



# **BUSINESS CONTINUITY AND EMERGENCY PLAN**

**Date of Issue: 21<sup>st</sup> July 2021**

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## Introduction

### Aim of this Plan

To prepare the school to cope with the effects of an emergency.

### Objectives

- To define purpose of the school
- To analyse the emergency risks to the business
- To detail the agreed response to an emergency
- To identify Key Contacts during an emergency

### Distribution List

Copy Number	Name	Location
001	Staff copy	Health and Safety File
002	Central copy	Head Office
003	Electronic copy	F Drive

**If you have any suggested changes to this plan, please notify**

**Ali Khawaja - Health and Safety Officer**

**[Ali.Khawaja@youngfoundations.com](mailto:Ali.Khawaja@youngfoundations.com)**

## Using the BCP

In the event of an emergency the user should look through the index and find the relevant emergency plan and turn to the page indicated. Any additional resource or information required can be found in the appendix. If further assistance is required contact the Head teacher if you have not already.

There are also some documents that must be used in every initiation of the BCP:

- The emergency response checklist (Page 16)
- Key contact sheet (Page 17)
- The Log sheet (Page 18)

These documents will prompt you to take actions, give you important contact information and somewhere to document your actions.

Further information is available in the appendix:

- Education's Contact Details (Page 19)
- Emergency transport arrangements (Page 21)
- Emergency funding (Page 22)
- Emergency medication (Page 23)

## How to Set Up the BCP

The school leader should look over the BCP and complete all the relevant sections. This includes:

- Inserting the statement of purpose
- Keeping the school contact details up to date
- Filling in the Emergency transport arrangements
- Completing the Emergency funding page
- Inserting the Emergency medication contact

If there are any additional foreseeable circumstances that are identified they must be added to the BCP (For Further Details contact Phil McGrath)

Corona – COVID -19 guidance added 16/3/20

Corona – COVID 19 Risk Assessment to include Blending Learning Package – Sept 2020

# Statement of Purpose

*Stafford Hall is part of Young Foundations a concept designed to meet a range of needs, specialising in young people with autism, in a variety of care and education settings. The school is committed to providing the best quality of care and education for young people aged between 12 years and 18 years old to enable them to reach their full potential and maximise their life chances.*

## Emergency Plan No. 1 School Fire

In the event of a School Fire please follow the procedure detailed below.

Raise the alarm by shouting FIRE or sounding the alarm.

Commence Evacuation of the School (Go to Assembly Points)

If possible obtain the School register and visitors log, so you can establish how many people are in the school

Ensure all people in the School are safe and accounted for, without putting your life at risk.

Phone 999, and ask for the Fire Service, and give the necessary details.

Contact the operations director to inform them of the incident.

Ensure safety of the staff and young people until further assistance arrives.

Head teacher to inform the Estates department/Head Office of incident.

If there is a death in the School go to Emergency Plan No. 3.

Arrange for all young people to be collected and returned home.

Local Authorities Informed

Staff to be debriefed.

## Emergency plan for Flooding no.2

In the event of the School being flooded follow the procedure detailed below.

Raise the alarm Emergency Services contacted if required.

Turn of the water and electrical supply to the school if possible.

Contact the school's Water Supplier if necessary.

Log events in the running log, to ensure a detailed account is recorded.

Stop all people from going in the flooded area.

Ensure all people in the School are safe and accounted for, without putting your life at risk.

Contact Operations Director to inform them of the incident

Ensure safety of the staff and young people until further assistance arrives.

head teacher to contact estates department to inform them of incident.

If there is a death in the school go to Emergency Plan No. 3.

Arrange for all young people to be collected and returned home.

Local Authorities Informed

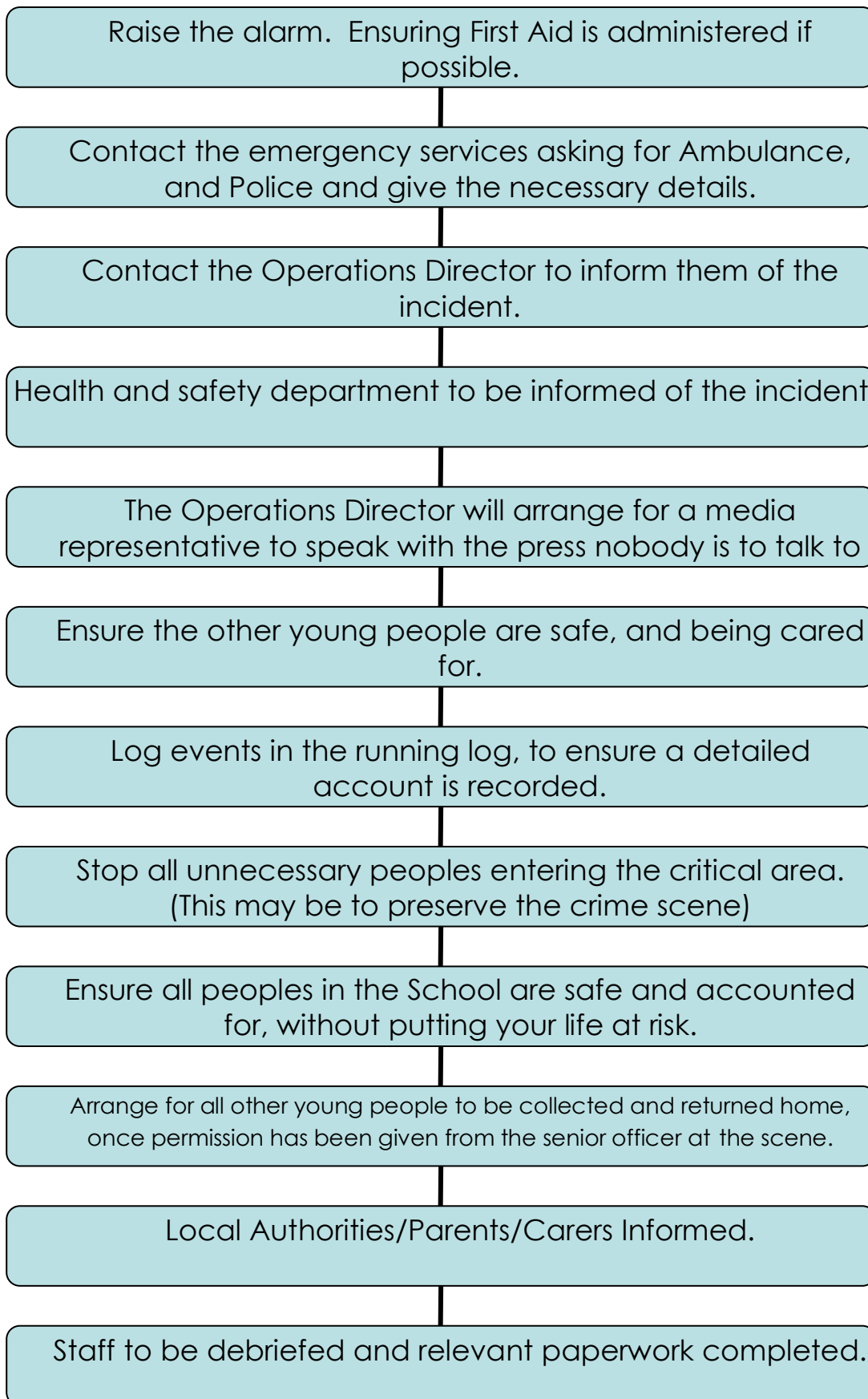
Staff to be debriefed.

### **Emergency Plan No. 3 Death of Young Person**

In the event of a serious injury/death of a young person in the school follow the procedure detailed below.

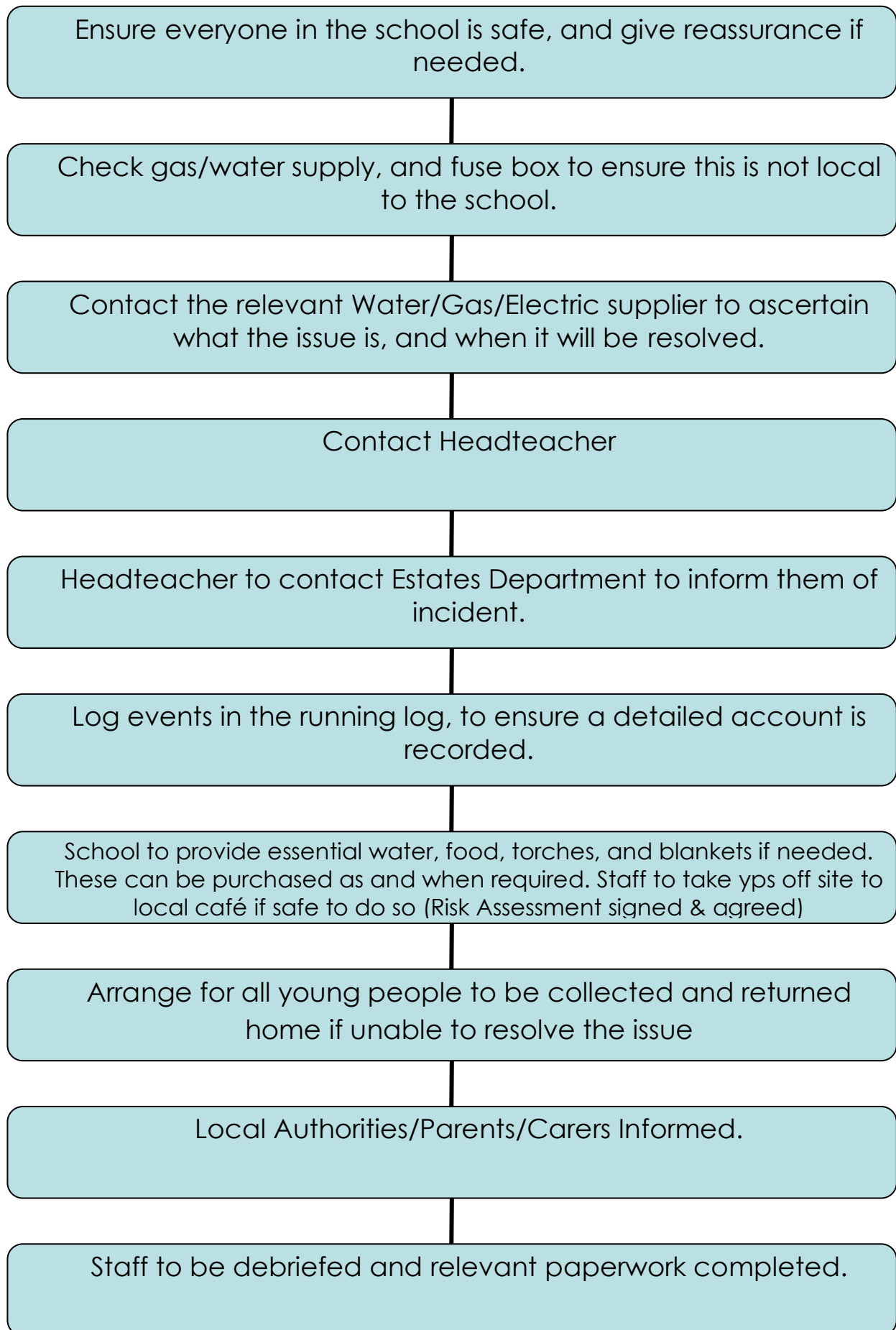
### **EMERGENCY PLAN 3: DEATH**





### Emergency Plan No. 4 Utility Failure

In the event of a Utility failure in the school follow the procedure detailed below.



## Emergency Plan No. 5 Theft/Criminal Damage

In the event of a Theft, or Criminal Damage please follow the procedure detailed below.

Ensure everyone in the school is accounted for, and they are safe. Give positive reassurance whilst doing so.

Contain the damaged area, and keep clear for evidence gathering purposes.

If possible obtain the School's Register /visitors log, so you can establish how many people are in the school.

Phone 999, and ask for the relevant Emergency Service, and give the necessary details.

Contact the Headteacher to inform them of the incident.

Ensure safety of the staff and young people until further assistance arrives.

Headteacher to contact Operations Director and Estates Department to inform them of incident.

If there is a death in the school go to Emergency Plan No. 3.

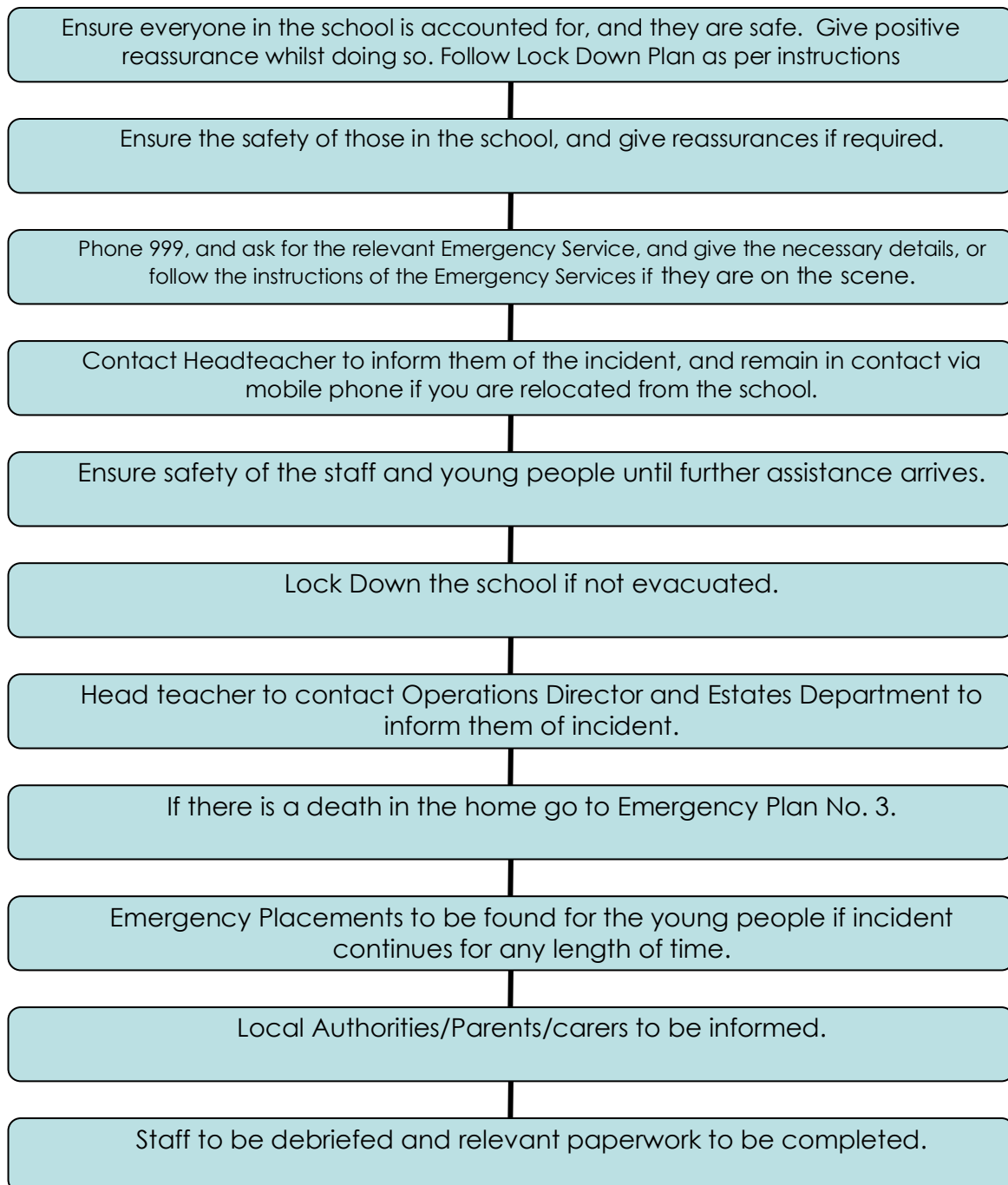
If necessary arrange for all young people to be collected and taken home.

Local Authorities/Parents/Carers to be informed.

Staff to be debriefed, and relevant paperwork to be completed.

## Emergency Plan No. 6 Terrorism

In the event of a Terrorist Event involving the school please follow the procedure detailed below:



## Emergency Plan No. 7 Natural Disaster

In the event of a Natural Disaster involving the Home please follow the procedure detailed below.

If possible obtain the School's Register /visitors log, so you can establish how many people are in the school.

Ensure the safety of those in the School, and give reassurances if required.

Phone 999, and ask for the relevant Emergency Service, and give the necessary details, or follow the instructions of the Emergency Services if they are on the scene.

Contact the Head teacher to inform them of the incident, and remain in contact via mobile phone if you are relocated from the school.

Ensure safety of the staff and young people until further assistance arrives.

Lock down the school if evacuated (where it is safe to do so).

Head teacher to contact Operations Director and Estates Department to inform them of incident.

If there is a death in the School go to Emergency Plan No. 3.

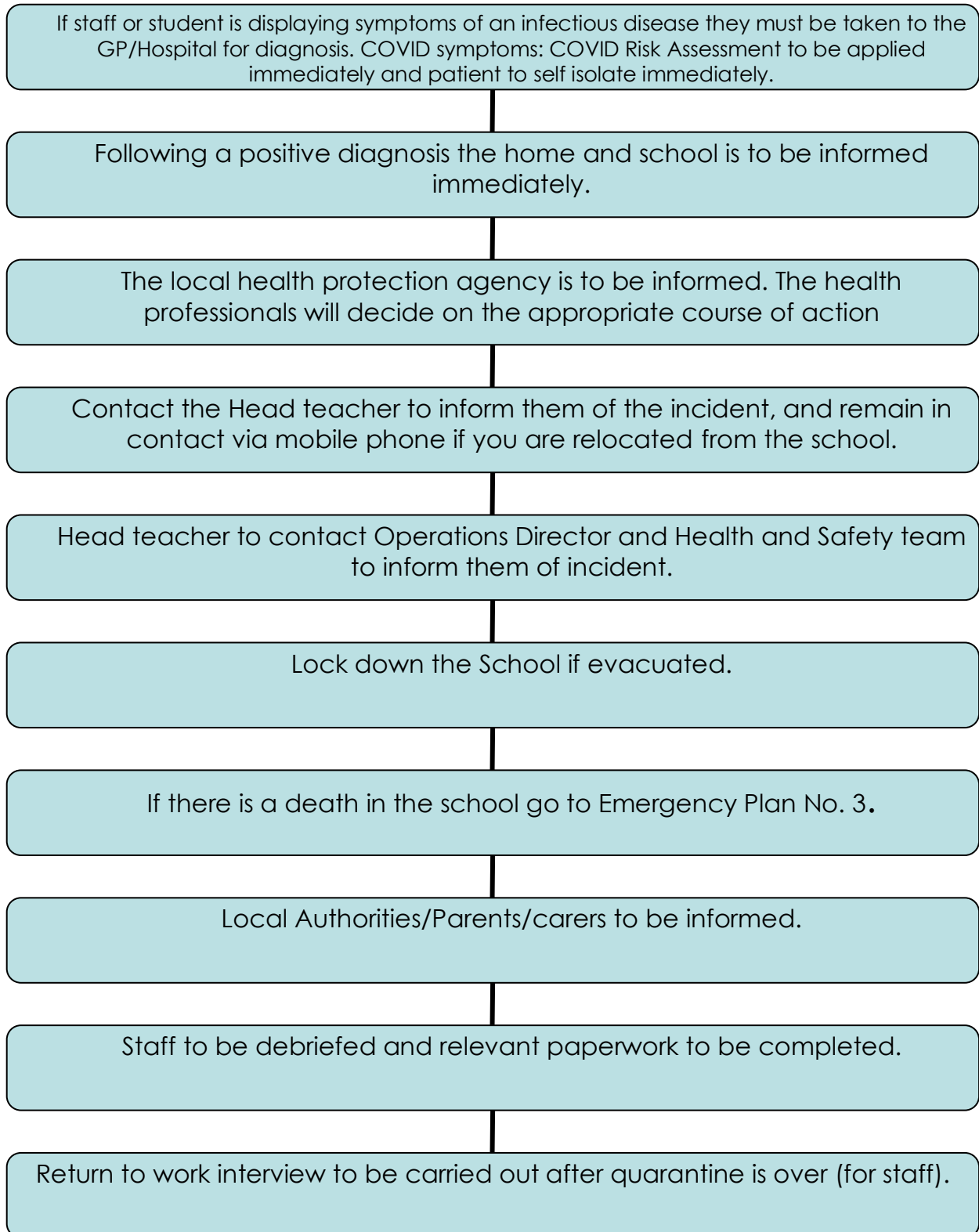
If necessary arrange for all young people to be collected and taken home.

Local Authorities/Parents/carers to be informed.

Staff to be debriefed and relevant paperwork to be completed.

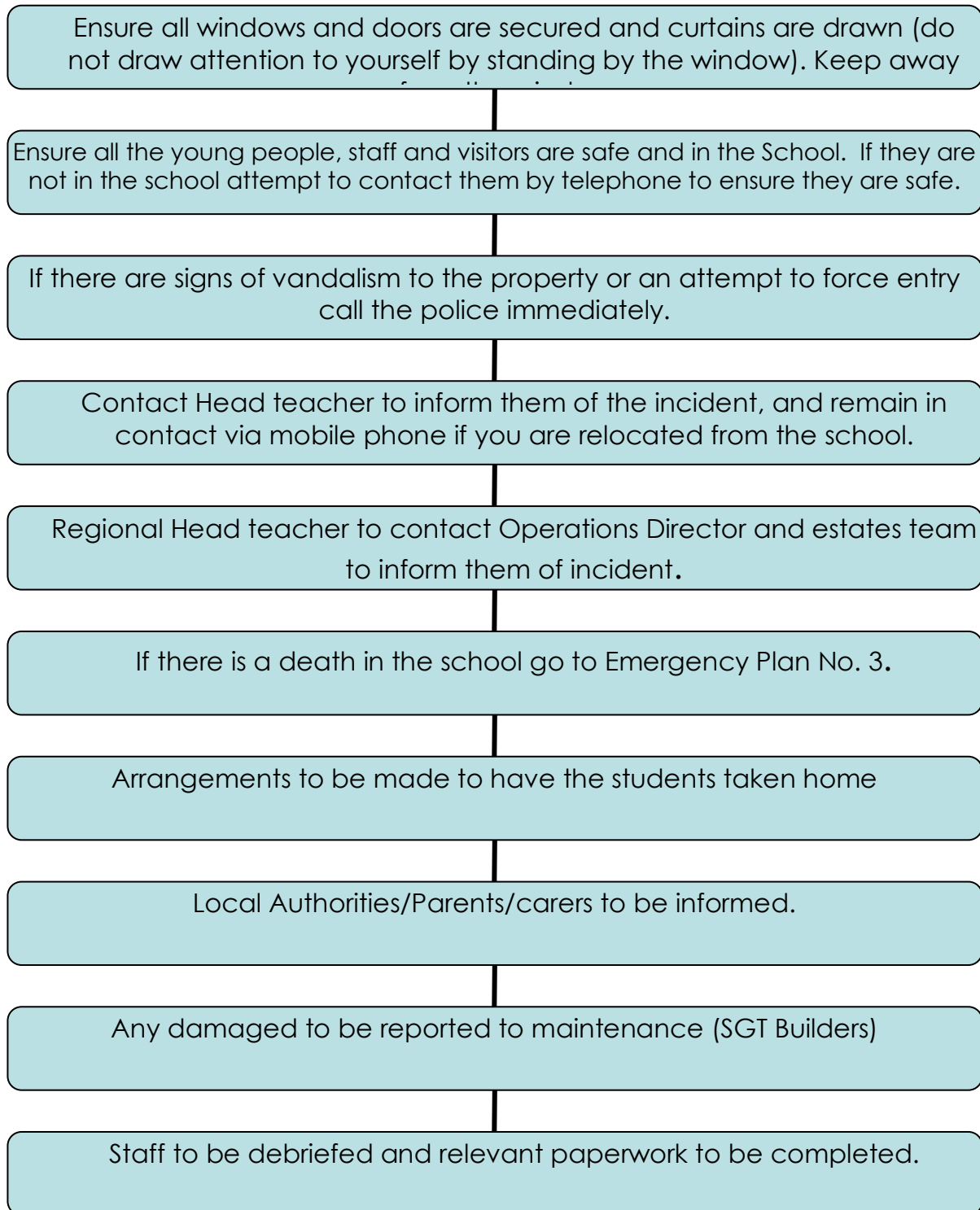
## Emergency Plan No. 8 infectious disease

In the event of a suspected outbreak of an infectious disease please follow the procedure detailed below.



## Emergency Plan No. 9 Riots

In the event of a riot breaking out in the vicinity of the home please follow the procedures detailed below.



## Emergency Response Check-list

For use during an emergency

- Ensure the first aid kit is taken from the Office

- Start a log of actions taken:

- Liaise with Emergency Services:

- Identify any damage:

- Identify Functions disrupted:

- Call your management Team

- Provide information to staff:

- Decide on course of action:

- Communicate decisions to staff

- Provide public information to maintain reputation and business

- Arrange a Debrief:

- Review Business Continuity Plan:



## Key Contact Sheet

Contact	Office Number	Mobile Number	Useful information
Amran Suleman			Executive Head Teacher
Derek Weelands			Head of centre
Tom Ellison		07814114872	Director
Ben Lloyd			Head of Estates and Health and Safety
SGT Maintenance		07966796794	Maintenance Team/Emergency Call Out
ABC Fire (Alarm – Burglar)			Alrm



## Appendix 1 – Contact Details

<b>Local Homes Name</b>	<b>Managers Surname</b>	<b>Manager First Name</b>	<b>Contact Number</b>
Stafford Hall Care Home	Sanderson	Jodie	
Regional Director	Bogle	Patricia	07811414543

## Appendix 2 – emergency transport arrangements

<b>Mode of transport</b>	<b>Telephone number</b>	<b>Address</b>
Closest Homes vehicle	(see local homes contact)	
Taxi	-	
Bus		
Train		

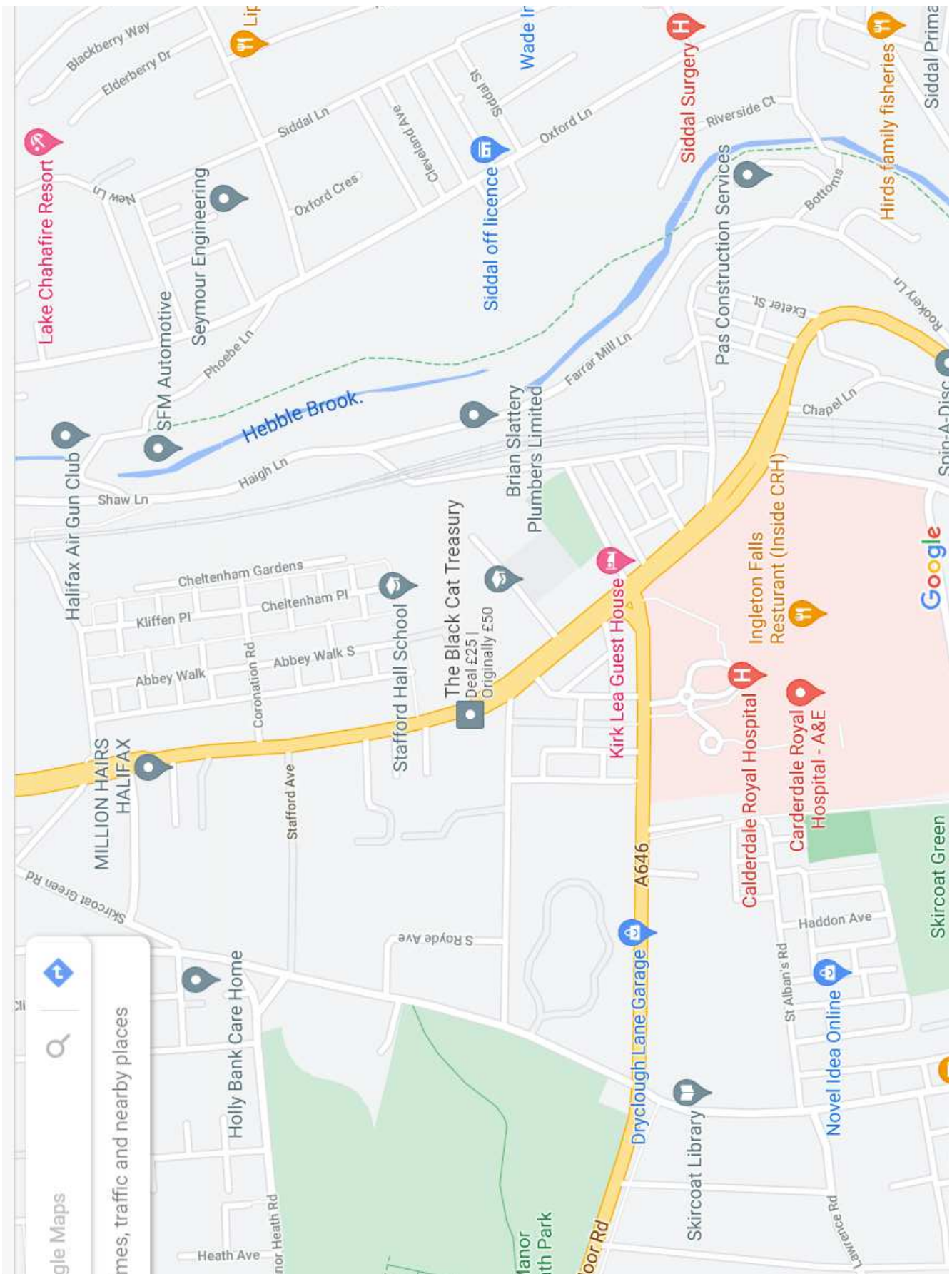
### Appendix 3 – emergency funding

<b>Source of funding</b>	<b>Name of contact</b>	<b>Address</b>	<b>Telephone number</b>
Petty cash	Jodie Sanderson, Senior Care staff	Stafford Hall	
Credit card	Jodie Sanderson Derek Weelands	Stafford Hall	

## Appendix 4 – Emergency Medication

<b>Local GP</b>	<b>Address</b>	<b>Telephone number</b>
Contact the home the child came from for details		
<b>Local Hospital</b>	<b>Address</b>	<b>Telephone number</b>
<b>Walk in centre</b>	<b>Address</b>	<b>Telephone number</b>

## Appendix 5 – Map of the Local Area





Coronavirus Update

**Young Foundations**  
**Coronavirus Business Continuity Plan**  
**update for Care and Education**

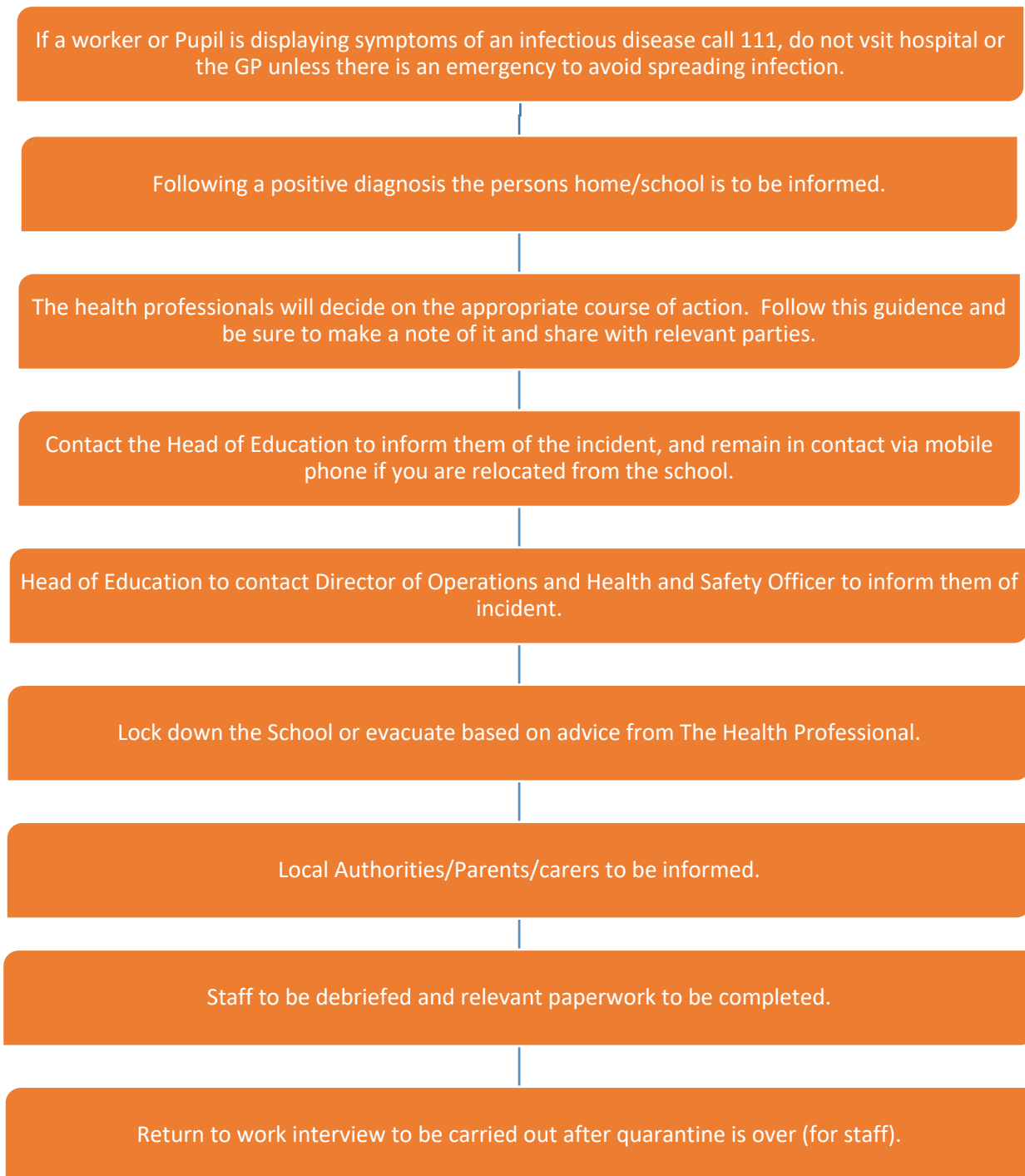


The risk assessment below outlines how we will tackle issues that may arise from an outbreak of the Coronavirus this is a supplement to the Government guidance. The Government guidance is updated regularly and must be checked daily for updates at: <https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

Risk	Response
<p>Outbreak of Suspected COVID</p>	<p>To follow the COVID Risk Assessment Procedure outlined in the COVID Risk Assessment. This has been produced in conjunction with Calderdale Local Authority and Government guidance at this time (Sept 2020). If an outbreak is to occur, the School will revert to the Distance Learning Package as outlined in the COVID 19 Steps Document. This allows time for education to not be unduly affected until full procedures can be completed whilst safeguarding staffs and young people's safety and welfare. This will be agreed in line with latest Calderdale local authority, PHE, Governance, Parents and Government recommendations.</p>
<p>Non availability of premises, through quarantine</p>	<p>Relocation</p> <ul style="list-style-type: none"> <li>• Identify service effected</li> <li>• Locate, Identify, Notify alternative location (short or long term as required (other suitable homes in the organisation, local hotel, rent a property etc)</li> <li>• Organise transport of staff/ equipment to alternative location;</li> <li>• Notify public, staff and other services of events and situational requirements;</li> <li>• Monitor delivery of processes/ functions;</li> <li>• Put in place relevant processes to ensure, so far as practicable, the continuation of the services detailed above. This may be at a reduced level of service provision;</li> <li>• Ensure staff safety and security is not compromised due to change of circumstances.</li> </ul> <p>Records</p> <ul style="list-style-type: none"> <li>• identification of records affected</li> <li>• Inform the Insurance section as soon as</li> </ul>

	<p>possible;</p> <ul style="list-style-type: none"> <li>• organise transport of records ☐</li> <li>• Through the #MT, notify staff and other services of events and situational requirements;</li> </ul> <p>Should we be unable to find a suitable local alternative to house our residents we would have to inform to local authority on our intent to serve notice on the effected placements.</p>
<p>Non availability of key staff or significant numbers of front-line staff, either through outbreak/ disease, transport disruption/ fuel shortages, may result in adverse impact on service provision.</p>	<p>Liaison with Head office and local services;</p> <ul style="list-style-type: none"> <li>• Identification of priority groups of employees (where is the staff needed the most)</li> <li>• Monitor and priorities delivery of essential/core services (put staff where they are needed the most);</li> <li>• Re-deploy staff as required (work with staff from other services/locations. Ask staff to pick up extra shifts)</li> <li>• Monitor employee availability levels on a daily basis (keep in regular contact with all company employees that can potentially help)</li> <li>• Reinstate services as appropriate, subject to employee availability;</li> <li>• Maintain organisational awareness via ongoing briefings/ sit-reps;</li> <li>• Maintain procedures to inform and support staff; and</li> <li>• If there are no internal staff available and staff are required we should contact Agencies for support with temporary staff.</li> </ul> <p>If we have exhausted all possible avenues and we are still unable to provide a safe level of staffing, as a last resort we can contact the local authority and serve them notice on the placement.</p>

Process flow diagram for Outbreak in schools – **PHE TO BE INFORMED IMMEDIATELY FOR GUIDANCE AND LOCAL OUTBREAK TEAM**



**PLEASE FAMILIARISE WITH THIS PLAN IN CASE OF LOCK DOWN**

LOCK DOWN Plan	
<b>Staff responsibilities</b>	
<b>Headteacher</b>	MAKE CONTACT WITH EMERGENCY SERVICES
<b>Other staff members</b>	<ul style="list-style-type: none"> <li>• SENIOR LEADERSHIP TEAM: MAKE CONTACT WITH EMERGENCY SERVICES IF HEADTEACHER OFF SITE</li> <li>• communicate with parents</li> <li>• Teachers and support staff: stay with Students</li> <li>• Fire Marshalls (JH, LM) ensure all access points are secured</li> </ul>
<b>Signals</b>	
<b>Lockdown signal(s)</b>	<ul style="list-style-type: none"> <li>• Word of mouth – Senior Leadership Team</li> </ul> <p>To inform all staff to stay with Students in the event of lock down.</p>
<b>All clear signal</b>	<p>For example:</p> <ul style="list-style-type: none"> <li>• Fire Marshalls to alert each class of clearance.</li> </ul>
<b>Evacuation signal</b>	Use Fire Alarm – (young people familiar with this sound to avoid over stimulation and further anxiety)
<b>Lockdown</b>	
<b>Assembly points</b>	Classroom
<b>Entrance and exit points</b>	Identify how to quickly secure these. Remember these may be more than just doors and gates. For example, windows and air vents.
<b>Bringing Students inside</b>	CODE WORD: ALERT – Staff to inform all colleagues. Staff to bring young people inside immediately. Staff fully supervise young people outside at breaks.
<b>Steps to increase protection from danger</b>	<p>For example:</p> <ul style="list-style-type: none"> <li>• Lock and screen doors/pull blinds (All staff)</li> <li>• Position students away from sightlines from external doors and windows, for example under a desk</li> <li>• Turn off lights and monitors</li> <li>• Ensure mobiles phones and electronic devices are on silent, or turned off</li> </ul>

<b>Internal communication</b>	<i>If it is unsafe for SLT to tell a colleague what is happening and to avoid anxieties of the young people, a text maybe sent also by ER to staff phones.</i>
<b>Communication with parents</b>	<i>SLT to inform parents and carers by a combination of text and email. As you're using more than one channel to communicate with them. You could also ask parents not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.</i>
<b>Additional notes</b>	<i>All young people have a personal risk assessment. These factors will be considered by staff working with them at the time.</i>

All these guidance notes should be read in conjunction with Young Foundations Policies and Guidance