



Business and Emergency Continuity Plan 2020 - 2022

Emergency and Business Continuity Plan 2020 – 2022

This policy is a joint policy of Central Hub Brighton (CHB). Central Hub Brighton includes Homewood College, Brighton and Hove Pupil Referral Units (BHPRU) and The Connected Hub (CHUB). Where procedures differ between the entities, this will be made clear. References to the governing body or governors refer, in the case of BHPRU and CHUB, to the Management Committee and members of the Management Committee.

Plan Control

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Oversight	Governing Body / Management Committee
Distribution	All Staff
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Copies of the Plan are held	On the Shared Drive With the Chair of Management Committee

The handling of emergencies is a normal part of school life. Some incidents are of a critical, more overwhelming nature. Central Hub Brighton is committed to ensuring the safety of all students and the adults who work with them. This is demonstrated by the policies designed to prevent a critical incident occurring e.g. Health & Safety, Child Protection, Anti-Bullying, Lone Working.

In the event that such a situation arises in our school setting or that damage to the immediate environment occurs, staff need to be aware of this contingency plan which is designed to provide a framework for handling an emergency situation. Each incident is unique and it is not possible to plan for every eventuality.

Plan Aim and Objectives

The aim of this plan is to provide the school with a framework to mitigate and cope with the effects of an unexpected emergency or crisis, either directly or indirectly adversely affecting the school.

The objectives of this plan are to allow the school staff and governors to:

- analyse and respond to emergencies and major incidents

- provide a detailed, risk prioritised and timetabled response to an emergency
- understand and activate the key roles, responsibilities and partners in the response to an emergency
- continue critical functions and activities during an emergency
- protect the staff, students, stakeholders and reputation of the school
- ensure the continuance of education in adverse circumstances

Potential incidents which could affect Central Hub Brighton are considered to be:

- death of a student or member of staff;
- death or serious injury during a school activity;
- health risk (e.g. outbreak of contagious illness/disease) in school or community;
- a Student missing from home;
- destruction or major vandalism in school e.g. major arson attack
- a hostage taking;
- a fatal road traffic accident involving school members;
- a disaster in the community;
- consequences of terrorist or criminal activity
- computer failure – e.g. risk of virus/hackers/parasite invasion/theft with implications for data protection
- breach of Data Protection
- evacuation and invacuation of students and staff e.g. fire / chemical fire / gas leak / flood etc.

In the event of such an incident the priorities are to:

- safeguard students and staff
- ensure the Headteacher (or representative) with delegated responsibility) establishes early control in partnership with other agencies if necessary.
- minimise disruption and to return to normal working as quickly as possible

Critical Incidents

Critical incidents are those likely to cause:

- immediate or delayed emotional reactions in large numbers of staff, students and parents surpassing their normal mechanisms to cope
- serious disruption to the normal running of the school
- significant media attention for the school
- breach of Data Protection

There is no rigid formula for responding to incidents – this depends on the nature and scale of the incident. Accurate records must be maintained of all decisions, actions and expenditure to assist cost recovery and to inform post-incident de-briefs.

Temporary Accommodation

Should an emergency incident occur forcing the closure of the School, temporary accommodation will be sought. This will be assessed at the time of need and will be the responsibility of the Executive Headteacher / EBC Team in partnership with the Governing Body / Management Committee.

In the event of any emergency / critical Incident, responses are divided up into 4 phases:

- Phase 1 - IMMEDIATE ACTIONS
- Phase 2 - SHORT TERM ACTIONS
- Phase 3 - MEDIUM TERM ACTIONS
- Phase 4 - LONGER TERM ACTIONS

Due to the nature of our school, (*PRU/SEMH Special School and which involves students being taught in a range of Alternative Provision's*), the responsibility for **IMMEDIATE** actions falls to the adult who is in charge at of the situation or, in the event of that adult being directly affected, the other adult(s) present

PHASE 1 IMMEDIATE ACTIONS – to be undertaken straight away, the order to be determined by the needs of the situation

- assess the situation
- remove people from danger
- make sure other people are safe and looked after, arranging first aid where possible
- contact emergency services as required and provide the following information:-
 - precise location (including postcode)
 - description of the incident
 - time of the incident
 - number of casualties
 - report missing persons
 - nature of injuries
 - total number affected
 - your name and telephone number
 - name of the school

- inform Senior Management (who will activate the **EBC Plan** and take charge of further actions – *(See Appendix 1)*)
- do not release information to anyone other than emergency services, Senior Manager or Local Authority representative
- do **NOT** allow students to use their mobile phones to relay information until agreed by the EBC Team
- as soon as is practicable, log events, times and actions (*See Appendix 3 – Incident Log*)
- upon being informed of a critical incident, a member of the senior management team will implement the **EBC Plan** (CIP) – see Appendix 1.

Emergency and Business Continuity TEAM

In the immediate aftermath of an incident, the Emergency and Business Continuity Team will consist of all / any of the following:

Louise Cook	Executive Headteacher
Amanda Meier	Deputy Headteacher (Connected Hub)
Kate Schofield	Deputy Headteacher (Homewood)
Tim Self	Deputy Headteacher (Connected PRU)
Karen Prout	Senior Business Manager
Bob Wall	Chair of Governors

Member of the police/fire service if appropriate

(See Appendix 2 for the contact list of the Emergency and Business Continuity Team and the key contacts for Brighton and Hove City Council)

Phase 2 – SHORT TERM ACTIONS

- during this phase, members of the EBC Team will be assigned / delegate specific roles and responsibilities for dealing with the ongoing management of the incident e.g.
 - precise location (including postcode)
 - reuniting students with families
 - managing / supporting staff
 - Identifying strategies for helping students cope with the situation
 - debriefing - staff, students, parents as appropriate to clarify, share information, mobilise resources/agencies for support (*See Appendix 4 for guidance on Contacting Families*) Re-establishing routines

Phase 3 – MEDIUM TERM ACTIONS

- reintegration – especially where staff or students have had long absences following an incident
- consultation with professionals for support – e.g. Educational Psychologist
- communication – keeping staff/students/parents informed
- ongoing support for those involved both directly and indirectly

Phase 4 – LONGER TERM ACTIONS

The effects of an emergency incident can reverberate for a significant length of time. While it is important to ensure that plans are carried out to return the school to normal, the EBC Team will plan how to monitor and respond to those colleagues, students and their families who have been affected and may remain vulnerable for some time. This may include:

- marking anniversaries
- consideration of curriculum implications
- legal processes which can often prolong recovery

Appendix 1

Phase 1 – Immediate Actions

Actions	Who / Where
Key staff released from all duties	<p>Phase 1 Actions will be completed by:</p> <ul style="list-style-type: none"> • Executive Headteacher • Deputy Head • Business Manager • All other staff <p><i>If Executive Headteacher is unavailable then the next on the list will assume responsibility etc.</i></p>
Ensure Emergency Services have been contacted	
Determine condition of adults for continuing safe supervision	
If on a school outing, establish plans for return of the party if necessary	
Open Log of events	
Record those needing to be contacted e.g. mgmt. committee , LA, Parents etc.	
Establish phone line if needed	
Obtain full details of incident	
Brief EBC Team	
Brief all other staff	
Clarify roles & responsibilities ./ tasks	

Phase 2 – Short Term Action

Actions	Who / Where
Maintain Log	<p>Phase 2 Actions to be completed by a nominated person of the EBC Team depending on type of incident.</p>
Brief staff, management Committee, students , parents and community	
Schedule briefing updates	
Take advise for PR / Media Contact at LA	
Give appropriate support for Key staff	
Identify absentees and plan briefing for them	
Review plans, clarify tasks and assign roles.	
Establish meeting to review management of incident.	
Identify any matters arising and implement changes if necessary	
Identify if any additional support is needed and arrange as appropriate	
Brief EBC Team	
Brief all other staff	
Clarify roles & responsibilities ./ tasks	

Phase 3 – Medium Term Actions

Actions	Who / Where
Home Visits	Phase 3 Actions to be delegated by a member of the EBC Team as deemed appropriate depending on type of incident.
Consider support for any physical needs i.e. mobility, access etc.	
Consider support for any emotional needs i.e outside agencies etc.	
Clarify criteria from withdrawal of agencies if necessary	
Consider any additional advice / input of outside agencies to provide support.	
Maintain communication with Parents, Staff, Students and outside agencies.	

Phase 4 – Long Term Actions

Actions	Who / Where
Consider long term premises adaption's	Phase 4 Actions to be delegated by a member of the EBC Team as deemed appropriate depending on type of incident.
Consider staffing needs	
Review content of schemes of work especially in subjects where discussion relating the incident may occur.	

Link Policies / Guidance: School Closure Guidance

Appendix 2 Emergency Contacts

6. Emergency Closure Contact List

Service	Post	Daytime number	Out of hours number
Louise Cook Amanda Meier Kate Schofield Tim Self Karen Prout Richard Barker	Executive Headteacher Deputy Headteacher Deputy Headteacher Deputy Headteacher Business Manager Head of School Organisation (LA)	01273 604472 01273 604472 01273 542050 01273 542050 01273 542050 01273 290732	
Emergency Services	Police Fire Ambulance Coastguard Police Central Gas / Electric Water	999 999 999 999 101 / 01273 470 101 0800 111 999 0800 316 2190	
Governing Body / Management Committee	Bob Wall		
Civil Contingencies (Critical and major Incident support, inc. plan preparation and testing)	Civil Contingencies Duty officer	01273 296699	01273 296699 07540 675169
Education Welfare Service	Principal Education Welfare Officer	01273 293760 or 07795 336269	
School Transport Team	Home to School Transport Officer	293501	
B&H Health, Safety and Wellbeing Team	Health & Safety Business Partner	291530	

Press Office	Communications Officer CYPT Head of Media Relations	01273 293033 01273 291031	
Local radio stations (Quote your school's DFES number to confirm authenticity)	Heart (formally Southern FM) Juice BBC Southern Counties Radio	01273 316940 01273 386107 Ext:7 (newsdesk) 08459 570057	
Property & Design Education	Education Property Management	01273 293445 (with voicemail) Fax: 01273 293695	
NPS Property Consultants		01273 391160	An out of hours helpdesk service is offered through NPS. A call log is kept, they have various contact details for surveyors and contractors and all information is automatically sent to NPS the following morning.
Building Maintenance Helpdesk		01273 391160	
Hospital	Royal Sussex	01273 696955	

Appendix 3 Incident Log

Use for the recoding of information in the event of any Incident.

Date

Time:

Nature of incident:.....

Name:

Page:of.....

First Contact	Details Reported
Who is reporting the incident?	
Where are they reporting from? (e.g tel number / venue etc)	
What has happened?	
Where has the incident happened? (Full address / location)	
When did the incident occur?	
Have emergency services been summoned?	
Have they arrived?	
How many people are involved (staff, students, parents, visitors)	
What has happened to them?	
What is their condition	
Where are the rest of the party?	
Who is with them?	
Where are any casualties being taken?	
Who is accompanying them?	
Do they have a contact number?	
When will the next contact be made?	
If a crime has been committed, has the scene of crime been preserved as far as possible?	

Incident Log

Log to be maintained on an ongoing basis.

Date	Time	Nature of Incident	Agreed Actions