

# SOMERSET COUNCIL



**Somerset**  
Council

## ***Churchstanton Primary School*** **BUSINESS CONTINUITY PLAN**

School Name	Churchstanton Primary School
Author	Matt Watson
Date Completed	January 2024
Date to be Reviewed	January 2025
Version	1

## VERSION CONTROL

VERSION NO.	DATE	BY WHOM	ACTION
2	February 2016	S Dorrall	New logo and contact details. Term MTPD replaced with Recovery Time Objective
2.1	October 2016	S Dorrall	Addition of Plan – do – check – act diagram. Risk Assessing your business section. Appendix, C, D and E added
3.1	March 2020	S Dorrall	New SC Font & Logo applied. Contact info updated. Links updated
3.2	July 2022	S Dorrall	UK Gov guide to emergency planning link added; Heatwave guide added to severe weather section. Section 5.5 added – disruption to exams/assessments

For further guidance on Business Continuity Plans, please contact the Civil Contingencies Unit at [InfoCCU@somerset.gov.uk](mailto:InfoCCU@somerset.gov.uk).

It is good practice for the school to retain a printed copy away from the school and conduct regular reviews of a completed plan.

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## SECTION 1. INTRODUCTION

### 1.1 Background Information

Somerset Council is required by the Civil Contingencies Act 2004 to develop plans to manage business continuity in the event of a range of disruptions to services. By extension, Local Authority schools have the same obligation.

No-notice disruptions are, by definition, impossible to predict. This plan deals with the ones most likely to occur:

- loss of premises (through fire, flood etc)
- loss of utilities (electricity, gas, water, fuel)
- failure of IT and telephony
- staff shortage

The impact of any serious disruption may manifest itself in terms of: delivery of education, safety/welfare, financial consequences; reputation damage; environmental consequences.

Further guidance on Business Continuity Plans in schools and educational establishments is available in the Department for Education document: [Emergency planning and response for education, childcare, and children's social care settings](#)

### 1.2 Aim of Plan

The aim of this plan is to provide guidance and support to enable schools to tackle the impact of severe disruptions due to a variety of unlikely, but credible, causes, with the following objectives.

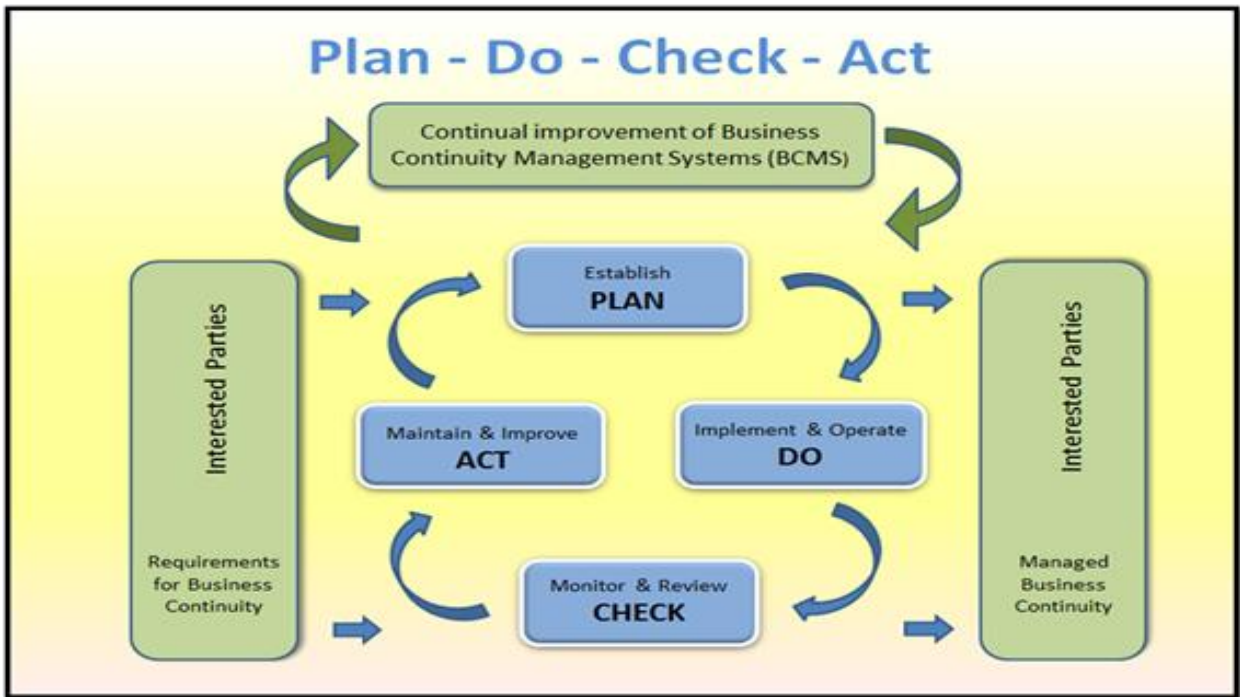
### 1.3 Objectives of Plan

The plan is designed to achieve the following strategic objectives:

- a. To safeguard the safety and welfare of pupils, staff and visitors;
- b. To resume provision of education services at the earliest opportunity and, where possible, secure a continuation of learning;
- c. To maintain the community and identity of the school;
- d. To return the school to normality.

### 1.4 The Plan-Do-Check-Act (PDCA) Model

The International standard applies the "Plan-Do-Check-Act" (PDCA) model to planning, establishing, implementing, operating, monitoring, reviewing, maintaining and continually improving the effectiveness of the organisational BCMS.



<b>Plan</b> (Establish)	Establish Business Continuity policy, objectives, targets, controls, processes and procedures relevant to improving Business Continuity in order to deliver results and align with the organisations overall policy and procedures.
<b>Do</b> (Implement and operate)	Implement and operate the Business Continuity policy, controls, processes and procedures.
<b>Check</b> (Monitor and review)	Monitor and review performance against Business Continuity policy and objective, report the results to management for review, and determine and authorise actions for remediation and improvement.
<b>Act</b> (Maintain and Improve)	Maintain and improve the BCMS by taking corrective action, based on the results of management review and reappraising the scope of the BCMS and Business Continuity policy and objectives.

### 1.5 Related Plans and Procedures

This plan should be read in conjunction with the school’s other evacuation plans and emergency procedures that deal with the immediate response to an emergency situation.

For example:

- Dealing with Major Incidents and Updating your Contingency Plan
- Please insert other useful documents.

## 1.6 Plan Review and Testing

This plan should be reviewed for currency and accuracy every 2 years or in the event of significant structural or organisational change.

It is good practice to test the plan by way of conducting a Business Continuity Plan exercise. A scenario-based tabletop exercise is a useful way to test your plan. Exercises can be designed as short-table top sessions for the team based around any of the following scenarios:

- Cyberattack/complete loss of your IT system
- Pandemic illness
- Severe Weather causing damage or major disruption to the school
- Loss of Power or water
- Staff shortages through illness or industrial action

## 1.7 Business Continuity/Emergency Grab Bag

An emergency grab bag should be created to hold key information that will support the school in the event of an emergency/business continuity disruption. Depending on the nature of the disruption, this pack should be kept in a location that can be accessed at all times.

Our grab bag contents include:

Section	Details
Business Continuity	Business Continuity Plan (plus spare copies of forms in Appendices)
	Key contact details, including: Governors, Parents/Carers, Local Authority, Suppliers etc
Staff Information	Staff contact details
	Staff emergency contact details
Equipment and other items	First Aid Kit
	LED torch
	Pay-as-you-go mobile phone and battery powered mobile phone charger
	Contact details for transport providers
	School Floor Plans
	Spare keys
	Whistle
	High visibility jacket

## SECTION 2: PLAN ACTIVATION

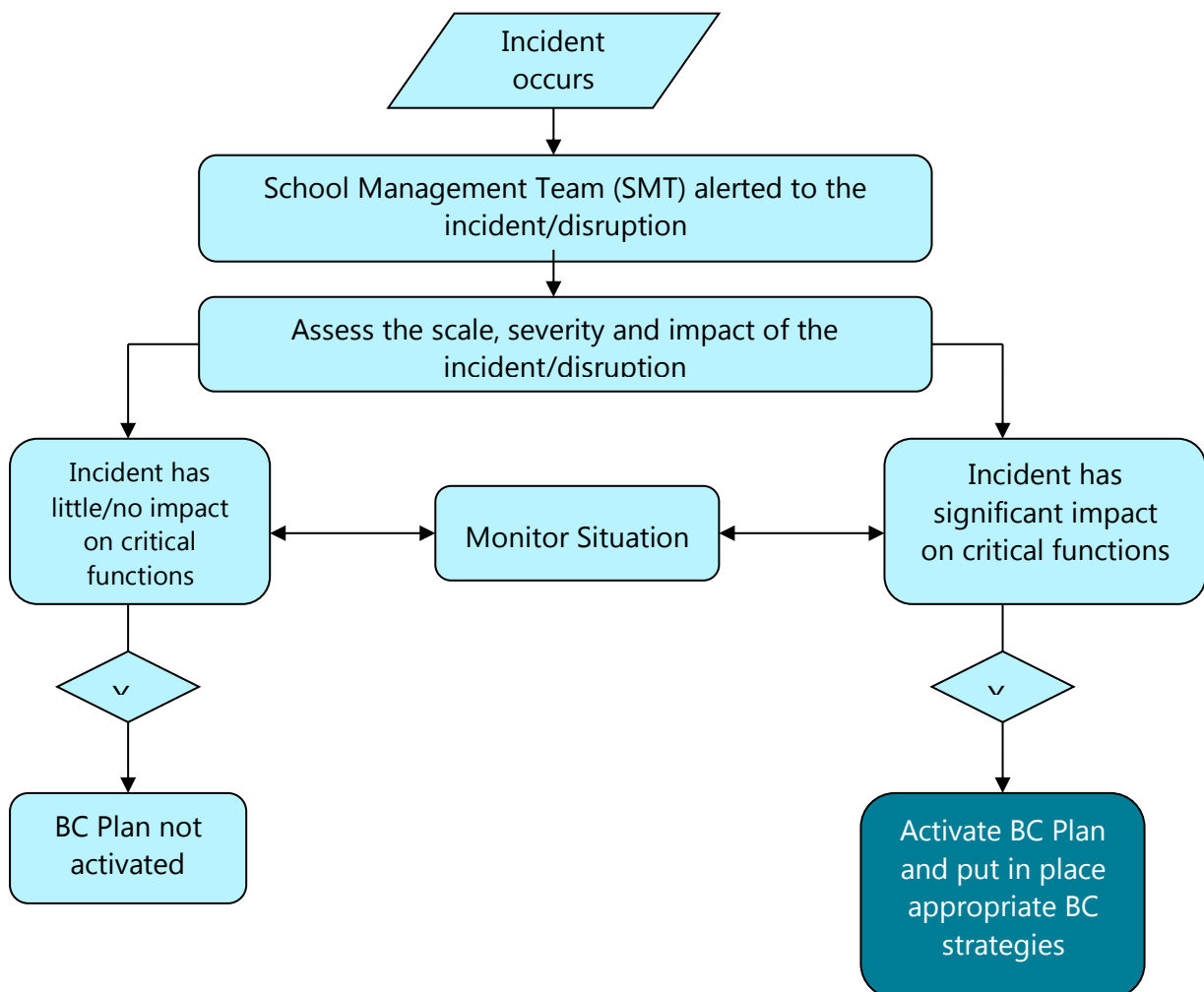
### 2.1 Circumstances

This plan will be activated in response to an incident causing significant disruption to the School, particularly the delivery of key/critical activities.

### 2.2 Responsibility for Plan Activation

The responsibility for implementing this plan lies with the Head Teacher or, if not available, a member of the School (Incident) Management Team.

### 2.3 Activation Process

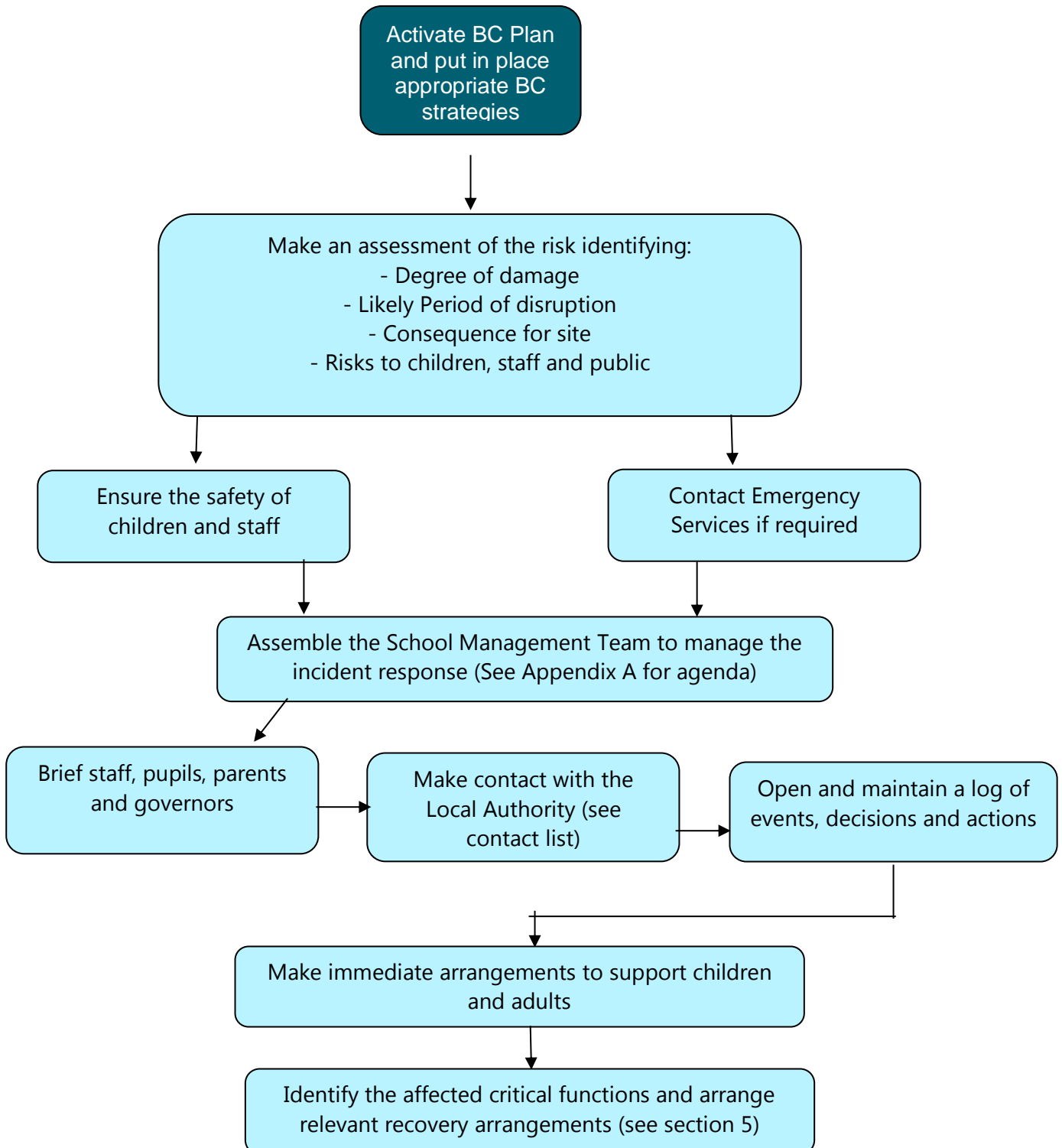




## SECTION 3: PLAN IMPLEMENTATION

### 3.1 Incident Response

Upon activation of the School Business Continuity Plan, it is suggested that the following actions are taken.



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Set up arrangements to deal with public, communications and enquiries

### 3.2 Roles and Responsibilities

The headteacher, in conjunction with the school/establishment’s Senior/School Incident Management Team will delegate Business Continuity Roles and Responsibilities. A guide on the roles and responsibilities required during a Business Continuity incident is described below.

Role	Responsibilities	Accountability / Authority
Headteacher	<ul style="list-style-type: none"> <li>▪ Responsible owner of Business Continuity Management in the School</li> <li>▪ Ensuring the School has capacity within its structure to respond to incidents</li> <li>▪ Determining the School’s overall response and recovery strategy</li> </ul>	The Headteacher has overall responsibility for day-to-management of the School, including lead decision-maker in times of crisis.
Business Continuity Coordinator	<ul style="list-style-type: none"> <li>▪ Business Continuity Plan development</li> <li>▪ Developing continuity arrangements and strategies e.g. alternative relocation site, use of temporary staff etc</li> <li>▪ Involving the School community in the planning process as appropriate</li> <li>▪ Plan testing and exercise</li> <li>▪ Conducting ‘debriefs’ following an incident, test or exercise to identify lessons and ways in which the plan can be improved</li> <li>▪ Training staff within the School on Business Continuity</li> <li>▪ Embedding a culture of resilience within the School, involving stakeholders as required</li> </ul>	Business Continuity Co-ordinator reports directly into the Headteacher and will usually be a member of the School Incident Management Team.
School Incident Management Team <i>Could consist of:</i> <i>Headteacher</i> <i>Business Continuity Coordinator</i> <i>Health and Safety Coordinator</i> <i>Chair of Governors</i> <i>Premises Manager</i>	<ul style="list-style-type: none"> <li>▪ Leading the School’s initial and ongoing response to an incident</li> <li>▪ Declaring that an ‘incident’ is taking place</li> <li>▪ Activating the Business Continuity Plan</li> <li>▪ Notifying relevant stakeholders of the incident, plan activation and on-going response actions</li> <li>▪ Providing direction and leadership for the whole School community</li> </ul>	The School Incident Management Team has the delegated authority to authorise all decisions and actions required to respond and recover from the incident.

	<ul style="list-style-type: none"> <li>▪ Undertaking response and communication actions as agreed in the plan</li> <li>▪ Prioritising the recovery of key activities disrupted by the incident</li> <li>▪ Managing resource deployment</li> <li>▪ Welfare of Pupils</li> <li>▪ Staff welfare and employment issues</li> </ul>	
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Other roles/responsibilities to consider during the activation of a Business Continuity plan include:

Role	Responsibilities	Report to/Actions
Incident Log (record keeper)	<ul style="list-style-type: none"> <li>▪ To record all key decisions and actions taken in relation to the incident</li> </ul>	The Headteacher or School Incident Management Team.
Media Coordinator	<ul style="list-style-type: none"> <li>▪ Collating information about the incident for dissemination in Press Statements</li> <li>▪ Liaison with Local Authority Press Office</li> </ul>	The Local Authority Press Office/Headteacher but should not make direct contact with Media.
Communication	<ul style="list-style-type: none"> <li>▪ Co-ordinating communication with key stakeholders including: <ul style="list-style-type: none"> <li>○ Governors</li> <li>○ Parents/Carers/carers</li> <li>○ Local Authority (SCC)</li> <li>○ School Crossing Patrol</li> <li>○ School Transport Providers</li> <li>○ External agencies e.g. Emergency Services, Health and Safety Unit</li> </ul> </li> </ul>	All communications activities should be agreed by the School Incident Management Team. Information sharing should be approved by the Headteacher (or School Incident Management Team if the Headteacher is unavailable).
Premises Manager	<ul style="list-style-type: none"> <li>▪ To ensure site security and safety in an incident</li> <li>▪ To link with the School Incident team on any building/site issues</li> <li>▪ To liaise and work with any appointed contractors</li> </ul>	Reporting directly to the Headteacher or School Incident Management Team.
ICT Coordinator	<ul style="list-style-type: none"> <li>▪ To ensure the resilience of the School's ICT infrastructure</li> <li>▪ To link with SCC IT helpdesk or external providers (if applicable)</li> </ul>	ICT Coordinator reports directly to the Business Continuity Coordinator for plan development issues.

	<ul style="list-style-type: none"> <li>▪ Work with the Business Continuity Coordinator to develop proportionate risk responses</li> </ul>	In response to an incident, reporting to the School Incident Management Team.
Recovery Coordinator	<ul style="list-style-type: none"> <li>▪ Leading and reporting on the School's recovery process</li> <li>▪ Identifying lessons as a result of the incident</li> <li>▪ Liaison with Business Continuity Coordinator to ensure lessons are incorporated into the plan development</li> </ul>	Is likely to already be a member of the School Incident Management Team, and will lead on recovery and resumption strategies. Reports directly to Headteacher.

## SECTION 4: BUSINESS IMPACT ASSESSMENT

For the purpose of this plan, the strategic critical function of the school is stated as:

**‘The provision of educational services to its registered pupils, including a safe and secure environment in which to learn.’**

In a business continuity context, the following functions are intended to achieve the strategic aim. Each activity has a ‘Recovery Time Objective’ (RTO), a timescale by which an establishment would seek to reinstate a service or services that have been lost during a period of disruption. Some activities will be more critical than others, and establishments should risk assess their critical activities and a realistic recovery time objective of when the service or function can be restored.

*The chart below highlights critical functions for you to consider and amend as appropriate.*

Critical Function	Description	RTO
Examinations	Providing staff and facilities to enable pupils to sit examinations.	Within 24 hours
Teaching Staff	The provision of a suitable number of qualified teaching staff to deliver the National Curriculum.	Within 24 hours
Support Staff	The provision of suitably qualified and experienced support staff to assist in the education of pupils and running of establishment services.	Within 14 days
Safe and Secure Premises	The provision of suitable, safe and secure accommodation to enable the delivery of education and to meet duty of care and health & Safety requirements etc.	Within 14 days
Catering Facilities and Staff	The provision of suitable catering facilities and staff to enable preparation of school meals.	24 hours
Utilities - Gas	The supply of gas to enable the heating of premises and preparation of school meals etc.	Within 48 hours Meals off site/Air Source pumps.
Utilities – Water	The supply of water for drinking and general usage including flushing of toilets, preparations of meals etc.	Within 72 hours
Utilities - electric	The supply of electricity to enable ICT systems to run, lighting of premises etc.	Within 48 hours

Provision of IT	The provision of IT to deliver education and to enable the establishment to run smoothly.	Within 14 days
Keeping of suitable records	The keeping of suitable records in relation to staff/pupils and general administrative functions within an establishment.	Within 7 days
Keeping of suitable coursework	The creation and safe keeping of coursework including electronic documentation and items such as textiles, D&T work pieces.	Not applicable
Provision of cleaning contractors	The provision of suitable numbers of cleaners to carry out general cleaners to carry out general cleaning such as toilets, waste collection and removal.	Within 24 hours

### Risk Assessing your Business

In the context of 'Business Continuity Management' a risk assessment looks at the likelihood and impact of a variety of risks that could cause a business interruption.

The Risk Assessment matrix in this plan differs slightly from that used in the assessment of corporate risk. This matrix is incorporated into the ISO22301 which is an International Standard that Somerset Council has aligned its BC plans to. The ISO22301 is designed specifically to aid Business Continuity Management and is used by numerous private organisations and most Local Authorities nationwide.

This assessment is a structured and auditable process for identifying significant events, assessing their likelihood and impacts, and then combining these to provide an overall assessment of risk, as a basis for further decisions and actions.

Likelihood of occurrence	Indicator
1. Negligible	Slight or very small chance
2. Rare	Infrequent or exceptional
3. Unlikely	Not likely to occur or have occurred
4. Possible	Capable of happening or occurring
5. Probable	Having more evidence 'for' than 'against'. Likely to occur

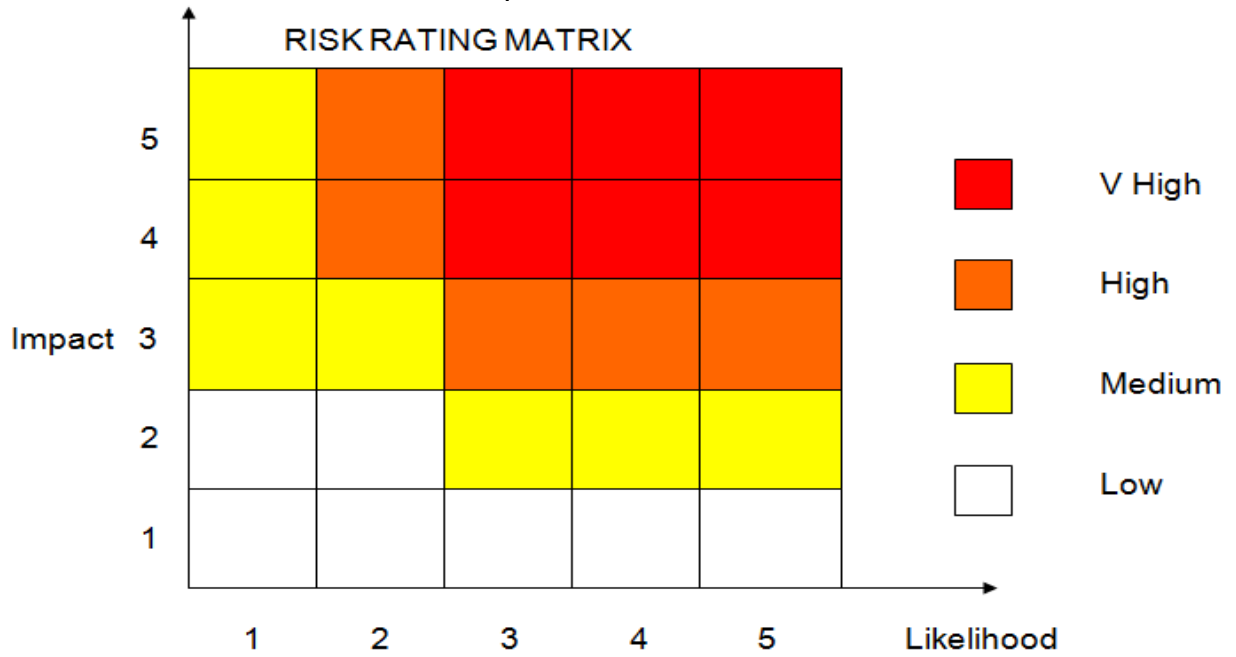
#### **GUIDANCE:**

Each of the hazards should be scored in terms of its 'likelihood' and 'impact', which, combined, produce the 'risk' rating:

Likelihood  
 1 - Negligible  
 2 - Rare  
 3 - Unlikely  
 4 - Possible  
 5 - Probable

Impact  
 1 - Insignificant  
 2 - Minor  
 3 - Moderate  
 4 - Significant  
 5 - Catastrophic

Risk  
 Likelihood x Impact



## SECTION 5: POTENTIAL DISRUPTIONS

### 5.1 Loss of Premises

Loss of premises may result from fire, flood, loss of essential utilities or the building is within an area cordoned off by emergency services. This may occur during school hours, necessitating and evacuation, or during non-school hours preventing staff and pupil's access to the building.

It is a critical function of the school to provide suitable, safe and secure accommodation to enable the delivery of education and to meet duty of care and health & Safety requirements etc. The space below should include all relevant information that would assist with recovery from a loss of premises incident.

Virtual learning: In cases of an enforced closure many school provide links through their website to learning opportunities. These together with other educational internet and paper based services provide methods for providing continuation of education provision).

*It is good practice for Schools/educational establishments to maintain contact with the local authority or governing body to help identify suitable working processes and possible alternative locations. From experiences of past Business Continuity events, alternative locations have been sought/implemented when a facility has been closed for a period of more than one week.*

Risk	Potential Workarounds				
<p><b>Complete loss of site</b></p> <p><b>Risk Rating:2</b></p>	<p>Potential alternative sites:</p>	<table border="1"> <tr> <td data-bbox="947 949 2031 1051">1: Alternative Classrooms</td> </tr> <tr> <td data-bbox="947 1051 2031 1193">2: Village Hall</td> </tr> <tr> <td data-bbox="947 1193 2031 1295">3: Neighbouring School</td> </tr> </table>	1: Alternative Classrooms	2: Village Hall	3: Neighbouring School
1: Alternative Classrooms					
2: Village Hall					
3: Neighbouring School					



<p><b>Partial loss of site</b> <b>Risk Rating: 2</b></p>	<ul style="list-style-type: none"> <li>- <i>Use of alternative on-site buildings</i></li> <li>- <i>Use of temporary accommodation</i></li> <li>- <i>Use of off-site facility if available</i></li> </ul> <p>Useful information/contacts: Premises Support – County Surveyor Niaomi Chetter 07768 801627</p>
<p><b>Temporary loss of premises (utility failure)</b> <b>Risk Rating: 2</b></p>	<ul style="list-style-type: none"> <li>- Virtual learning</li> <li>- Provision for vulnerable children, those with additional needs, key worker children</li> </ul>
<p><b>5.2 Loss of Staff</b> The most likely scenarios involving a significant loss of staff are industrial action, fuel shortage, outbreak of disease (eg. Pandemic influenza) and severe weather. In all of these events, there is likely to be a period of notice in which arrangements may be made to mitigate the effects.</p> <p>It is a critical function of the school to provide a suitable number of qualified teaching staff to deliver the National Curriculum and suitably qualified and experienced support staff to assist in the education of pupils and running of establishment services.</p> <p>It is also important to consider ‘Single Points of Failure’ i.e. Exams Officer/Premises Manager etc</p>	
<p><b>Risk</b></p>	<p><b>Potential Workarounds</b></p>
<p><b>Pandemic Flu/Infectious diseases/Acute Respiratory Infection (ARI)</b></p>	<p>A flu pandemic will occur in 2 waves, 3-9 months apart, with each wave lasting about 12 weeks. In addition to staff being off ill, you will also have staff being off to care for sick relatives etc. There may be local outbreaks of ARIs and Public Health may recommend additional measures.</p>

<p><b>Risk Rating: 2</b></p>	<p>Cover in house with HLTA or TA Teaching Agency Additional hours for cleaning of premises</p>
<p><b>Fuel Crisis</b> <b>Risk Rating:2</b></p>	<p>County Property Services – Niaomi Chetter 07768 801627</p> <p><b>Siobhan Galloway</b> Area Engineer Education Property Education Partnerships &amp; Skills <b>Somerset Council</b> <b>Mob:</b> 07825833571</p> <hr/> <p>Useful information/contacts: Food supplier: The York Inn Dan Prettejohn owner <u>01823 601333</u></p>
<p><b>Industrial Action</b> <b>Risk Rating:2</b></p>	<p>As far as possible, without attempting to influence staff members' legal right to take industrial action, managers should try to estimate the proportion of staff who may be available to work in order to plan work in accordance with priorities</p> <hr/> <p>Cover in house with HLTA or TA Teaching Agency</p>

<b>Severe Weather</b>  <b>Risk Rating:2</b>	<p>In the event of severe weather (eg, snow/flooding/heatwave), staff may be unable to travel to work. Employees are expected to make all efforts to reach their usual place of provide they can do so safely without putting themselves or others at risk.</p>
	<ul style="list-style-type: none"> <li>- Severe Weather arrangements</li> <li>- Virtual learning – website to be accessed by children with learning posted on. Work is set on google class-rooms. Parents are notified via class email.</li> <li>- Teachers with business insurance can transport children.</li> <li>- Contact Josh (Owner) Hatch Green Coaches: 01823 480338</li> </ul>

### 5.3 Failure of IT/Data/Telephony

Failure of IT within a school could be caused by a variety of reasons such as fire, flooding, power cut etc. It is important to ensure that the main server is resilient with separate power supply but if this not possible, back up arrangements should be in place.

Risk	Critical IT Systems	Workaround Options
<b>Failure of IT Server/ systems</b> <b>Risk Rating:2</b>	- eg. SIMS, FMS, Parent Pay	- 'Cloud' arrangements (One-drive) SIMS.
<b>Loss of Data</b>  <b>Risk Rating:1</b>	<b>Critical Data</b>	<b>Workaround Options</b>
	- Back up data provided by IDN Paper back up of data	(One Drive-Microsoft Teams)

<b>Loss of Telephony</b> <b>Risk Rating:2</b>	Facebook to communicate with parents. Office 365 emails.
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**5.4 Loss of Utilities (Electricity/Gas/Water)**

If the school lost any of the utilities, what would the impact of this be and how long would the school continue to operate safely?  
 All contractor contact information can be found in Section 6 of this plan.

<b>Risk</b>	<b>Impact</b>	<b>Workaround Options</b>
<b>Electricity/Gas</b> <b>Risk Rating:2</b>	- Gas heaters in one class-room- Central air-source heat pumps.	Electric Heaters to be ordered from Property Services
	-Lighting in classrooms	
	- IT servers Disruption to on line payment system and information to parents – CATCH Up	Backed up by IDN – Paper records and money collected by office. Paper copy of CatchUp to go out
<b>Water</b> <b>Risk Rating: 2</b>	<b>Impact</b>	<b>Workaround Options</b>
	- Loss of water for drinking	Order in bowser through property services for drinking water and manually flush toilets using buckets of water - Use water from this supply for cleaning
	- washing	N/A

	- sewerage	N/A
	- catering	N/A

### 5.5 Disruption to Education (Exams/Assessment)

If the school cannot deliver exams or assessments, what would the impact of this be and who would the school need to contact/organise to ensure exams or assessment can take place?

Risk Loss of venue Risk Rating:2	Impact	Potential Workarounds
	- Exams/assessment do not take place as planned.	- Alternative venue planning. Village Hall. Another local provider
Risk: Staff shortages, pupil absence  Risk Rating: 2	Impact	Potential Workarounds
	- Students fail to attend	- Special considerations (genuine absence reason), contact with exam board.
	- Loss of invigilators/exam administrators.	- Alternative or temporary cover arrangements.

## SECTION 6: CONTACT INFORMATION

## 6.1 Staff Contact Information (School Incident Management Team)

Job Title	Name	Home Address	Telephone	Email
Headteacher	Matt Watson	Woodford House Millmoor Culmstock EX15 3HA United Kingdom	<b>Home: 01884 840775</b> <b>Mobile: 07926006577</b> <b>Other: 01823 601354</b>	<a href="mailto:matt.watson@churchstantonps.co.uk">matt.watson@churchstantonps.co.uk</a>
Deputy Headteacher	Karina Holt	The Old Schoolhouse Howleigh Lane Blagdon Hill TAUNTON Somerset TA3 7SW	<b>Home: 01823 421739</b> <b>Mobile: 07730788678</b> <b>Other: 01823 601354</b>	<a href="mailto:karina.holt@churchstantonps.co.uk">karina.holt@churchstantonps.co.uk</a>
SENCo	Sam Turner	3 Sanford Rise Wellington Somerset TA21 9GF	<b>Mobile: 07724559805</b> <b>Other: 01823 601354</b>	<a href="mailto:sam.turner@churchstantonps.co.uk">sam.turner@churchstantonps.co.uk</a>

Job Title	Name	Home Address	Telephone	Email
Premises Manager	Richard Gant	43 Castle Park Hemyock Devon EX15 3SB	<b>Mobile: 07495975064</b> <b>Other: 01823 601354</b>	<a href="mailto:richard.gant@churchstantonps.co.uk">richard.gant@churchstantonps.co.uk</a>
Chair of Governors	Jon Wood	Wellfield Culmhead Taunton Somerset TA3 7DZ	<b>Home: 01823 601164</b> <b>Mobile: 07941342195</b>	<a href="mailto:jon.wood@churchstantonps.co.uk">jon.wood@churchstantonps.co.uk</a>

Further information on school Closures is available on Guidance for Schools, via the following link: [School Closures](#)

## 6.2 External Contact Information (Suppliers/Contractors)

Organisation	Purpose e.g Supplier Of Stationery, Portacabin etc.	Name Of Usual Contact	Tel No (Office Hrs)	Out Of Office Hrs	Other Info
Somerset County Council School closures	Please follow the School Closures guidance: <a href="#">School Closures</a>				
Somerset County Council		<b>Customer Services</b>	0300 123 2224		
Property Services		Niaomi Chetter  <b>Siobhan Galloway</b>  Area Engineer	01823 357357 07768 801627 <b>Mob:</b> 07825833571		
Insurance Services		Richard White	01823 355920		
Area Building Surveyor		Niaomi Chetter	07768 801627		
Press Office			01823 355020		



Organisation	Purpose e.g Supplier Of Stationery, Portacabin etc.	Name Of Usual Contact	Tel No (Office Hrs)	Out Of Office Hrs	Other Info
Western Power	Electricity		01823 348600		
Gas Supplier	Calor Gas		0345 609 6207		
Electricity Supplier	British Gas		0845 0728654		
Water Board	Water2Business -		0345 600 2 600		
Catering Suppliers	The York Inn Dan Prettejohn owner		01823 601333		

# APPENDIX

## APPENDIX A: INCIDENT MANAGEMENT TEAM AGENDA

1. Background and Situation Report as known (Chair)
2. Updates and actions:
  - Premises
    - Current state
    - Critical items recovered/still in situ
    - Estimate of return
  - Welfare (staff, visitors, clients)
    - Confirm all persons accounted for
    - Current arrangements for retaining staff
    - Outstanding welfare issues
  - Communications
    - Message given out to staff
    - New contact number for public
    - Public message via Communication and Marketing
    - Brief for Somerset Direct
    - Collect contact numbers for team members.
  - Continuity and Recovery
    - Critical services affected
    - Options to work around disruption
    - Resources shortfall
    - Alternative premises identified (if applicable)
3. Time of next meeting




**Appendix C- Distribution list**

Once plan is complete of has been updated, please circulate to the following:

- Headteacher*
- School Business Continuity Coordinator
- Chair of Governors
- Emergency Pack should hold a copy of the BC Plan

**Appendix D- Testing schedule**

Type of Test (e.g. Live exercise, desktop exercise, communications test)	Date of Test	Lessons Learned

**Appendix E- Activation list**

Description of Incident	Date of Incident	Lessons Learned