



Walsall Council

Walsall Children's Services

Building Resilience in Schools

Educational Business Continuity Template

School Name:	SANDBANK NURSERY SCHOOL
School Address:	Elmore Row Bloxwich Walsall
Post Code:	WS3 2HR



This template and associated guidance has been designed to complement and enhance existing local authority procedures and guidance, such as those covering educational visits and health and safety in education premises. It does not supersede those procedures or any existing arrangements for contacting key partners and the emergency services during a critical incident.

Although the template has been produced with schools and other educational settings in mind, it serves as a generic template for Business Continuity Planning and should be adapted to meet your individual school's needs.

***** As a user of the Business Continuity Plan you must familiarise yourself with the whole document upon receipt of it and, wherever necessary, raise any queries immediately with the plan owner who is named in Part 1.4. *****

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Please insert page numbers upon plan completion

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1.About this Plan

1.1. Document Control

Date	Revision/Amendment Details & Reason	By Whom?
September 2014	Staff names/contact details	Lynne Fletcher
September 2015	Staff names/contact details	Lynne Fletcher
September 2016	Staff names/contact details	Lynne Fletcher

1.2. Plan Purpose

To provide a flexible response so that Sandbank Nursery School and Playcare can:

Respond to a disruptive incident (Incident Management)

Maintain delivery of critical activities during an incident (Business Continuity)

Return to 'business as usual' (Recovery and Return to 'Business as usual')

1.3. Plan Remit

The following school functions are covered by this plan:

Teaching, school administration, out of hours clubs, school visits, wraparound care

The following school premises are covered by this plan:

Indoor and outdoor learning areas, kitchen, offices, Playcare areas

1.4. Plan Owner

Mrs. Jenni Ward is the plan owner and responsible for ensuring that it is maintained, exercised and updated in accordance with your school policy for reviewing business continuity and emergency response plans.

J. Ward
November 2012

Approved by Governors

October 2016

Chair of Governors

Review date: October 2018

Approved:

1.5. Plan Distribution

Distribution - School Incident Management Team

The plan should be treated as a security document and its contents confidential at all times.

Copies of this plan should be held by the following persons. It is recommended that a copy should be kept both on and off site, at the home of key members of staff.

Distribution List	Location
Action Copies:	
Mrs J. Ward [Head Teacher]	Head Teacher's Office Home Copy
Miss J. Harrison [Assistant/ Deputy Head Teacher]	Deputy Head Teacher's Office Home Copy
Mrs. L. Fletcher [Office Manager]	School Office
Mrs. S. Thom [Main Keyholder/Playcare Manager]	Home Copy
Mrs. R. Humpage [Chair of Governors]	Home Copy
Emergency Grab Bag	School Office Home of Playcare Manager Home of H.L.T.A.
Information Copies:	
Off-Site Copy	Home of Playcare Manager (grab bag)
Electronic Copies	School Office computer Walsall Children Services

1.6. Plan Storage

All parties on the distribution list (see 1.5) are required to store safely and confidentially a copy of this plan at their regular place of work and off-site i.e. at home (if appropriate). A copy should also be kept in the grab bag (see **Appendix H**).

1.7. Plan Review Schedule

This plan will be subject to a termly review by the Headteacher and Office Manager. It will be reviewed annually by the Senior Management Team. Amendments will be distributed to all plan holders and redundant sheets will be shredded.

2. Business Continuity Plan

This provides an overview of the types of potential disruptive challenges that could be encountered by the school, and some suggestions for the way in which specific situations could be managed. This is not an exhaustive list but tries to cover the most likely circumstances, and the possible responses to them.

These circumstances could occur due to an emergency incident or by some other internal or external factor, e.g. vandalism, data failure, staff or fuel shortage. Whatever the cause, it is important to have a framework document in place to manage the potential denial of key or critical elements of school procedures and business.

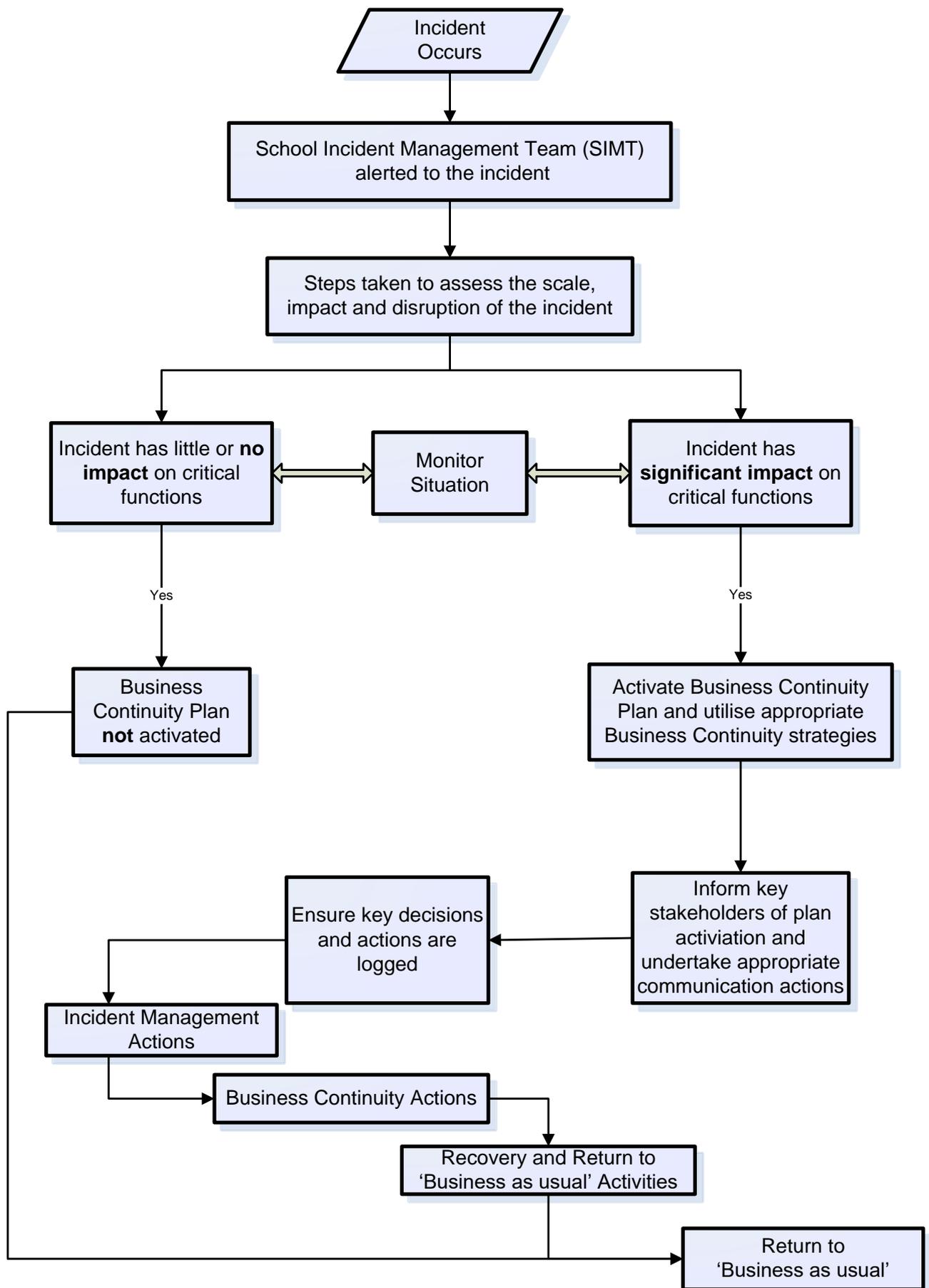
The primary aim is to ensure that unless there is an overwhelming pressure or necessity, the school remains open during term times and that normal routines and timetables are maintained as far as possible.

By law, schools in England are required to open for a set number of statutory days per year. If a school is prevented from opening due to a domestic emergency or severe weather event, legislation states that schools must make up lost days where it is reasonably practicable. It is therefore sensible to put plans in place to limit the impact of an incident and to prevent school closures occurring to ensure the continuity of education.

Any decision on school closures or a reduction in education provision will be determined by the Headteacher.

If schools know who will assume key roles, have checklists and procedures in place, up to date contact lists, a tested framework for communication and some practised skills to draw on, then the response to an incident will be more assured and better than the most intelligent improvisation.

2. Business Continuity Planning Overview



3. School Incident Management Team

The lead responsibility for the school's response to an emergency will fall to its own School Incident Management Team. This will be chaired by the Headteacher, and will comprise the staff named in the table below. These are the staff considered most appropriate by the plan owner, this will also include a list of potential deputies.

Role	Name	Home Number	Mobile Number
Headteacher	Mrs. J. Ward	01902 337890	07504 302938
Deputy/Assistant Head Teachers	Miss. J. Harrison		07979 570420
Office Manager	Mrs. L. Fletcher	01902 411970	
Keyholder/Playcare Manager	Mrs. S. Thom	01922 424287	07976 528058
Potential Deputies for above roles	Name	Home Number	Mobile Number
Media Spokesperson	Name	Home Number	Mobile Number
Primary	Discuss with Walsall Council Press Office		
Potential deputy 1	Mrs. J. Ward	01902 337890	07504 302938
Potential deputy 2	Miss J. Harrison		07979 570420
Key Holders	Name	Home Number	Mobile Number
Primary	Mrs. S. Thom	01922 424287	07976 528058
Deputy 1	Mrs. C. Walker	01922 860829	07837 557021
Deputy 2	Mrs. D. Baugh	01922 428725	07788 174543

4. Purpose of Incident Management

The purpose and priorities for this phase are to:

- protect the health, safety and wellbeing of pupils, staff, visitors and the wider community
- protect vital assets e.g. equipment, data, reputation
- ensure urgent and necessary communication takes place
- support the Business Continuity phase
- support the Recovery and Return to 'business as usual'.

4.1. Incident Management Checklist

	Action	Further Information/Actions	Actioned? (tick/cross as appropriate)
1.	Call the Emergency Services (as appropriate) Telephone 999	Provide as much information about the incident as possible	<input type="checkbox"/>
2.	Make a quick initial assessment: Survey the scene Assess (i.e. scale, impact & duration) [Disseminate information to others]	Gather and share information to facilitate decision-making and enhance the response See Appendix C Impact Assessment Form	<input type="checkbox"/>
3.	Evacuate the school building, if necessary. Consider whether it may be safer or better for the welfare of pupils to stay within the school premises and congregate at a relative place of safety indoors. If there is time and it is safe to do so, consider the recovery of vital assets/equipment to enable delivery of critical school activities [Notify relevant stakeholders of site evacuation]	Use normal fire evacuation procedures for the school Consider arrangements for staff/pupils with special needs If the decision is to stay within the school, ensure the assembly point is safe and take advice from emergency services as appropriate If the school is to be closed then please notify Walsall Children's Services using the school closure contact details.	<input type="checkbox"/>

	Action	Further Information/Actions	Actioned? (tick/cross as appropriate)
4.	Ensure all pupils, staff and any school Visitors report to the identified assembly point.	The normal assembly point for the school is: School playground. The alternative assembly point for the school is Bloxwich Library or All Saints Church Hall.	<input type="checkbox"/>
5.	Check that all pupils, staff, contractors and any visitors have been evacuated from the building and are accounted for. Consider the safety of all pupils, staff, contractors and visitors as a priority	Registers Signing in/out book for visitors	<input type="checkbox"/>
6.	Ensure appropriate access to site for Emergency Service vehicles	Ensure any required actions are safe	<input type="checkbox"/>
7.	Establish a contact point for all supporting personnel	Consider the availability of staff and who may be best placed to communicate information	<input type="checkbox"/>
8.	Identify School Incident Management Team to undertake specific emergency response roles	School Incident Management Team (see page 9) See Appendix D Critical Incident Decision-Making Tool	<input type="checkbox"/>
9.	Ensure the event log of key decisions and actions is started and maintained throughout the incident	See Appendix B Event Log	<input type="checkbox"/>
10.	Where appropriate, record names and details of any staff, contractors or visitors who may have been injured or affected by the incident as part of your incident record keeping	This information should be held securely as it may be required by Emergency Services or other agencies either during or following the incident See Appendix C Impact Assessment Form	<input type="checkbox"/>
11.	Take further steps to assess the impact of the incident Agree response / next steps	Continue to record key decisions and actions in the event log See Appendix B Event Log	<input type="checkbox"/>

	Action	Further Information/Actions	Actioned? (tick/cross as appropriate)
12.	Consider the involvement of other teams, services or organisations who may be required to support the management of the incident in terms of providing additional resource, advice and guidance	Depending on the incident, the following Walsall Children's Services and Walsall Council units may be approached to assist with incident management: <ul style="list-style-type: none"> • Risk and Insurance • Property Services • Health and Safety Team • Asset Management 	<input type="checkbox"/>
13.	Assess the key priorities for the remainder of the working day and take relevant action	Consider actions to ensure the health, safety and wellbeing of the school community at all times. Consider your business continuity strategies i.e. alternative ways of working, re-location. Action Plans are available in Section 6.	<input type="checkbox"/>
14.	Ensure staff are kept informed about what is required of them	Consider: <ul style="list-style-type: none"> • What actions are required • Where staff will be located • Notifying staff who are not currently in work with details of the incident and actions undertaken in response 	<input type="checkbox"/>

	Action	Further Information/Actions	Actioned? (tick/cross as appropriate)
15.	Ensure parents/carers and pupils are kept informed as appropriate to the circumstances of the incident	Consider communication strategies and additional support for pupils with special needs. Consider the notification of pupils not currently in school. Texting service Website Local Radio	<input type="checkbox"/>
16.	Ensure parents/carers are kept informed as appropriate to the circumstances of the incident. Parents/carers of those immediately affected by the incident will require additional considerations to ensure information is accurate and up-to-date.	Agree arrangements for parents/carers collecting pupils at an appropriate time Consider how emergency communication needs will be established e.g. phone lines, website update, text messaging	<input type="checkbox"/>
17.	Ensure governors are kept informed as appropriate to the circumstances of the incident	Governors phone numbers in grab bag.	<input type="checkbox"/>
18.	Consider the wider notification process and the key messages to communicate	Local Radio Stations may be useful in broadcasting key messages	<input type="checkbox"/>
19.	Communicate the interim arrangements for delivery of critical school activities	Ensure all stakeholders are kept informed of contingency arrangements as appropriate Website Text Press/Radio	<input type="checkbox"/>
20.	Log details of all items lost by pupils, staff, visitors etc as a result of the incident, if appropriate (At an appropriate time)	See Appendix E Lost Property Form	<input type="checkbox"/>
21.	Log all expenditure incurred as a result of the incident (At an appropriate time)	Record all costs incurred as a result of responding to the incident See Appendix F Financial Expenditure Log	<input type="checkbox"/>

	Action	Further Information/Actions	Actioned? (tick/cross as appropriate)
22.	Seek specific advice/ inform your insurance company as appropriate	Insurance policy details can be found via Neil Skeldon – Walsall Council Risk & Insurance. See Appendix H Contents of Emergency Grab Bag	<input type="checkbox"/>
23.	Ensure recording process in place for staff/pupils leaving the site	Ensure the safety of staff and pupils before they leave site and identify suitable support and risk control measures as required	<input type="checkbox"/>

5. School Emergency Contact Lists

Details of the school's emergency contacts are listed in **Appendix A** attached.

This includes a School Staff Contact List, Partners and Suppliers Contact Details and Site Users Contact Details.

It should be noted that such personal information may be subject to the Data Protection Act 1998 and personnel should be reminded that their details contained in this list may be shared with the emergency services, local authorities and other organisations responding to an emergency situation. These details need to be kept up to date and should be reviewed termly.

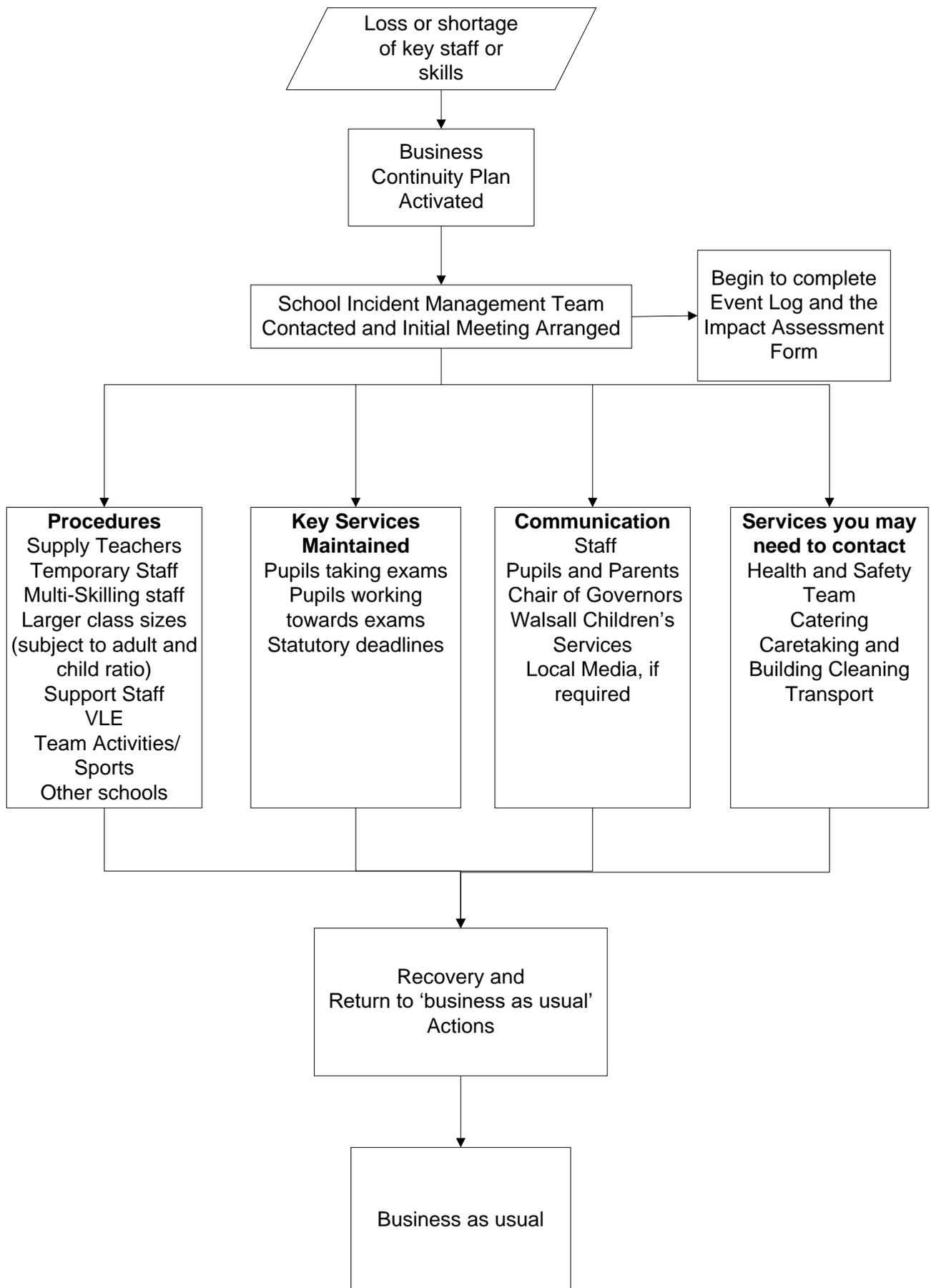
6. Action Plans

Each incident is unique and the range and complexity of these can be enormous. We cannot plan for every eventuality but whatever the cause of the disruption, the impacts usually fall into one or more of these categories:

- loss or shortage of key staff or skills
- loss or denial of access to premises
- loss of technology or data
- loss of key suppliers, partners or third parties

The following action plans identify the steps that can be taken and procedures to be followed if specific resources become unavailable as a result of an incident.

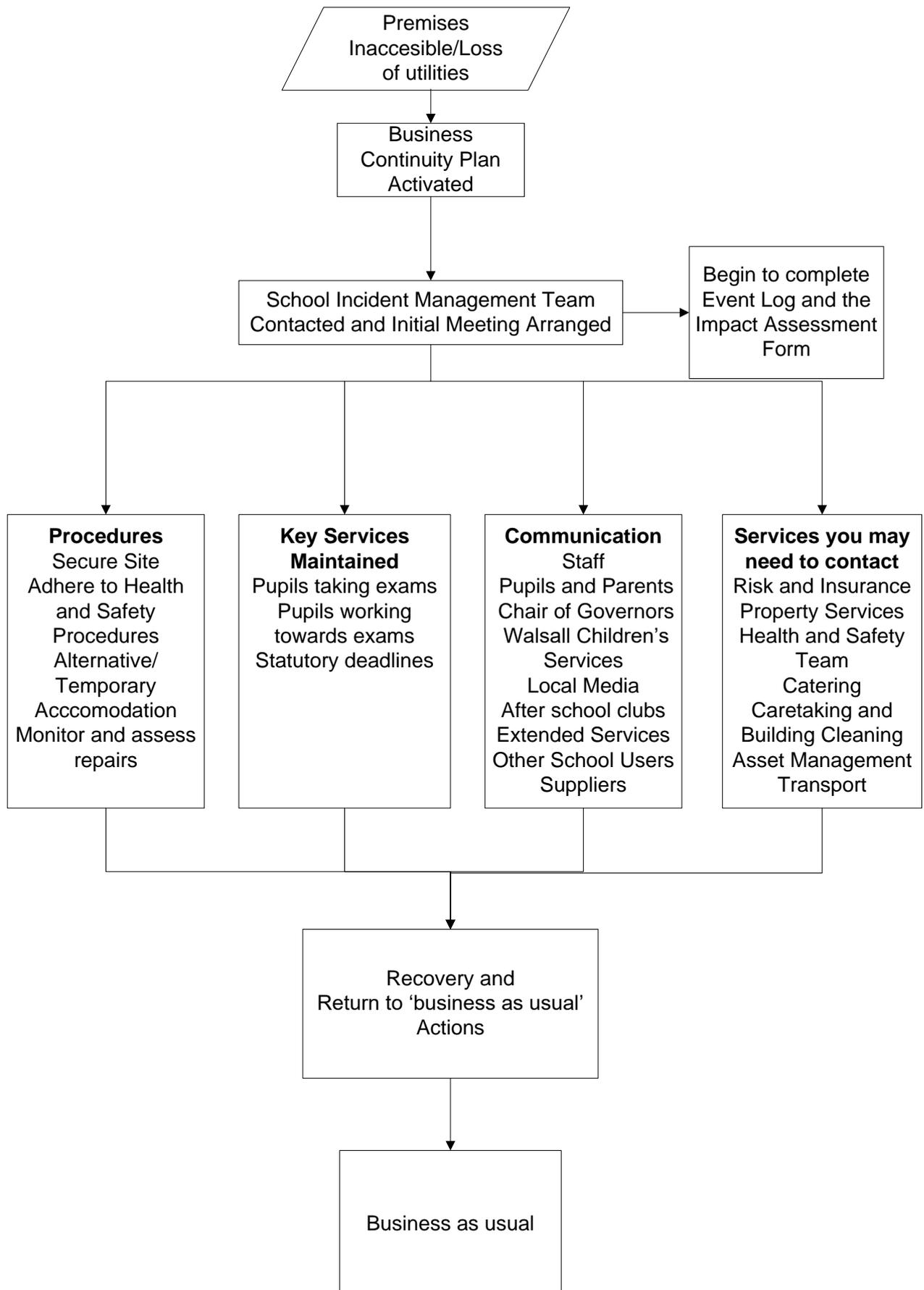
6.1 AP01: Loss or shortage of key staff or skills



6.1.AP01: Loss or shortage of key staff or skills

	Action	Procedure and Further Information (e.g. Key contacts, details of arrangements, checklists)														
1.	Use of temporary staff e.g. supply teachers, office staff etc	<ul style="list-style-type: none"> • Hayes 01902 429867 • Early Years Ambassadors 0800 222 9160 														
2.	Multi-skilling and cross-training to ensure staff are capable of undertaking different roles and responsibilities, this may involve identifying deputies, job shadowing, succession planning and handover periods for planned (already known) staff absence e.g. maternity leave															
3.	Use different ways of working to allow for reduced workforce, this may include: <ul style="list-style-type: none"> • larger group sizes (subject to adult and child ratios) • use of Learning Support Assistants, student teachers • closure of rooms within the building 															
4.	List of First Aiders	<p><u>First Aid at Work:</u> Christine Walker Margaret Jones Kelly Marrable</p> <p><u>Paediatric First Aid:</u></p> <table border="0"> <tr> <td>Terrie Bate</td> <td>Debbie Baugh</td> </tr> <tr> <td>Shelley Raybold</td> <td>Deborah Cyster</td> </tr> <tr> <td>Alison Hancox</td> <td>Lauren Turner</td> </tr> <tr> <td>Joanne Harrison</td> <td></td> </tr> <tr> <td>Sharon Thom</td> <td>Karen Hall</td> </tr> <tr> <td>Deborah Beardmore</td> <td>Laura Read</td> </tr> <tr> <td>Emily Pearce</td> <td></td> </tr> </table>	Terrie Bate	Debbie Baugh	Shelley Raybold	Deborah Cyster	Alison Hancox	Lauren Turner	Joanne Harrison		Sharon Thom	Karen Hall	Deborah Beardmore	Laura Read	Emily Pearce	
Terrie Bate	Debbie Baugh															
Shelley Raybold	Deborah Cyster															
Alison Hancox	Lauren Turner															
Joanne Harrison																
Sharon Thom	Karen Hall															
Deborah Beardmore	Laura Read															
Emily Pearce																
5.	Add seasonal priorities and details of how these would be completed	<ul style="list-style-type: none"> • Admissions processes – Admin Asst. • Financial deadlines – Walsall Finance Service • Statutory deadlines – Walsall MIS Team • School Census – Walsall 														
6.	Suspend 'non critical' activities and focusing on priorities															
7.	Use mutual support agreements with other schools	<ul style="list-style-type: none"> • Elmore Green Primary • Millfields Nursery School 														
8.	Ensure staff management issues are considered i.e. managing attendance policies, job description flexibility and contractual requirements	<ul style="list-style-type: none"> • Staff may be requested to work additional hours 														

6.2 AP02: Denial of access or loss of utilities

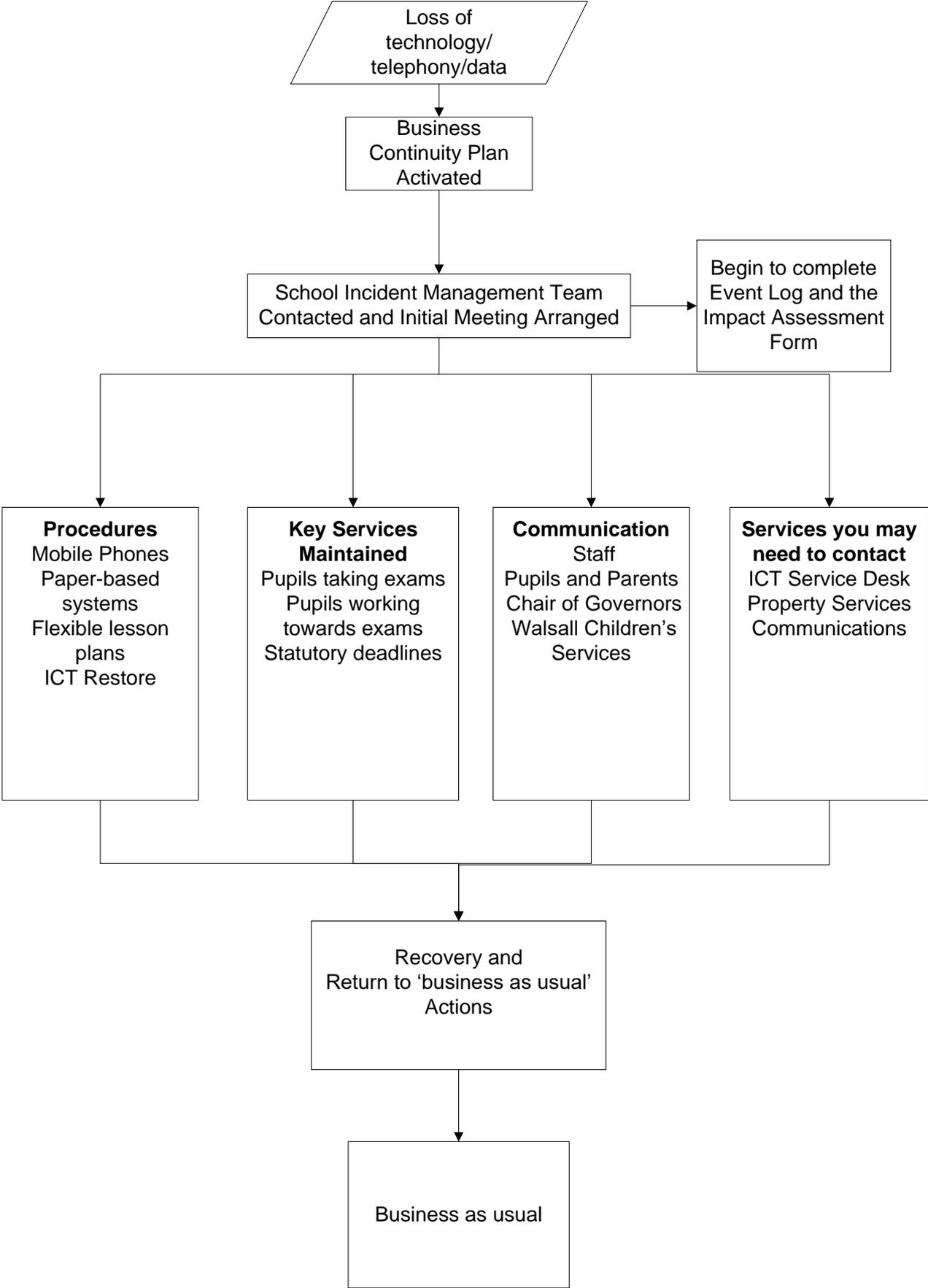


6.2.AP02: Denial of access or loss of utilities

	Actions	Procedure and Further Information (e.g. Key contacts, details of arrangements, checklists)
1.	Assess how long premises inaccessible/utilities unavailable	<ul style="list-style-type: none"> • If utilities affected either contact Property Services Energy Team or utility companies direct
2.	Has any damage occurred? If yes assess extent of damage and agree action plan	<ul style="list-style-type: none"> • Every incident of loss or damage should be reported to Risk and Insurance section, Walsall Council/Insurers. If the incident involves water, fire or any damage over £5000 you will need to report it to Risk and Insurance immediately • Contact Property Services, Walsall Council, for all building and building service issues • Contact ICT, Walsall Children's Services, if services have been affected • Contact Health and Safety Team, Walsall Children's Services, for any advice and support if needed • Contact Asset Management, Walsall Children's Services, if temporary classrooms/offices are needed e.g. portakabin • Location of site plans (grab bag)
3.	Establish whether all pupils can return to school or whether certain year groups can return	<ul style="list-style-type: none"> • Can you use part of the premises or can you use local facilities or a buddy school • Communicate to staff and pupils when they need to return via website, text or phone • If some pupils cannot return decide what provision of education will be available. • Ensure all services that are needed for the day to day school operations are kept informed e.g. caretaking and building cleaning, transport, extended services etc.
4.	Add seasonal priorities and details of how these would be completed	<p>Access electronic data from off site for:</p> <ul style="list-style-type: none"> • Applications for admissions • Financial deadlines • Statutory deadlines • School Census
5.	Closure of premises due to infection control and deep clean required.	<ul style="list-style-type: none"> • Advice on The Staffroom pages>Health and Safety>Infection Control and Health Related Issues; http://the-staffroom.co.uk • Or contact the Health and Safety Team, Walsall Children's Services – Serco, for advice • Elite Safety

6.	Use mutual support agreements with other schools	<ul style="list-style-type: none"> • Elmore Green Primary School • Millfields Nursery
7.	Off-site activities e.g. swimming, physical activities, school trips	<ul style="list-style-type: none"> • Office Manager to text parents • Debbie Cyster to update website
8.	Inform staff and pupils of planned date to return to school.	<ul style="list-style-type: none"> • Communicate to staff and pupils when they need to return via text messaging (Office Manager) and website (Debbie Cyster)

6.3 AP03: Loss of technology/telephony/data

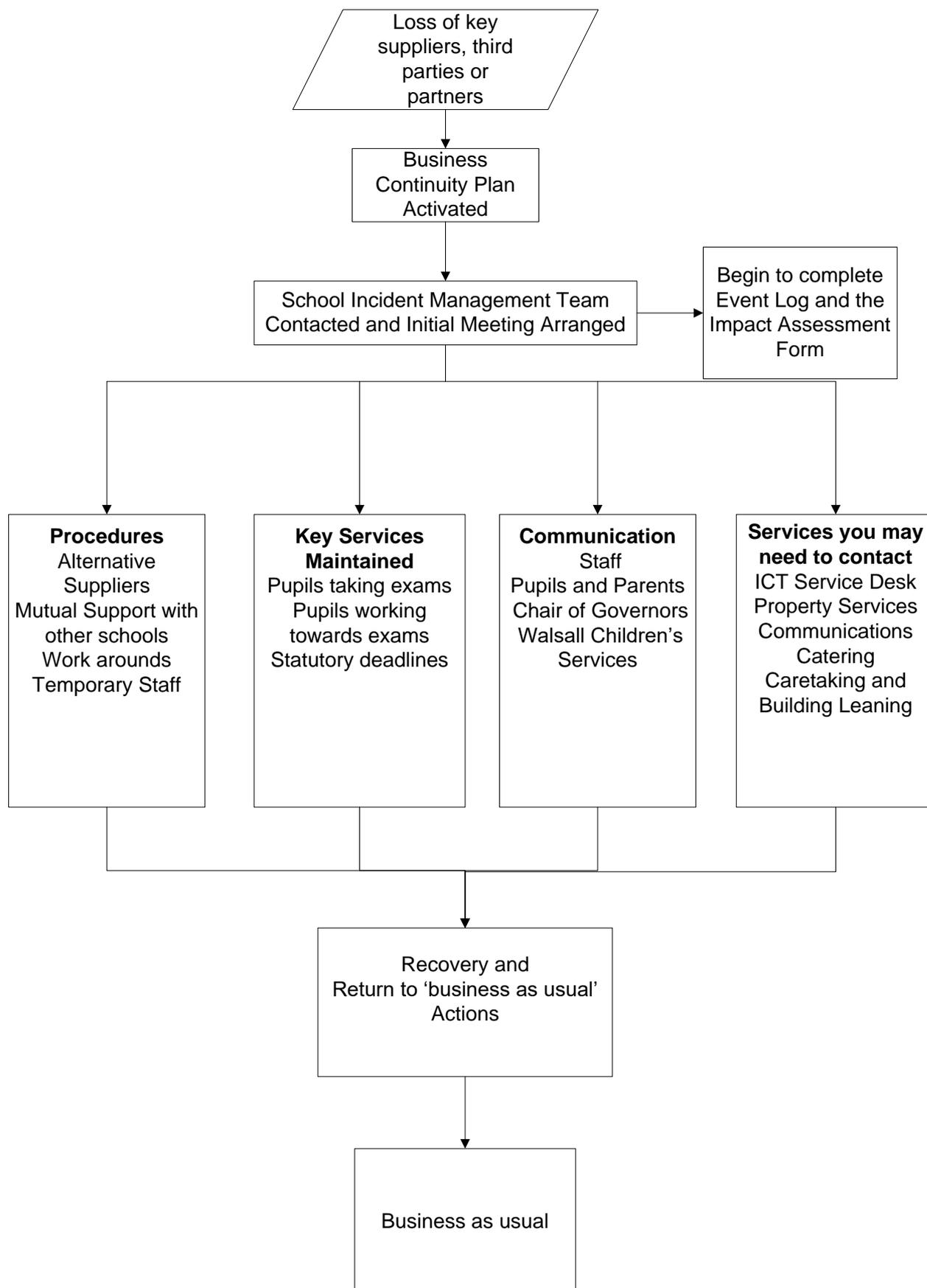


6.1.AP03: Loss of technology/telephony/data/power

To assist you when completing your action plan for technology there are two appendices that you can complete detailing the IT system and resources that you use in your establishment. See **Appendix I Essential IT Information** and **Appendix J Critical ICT Systems and Services**.

	Actions	Procedures and Further Information (e.g. Key contacts, details of arrangements, checklists)
1.	Establish reason for equipment failure. If necessary, contact caretaker, ICT service desk Walsall Children's Services or for Utility issues contact Property Services Energy Team Walsall Council to arrange resolution of problem	<ul style="list-style-type: none"> • Contact ICT service desk or for utility issues contact Property Services Energy Team
2.	Where telephone system is affected use mobile telephones	<ul style="list-style-type: none"> • Inform Walsall Children's Services of contact details and duration of problem • Update school website
3.	If power is affected, decide whether to shut the school If the problem is IT related, decide whether to use work arounds	
4.	Back-ups of key school data e.g. CD or memory stick back-ups, photocopies stored on and off site, mirrored servers	<ul style="list-style-type: none"> • Copy of pupil contact numbers kept at Millfields Nursery
5.	Revert to paper-based systems e.g. whiteboards, paper registers	<ul style="list-style-type: none"> • Paper register

6.4 AP04: Loss of key suppliers, third parties or partners



6.4 AP04: Loss of key suppliers, third parties or partners

	Actions	Procedures and Further Information (e.g. Key contacts, details of arrangements, checklists)
1.	Pre-identify alternative suppliers	
2.	Ensure all external providers have business continuity plans in place	
3.	Insurance cover	<ul style="list-style-type: none"> • Via Neil Skeldon – Walsall MBC Risk & Insurance
4.	Use mutual support agreements with other Schools	<ul style="list-style-type: none"> • Elmore Green Primary • Millfields Nursery • Other Walsall Nursery School
5.	Use alternative ways of working to mitigate the loss e.g. suspend activities, adapt to the situation and work around it	
6.	Reminder: If you employ your own caretaker, cleaners or catering staff	<ul style="list-style-type: none"> • Contact cleaner

7. Purpose of the Recovery and Return to ‘Business as usual’

The purpose of the recovery and return to ‘business as usual’ phase is to resume normal working practises for the school as quickly as possible. Where the impact of the incident is prolonged, ‘normal’ operations may need to be delivered under new circumstances e.g. from a different location.

An action plan needs to be agreed for this final phase of the incident response. The following issues need to be considered as part of the action plan:

- the ongoing safety, health and wellbeing needs of the school community
- the environment and physical infrastructure
- the financial and economic recovery of the school
- communication strategies
- the longer term impacts i.e. anniversaries, memorial services and VIP visits
- learning lessons from the incident to inform the future development of the business continuity plan

7.1. Recovery and Return to ‘Business as usual’

	Action	Further Info/Details	Actioned? (tick/cross as appropriate)
1.	Recovery Agree and plan the actions required to enable recovery and return to normality.	Agree actions dependant on the nature of the incident. Set timescales with responsibility for completion clearly indicated. See Appendix G Recovery Log	<input type="checkbox"/>
2.	Long Term Support Respond to any ongoing and long term support needs of staff and pupils	Depending on the nature of the incident, the School Incident Management Team may need to consider the use of counselling services	<input type="checkbox"/>
3.	Communication Once recovery actions are complete, communicate the return to ‘business as usual’.	<ul style="list-style-type: none"> • How? • Who? • Walsall Children’s Services 	<input type="checkbox"/>
4.	Debrief Carry out a ‘debrief’ of the incident with staff (and possibly with pupils).	A de-brief should be carried out following any incident or disruptive challenge Complete a report to document opportunities for improvement and any lessons identified	<input type="checkbox"/>
5.	Review Review this Business Continuity Plan in light of lessons learned from incident and the response to it	Implement recommendations for improvement and update this plan. Ensure a revised version of the plan is read by all members of the School Incident Management Team	<input type="checkbox"/>

Appendix A Continued

Partners and Suppliers Contact Details

Organisation	Contact Names	Service Provided	Account/ Policy Number	Office Number	Mobile Number	Out of Hours Contact	Email
		For example:					
N Power		Electricity	G2840248	0800 328 1111			
British Gas		Gas	A3438037	0845 072 8807			
South Staffs		Water	MC10390666/01	0800 389 1011			
N/A		Catering Services					
E.Y.A.		Agency Staff		0800 222 9160			
Walsall MBC	Neil Skeldon	Insurance		01922 652974			
Swift		Office Supplies		01922 743454			
Integrity		Security Company		0845 643 5751			
Elite Safety		H&S		01543 574824			

Appendix B

Event Log

Date	Time	Information/Decisions/Actions	Initials

Appendix C

Impact Assessment Form/Immediate Response Form

Completed By		Incident	
Date		Time	

Question	Logged Response	
How were you made aware of the incident?		
What is the nature of the incident? (e.g. type, location & severity)		
Are there any staff or pupil casualties or fatalities? (Complete casualty / fatality sheets if needed)		
Have the Emergency Services been called?		
Is the incident currently affecting School activities? If so, which areas?		
What is the estimated duration of the incident?		
What is the actual or threatened loss of workforce?	Over 50%	<input type="checkbox"/>
	20 – 50%	<input type="checkbox"/>
	1 – 20%	<input type="checkbox"/>

Question	Logged Response
Has access to the whole site been denied? If so, for how long? (provide estimate if not known)	
Which work areas have been destroyed, damaged or made unusable?	
Is there evidence of structural damage?	
Which work areas are inaccessible but intact?	
Are systems and other resources unavailable? (include computer systems, telecoms, other assets)	
If so, which staff are affected by the disruption and how?	
Have any utilities (gas, electricity or water) been affected?	
Is there media interest in the incident? (likely or actual)	
Does the incident have the potential to damage the school's reputation?	
Other relevant information	

Question	Logged Response
(Any additional questions)	

Appendix D

Critical Incident Decision-Making Tool

Information What do you know/what do you not know?	Issues What are the problems/issues arising from that piece of information?	Ideas What are the ideas for solving the issues/problems?	Actions What are you going to do? What are you not going to do? Who is responsible? What are the timelines?

Appendix F

Financial Expenditure Log

Expenditure Details (what, for whom)	Cost	Payment Method	Authorised By	Transaction Made By

Appendix G

Recovery Log

Date	Time	Recovery Information/Decisions/Actions	Initials

Appendix H

Contents of Emergency Grab Bag

Section	Details
Emergency Plan and Business Continuity Plan	Emergency Plan Business Continuity Plan (plus spare copies of forms in Appendices) Key contact details (templates in appendices) School closure contact details
Organisational Information	Staff Handbook (policies and procedures) School material and stationery Other key documents
Financial Information	Financial Procedures Insurance Policy and Asset Register Invoices, Purchase Orders etc. Bank Details
Equipment and other items	First Aid Kit School Floor Plans Asbestos Survey/Plan (if appropriate) Local Maps – showing car parking, local buddy school Torches Stationery

Appendix I

Essential ICT Information

List all the ICT system and resources that you use in your establishment detailing:

- **“Maximum Down Time”** is to identify the maximum length of time before the system is required.
- **“Backups”** is the person/group who takes regular backups of the data.
- **“Support and Maintenance”** identifies who supports this ICT System/Application.
- **“Functions”** list the functions that the resource/system cover.

Essential Resource/System	Maximum Down Time e.g. 1 day	Min. Number Of Users Requiring Access.	Backups		Function(s)	Support and Maintenance
			Who By	Where held?		
SIMS		1				
TARGET TRACKER		1				
E-MAIL		4				

Laptops

No of laptops in establishment/team (stored offsite overnight?)	0
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Appendix J - Critical ICT Systems and Services

The following table indicates the severity of the loss of the key ICT resources used across the School. The table differentiates the impact across the time periods shown, using the letters A to D to indicate the level of disruption where:

A = SITUATION IS MANAGEABLE

(Some impact but not materially affecting the school)

B = SITUATION IS DISRUPTIVE

(Some concern that deadlines are being missed and working patterns altered significantly)

C = SITUATION IS CRITICAL

(School is being seriously affected, deadlines missed; close to being 'closed for business')

D = SITUATION IS DISASTROUS

(Ability to continue is seriously threatened. In breach of contract, legal & statutory regulations. Doors closed for further business. Long-term impacts uncertain.)

Resources	Resource unavailable for;				
	½ Day	1 Day	2 Days	1 Week	2 Weeks
Services					
Email	A	A	B	B	C
Fixed line telephones	B	B	C	C	C
Mobile telephones	N/A	N/A	N/A	N/A	N/A
Network access (e.g. file servers)	B	B	C	C	C
Remote access to network (e.g. from home)	N/A	N/A	N/A	N/A	N/A
Internet Access	B	B	B	B	B
Systems					
SIMS/Facility	B	B	B	C	C
Text Service	B	B	B	B	B
VLE/Learning Platform	N/A	N/A	N/A	N/A	N/A