



Business Continuity Plan

If you require this document in an alternative format please contact office@tssmat.staffs.sch.uk or 01543 472245

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05.11.2020	0.1	Scheduled Review	Internal Lead – update to logo & name. Updated contact names and numbers. J Bowman	SCC
18.11.2020	0.2	Scheduled Review	Board Lead - No changes made. P Lovern	
11.12.20	1.0	Scheduled Review	Ratification by Board	

**The Small Schools Multi Academy Trust
Business Continuity Plan**

IN AN EMERGENCY	
CALL	<p>THE EMERGENCY SERVICES ON 999 (OR 112) IF APPROPRIATE</p> <hr/> <p>THE CEO ON:</p> <p style="padding-left: 20px;">07773 648 263</p> <p style="padding-left: 20px;">01283 575 911</p> <hr/> <p>THE HEADTEACHER ON:</p> <p style="padding-left: 20px;">TH – 07801 448 937</p> <p style="padding-left: 20px;">RC - 07816 262 019</p> <p style="padding-left: 20px;">SM - 07971 062 402</p> <p style="padding-left: 20px;">An - 07913 553 875</p> <hr/> <p>THE CHAIR OF DIRECTORS ON 01543 473 096</p>
<p>Please note that the above numbers are not public numbers and should only be used in an emergency.</p>	
INFORM	<p>THE COUNTY COUNCIL’S DIRECTOR ON CALL ON 07623 910 065. Leave your name, contact number & any relevant short message.</p> <p>[In the unlikely event that the SCC Director On Call does not get back to you within a reasonable time period, then contact should be made with the Staffordshire Civil Contingencies Unit’s Duty Officer. This can be done by calling 08451 213322. This number will put you through to Fire Control. Please ask Fire Control to page the CCU Duty Officer, leaving an appropriate message.]</p>
<p>GO TO THE EMERGENCY ACTIONS CARD</p>	

Amendment Record Sheet			
Serial	Amendment Details	Notified By / Incorporated By	Date
1.			
2.			
3.			
4.			
5.			
6.			

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**The Small Schools Multi Academy Trust Business
Continuity Plan**

Distribution List	Location
Action Copies:	
CEO	CEO's Office
	Home Copy
Headteacher	Headteacher's Office
	Home Copy
Business Operations Manager	Business Operations Manager's Office
	Home Copy
School Office Copy	School Office and Home
Caretaker / Site Supervisor / Site Manager	School Office
Chair of the Directors	Home Copy
Emergency Grab Box (If appropriate)	School Office (or off-site)
Information Copies:	
Off-Site Copy	Alternative Location
Electronic Copies	Trust Network
Back-up Copy	SharePoint
Diocese Copy (if appropriate)	As appropriate
SCC Civil Contingencies Unit Admin	As appropriate

1.1 Introduction

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

1.3 Definition of Terms

This document uses the following terms and abbreviations; their definitions are below:

Term	Definition
Business as Usual	The normal status of School/Trust operations.
School Incident Management Team (SIMT)	The senior management team which will assemble in response to a major incident.
Incident Response Guide	A separate document; the plan used by the SIMT to respond to a major incident.
Major incident	A disruption which the SIMT will be called out to respond to. See Annex F for escalating to the SIMT.
Maximum Data Loss	The maximum amount of IT data (measured in time) which may be lost between the previous good backup and the point of IT service failure.
Recovery Time Objective (RTO)	The timeframe during which the process or IT service must be recovered to minimal capability, in order to prevent an unacceptable impact on the School or Trust.
Maximum Acceptable Outage (MAO)	The timeframe during which the process must be recovered to full capability, in order to prevent an unacceptable impact of loss upon the School or Trust.

2.1 Implementation.

2.2 This plan may be implemented, in whole or in part, on the authority of the CEO or Headteacher.

2.3 **School Incident Management Team.** Each school within the Trust will have a School Incident Management Team (SIMT). The SIMT will be comprised of suitably experienced SLT members and experts from relevant disciplines who are able to understand and manage the likely impact of a major incident in order to minimise disruption to the operation of the Trust and School.

2.4 **Emergency Actions Card.** The major incident Emergency Actions Card for use by the SIMT is attached at Annex A. This includes:

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

2.4 **Initial Actions Flow Chart** is at Annex D

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

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

2.7 **Staffordshire County Council Support.**

- **County Council's Incident Management Team** – When a major incident is declared then the full support of the County Council's Incident Management Team will become available to support the school affected by the incident.

2.7 **How to activate County Council support.**

The County Council's emergency contact is through the Director On Call, who can be paged on 07623 910 065. Leave your name, contact number & any relevant short message.

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

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

The Director On-Call will assess the situation and, either pass the information to the appropriate County Council Manager or, if the situation demands, declare a Major Incident and activate the County Council's Incident Management Team. Whichever method is

employed, the County Council’s support, to the school affected by an incident, will be undertaken with the degree of urgency appropriate to the emergency situation.

2.8 Alternative Locations

Identified alternative locations to manage the incident from, if primary location is lost:

Richard Crosse Primary Crawley Lane Kings Bromley Burton on Trent DE13 7JE 01543 472 245	St Marys Primary Bellamour Way Colton Rugeley WS15 3LN 01889 224 506	Anson CE Primary Main Rd Stafford ST18 0SU	The Howard Primary The Square Elford Tamworth B79 9DB 01827 383 292
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2.9 Incident Documentation.

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

3. Training and Exercises.

- 3.1 The CEO and the Directors are responsible for ensuring that personnel with roles and responsibilities under this plan are properly trained and the plan tested at regular intervals.
- 3.2 The SIMT will be responsible for maintaining and testing the Plan.

4. Plan Review and Maintenance.

- 4.1 The CEO will be directly responsible for the overall handling, coherence and effectiveness of the Trust’s Business Continuity Plan.
- 4.2 The Board of Directors and the CEO are responsible for ensuring that an annual review of the Trust’s Business Continuity Plan is carried out and that any changes identified are incorporated.

5. Data Protection

- 5.1 The Emergency Card and Emergency contact sheets, which contain personal information, will be kept in line with Data Protection law.
- 5.2 Post holders with personal information within the Plan are asked to give consent for their information to be held as described in the Distribution List.
- 5.3 The Plan is reviewed annually, and at this point, personal information will be checked for accuracy and continued consent.
- 5.4 The Plan is reviewed annually, and at this point, the previous plan is shredded by all holders.

STAGE 1 – IMMEDIATE ACTIONS REQUIRED					
Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Inits
1	Any member of staff who becomes aware of an actual or potential major incident or issue should:				
1.1	Establish / assess the incident and the immediate impact.	<ul style="list-style-type: none"> • Declare an emergency situation? • Contact emergency services (999)? 			
1.2	Evacuate the premises, if appropriate.	<ul style="list-style-type: none"> • Ensure everyone is safe (including joint users and visitors); • Restrict access to the affected areas. 			
1.3	Obtain a copy of students, staff and family contact lists.	<ul style="list-style-type: none"> • Integris • Emergency Evacuation Box • Grab Bag • Visitors list 			
1.4	Complete and maintain the appropriate Incident Documentation.	<ul style="list-style-type: none"> • Incident Notification Sheet; • Incident Log Sheet. 			
1.5	Record the details of casualties and obtain relevant information.	<ul style="list-style-type: none"> • Annex M Casualty form 			

STAGE 1 – IMMEDIATE ACTIONS REQUIRED					
Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Inits
1.6	Injury Considerations.	<ul style="list-style-type: none"> • Who is accompanying injured person(s) to hospital; • Provide accommodation; • Provision of immediate transport, assistance, and counselling. 			
1.7	CEO, Headteacher, or SLT member, is to decide on further action dependant on incident being inside or outside school hours.	<p>Decide whether to transfer to:</p> <ul style="list-style-type: none"> ● neighbouring Trust schools, ● nearby premises <ul style="list-style-type: none"> ○ RC - Village Hall, Church, Royal Oak, ○ SM – Church Rooms, Church, Village Hall, ○ TH – Village Hall, Social Club, The Crown); ○ An – Village Hall, St Johns Primary ● send children home. <ul style="list-style-type: none"> ○ Arrange transport and ● notify parents. 			

1.8	Establish priorities for salvage and advise emergency services and recovery team.	These might include e.g. servers			
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STAGE 1 – IMMEDIATE ACTIONS REQUIRED					
Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Inits
1.9	<p>Consider notifying the County Council, of the Incident, via the Director On Call emergency number:</p> <p>Page the Director On Call on 07623 910 065</p> <p>[In the unlikely event that the SCC Director On Call does not get back to you within a reasonable time period, then contact should be made with the Staffordshire Civil Contingencies Unit's Duty Officer. This can be done by calling 08451 213322. This number will put you through to Fire Control. Please ask Fire Control to page the CCU Duty Officer, leaving an appropriate message].</p>	<p>Phoning the number will activate support from the County Council, including notifying all relevant people / groups, and support officers from the County Council will attend the site as a matter of urgency, as necessary.</p> <ul style="list-style-type: none"> • County Improvement Officers; • Corporate Communications (Media) Officers; • Strategic Health and Safety Advisors. 			

	These numbers are not public numbers and should only be used in an emergency.				
1.10	Notify others, as required.	E.g. County Improvement Manager, Diocese etc. (see Annex B – Emergency Contacts).			

STAGE 2 – FIRST 24 HOURS					
Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Initis
2.1	Liase with diocesan authorities, where appropriate	Lichfield Diocesan Office 01543 306040 Fax 01543 306039			
2.2	Review welfare support for pupils, parents and staff.	Refer to the 'Coping with a Crisis at School' document, as appropriate.			
2.3	Establish / assess, where possible, the nature of the loss of service, the likely cause and likely timescale of recovery.	<ul style="list-style-type: none"> Consider whether the incident can be managed locally; Consider whether the incident requires the implementation of any special contingency arrangements. 			
2.4	Activate the School Incident Management Team, if appropriate.	<ul style="list-style-type: none"> Consider suitable location for Team to manage the incident. 			
2.5	Notification Procedures.	<ul style="list-style-type: none"> Staff – email, message, meeting; Parents – App notification, email Keep all staff and people involved up to date; Chair of Directors. 			
2.6	Ensure that the Chair of the Directors is kept fully informed and updated on the ongoing situation.	Heather Bowman			

STAGE 2 – FIRST 24 HOURS					
Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Inits
2.7	Establish media communication.	Media liaison person will be established – nominated by CEO or Chair. Must be a member of SIMT			
2.8	Establish priorities for salvage.	Notify Emergency Services			
2.9	Make alternative arrangements for examination groups, if appropriate.	Support from the County Council’s Incident Management Team.			
2.10	Record Financial expenditure.	All expenditure to be communicated to the Trust’s Director of Business			
2.11	ONGOING INCIDENT CHECKLIST – STAFF				
2.11.1	Hold a staff briefing session as soon as possible.	See ‘Coping with a Crisis at School’, if appropriate (i.e. if the incident involves the death or serious injury of a member of the school community).			
2.11.2	Ensure all health & safety risks have been identified and are being managed.	Health & Safety Officer Elite Safety in Education			

2.11.3	Communications.	Provide written information regarding the incident and how it will affect the school/Trust.			
2.11.4	Consider rotas and timetables.	<ul style="list-style-type: none"> • Staff Rota; • pupil timetables (assessment issues). 			
2.11.5	Allocate staff at set locations to meet students returning to school.		Where?		
2.12	ONGOING INCIDENT CHECKLIST – PREMISES				
2.12.1	Premises check list.	<ul style="list-style-type: none"> • Obtain building plans; • Walk through the buildings to amend and then mark on them the areas which have been affected by the incident; • Note any relevant amendments • (obstacles, toilets, fire escapes etc); • Communicate to staff and students. 			
2.12.2	Reallocate space – e.g.:	<ul style="list-style-type: none"> • Parking; • pupil areas, etc. 			
2.12.3	Review procedures for:	<ul style="list-style-type: none"> • Site Security; • Health & Safety; • Fire Prevention. 			
2.12.4	Review lettings and joint use arrangements.	<ul style="list-style-type: none"> • Discuss changes. 			

STAGE 2 – FIRST 24 HOURS					
Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Inits
2.13	ONGOING INCIDENT CHECKLIST – PUPILS				
2.13.1	Notification.	Hold Assembly to pass on factual information, maps and timetables. See ‘Coping with a Crisis at School’, if appropriate (i.e. if the incident involves the death or serious injury of a member of the school community).	CEO and Headteacher		
2.14	ONGOING INCIDENT CHECKLIST – PARENTS/GUARDIANS				
2.14.1	Hold parents/teachers meetings.	Issue information sheet; Letters issued via students; Update web site. See ‘Coping with a Crisis at School’, if appropriate (i.e. if the incident involves the death or serious injury of a member of the school community).	CEO and Headteacher		
2.14.2	Change the message on the school answer-phone and website regarding changes to pupil attendance, etc.	Text messages and emails.	Office staff		

STAGE 2 – FIRST 24 HOURS

Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Inits
2.14.3	Provide notices around the school perimeter regarding progress.	On fences and gates	SLT		
2.14.4	Update information to school users and local community.	<ul style="list-style-type: none"> • Pupils, staff, parents and Directors; • Notice boards, text messages, emails, Parish Council boards, Church board, newsletter, web sites, reception points, etc. 	SLT		

STAGE 3 – 24 HOURS TO 2 WEEKS					
Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Inits
3.1	Review Stages 1 and 2.				
3.2	Identify most urgent issues.	The school will need to focus particularly on key educational needs.	CEO and Headteacher		
3.3	Identify useable facilities on site.	SLT walk and assess site.	Headteacher		
3.4	Review welfare support for pupils, parents and staff.	Refer to the 'Coping with a Crisis at School' document, as appropriate.	CEO and Headteacher		
3.5	Establish supply cover for teaching / non-teaching staff.		CEO and Headteacher		
3.6	Check / reschedule examination arrangements.	In consultation with the County Council's Assessment team	CEO and Headteacher		
3.7	Update information to school users and local community.	<ul style="list-style-type: none"> • Pupils, staff, parents and Directors; • Develop communications plan, 	CEO and Headteacher		
3.8	Formalise the revised transport arrangements.		Headteacher		

STAGE 3 – 24 HOURS TO 2 WEEKS					
Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Inits
3.9	Review services / deliveries to site.		Headteacher		
3.10	Prepare inventory to furnish alternative accommodation.	Class teacher and office staff to complete inventory.	Headteacher		
3.11	Organise a briefing for the full Board of Directors	CEO and Chair of Directors.	CEO		
3.12	Liaise with diocesan authorities, where appropriate		CEO		

STAGE 4 – POST INCIDENT					
Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Initis
4.1	Once the incident is nearing closure, when circumstances permit, plan for its stand down.	CEO, Headteacher and Chair of Directors	CEO		
4.2	Consider a phased process with the acknowledgement that certain activities may have to continue for some time e.g. media relations and long term clean up.	CEO, Headteacher and Chair of Directors.	CEO		
4.3	Notify all contacted officers that the incident is closed.	Office staff	Office staff		
4.4	Ensure that all personnel are accounted for.	CEO, Headteacher and Chair of Directors.	CEO		
4.5	Arrange de-briefs for all staff involved including the members of the Board of Directors, as necessary.	<ul style="list-style-type: none"> • Hot debrief immediately; • Internal structured de-brief within 2 weeks; • Inter Agency structured de-brief as required. 	CEO, Headteacher and Chair of Directors.		
4.6	Liaise with diocesan authorities, where appropriate	Lichfield Diocesan Office 01543 306040	Office staff		

4.7	Complete and retain all documentation related to the incident.	<ul style="list-style-type: none"> • Incident Notification Forms; • Incident Log Sheets; • All completed Action Cards; • All other paperwork/associated documentation relevant to the incident including electronic records. 	CEO, Headteacher and Chair of Directors. Office staff		
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EMERGENCY CONTACT NUMBERS

Service	Tel (Work)	Out of hours	Fax (F) / Mobile(M)	Time & Date Contacted	Inits
Staffordshire County Council:					
☒ Director On-Call	Page the Director On Call on 07623 910 065 Leave your name, contact number & any relevant short message.				
<p>[In the unlikely event that the SCC Director On Call does not get back to you within a reasonable time period, then contact should be made with the Staffordshire Civil Contingencies Unit's Duty Officer. This can be done by calling 08451 213322. This number will put you through to Fire Control. Please ask Fire Control to page the CCU Duty Officer, leaving an appropriate message].</p> <p>N.B. The above numbers are not public numbers and should only be used in an emergency.</p>					
Elite Safety in Education	01543 574824				

EMERGENCY CONTACT NUMBERS

Service	Tel (Work)	Out of hours	Fax (F) / Mobile(M)	Time & Date Contacted	Inits
School Incident Management Team:					
Mr P Lovern (CEO)	01543 472 245 01889 224 506 01827 383 292 01889 881 200	07773 648 263 01283 575 911	07773 648 263		
Mrs E Bowman (Headteacher RC) Miss R Mills (Headteacher TH) Mr J Wynn (Headteacher SM) Miss N Jarrett (Headteacher An)	01543475242 01827383292 01889224506 01889 881 200	07816 262 019 07801448937 07971 062402 07913553875	07816 262 019 07801448937 07971 062402 07913553875		
Mrs J Bowman (Business Operations Manager)	01543472245	07774010616	07774010616		
Mrs C Robertson (School Secretary TH) Mrs J Fenton (School Secretary An) Mrs A Outhwaite (School Secretary SM) Mrs C Harley (School Secretary RC)	01827383292 01889 881 200 01889224506 01543472245	07900 224669 07966 548049	07900 224669 07966 548049		
<i>Vacancy</i> (Site Manager)	01543472245				
Mrs H Bowman (Chair of Directors)	01543473096	01543473096			
Mr P Halifax (IT & Infrastructure Director)	N/A	07971142558 07903719297	07971142558 07903719297		
Mrs J Smith (Premises Director)	07651 101 193	07651 101 193	07651 101 193		

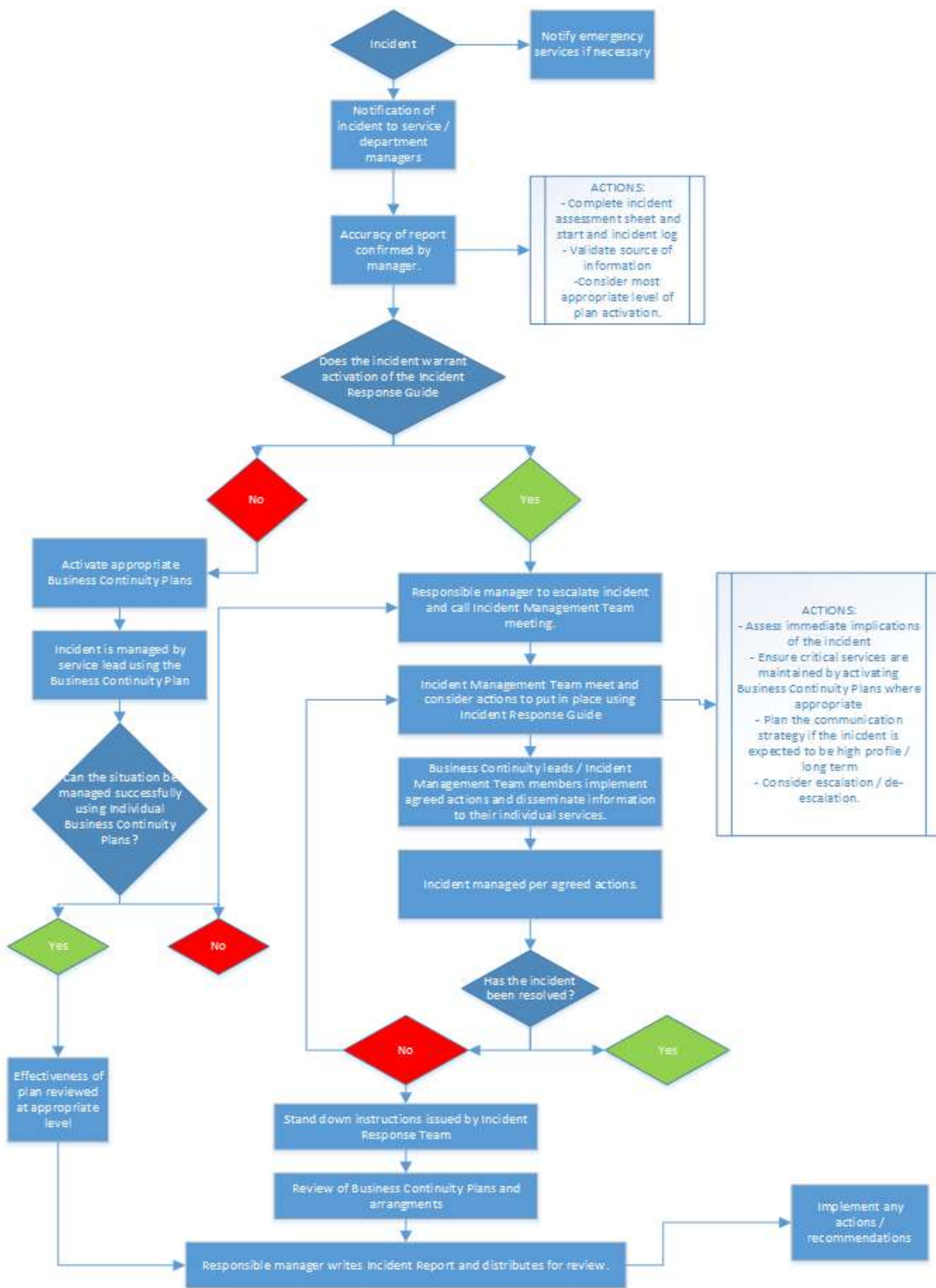
EMERGENCY CONTACT NUMBERS

Service	Tel (Work)	Out of hours	Fax (F) / Mobile(M)	Time & Date Contacted	Inits
Other Useful Contacts:					
Staffordshire Police HQ Operations Room	08453 30 20 10				
Staffordshire Fire & Rescue Service	08451 22 11 55	08451 21 33 22	01785 89 83 95		
Staffordshire Fire & Rescue Headquarters	01785 898 898				
Staffordshire Ambulance	01785 253521				
Staffordshire Civil Contingencies Unit	08451 213 322				
Local Authority Incident Management Team	01785 278499				
Hospitals/ Medical					
St Georges, Stafford	0300 790 7000				
Queens Hospital, Burton	01283 566333				
Samuel Johnson Hospital, Lichfield	01543 412900				
Royal Stoke University Hospital	01782 715444				
Cannock Chase Community Hospital	01543 572757				
Sir Robert Peel Community Hospital	01283 566333				
Regulators					
HSE	0121 607 6200	0845 345 0055			
Public Health England (local office)	03442253560 option 2				

EMERGENCY CONTACT NUMBERS

Service	Tel (Work)	Out of hours	Fax (F) / Mobile(M)	Time & Date Contacted	Inits
Environment Agency	0800 80 70 60				
Information Commissioners Office	0303 123 1113				
Utilities					
Electric (Npower)	0800 073 3000				
Gas (Corona)	0800 804 8589				
South Staffs Water (supply)	0800 389 10 11				
Water plus (removal, surface water & sewage)	0345 072 6072				
Mint (phones)	01296 744310				
District Council					
Environmental Health	01543 308725				
Media					
Radio WM	0121 567 6000				
Radio Stoke	01782 260 972				
Beacon Radio	01902 461260				

EMERGENCY CONTACT NUMBERS					
Service	Tel (Work)	Out of hours	Fax (F) / Mobile(M)	Time & Date Contacted	Inits
Signal Radio	01782 441300	Studio telephone - 01782 861026 & 01785 227969	01782 441301		
Central News Office	08448 814 122				
Interpreting					
Language Line (list of approved contractors)	0800 169 2879				
BSL Language (ASSIST)	01384 234 617				
Neighbouring Schools:					
All Saints CE(C) Primary, Alrewas	01283 247940				
Chancel Primary, Rugeley	01889 228 710				
Coton Green Primary, Tamworth	01827 337 456				
St Peter's Yoxall	01543 472 236				
Thomas Russell Infants, Barton	01283 247930				
Thomas Russell Junior, Barton	01283 247505				
St John's Catholic Primary, Great Haywood	01889 343 106				
John Taylor High School, Barton	1283 247 800				



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

Incident Assessment Form

Note: The criteria in the table below should be used as a guide when assessing the incident and some points may not be relevant depending on what has happened.

Date:		Time:	
Major Incident trigger points.			Incident (Tick)
1. Have there been fatalities or multiple serious injuries suffered by any members of staff or third parties on School-related activities or is there significant risk of these occurring?			
2. Are there other serious staff or third party welfare implications affecting many people? E.g: <ul style="list-style-type: none"> ● Critical illness. ● Displacement / Loss of contacts. ● Trauma / Kidnap. 			
3. Will School operations be significantly interrupted? E.g: <ul style="list-style-type: none"> ● Exclusion from site ● Failure of key processes. ● IT /communications disruption. 			
4. Is the School's reputation under serious threat?			
5. Is there intrusive media involvement?			
6. Is a major commissioning relationship or partnership under threat?			
7. Is there a threat of serious liquidated damages or other financial claim?			
Assessment criteria			
1. Expected duration:			
2. Health and safety:			
3. Impact on people (welfare, transport):			
4. Impact on buildings and property (security, cordons):			

5. Impact on IT and communications (network, telephony):
6. Impact on School operations/ frontline services
7. Impact on Trust operations
8. Possible future outcomes:
9. Potential for escalation or spread:
10. Potential for media involvement:
11. Implications for reputational damage:
12. Other
Stakeholder list

Advisors	All Staff	Local community	Media	Regional partners	Executive
Emergency Services	School	Elected Members	Volunteer Organisations	Local Businesses	National Government
Commissioned Service Providers	Trust	Other	Other	Other	Other

Critical Processes Recovery Strategy

For the processes identified as critical, and which have a recovery time objective that falls within 1 week (3-5 day recovery time objective), a recovery strategy needs to be devised. Complete the table below to specify the recovery strategies for each scenario listed. Action cards can then be developed to assist you in achieving the minimum recovery requirements for each critical process, within their recovery time objective timescales (see Annex G).

Process:	Recovery Timescales					
	½ day	1 day	3-5 days	1-2 weeks	3-4 weeks	1 month +
Recovery Strategies		RTO			MAO	
What are the key tasks that need to be prioritised?						
Where else can the process be conducted?						
What are the key job roles for this process and who else can do the work?	-					
What can be substituted for normal technology access?	-					
What if a commissioned service fails to deliver?	-					
What if critical equipment becomes unavailable?	-					
What if this process cannot operate?	-					

Resource Recovery

Allocation of resources during the management of a major incident, such as space or workstations, is subject to change by the Incident Management Team. The actual requirements will be determined based upon the operational priorities prevailing at the time, and the expected duration of the major incident.

The re-provisioning of general space will be managed by the SIMT; the table below outlines the strategy for providing such space. The actual availability of space may be subject to resource constraints.

Location						
Preferred Recovery Location						
Resource Recovery	Business as Usual (BAU)	½ day	1 day	3 -5 days	1 -2 weeks	3 – 4 weeks
Staff						
Teaching space						
Office workstations (includes pc, desk, phone)						
Remote Working						
Specialist Space						
Documentation						
Specialist IT and Hardware						
Other (e.g. specialist equipment)						

Critical Periods Form

#	Critical Activity	Months Expected / Scheduled	Processes Affected
1			
2			
3			

Salvage Priorities Form

#	Salvage Item and Description	Location	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Debrief Form

CONDUCT A DEBRIEF AT AN APPROPRIATE TIME FOLLOWING RESOLUTION OF THE INCIDENT.

Debrief conducted on: _____ (date / time)

At _____ (location)

Individuals involved in the Meeting were:

Role	Role Holder

Additional Attendees (if required):

Name	Role

Debrief Points

The matters listed below should be considered but comment is not necessary under each heading.

Incident detection and escalation:
Call out:
Command:
Information available:
Communications:
Effectiveness:
Decisions made:
Response of staff:
Costs and expenses:
Training implications:

Impact on the School:

Impact on the Trust

Other comments:

Actions Arising from the Debrief

#	Action	Assigned to	Deadline
1			
2			
3			
4			
5			
6			

Casualties Form

#	Casualty Name	Severity of Injury*	Description of injury, and cause	Action taken
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

* Injuries are categorised as: Low – minor grazes/bruising. Medium – cuts, bruises, broken or sprained bones/ligaments requiring hospital attention. High – injuries requiring immediate hospital attention and possibly surgery. Extremely High – injuries requiring urgent surgery, life changing injuries, or potential death.