



THORPEPARK ACADEMY

EMERGENCY RESPONSE AND BUSINESS CONTINUITY

Plan

**To be used in line with the Venn
Academy Trust Emergency
Response and Business Continuity
Plan**

1	Summary	EMERGENCY RESPONSE AND BUSINESS CONTINUITY PLAN			
2	Responsible person	Britta Dickinson-Fry and Caroline Knight			
3	Accountable SLT member	All Incident Management Team within the school			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Britta Dickinson-Fry and Caroline Knight			
6	Who has been consulted and recommended policy for approval	Governors			
7	Approved by and date	Governors, September 2022			
8	Version number	1			
9	Available on	Every	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N
10	Related documents (if applicable)				
11	Disseminated to	<input checked="" type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
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1. Introduction

Thorpepark Academy Emergency Response and Business Continuity Plan Disaster aims to mitigate the effects of any emergency on the school, staff and pupils, and the contributing objectives are to: -

- Safeguard pupils, staff and visitors.
- Alert relevant parties of an incident at the school or off-site involving school children (i.e. school trips) e.g. emergency services, the Council, parents and school Governors.
- Minimising disruption to the normal daily routine of staff and pupils.
- Support staff, pupils and parents in the aftermath of an incident.

Thorpepark follows the Venn Academy Trust Emergency Response and Business Continuity Plan Disaster.

2. Definition of an emergency

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

3.1 Implementation of this policy

This plan will be implemented when a member of the school's Critical Incident Management Team is notified of an incident, considers that it is necessary to take action and considers that suitable action cannot be taken without triggering the co-ordination arrangements contained in this plan.

3.2 Emergency contact information

Emergency contact list will be available including medical information for all students. Access to staff and student data (those on roll) with home phone numbers can be accessed on-line from SIMS. Should access to the school site not be accessible, the SBM will arrange with IT to gain access to the appropriate information. Copies of the local BCP should also be kept off site.

4 School Specific Information

In the event of the plan being triggered, an Incident Management Team will be brought together to manage the school's response to the emergency. Any member of the Critical Incident Team shown below can activate this policy. The team will usually consist of:

Name	Role
Caroline Knight	Head of School/Lead Incident Manager
Britta Dickinson-Fry	Senior Business Manager
Tracey Johnson	Deputy Head
Frank Scottow	Site Team
Chris Fenwick	Chair of Governors

5. Roles and Responsibilities

5.1 Head of School or their Deputy

The Head of School are responsible for the implementation and co-ordination of the Local Disaster recovery Plan/ BCP, including:

- Immediately contacting the CEO or Deputy or Finance Director if the disaster relates to the built environment or the ICT infrastructure to establish if the building can be re-occupied and/or service delivery reinstated
- Co-ordination of status reports/communication for the benefit of all audiences (including staff, students, parents, LA, Academies Team at DFE, press)
- Maintaining the BCP in an up-to-date format and informing the CEO/ DECO or Finance Director of updates.

5.2 Incident Management Team (IMT)

Lead by the Head of School, the Incident Management Team includes all Assistant and School Business Manager, Site Manager. Additional members of the team will be recruited to match the specific needs of the incident.

The IMT is responsible for acting under the direction of the Head of School and 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.

6.0 Procedure for Closing the Academy

6.1 Closure in advance of a School day

The academy can be closed in advance of a normal day using the following system:

1. Closure authorised by the CEO or their Deputy
2. Notification of an academy closure using the Local Authority On-line website (actioned by Head of School/ delegated to Deputy or SBM).
3. Implementing the academy staff 'snow chain' (actioned by – Senior Leadership Team)
4. Recording the closure on the home page of the academy website (actioned by – School Business Manager)
5. Sending out text messages via a suitable system to all parents (actioned by – Senior Leadership Team/ School Business Manager).

6.2 Closure during a School Day

It is never a preferred option to close the academy during the day but it can be done using the following procedures:

1. Closure authorised by the CEO or their Deputy on the basis that students with parental authorisation may make their way home by themselves. Students will continue to be supervised by staff until parents authorise them to leave or they are collected.
 - a. Parental authorisation can be provided by text message or email from a parental phone number or email address directly to the student's phone and seen (and recorded) by a member of staff

- b. Consider use of Places of Safety (as described below).
2. Notification of the academy closure using the website (actioned by – School Business Manager). Local site-based plans to include a contingency plan for the unavailability of SBM.
3. Recording the closure on the home page of the academy website (actioned by – School Business Manager or deputy). If the academy website is unavailable, contact the SBM or deputy to post a message on an alternative Venn Academy Trust Site and other means of social media as utilised by the academy.
4. Sending out text messages to all parents

6.3 Immediate Places of Safety

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

Primary assembly points are both playgrounds, same as a fire drills. Secondary assembly points are the far side of the fields towards Laxthorpe

6.4 Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, the local BCP should contain details of an alternative venue where students will be escorted to and where they can be collected or from where they can be released to make their own way home.

Tesco's car park. The far-left hand side carpark as you face the store

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

7.0 Lockdown Procedure

It is now possible to envisage circumstances where the academy may wish to lock itself in, to secure staff and students from an outside threat. This circumstance is described as a 'lockdown'.

If a lockdown is declared:

- The academy Site Lead will be advised to implement the lockdown via word-of-mouth or by using a walkie talkie system (specify channel - 8)
- The IMT will communicate via walkie talkies on a different specified channel - 7
- The academy will be advised that it is in 'lockdown' by word-of-mouth or by announcement via the building's public address system (or other local suitable method)
- All staff will remain in classrooms and keep students calm and away from windows
- All students in external PE lessons should be advised to return to a specific suitable areas in the academy.

The lockdown will proceed in the following priority:

- The external gates of the academy will be closed and locked ensuring no one can enter or leave the premises.
- Each academy should detail a protocol relating to how remaining doors would be secured in a 'lock down' scenario.

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor academy entrances via CCTV, and discretely from the any suitable windows. A risk assessment should be carried out to determine which windows could be used for such purposes in the advent of a threat leading to 'lock down'. The gates should only be opened by a designated person when visual confirmation of the presence of the Emergency Services can be confirmed and when the Emergency Services have given the "all clear".

8.0 Silent Evacuation

Staff will be aware that the majority of fire escapes are only accessible when the fire alarm releases the Maglocks to open doors. The building should also be equipped with a single release that will free Maglocks without the need for the fire alarm. This provision is available if it ever became necessary to complete a silent evacuation. Doors will be released by a designated individual (detailed by job title in the BCP), following an instruction from IMT. Notification of a silent evacuation would be made by word-of-mouth.

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

9.1 General

Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the academy and the Local Authority. In the event of building unavailability, the academy will be entitled to financial unavailability deductions to off-set the Unitary Charge Payments that will still be due for payment.

Temporary working facilities are the responsibility of the academy and Academy Trust for which it holds insurance (see below).

9.2 Insurance

The site based BCP should include details of insurance held by the academy or trust to cover the cost of temporary accommodation.

9.3 Replacement Site Facilities

The size and scope of facilities required for the academy will vary according to circumstance. In the first instance contact should be made with the relevant insurance as detailed in the local BCP (per the above).

The location of the temporary accommodation will be determined by the academy in its local BCP based on the space required and circumstances at the time. Alternative locations should be identified in the local BCP and discussed with the relevant organisation (e.g. nearby academy)

The erection of additional buildings on the existing site should be considered as part of the plan.

10.0 Pandemic Threat / Mass Staff Unavailability

Loss of staff is considered a generic threat to operations. The spread of a virus capable of impacting on operational service delivery is now considered genuine and serious and should form part of a local BCP.

In the event of mass staff illness, the IMT will close the academy to students using the same procedures described above.

11.0 Other Threats

The following other threats have been considered and should also be considered (where relevant) in local BCP's

- Phone and ICT Communications Loss
- Finance Process Breakdown – payments to staff & suppliers fail (consider payments made from other Venn sites)
- Utilities / Energy Supply failure
- Service Delivery Loss of General Nature – Academy is unable to provide buildings or ICT support
- Key Supplier Failure other than Venn Academy Trust – Catering, transport
- Evacuation due to a nearby incident
- Prolonged bad weather conditions (e.g. flooding/ snow)
- Strikes
- Terrorist attack or threat

12.0 Draft Recovery Action Plans

Academies should consider populating a table such as the one detailed below in support of its Business Continuity Plan (BCP).

Operational Threat	Steps to Restore Normal Working	Action by Whom	Comments/Notes
Phone and ICT Communications Loss	1.		
Finance Process Breakdown – payments to staff & suppliers fail			
Utilities / Energy Supply failure	1.		
Building Loss – partial or complete (Fire, Flood etc.)	1.		
Building Denial leading to short term lack of access	1.		



Service Delivery Loss of General Nature – Venn Academy Trust are unable to provide buildings or ICT support	1.		
Key Supplier Failure other than Venn Academy Trust – e.g. Catering, transport	1.		
Evacuation due to Nearby Incident	1.		
Lockdown due to Nearby Incident	1.		
Fire	1.		
Bad Weather prolonged			
Strikes	1.		
Terrorist Attack or Threat			

13.0 INCIDENT BOX

An incident box has been stored in the School Office.

It contains:

- A copy of this plan
- Plan of the school
- Log in Details for SMS Alert Service (to contact parents)
- Back up of Pupil / Staff Next of Kin Contact information
- Class Lists
- List of qualified first aiders
- Emergency Log Sheets
- List of bus and coach hire companies
- Details of how to switch the electric and gas supply to the school off
- Any special medication for children or staff that require it
- Loud hailer
- Wind up torch
- Administration pack including paper and writing materials
- Incident role badges
- High visibility vests

Details of site access

The site access and departure points are as follows:



Pedestrian main gate situated on the boundary fence, opposite the main school office door, next to the carpark gate.

Pedestrian gate situated on the left-hand side, next to the two-year-old provision.

Shelter during a full or part school evacuation

Arrangements have been with Tesco's to use their main fair left carpark (as you face the store). This reduces the number of main roads needed to cross in an emergency.

14.0 EMERGENCY CONTACT DETAILS AND ICT LOGINS

Incident Management Team

Name	Contact Information	E-mail address
Simon Witham	Executive Headteacher/CEO	Tp-admin@vennacademy.org
Caroline Knight	Head of School	Tp-admin@vennacademy.org
Britta Dickinson-Fry	Senior Business Manager	Tp-admin@vennacademy.org
Tracey Johnson	Assistant Headteacher	Tp-admin@vennacademy.org
Frank Scottow	Site Facility Officer	Tp-site.manager@vennacademy.org

**15.0 Important telephone numbers and contacts**

Name	Contact number	E-mail address
Alamo (IT)		
Keystone		
SIMS		
<p>Yorkshire Water</p> <p>Electricity Emergency Service and Supply Failures (NPower)</p> <ul style="list-style-type: none"> • Environment Agency Incident Hotline • Gas Emergency Service and Gas Escapes • MET Office • NHS • Hull City Council • Police Non- Emergency • Radio Humberside 	<p>03451242424</p> <p>08000733000</p> <p>03708506506</p> <p>0800111999</p> <p>03709000100</p> <p>111</p> <p>01482 300300</p> <p>101</p> <p>01482 225959</p>	<ul style="list-style-type: none"> • www.yorkshirewater.co.uk • www.environment-agency.gov.uk • www.northerngasnetworks.co.uk • www.metoffice.gov.uk • www.nhsdirect.nhs.uk • www.hullcc.gov.uk • www.humberside.police.uk • www.bbc.co.uk/humber

16.0 EMERGENCY EVACUATION PROCEDURES for Thorpepark Academy

1. Alarm activated by Site Manager (only if a drill). **All teacher/cover staff need a walkie talkie with them. This needs to be on channel 11. Phase leaders may be called on for support during a fire alarm.**
2. All personnel leave the building by the nearest exit :

Little Jumping Beans	main building door
Jumping Beans	main building door
Key Stage 1	classroom exterior exits or main building door.
Key Stage 2	main building door and 4 ground floor exits
Office block	front or back doors
Dining room	front door or rear door of dining hall
Boiler House	front door or kitchen main door in the dining room.
Modular Classroom	main building door or fire doors
3. Muster points

Key Stage 1, Jumping Beans and Little Jumping Beans, staff and visitors to line up on Key Stage 1 playground towards the Muster point signpost.

Year 3, staff and their visitors to line up on the wildlife area in front of the office, at the side of the dining hall

Remaining Key Stage 2 children, staff and visitors to line up on Key stage 2 playground towards the muster point signpost.

Kitchen staff to stand under the pagoda area on KS2 playground
4. Lunchtime staff must take children to the muster point shown above if the fire alarm sounds whilst they are responsible for that specific year group.
5. Shoes, coats and personal items must be left – you must exit the building IMMEDIATELY.

Everyone must leave the building in an orderly way – DO NOT RUN.

Fire wardens

The School Fire Warden Team are responsible for ensuring all buildings are empty. All fire wardens will be visible by wearing orange jackets. All staff must follow instructions given by the fire wardens. **Everyone, including children must let the fire warden's pass at all times.**

The Fire Warden Team consist of:

Site Facility Officer/s – if all the site team are on site then one must help evacuate KS1 building.

Head of School to clear Jumping Beans and then help in KS1. Check all staff and children here on KS2 including kitchen staff

Senior Business Manager to clear staffroom and CP room, Year 3 modular and check all staff and children here on KS1. Liaise with Site staff and Head of School.

Senior Administrator to clear Little Jumping Beans and then help in KS1 if necessary

Office team to split off and take registers of children and staff to teachers checking staff block toilets, Bumble Bee room, meeting room and boardroom,

Phase leaders to ensure all their staff and visitors are present

Assistant Headteacher of KS1 to clear KS1 with the help of Head of School and Site/Senior Admin

Assistant Headteacher of KS2 to clear lift side of KS2 and Assistant Headteacher (Safeguarding) to clear non lift side of Key Stage 2 including pods.

Fire wardens must leave their class and a designated person will get them safely from the building

Once an area is clear you must radio to inform Caroline, Britta and Site staff. Frank will lead the fire evacuation with Britta and Caroline. If Frank is not on site Britta and Caroline will lead the fire evacuation with the support of Charlie and Liam.

If you have signed out of the system and are out of school site, for example lunchtime you cannot return onto the school premises unless instructed by a member of the Senior Management Team and only when all areas are clear.