Business Continuity Plan

Templates & Checklists

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| **Business Continuity Documents** | **Yes/No** | **Owner/ICO** | **Action/Comment** |
| Site and building security checklist |   |   |   |
| Site plan |   |   |   |
| Business Continuity plans |   |   |   |
| Communications Plan |   |   |   |
| Short-term loss or shortage of staff or skills plan |   |   |   |
| Premises / facilities |   |   |   |
| Technology |   |   |   |
| Suppliers and Contractors |   |   |   |
| Evacuation plan |   |   |   |
| Bomb Alert plan |   |   |   |
| Shelter (Invacuation) plan |   |   |   |
| Lockdown plan |   |   |   |
| Post Incident Support Checklist |   |   |   |

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| **Insurance Providers** | **Contact Information** |
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| **Current Suppliers / Contractors** | **Contact Information** |
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| **Other Useful Contacts** | **Contact Information** |
|  Trust / Diocese  |   |
|  LA |   |
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Also consider using grab and go emergency response boxes which contains useful information, including your plans, and emergency resources such as first aid kits, torches, pen and paper, etc.

Business Continuity Actions Checklist

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| **Business Continuity Actions** | **Completed (sign date)** | **Comments / Further information** |
| Invoke the relevant emergency action plan, i.e. evacuation and deal with the immediate emergency/incident |   |   |
| Undertake post incident support activities and evaluate the impact of the incident |   |   |
| Consider: |   |   |
| Which School/college activities are disrupted? |   |   |
| What is the impact of these activities being disrupted? |   |   |
| Are there any critical activities approaching (exams etc)?  |   |   |
| Plan how critical activities will be maintained (using your Business continuity plans below) giving consideration to: |   |   |
| Immediate priorities. |   |   |
| Communication strategies |   |   |
| Deployment of resources |   |   |
| Finance |   |   |
| Monitoring the situation |   |   |
| Reporting |   |   |
| Stakeholder engagement |   |   |
| Log all decisions and actions, including what you decide not to do and include your decision making rationale |   |   |
| Log all financial expenditure incurred |   |   |
| Complete a lessons learnt log, what went well? What didn’t? (see debrief and lessons learnt) |   |   |
| Complete a post incident review |   |   |
| Implement any improvements or findings, such as: |   |   |
| Do emergency action plans need updating/enhancing? |   |   |
| Do policies need amending? |   |   |
| Are building improvements necessary? |   |   |
| Are there any training and development needs? |   |   |

Communication Checklist

As a result of an incident you may be unable to access your premises and access to resources may be limited. Consideration should be given to how you will be able to access information remotely. In the worst case scenarios it may not be possible to retrieve any information from the site. Consideration should be given to securely storing copies of information offsite.

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| **Communications Plan Checklist** | **Yes/No** | **Comment** |
| Can you remotely access contact details of: |   |   |
| Staff |   |   |
| Governors |   |   |
| Parents/Carers |   |   |
| Local Authority |   |   |
| Utility Companies |   |   |
| Suppliers |   |   |
| Contractors |   |   |
| Insurance companies |  |  |
| Do you have remote access to issue communications? |   |   |
| Update school/college website |   |   |
| Social Media |   |   |
| Email |   |   |
| Text |   |   |
| Incident Information Line |   |   |

Staffing Checklist

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| **Managing short-term loss or shortage of staff or skills** | **Yes/No** | **Comment/Action** |
| Do you have deputies for all management and incident roles? |   |   |
| Can you multi / cross skill staff? |   |   |
| Consider different ways of working, such as: |   |   |
| Larger class sizes |   |   |
| Use of halls or outside space to accommodate larger numbers of students |   |   |
| Independent Learning (e-learning, workbooks, worksheets) |   |   |
| Distance or home learning |   |   |
| Rescheduling of timetable  |   |   |
| Off-site learning / activities |   |   |
| Consider alternative resourcing, such as: |   |   |
| redeploy staff from other roles |   |   |
| recruit temporary staff |   |   |
| volunteers (including school/college governors) |   |   |
| staff from other schools/colleges |   |   |
| Is short-term closure necessary?  |   |   |

Premises / Facilities Checklist & Template

In the event of an incident the Head Teacher / Responsible Officer will need to consider if the facilities are safe and fit for purpose, seeking advice from the emergency services and or other experts such as health and safety advisors, structural engineers, electricians etc. If the premises are considered unsafe then they should be closed and secured until remedial action is complete.

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| **Managing Partial Closure** |
| Isolate and secure the affected areas to prevent unauthorised access and display relevant warning signs |
| Consider different ways of working (as listed above) |
| Consider sourcing additional facilities such as modular buildings, portable toilets, generators, lighting etc |
| Have you pre-agreed arrangements with other schools and colleges? |
| If not, can anyone help? |
| Have you pre-agreed arrangements with other premises in the community i.e. leisure centre, community centre, town/village hall? |
| If not, can anyone help? |

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| **Managing Total Closure** |
| Secure premises to prevent unauthorised access and display relevant warning signs |
| Display details of where people can find information about the closure, advice and contact information  |
| Have you pre-agreed arrangements with other schools and colleges? |
| If not, can anyone help? |
| Have you pre-agreed arrangements with other premises in the community i.e. leisure centre, community centre, town/village hall? |
| If not, can anyone help? |

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| **Potential Suppliers** | **Contact details** | **Comments** |
| Modular buildings / Portable toilets |   |   |
| Power generators / Lighting |   |   |
| Boarding / Glazing providers |   |   |
| Security |   |   |
| Catering |   |   |
| Logistics / Transport |   |   |
| Other |  |  |

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| **Alternative premises in the event that it is considered necessary close or partly close the premises (for example partner school/college / leisure centre) must be pre-arranged**  |
| Name of venue |   |
| Type of venue |   |
| Contact name  |   |
| Contact telephone number |   |
| Useful info such as distance from school, directions, capacity, opening hours |
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Technology Checklist

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| **Network / IT failure** | **Comments /information** |
| Is essential school/college data backed up off site?  |   |
| Is essential school/college kept on paper file?  |   |
| Do you have secure cloud based services? |   |
| Do you have laptops/tables that can work offline? |   |
| Do you have paper contingencies for record keeping, such as registers, accident forms etc? |   |
| Can you revert to paper based activities? |   |
| Do you have a data recovery plan?  |   |
| Can you forward calls to a school/college mobile? |  |

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| **IT and Telephony Suppliers** | **Contact information** |
| Line faults |   |
| Network Supplier |   |
| IT support |   |
| Mobile phone |   |
| Other |   |

Suppliers & Contractors Template

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| **Pre-identified alternative Suppliers / Contractors** | **Contact information** |
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Site and Building Security Checklist

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| **Whole Site Security** | **Yes/No** | **Comment/Action** |
| Is the whole site protected by perimeter fencing? |   |   |
| Can pedestrian access be limited / restricted? i.e. by locking gates |   |   |
| Are there public footpaths?  |   |   |
|  If so, are they fenced? |   |   |
| Can vehicular access be limited / restricted? i.e. by locking gates and or bollards etc |   |   |
| Is there CCTV? |   |   |
|  If so, is it: monitored? |  |  |
|  are notices/warnings clearly displayed? |  |  |
| Do you have any security guards, or staff patrolling the grounds? |  |  |
| Are students involved in security – eyes and ears, reporting anything suspicious, challenging visitors etc? |  |  |
| Is the site overlooked? |  |  |
| Is there a process for dealing with a security alert? |  |  |
| Are there arrangements to enhance security if the situation becomes critical? |  |  |

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| **Building security** | **Yes/No** | **Comment/Action** |
| Are access points supervised? |   |   |
| Are access points locked? i.e. can they only be accessed with a key/code? |   |   |
| If so who has access to key/code? And is this monitored and maintained? |   |   |
| Is there access between public and restricted areas? |   |   |
| Are there any alarm systems (e.g. burglar alarms, panic alarms) |  |  |
| Do all staff wear identification? |   |   |
| Do you have procedures for visitors? (inc. open days etc) |  |  |
| Are unsupervised visitors / contractors etc signed in and issued with identification? |   |   |
| Do all students wear a uniform? |   |   |
| Do all students wear identification? |   |   |
| Are people not wearing identification challenged?  |   |   |
| Is identification carefully checked? |  |  |
| Are students taught not to allow tailgating by unknown visitors? |  |  |
| Can students be involved in school/college security arrangements? |   |   |
| Can windows be fully opened? |   |   |
| Do you have an intruder / panic alarm? |   |   |
| If so is it linked to the police and or a security company? |  |  |
| Do staff have any other means of raising the alarm? i.e. mobile phones |  |  |
| Is there a process for dealing with a security alert? |  |  |
| Are there arrangements to enhance security if becomes critical?  |  |  |