

# TRUST BUSINESS CONTINUITY PLAN FOR DISASTER RECOVERY IN THE EVENT OF A CRITICAL INCIDENT

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## 1.0 Introduction

The Beckfoot Trust Business Continuity Plan (BCP) has been written for those who will be involved in re-establishing the operational delivery of services for the operations of the Trust following a major incident. It should be read in conjunction with:

- The Local School Business Continuity Plan
- The Local School fire evacuation plan (the operation of which does not necessarily activate the BCP)
- Local School Lockdown/Invacuation Procedures

N.B. This document concerns the operations of the Trust Offices and the associated staff. Each of the Trust's schools has a separate BCP and if Trust staff are working at any site local procedures will be followed. The Trust has an overarching, moderating and support role should any of the School's plans need to be put into action.

## 2.0 Definitions

An emergency is any event, which causes, or has the potential to cause injury, loss of life, damage to property or significant business disruption.

***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 (or when there are significant changes to operations and/or levels of risk) by the CIT and the Trust Board.

### 3.2 Associated Documents/information

Associated Documents include:

- Local School Business Continuity Plan
- Amey/LOR\* Business Continuity Plan
- Fire Evacuation Plans
- Fire Risk Assessment
- Local Lockdown/Invacuation Procedures

### 3.3 Emergency Contact Information

Emergency contact information will be circulated to Schools in the form of the Beckfoot Trust Critical Incident Contact List

## 4.0 Strategy

If a disaster is declared by the CEO or their deputy, this Business Continuity Plan will be activated. Staff communication will be via email, text message and the website.

Depending on the nature of the emergency, the appropriate organisations need to be advised of the implementation of the Business Continuity Plan as soon as possible. The Trust will take advice from relevant authorities and review relevant guidance. In collaboration, both internally in the Trust and externally with appropriate agencies, will determine the appropriate response.

External agencies could include:

- Amey Communities – Integrated House 01274 655110 / 713458 or:  
Amey Helpdesk Oxford 0800 783 8940  
Amey ICT Oxford 0845 601 1233
- Laing O'Rourke (LOR)
- Integrated Bradford (LEP) – Integrated House 01274 736722
- CBMDC, Director of Children's Services office 01274 431266 / 434335
- CBMDC, Buildings Team 01274 432618
- CBMDC Press Office 01274 385905
- Health and Safety Executive (HSE) 0113 2834200
- Zurich (Vehicle, Plant Insurance) 01243 832135
- RPA (Other Insurance) 03300 585 566
- Local Police 101 or 999 in an emergency
- Local Fire Service 01274 682311 or 999 in an emergency
- Bradford Schools On-line website with level 1 user access to notify a partial or complete closure of the school <http://bso.bradford.gov.uk/Schools/Home.aspx>
- Bradford Council Planning Department 01274 434605
- DFE 0370 000 2288
- IF YOU SMELL GAS (National Gas Emergency Service) 0800 111 999

## 5.0 Roles and Responsibilities

### 5.1 Chief Executive Officer (CEO) or their Deputy

The CEO or their deputy is responsible for the implementation and co-ordination of the BCP.

Including:

- Consultation with school senior management (if appropriate).
- If the disaster relates to the built environment or the ICT infrastructure, to establish if the relevant offices can be re-occupied and/or service delivery reinstated.
- The management and control of the Incident Management Team (IMT). (See 5.2)
- Co-ordination of status reports/communication for all audiences (including staff, students, parents, LA, Academies Team at DFE, press).
- Maintaining the BCP in an up-to-date format by delegating responsibility for updates.

## 5.2 Incident Management Team (IMT)

The IMT includes all available members of the CIT working in conjunction with the leadership teams at each of the Trust's schools (depending on the nature and extent of the incident).

The IMT is responsible for acting under the direction of the CEO or their Deputy to restore normal conditions as soon as possible.

## 5.3 Staff

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

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

## 6.0 Procedure for Closing the Trust Offices

### 6.1 Closure in advance of a Working Day / During the Working Day

Schools may be closed in advance of a normal Working Day or during the day due to an adverse situation.

Trust staff will be expected to make alternative arrangements in the event of their school base being closed. This includes working from another school or working from home.

### 6.3 Immediate Places of Safety

In the event of a major incident on site, requiring the schools to be closed, staff will assemble at the primary assembly points. If these are not useable staff should proceed to the secondary assembly points.

### 6.4 Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, Trust staff should follow the local procedures in the first instance and offer support to local leadership teams where appropriate to do so.

Trust staff will be expected to make alternative arrangements in the event of their school base being closed. This includes working from another school or working from home.

The Incident Management Team (IMT) will be based in the most appropriate location as determined by the CEO or their deputy. This will be communicated via email, teams or mobile phone.

## 7.0 Invacuation / Lockdown Procedure/Silent Evacuation

It is possible to envisage circumstances where the Trust Staff may need to stay inside the buildings, to secure staff and students from an outside threat. This circumstance is described as an 'Invacuation' which may proceed to a full lockdown.

A silent evacuation may be required in the event of a bomb threat, gas leak or suspicious package on site. Notification of a silent evacuation would be made by word-of-mouth.

If one of the events above is declared at the school site the local school procedures will be followed.

## 8.0 Business Recovery in the Event of a Loss of Buildings or site Space

### 8.1 General

Replacement of the buildings and facilities that have been damaged or made unavailable may be the responsibility of the Trust, the PFI Contractor and the Local Authority. Temporary working facilities are the responsibility of the Trust for which it holds insurance (see below).

In the event of school buildings being unavailable the schools should implement a remote learning plan immediately to ensure continuity of learning as far as possible. The school and Trust should then seek temporary alternative accommodation.

If accommodation on an alternative site is required, the Local Authority Planning Department must be contacted immediately. Planning Enquiry Centre City Hall, City Hall, Centenary Square, Bradford, BD1 1HY 01274 434605 Email: [planning.enquiries@bradford.gov.uk](mailto:planning.enquiries@bradford.gov.uk)

### 8.2 RPA Cover

The school holds unlimited RPA Cover for the replacement of buildings.

The schools hold RPA Cover to the value of £10,000,000 (total) annually (maximum) to cover the cost of temporary accommodation and loss of income from things like Community use.

## 9.0 Mass Staff Unavailability

Loss of staff is considered a generic threat to operations and may be localised to an individual school or more widespread.

1. In the event of local mass staff illness, the local school leadership team may shut the school using the same procedures described in section 6 above.
2. In the event of more widespread staff unavailability an IMT will be formed and will lead the Trust response, including following DFE and Public Health advice.

## 10.0 Loss of Communication and IT systems

The Trust may suffer from a loss of IT systems and/or in ability to communicate internally and externally from a system failure or a malicious attack.

For issues that are not able to be solved by local ICT, schools should escalate the issue to the Associate Director of ICT and initiate their local BCP in the first instance to ensure that the school can continue to function. The following steps will be taken:

1. The Associate Director of ICT will respond and where appropriate, an IMT will then be convened, lead by the Operations Director.
2. A method of communication will be established between the schools and the IMT
3. The Trust has procured Cyber Threat insurance cover of £1,000,000. This includes an emergency response hot-line that would normally only be used by CIT. In the unlikely event that a school is unable to make any contact with CIT they should ring the hotline for further advice. DAC Beachcroft LLP 0800 302 9215.
4. The IMT will co-ordinate the Trust response including liaising with relevant external agencies including the police. Under no circumstance should ransom payments be made.

### External Agencies

Action Fraud	0300 123 2040	<a href="http://www.actionfraud.police.uk">www.actionfraud.police.uk</a>
DAC Beachcroft LLP	0800 302 9215	
RPA	03300 585 566	

## 11.0 Other Threats

The following Other Threats have been considered

- 11.1 Finance Process Breakdown – payments to staff & suppliers fail
- 11.2 Utilities / Energy Supply failure
- 11.3 Building Loss
- 11.4 Denial of Access to Building
- 11.5 Service Delivery Loss of General Nature
- 11.6 Key Supplier Failure - Catering, transport
- 11.7 Evacuation due to Nearby Incident
- 11.8 Invacuation due to a Nearby Incident
- 11.9 Fire
- 11.10 Severe Weather prolonged
- 11.11 Strikes
- 11.12 Terrorist Attack or Threat

## 12.0 Recovery Action Plans

Operational Threat	Steps to Restore Normal Working	Action by Whom	Comments/Notes
11.1 Finance Process Breakdown	<ol style="list-style-type: none"> <li>Contact LA who provide contracted payroll and HR Services and escalate.</li> <li>Contact EFA and request financial support if necessary (see Funding Agreement).</li> <li>Use Staff/Supplier communication strategy as appropriate</li> </ol>	CEO/CFO/Deputy and IMT	Contact details from Finance Department
11.2 Utilities / Energy Supply failure	<ol style="list-style-type: none"> <li>Advise CBMDC Buildings Team immediately</li> <li>Contact supplier if at fault</li> <li>Consider message on website</li> <li>Consider text message alert</li> <li>Consider short-term closure</li> </ol>	CEO/Deputy and IMT Amey/LOR* BCP implemented	Closure procedures described above
11.3 Building Loss – partial or complete (Fire, Flood etc.)	<ol style="list-style-type: none"> <li>Advise CBMDC Buildings Team and Amey/LOR* – enact their BCPs</li> <li>Consider short-term closure</li> <li>Communications - necessary parties including press</li> <li>Liaise CBMDC Education Client Services and Amey/LOR* in relation to building replacement</li> <li>Liaise with CBMDC/DfE/RPA regarding temporary accomodation</li> </ol>	CEO /Deputy and IMT  Amey/LOR* BCP implemented	Closure procedures described above
11.4 Denial of Access to Building (short term)	<ol style="list-style-type: none"> <li>Consider short-term closure</li> <li>Consider removing staff to place of safety/ other Trust School / Work at home.</li> <li>Communications - necessary parties including press</li> <li>Liaise CBMDC Buildings Team and Amey/LOR* in relation to building availability</li> </ol>	CEO /Deputy and IMT  Amey/LOR* BCP implemented	Closure procedures described above
11.5 Service Delivery Loss of General Nature.	<ol style="list-style-type: none"> <li>Consider short-term closure</li> <li>Consider asking staff to work at home / from another Trust building</li> <li>Communications - necessary parties including press</li> <li>Liaise CBMDC Buildings Team and Amey/LOR* in relation to building availability</li> </ol>	CEO /Deputy and IMT  Amey/LOR* BCP implemented	Closure procedures described above
11.6 Key Supplier Failure other than Amey/LOR* – e.g. Catering, transport	<ol style="list-style-type: none"> <li>Consider short-term closure</li> <li>Establish revised or alternative supplier arrangements</li> <li>Communications - necessary</li> </ol>	CEO / Deputy and IMT	Closure procedures described above

	parties including press		
11.7 Evacuation due to Nearby Incident	1. Consider short-term closure using procedures for closing the Offices during the Working Day	CEO / Deputy and IMT	Closure procedures described above
11.8 Lockdown due to Nearby Incident	1. Dial 999 to contact the emergency services 2. Immediately follow the 'Lockdown' Procedure described above		
11.9 Fire	1. Dial 999 to contact the Fire Service. 2. Utilise the Fire Evacuation Plan as documented 3. Escalate to utilise the Off-Site Place of Safety if necessary 4. Implement the closure of Offices during the Working Day if necessary 5. Communications - necessary parties including press	CEO /Deputy and IMT  Amey/LOR* Fire Evacuation Plan implemented	Closure procedures described above
11.10 Severe Weather prolonged	1. Consider short-term closure	CEO / Deputy and IMT	Closure procedures described above
11.11 Strikes	1. Consider short-term closure 2. Communications - necessary parties	CEO / Deputy and IMT	Closure procedures described above
11.12 Terrorist Attack or Threat	1. Dial 999 to contact the Police immediately 2. Advise CBMDC Buildings Team immediately 3. Advise Amey/LOR* immediately – Amey/LOR* BCP enacted 4. Consider short-term closure	CEO / Deputy and IMT	Closure procedures described above

\*Refers to Schools where Amey/LOR are in control/partially in control of the premises.