principal
2 x Directors
Designated Safeguarding Lead
Site & Facilities Manager (Premises Co-ordinator)
ICT Systems Manager
Chair of Local Governing Board
Executive Operations Manager

Function of the Crisis Management Team:

- *to act as the decision-making authority for the management of an incident*

- *to develop the procedures and practices to be used for handling emergency situations and communicating these to all those involved or affected*

- *to establish and maintain a crisis management suite which will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment/supplies and appropriate maps and building plans*

- *to test the Crisis Management Plan on a regular basis to ensure that it is suitable and sufficient and amend it as necessary*

1.4 The constitution of the Crisis Management Team shown in paragraph 1.3. Reserve team members, are also listed in **Appendix A**, in case of absences or protracted incidents.

2. Aim

2.1 This plan aims to provide a basis for managing all levels of an emergency. A major emergency may, however, require the introduction of all the measures recommended in order to provide a satisfactory response.

2.2 For the purposes of this document, a major emergency during an offsite activity is defined as: -

> ***"When any member of UTC@harbourside college community, in the course of college activities, has suffered or is under the threat of serious injury, fatality or is missing from an off-site activity."***

3. Other Types of Incident

3.1 Some other types of incident that can result in a crisis are set out below:

- Terrorist incident
- Explosion, fire or chemical hazard
- Building damage or destruction
- Loss of access to premises
- Intruder on premises/Hostage taking/Abduction
- Serious health hazards or infectious outbreak
- Environmental disaster such as severe flood, high winds,
- Vandalism
- Utilities failure (gas, electricity, water, phones, computer links) or loss of fuel supplies

3.2 Specific incidents may necessitate the closure of the College, the procedure at Appendix C, should be followed.

3.3 Incidents occurring during an off-site activity will be co-ordinated by the Educational Visits Co-ordinator and the Principal.

4. Business Continuity Management

4.1 A business continuity incident is one which interferes with the ability of an organisation to deliver its goods or services.

4.2 Most of the incidents mentioned in Section 3 above could produce devastating effects in terms of the:

- Loss of students' coursework
- Loss of teaching material
- Loss of computer files/records/data
- Psychological impact on students and staff
- Physical injury or harm
- Disruption caused by transfer to temporary accommodation
- Loss of community facilities and income

4.3 A checklist is provided at **Appendix N** to ensure all aspects of the Business Continuity Plan have been considered.

5. Alerting the Crisis Management Team

5.1 The Crisis Management Team will be alerted, according to the type of incident, whether it is on or off-site and whether it is in or out of normal working hours.

5.2 If the emergency occurs *during normal working hours*, the Principal, or in his/her absence, one of the Senior Members of Staff, will alert the CMT. *See Appendix A for contact details.*

5.3 If the incident is *off-site or out of normal working hours* and depending on the information received, it will be the duty of the Educational Visits Co-ordinator, Duty Site Manager or the Principal to initiate the Team callout. *See Appendix D for contact flow chart.*

6. Support Provided by Agencies

6.1 Support from the Children's Services Department will be provided in the event of a major emergency, but can also be requested for the co-ordination of, and recovery from, other emergencies.

6.2 Support from Aldridge Education will be requested

6.3 The emergency contact numbers for ESCC Children's Services are shown in **Appendix B**

6.4 As a result of the call, all ESCC services will be notified as necessary. In particular, the following will be activated as appropriate:

(a) The **County Support Group** formed to assess the emergency and provide strategic support as required.

(b) Through the County Support Group appropriate groups/people will be informed to provide additional support where necessary:

- **Establishment Support Team:** To provide support to the college/ establishment and normally comprising a Children's Services Officer (Team Leader), an Educational Psychologist, an administration assistant and other staff as required.

- **Travelling Team:** To provide support at the "incident locality" at an off-site emergency whether in the UK or abroad. The team will consist of appropriately experienced officers at County level, together with staff from the establishment in crisis, when appropriate.

- **Educational Psychologists:** Will also provide support in respect of critical incident stress debriefing if required.

- **County Communications Manager:** Will be alerted to provide support in dealing with the press and media issues that will arise. A member of the County Communications Unit will attend the establishment in crisis.

- **County Insurance and Risk Management:** The County Insurance and Risk Management Team will be notified of the emergency as soon as possible and, if appropriate, will send a representative to provide support and guidance to the establishment in crisis.

- **A Capital Strategy Officer:** Where damage to a building(s) has occurred, an officer from the Capital Strategy Team will provide support and advice on structural issues, refurbishment and/or temporary accommodation etc.

7. Emergency Incident Suite

7.1 In the event of an emergency, it is essential that adequate provision be made for the CMT to manage it. In this respect an Emergency Incident Suite will be set up in a suitable space e.g. current staff room.

7.2. The procedures detailed below assume that the structure of the College has not been affected. In circumstances other than this the procedures can be used as an aide memoir for staff to consider the issues that need to be addressed at whatever location has been designated for the Emergency Incident Suite.

7.2.1 Security of the site
   During any emergency, the media may try to gain access to the site, and it is therefore desirable that the perimeter of the site is secure. The Police may assist in this respect and should be asked to attend at the earliest opportunity. The media may try to interview or obtain comments from parents or others arriving at the establishment, therefore, it may be necessary to have an official at or near to the gates to monitor the situation.

7.2.2   Security of the building
   Security of the building is essential, therefore all exterior doors must be secure. All ingress and egress should be restricted to the main entrance (bearing in mind that emergency exits must remain available for use). If it is felt necessary to use one of the other doors as an additional exit, then it should be attended by a responsible member of staff at all times. A reception and security check should also be set up to record people entering and leaving the building.

7.2.3   Communications
   Effective communications are essential to bring the emergency to a successful conclusion. Fixed landline communications provide the best solution, but other means such as mobile phones, radios and Internet communications should also be considered. If necessary, BT may be able to provide additional lines at short notice.

   It is recommended that an answer-phone giving up-to-date information is fitted to the establishment's main telephone line is used for outgoing calls dealing with the emergency

response. The schools mobile number should be given to essential callers such as the offsite team who would then have a better chance of contacting the establishment.

It should be remembered that mobile phone line are not secure so they should not be used for transmitting sensitive information.

It is essential that all incoming messages are logged by the Executive Operations Manager *(see Appendix M)* and that any decisions/actions are recorded *(see Appendix L).* Such records would be required for any subsequent debrief or inquiry.

7.2.4 Layout and Aide Memoir
To prevent any delay in setting up the Incident Suite, a diagram depicting its layout should be included in the Crisis Management Plan. A check list of issues to be considered when establishing the Incident Suite is set out at *Appendix H.*

7.2.5 Welfare
As the Emergency Incident Suite will be staffed continuously for the short term and it is likely that there will be parents on site for a considerable time, suitable welfare arrangements should be made at an early stage.

Once the initial setting up of the suite has been completed a rota system should be introduced to ensure that all helpers receive adequate time off and rest. It may be helpful to keep a record of who has worked in the suite, when and for how long. *See Appendix I*.

8. Parents/Guardians Visiting the Premises

8.1 Family and Friends Reception Centre
Where an emergency has affected a local community, parents will want to visit the establishment and gain comfort from being there and being together. An area must be set aside to accommodate this; the Enterprise Zone may be adequate for this purpose. The advantage of using this area is that it can normally accommodate a large number of people, and makes updating those present an easier task.

8.2 Individual Counselling
Consideration must be given to those requiring individual counselling, and suitable rooms will be identified for this purpose.

9. Dealing with the Media

9.1 Regular press briefing should be given as soon as possible **See Appendix G.**

Regular press briefings will be held as soon as possible by an agreed spokesperson. Aldridge Education Communications Director will provide assistance to the College and this should be requested as soon as possible.

Because the press briefing room is in the same building, security measures should be taken to ensure that the privacy of the family and friends area is maintained. Any room used for press briefings should be cleared of all items relating to students or staff which the press could use in their reporting.

10. Recovery and Evaluation Period

10.1 The recovery process must be considered by the Crisis Management Team immediately after the initial stages of the incident and, in the case of damage to buildings, a decision as to whether it is safe to remain or necessary to relocate will need to be made.

10.2. **Appendices E and F** detail the actions for consideration focussed on property for the first 24 hours and from 24 hours to two weeks respectively.

10.3 Other aspects of recovery that will need to be considered immediately after the initial stages of the incident concern the handling of the feelings and reactions of staff, students, parents and helpers. Advice should be sought from the Educational Psychologists and/or the After-Care Coordinator within ASC.

Crisis Management Team

Contact Details

Name	Role	Contact Number		
		Home	**Mobile**	**Work**
Adanma Umunna	Principal		07973705585	
Phil Martin	Director		07880705109	
Bernie Flint	Director		07771756687	
Tom Hayes	DSL		07545814248	
Matt Dawson	S&F Manager		07754103173	
Jamie Duc	ICT Manager			
Di Smith	Chair of GB			
Jill Westwood	Executive Operations Manager		07926343848	

Reserve Team Members

Sandie Reed	Exams Officer		07900697880	
Julian Kupper	KS4 Co-ord		07869446181	
Helen Browne	KS5 Co-ord		07528339769	
Dianne Smith	V Chair GB		07826951757	
Executive Principal	Rep from Aldridge Education			

Appendix B

Emergency Contact Numbers for ESCC and Other Agencies

During office hours establishments should contact the:
Personal Assistant to the Director of Children's Services on 01273 481316.

Out of hours contact the:
Departmental Emergency Manager on 07876 036919 or if not available, use the:
Children's Services Emergency contact number which is **07795 237434.**

These numbers should only be used in the event of a major emergency. Examples could include a serious accident or incident on college premises or during an off-site activity, or major damage to a college building.

In the case of minor incidents affecting college buildings (eg, a burst pipe that has flooded a room) the first contact should normally be with the appropriate contractor for colleges that have opted into the term contracts established by **CRD Property**. In case of doubt, contact the **CRD-Property Help Desk on 01273 482000.**

An alternative out of hours contact, which should only be used if it is not possible to make contact with the above mentioned numbers, is the:
Emergency Planning Duty Officer on 07876 036859.

Organisation	*Phone Number*
South East Coast Ambulance General Enquiries	Tel: 0300 1230999 Textphone (via TextRelay): 18001 0300 1230999 SMS text: 07824 625370 Fax: 01273 489445
East Sussex Fire & Rescue Service Enquiries	Tel: 0303 999 1000 Please dial 999 in an emergency or if you need immediate help Fax - 01323 725 574 Minicom - 01323 462 003 Email - enquiries@esfrs.org
EDF Power Care	0800 78 38 866
Transco	0800 111 999
Southern Water – Tech Dept (Emergency response)	0330 303 0368
Environment Agency Floodline	0345 988 1188 or 0845 988 1188
Environment Agency – Regional Control Centre	08708 506506

Appendix C

EMERGENCY CLOSURE AND ADVERSE WEATHER PROCEDURES

1. Notification of closures or special arrangements

Informing parents
The UTC@harbourside website will notify our community of college closure.

Transport considerations
Bus and taxi operators will need to be informed as soon as possible.The taxis will probably decide and let us know the service they will operate.

2. College plans for adverse weather and other emergencies

The Principal will liaise with the Chair of GB before taking a decision. If not available the senior member of staff may decide. Liaison will also take place with local secondary colleges, if possible.

Arrangements with parents
Parents will have been advised to check the website for information and upates.

Students arriving at college
The procedure for sending these students home will be as for closures during the day.

Staff arrangements
The Site Manager will need to open the building. Local members of staff are asked to report in as soon as possible. The Emergency Incident Suite will be established. Students arriving should be kept together unless numbers dictate otherwise, then into year groups and finally into tutor groups.

3. Closures during the day

Arrangements with parents
A letter will be sent annually to parents informing them of arrangements following an emergency closure and asking them to inform the College about special arrangements as below. The choices are:

a) The student returns home as quickly as possible using public transport or walking, this will be the majority.

b) The student remains at the College until collected.

c) Special permission for an alternative adult to collect the student (known in advance).

d) Special permission for student to leave college and go to a relative or friend (known in advance).

e) Emergency contact number for advice.

Internal arrangements
When a decision to close has been made:

a) The website will be updated accordingly and sensitively

b) All students will return with their Tutors to their tutor rooms.

At the agreed time students allowed to leave will do so. They will need to be informed to go

straight home or to an agreed house.

Students under sections b), c) and e) will need to be kept in College. Tutors and UTC student services will need to keep an accurate record of student departures.

It is important that the whereabouts of these students is known so that parents collecting can do so quickly.

As numbers decrease tutor groups can merge into year groups and finally into one group, probably in the enterprise zone.

Staff

As the number of students decreases staff will be given permission to leave. Staff living furthest from the College and/or with other family commitments will be given priority.

Responsibilties

Overview	Principal
Vulnerable Students	DSL
Telephones/Parents arriving	Executive Officer / Executive Operations Manager
Health & Safety & Site	Premises Manager / Premises Team
Tutor groups	Director

Off-Site Activity Alerting Flow Chart

Appendices D and E detail the actions for considerations following a major incident focussed on property for the periods in the first 24 hours and from 24 hours to two weeks respectively.

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                        ┌──────────────────┐
                        │   GROUP IN       │
                        │   CRISIS         │
                        ├──────────────────┤
  ┌──────────────┐      │  Base Contact    │
  │   Crisis     │ ◄─ ─ ┤                  │
  │  Management  │      └──────────────────┘
  │    Team      │ ─ ─ ┐
  └──────────────┘     │         Initial Contact
                       │         Route
       ┌───────────────┴──────────────────────────┐
       │  PA to Director Children's Services        │
       │  (office hours)                            │
       │                                            │
       │  Children's Services DEM (out of office    │
       │  hours) or                                 │
       │  Emergency Planning Duty Officer           │
       └────────────────────────────────────────────┘
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Alerting ESCC Support Teams

First Member of County Support Group

Second Member of County Support Group

Other County Support Group Members

GO   TO

Group in Crisis

TRAVELLING TEAM
Support the group in crisis at remote locations.

HOME ESTABLISHMENT
Crisis Mgmt Team

COUNTY SUPPORT GROUP
Strategic Management of ESCC Support

ESTABLISHMENT SUPPORT TEAM

KEY

Lines of communication ◄- - - - - - - - ►

Movement of teams

On-Site Emergency Involving Premises
Immediate Checklist

ACTIVITY	WHO BY?	COMP✓
EVACUATION		
Evacuation of premises (use of Fire Alarm may not be appropriate depending on type of incident)		
Roll call		
Is everyone safe?		
Call Emergency Services		
Obtain a copy of parents and staff contact lists		
Liaise with Emergency Services incident officer at scene		
DETAILS OF CASUALTIES		
Obtain information on: Names		
Obtain information on: Injuries		
Obtain information on: Current location of casualties		
Obtain information on: Current location of relevant others		
Obtain information on: Whether next of kin been informed		
INJURY		
Who is accompanying injured person(s) to hospital		
Provide accommodation which is restricted to next of kin, students and staff, as appropriate		
Provision of immediate transport as appropriate		
CONTROL OF INCIDENT		
Activate callout for Crisis Management Team		
Decide if college can be used as incident suite and initiate setup		
Brief Crisis Management Team and allocate tasks		
Inform ESCC Children's Services or Department Emergency Manager (DEM)		
INCIDENT WHILE ESTABLISHMENT IS OPEN		
Decide whether to keep students in college		
Decide whether to send all or some students home		
Arrange transport		
Notify parents		
Ensure staff, governors and parents receive the facts as soon as possible		
INCIDENT WHILE ESTABLISHMENT IS CLOSED		
Decide how to contact parents - avoid phone chains		
Consider announcement via local radio stations		
Ensure staff, governors and parents receive the facts as soon as possible		

On-Site Emergency Involving Premises
Ongoing Checklist Following an Incident

STAFF	✓
Hold a staff briefing session as soon as possible	
Confirm arrangements with ESCC regarding release of information to press	
Nominate staff to meet students returning to College	
Provide written information on the incident and how it will affect the College	
Alteration to duty rotas	
Review course/time tabling	
Issue new fire/evacuation notices and procedures	
Hold a fire/evacuation drill as soon as possible so students know the new exit routes and assembly points. It may be appropriate to talk students through the process and the fact that it is a practice on this occasion	
Alter/adapt programmes as necessary	
Consider any imminent examination issues	
PREMISES	
Contact and liaise with ESCC	
Obtain plans of the building. Mark on areas affected	
Check for obstacles to student movements	
Check/re-allocate toilet facilities if necessary	
Identify new routes	
Review/identify new entrances/exits	
Review Fire Safety arrangements and escape requirements with Fire Service	
Establish areas with restricted access to contractors and vehicles	
Re-allocate space, eg, parking, student areas etc	
Review site security	
Review Health and Safety arrangements	
STUDENTS	
Assembly - pass on information to students	
Issue new timetables	
Issue maps showing restricted areas etc	
Issue an information sheet to students and parents	
Continued	

PARENTS	
Hold parents/teachers/leaders meeting	
GENERAL	16
Change the answer-phone message to update parents on issues such as attendance arrangements, student attendance etc	
Provide notices around the perimeter of the premises regarding progress	
Post information on the premises intranet and website and ESCC website	
CONTRACTORS	
Hold regular meetings	
Establish Health and Safety requirements	
Establish access requirements for vehicles	
Establish student restricted areas	
Adapt doors to fire exit/exit doors as necessary	
Overhaul the fire alarm/fire detection/security systems	
Install temporary facilities	
Agree working practices and times when noise must be kept to a minimum	
Provide the contractors with a copy of the examination timetable if appropriate	
Establish a meeting programme as appropriate with: ESCC Children's Services Department & Capital Strategy Officer Property Services (Building Services) Aldridge Education Insurance Manager The contractors	
RE-ORDERING	
Allocate responsibilities	
Instigate a procedure for agreeing the goods to be replaced	
Agree procedures with the loss adjusters	
Set up an ordering and payment procedure	
FORTHCOMING EVENTS	
Consider whether or not these can be moved/reorganised	
OUT OF HOURS USERS	
Contact them and reorganise/cancel	
REVIEW	
Review all issues on a continuous basis	

Interim Press Statement – Off-site Activity

While on a visit to…………………………………..………………………………………..

a student(s) [and…………………………. …………………………………………….staff/helpers]

of UTC@harburside, was/were involved in an incident

at………………………………………………………………….………………………………

which resulted in him/her/them being conveyed to Hospital.

The Police/Health and Safety Executive are/will be investigating the incident.

The College's/establishment's Emergency Response Plan has been activated and all further press statements will be made through XX (agreed spokesperson) and Aldridge Education Communications Director.

Note to Group Leader
This interim press statement has been agreed with the College/establishment and should <u>not</u> be changed in any way. The Police/HSE should be consulted before being issued.

Emergency Incident Suite – Check List

ACTIVITY	CONSIDERATIONS	✓
INITIAL		
Appoint Senior Member of Staff to run the Emergency Incident Suite	Appoint Governor to assist. Provide name badges	
SECURITY OF THE SITE		
Ensure all gates are closed and where possible position member of staff/governor at each one	Consider asking Police for help if media become a problem	
SECURITY OF THE BUILDING		
Secure all entrances	Maintain fire exits	
Place signs directing persons to the main entrance		
Set up logging-in procedure at main entrance		
Consider whether additional entrance required	Nominate member of staff/governor to attend and set up logging-in procedure	
COMMUNICATIONS		
Adapt press statement for website in parents area		
Install answer-phone on to main phone line and record initial outgoing information		
Secure telephone in staff room so that it cannot be used		
Assess numbers of mobile phones available, and ensure they are fully charged	Provide telephone list for office and all members of staff and governors	
Ensure all caller IDs are off		
Test all communications		
Provide message form for all persons likely to take phone or verbal messages	All messages to go to the incident suite to be logged and passed to Office Manager for processing. ***See example message form Appendix I***	
FAMILY and FRIENDS RECEPTION CENTRE		
Appoint Senior Member of staff or Governor to be responsible for Family & Friends Reception Area	Ensure there is enough help so that parents are not left on their own	
Lay out area with tables and chairs in informal groups	Ensure the regular provision of updated information	
Ensure provision of light refreshments as required.		
Provide signs for toilets etc		
Continued		

Consider closing window blinds to stop media intrusion		
MEDIA INTERVIEWS		
Set up Dining Area as media briefing centre	Ensure separation/security of room from the remainder of establishment	
Nominate member of staff to clear room of all student information/photos	This is important	
Determine the route the media will be taken from the gate to the briefing room	If Police are in attendance discuss with them and Representative from County Council Communications Team	
WELFARE		
Consider longer term implications	Consider appointing a Logistics Co-ordinator	
Ensure provision of food and drink as necessary		
Prepare rota system for all helpers		
Set up Cloud Zone for parents		
GENERAL		
Ensure Director of Children's Services is aware of all matters		
Confirm communications between Emergency Incident Suite and County Emergency Centre if in		
COUNSELLING ROOMS		
Set up rooms for individual counselling		
Provide signs for doors	"Vacant" and "No Entry - Counselling in Session"	

Incident Suite Layout (1st Floor UTC General Office / Staff Room):
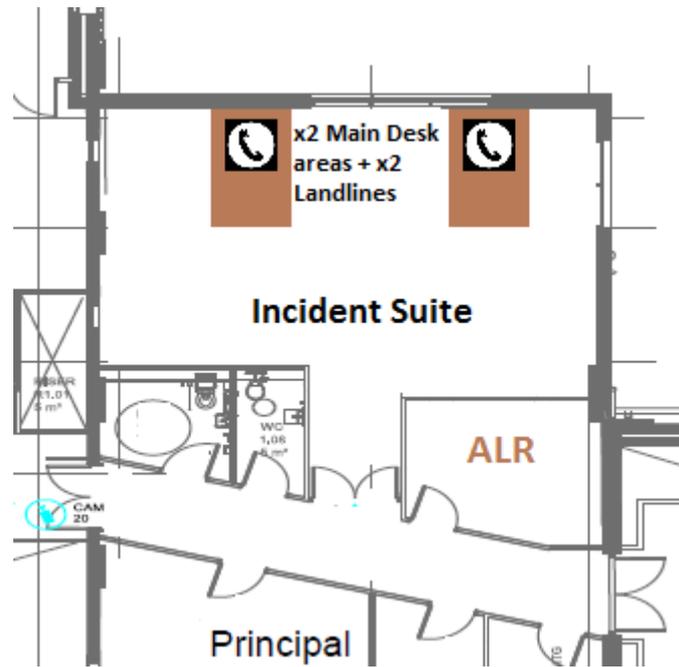
Counselling / Interview Rooms:

- Meeting Room – Gr. Floor behind reception
- Meeting Room – Gr. Floor by Entrance
- Conference Rm – 2nd Floor

EMERGENCY INCIDENT SUITE

Attendance Record

DATE	NAME	ORGANISATION	VISITING	TIME	
				IN	OUT

Note: Please complete in block capitals

Appendix J

Attendance Record

DATE	NAME	FAMILY OF WHICH CHILD	TIME	
			IN	**OUT**

Note: Please complete in block capitals

Appendix K

MEDIA BRIEFING CENTRE

Attendance Record

DATE	NAME	ORGANISATION	MEDIA TYPE	TIME	
				IN	OUT

<u>Note:</u> Please complete in block capitals

Log Sheet

Date	Time	Information / Decisions / Actions	Initials
		Include actions taken, considered or rejected with brief reasons. Also log any refusal of other organisations or Contractors to carry out actions with an explanation as to why. *Log the passing of requests for decisions or assistance and the replies.*	

EMERGENCY INCIDENT SUITE

Message Record

Date: ………………… Time: ……………………

Call received by: Phone/Verbal/Other*.   Call type: Incident/Personal/Other*

Name of person calling: ………………………………………………………………..

Phone number of caller:…………………………………………………………………...

Message: …………………………………………………………………………………...

……………………………………………………………………………………………..

……………………………………………………………………………………………..

………………………………………………………………………………………………..

………………………………………………………………………………………………..

Name of person taking call: ……………………………………………………………

Passed to Incident Suite Manager at (time): ……………..………………………………….

Action required: ……………………………………………………………………………

……………………………………………………………………………………………..

By whom: …………………………………………………………………………………..

Date Completed: …………………………. Time: ……………………..

By (print name): …………….………………………………………..

Action taken/Notes: ………………………………………………………………………..

……………………………………………………………………………………………..

……………………………………………………………………………………………..

……………………………………………………………………………………………...

* Delete as appropriate   **Appendix N**

BUSINESS CONTINUITY MANAGEMENT CHECKLIST

Completed	*Identify a Business Continuity Co-ordinator or team who will achieve the f[...]*
	Consider what internal and external factors could impact on your college's ability to provide suitable education
	Identify the critical activities of your College and plan how you would maintain them during an emergency
	Identify staff who maintain and provide critical services
	Consider how non-critical staff could be used to support critical activities in an emergency including any additional training requirements (consultation with staff & representative bodies may be required)
	Identify critical utilities or services provided by sub-contractors and consider how you could provide alternatives at short notice
	Produce a communications plan including contact methods with staff, student, parents, ESCC, media, emergency services, utilities, contractors, neighbouring colleges or relevant occupiers (some numbers are provided at **Appendix B**)
	Consider the options for reduced teaching and learning activities during an emergency and the acceptable time periods
	Identify precautions to reduce the spread of infection during an illness outbreak and plan how to invoke them
	Consider how to prevent the loss of students' coursework due to an emergency
	Consider how to guard against the loss of critical teaching and learning materials due to an emergency
	Consider how to guard against the loss of critical computer files/records by the provision of adequate backup systems
	Consider how you would minimise the risk of physical harm to students and staff following an emergency
	Consider how you would deal with the psychological impact on students and staff following an emergency
	Consider how you would minimise disruption caused by a transfer to temporary accommodation
	Consider the effect of loss of income from being unable to rent out facilities due to an emergency

Task Allocation Template

	Overall Management of the Incident	**Setting up the Incident Suite**	**Administrative Support including Website & Telephone Operations**	**Staff & Student Welfare**	**Provision of Information to Staff & Parents**	**Dealing with Bereaved Parents/ Families**	**Managing the Media**	**Catering**	**Other Issues Transport/ Evacuation**
Who should take the lead?									
Notes on actions that could be taken.									
Where would you locate your activities?									
What resources do you require and where would you obtain them?									