

CALSHOT PRIMARY SCHOOL

DISASTER RECOVERY PLAN

July 2020

SECTION 1

INTRODUCTION

Disasters are difficult to prevent, but by anticipating their effects and putting in place a carefully prepared Recovery Plan, the damage can be minimised.

Disaster Recovery Plans are crucial because:

- ❖ Considerable time and effort is saved when a disaster happens
- ❖ It enables all parties to take control of the situation immediately
- ❖ Staff and resources can be allocated to the most important aspects of the recovery
- ❖ It provides a clear definition on how to best handle media enquiries and avoid bad publicity.

The Plan not only covers fire but other events such as storms, theft, burst pipes, malicious damage and death/accident/injury to pupils, students and staff and other human, technical or catastrophic events that require immediate attention. The Plan is not over complicated, providing a summary of the key steps and key information critical to the recovery of the establishment. The Plan is, we believe, user friendly, practical and flexible.

SECTION 2

KEY SCHOOL INFORMATION

School Name & Address	Calshot Primary School, Calshot Road, Great Barr, Birmingham, B42 2BY
Telephone Number Facsimile Number	0121 675 1059 0121 675 0430
E-mail	enquiry@calshot.bham.sch.uk
Headteacher Deputy Headteacher	Mr Michael Wingrove Miss Claire Atterbury
Status Of School	Local Authority Primary School with Nursery
Pupil Numbers & Age Range	470 Ages 3-11 years
Mixed or Single Sex	Mixed
Site Details	The Site is situated in a city area close to the A34, Walsall Road and M6. There are two buildings, the main block being a maximum height of two storeys and the before & after school building a single height. The main school building is a PFI school and the landlord is Galliford Try. The before & after school club building is the responsibility of the school.
Approximate maximum number of pupils accommodated by the largest building on the site	The School is basically a single building; the maximum number of children accommodated is the total attending school i.e. 472.
Maximum number of staff offices required in the event of destruction of any building and who occupies them	It is estimated that three offices would be required. One for Headteacher One for Deputy Headteacher & SBM One for Administration
Key Building Facilities	Library on 1 st floor ICT Suite on 1 st Floor Kitchen on Ground Floor Offices on Ground Floor
Schools within a reasonable distance which could provide facilities on a temporary basis	Arena Academy or Beeches junior /infant school

<p>For each main building the maximum period of disruption before which an alternative could be put into place</p>	<p>Two weeks.</p>
<p>Previous significant disruptions to the school and actions taken at that time</p>	<p>Flood in 2016, Galliford Try and school staff worked in collaboration, no disruption to pupils. Covid-19 Pandemic March 2020. School closure for majority of pupils except pupils of keyworkers. School staff worked with guidance from DFE and BCC.</p>
<p>Details of how critical computer information is stored and backed up</p>	<p>Curriculum & Admin Servers - Full daily back up taken onto hard drive, not kept off site. Askelite responsible. Link2ict back up remotely the admin server daily.</p>
<p>Possible building or planning control consent difficulties that may arise with any building requiring repair or replacement</p>	<p>Responsibility of Galliford Try.</p>
<p>Building representing the largest potential loss in terms of :</p>	<p>-Pupil numbers to be re housed Main Building -Highest concentration of specialist equipment Main Building</p>
<p>Extent to which there is spare capacity around the School in terms of teaching space</p>	<p>The School can take up to a maximum of 472 pupils and in addition there are two halls (one dining) and two small classrooms used for small group work/music and a staff room, therefore if the school was only partially damaged it would be possible to utilise some or all of this space on a temporary basis. There is also room on the field for temporary classrooms.</p>

SECTION 3

KEY CONTACT NAMES AND TELEPHONE NUMBERS

Title	Name	Telephone Number
Head Teacher	Mr Michael Wingrove	0121 352 1350 07411 944679
Deputy Head Teacher	Miss Claire Atterbury	07793007623
School Premises Manager	Mr Brian Dugmore (employed by Galliford Try)	07812 586160
Galliford Try	Helpdesk	0203 554 0512
School Business Manager	Mr Kevin Walker	07956168129
EYFS & KS1 Co-ordinator	Mrs Sally Jagroo	07957471751
KS2 Co-ordinator	Mr David Colling	01384 213763
Chair Of Governors	Mr Dharmesh Rajput	07710 857678
Vice Chair of Governors	Mrs Nicola Jones	07786368899
Chair of Finance	Mr Jon Hunt	07505 351416

SECTION 4

Names and telephone numbers of key suppliers

Type of Supplier	Name of Supplier	Telephone No.
Accountancy	BCC Schools Financial Services	0121 303 2675
Agency staff	ESL	0121 414 1166
Audit	Birmingham City Council	0121 303 2970
Banking	Barclays	0800 206 1707
Cash Collection (contract 3428735)	G4S	0844 800 4205 0121 525 7555
Catering	Cityserve – Kevin Collett	07712 436446 0121 464 9002
Cleaning	Galliford Try	0203 554 0512
Computer Hardware/ Software	Link2ict	0121 303 5100
Computer Maintenance	Askelite Murad Kanji John Manik	07827 279636 07956 285200
Electricity/Gas	Opus	01604236971
General Building, Grounds, Plumbing & Heating, Electrical, Roofing, Glass, Decorating	Galliford Try	0203 554 0512
H&S	BCC	0121 303 4897
HR	BCC	0121 303 2571
Insurance	BCC	0121 303 4829
Personnel & Payroll	BCC	0121 675 7070
Photocopiers	Alto Digital	01384 286024
School Bus - visits	The Green Bus	0121 401 1666
School Furniture	Galliford Try	0203 554 0512
Stationery	ESPO	0116 265 7901
Telecommunications	Virgin Media	0800 953 1800
Water	Water Plus (Severn Trent Water)	0345 072 6072

SECTION 5

General Guidance Notes

In preparation for a potential disaster affecting Calshot Primary School the following processes need to be catered for:

Disaster Manager

Two members of senior staff should be pre-identified to take charge of the disaster. These individuals should have sufficient seniority to act on their initiative, and also be able to be released from normal duties to oversee the disaster recovery/response. The designated staff members are **Michael Wingrove and Claire Atterbury**.

Information

From the first notification of this incident, there will be a pressing need for urgent information along the following lines:

- What has happened and how serious is it?
- What facilities have been affected and is the loss a short, medium or long term prospect?
- Have there been any casualties (student, staff or third party)?
- What access is there to the premises and when will this be possible?

A suitable member of staff should have designated responsibility to establish this information and relay this to the Disaster Manager. The person designated will be dependent upon the disaster occurred. The designated staff member is Brian Dugmore.

Communications

A line of communication to notify the Disaster Manager of an incident should be the first priority. There should be a small team assembled to respond to the incident and the functions covered. The staff are identified in Appendix 1.

- Media Liaison
- Galliford Try Liaison
- Education Authority Liaison
- Staff Liaison
- Student/Parent Liaison
- IT Recovery Systems
- Insurance Claim/Recovery Financing
- Premises and Equipment Resources
- Curriculum Issues (course material, examinations, etc)

Planning Measures (Initial Phase)

The Disaster Manager should establish a location for the team to meet, and an emergency meeting should be convened. The initial information should be given to all team members and a 3 day strategy agreed for each function along the following lines.

Media Liaison

A Press release or press conference should be arranged. The press will swamp the school anyway for details and an organised response should save a lot of time.

Designating an individual to deal with the press will free the rest of the team to deal with the disaster recovery issues. It is recommended that a frank approach to be taken with the press to keep them on side. Good press coverage may be helpful e.g. local assistance and support may be generated, and long term standing of the school should not be affected.

DfES/LEA/Governor Liaison

Plans for temporary facilities, major curriculum interruption and continuation of funding will be important aspects of the disaster recovery. In the first 3 days, the detail will be short and basic contact only will probably suffice. All matters will be discussed with Governors so they are aware of changes to school and the effect/s it will have on staff, parents and pupils

Staff Liaison

A cascade of contact should be arranged. Staff contact data should be kept off site. Calshot Primary School staff can all be contacted via Teacher2Parents which is available securely off site. Staff not involved in the recovery should stay at home. Welfare counselling may be required if the incident is traumatic. This will be provided/organised via our Emotional Support Development Leader in association with Personnel. A provider of such services should be pre-identified. Welfare of staff to be taken into consideration when making any changes to working conditions.

Student /Parent Liaison

As per staff liaison. Parents should be kept full apprised of developments to avoid mass queries hampering the process. Contact can be made via Teacher2Parents Text Service to parents who have registered their mobile telephone numbers and also on the school website. Welfare of pupils to be taken into consideration when making any changes to working conditions.

IT System Recovery

Replacement hardware (the minimum required operationally) should be sourced and backup software/data reinstated at the earliest opportunity. The Disaster Manager and team will probably need access to the information. Pre-Planning (and periodic testing) for backup/recovery of systems is essential. An arrangement for offsite storage of critical software and data back- up should be maintained. At present Calshot Primary School follows the suggested back up and offsite storage procedures for FMS/SIMS only.

Insurance Claim/Recovery Financing

The nominated loss adjuster should be contacted via your insurance company.

The adjuster should liaise with the Disaster Team at the earliest opportunity and should be appraised of measures being taken. The adjuster should be viewed as a source of help and guidance, and not as an administrative burden. Sources of funding to finance school functions and the disaster recovery are essential early day issues to cover. Essential paper records and documents are not kept off site.

Premises and equipment Resources

Early measures should include damage mitigation, equipment salvage and protection and isolation of the damaged area for safety purposes. Temporary telephone facilities and power are a priority, as is a location for the disaster team to meet.

The next phase will entail planning and sourcing temporary buildings and equipment as necessary. Access, location and services for temporary structures should be considered

Curriculum Issues (Course Material, examinations, etc.)

A plan should be prepared to establish the needs and problems in this area. Early measures here are mainly on the identification side, so that a more detailed strategy can be prepared for the next phase of recovery.

Subsequent Phases

It is difficult to pre-plan too much detail for the follow-up stages of the disaster recovery, as this will be largely dictated by the individual circumstances. There should, however, be a continual monitoring and review of the progress and the formulation of a longer term strategy. Planning here should not be rigid, and should be adapted in the event of changing circumstances.

SECTION 6

DISASTER RECOVERY PLAN –ARRANGEMENTS

Item	Arrangements
Buildings	<p>Loss of all the buildings would be recovered by the temporary hire of portable units providing classrooms and offices, overseen by Galliford Try. These would be sited in the two playground areas and would accommodate pupils and the main administration functions. If the block containing the two halls remained accessible and usable this could be subdivided, by use of partitioning, into four to six classrooms. Non essential activities would be temporarily suspended. A mobile kitchen would also be used, or if this was not feasible food would be outsourced. A disaster management office would be sited either within the temporary or undamaged building.</p>
Equipment	<p>Key equipment of desks and chairs would be immediately replaced to the capacity required for the temporary buildings. Course text books and materials to minimum requirements would also be replaced. If possible at least one version of all books and key materials should be kept in a separate building (or off site) to enable teaching staff to take lessons prior to replacements arriving.</p>
Staff	<p>The initial Disaster Manager and key Disaster Team are detailed in Appendix 1 attached to this Plan. Provision should be made for information to cascade to all staff (designated staff to keep home telephone numbers of staff off site). Staff to keep pupil contact data for a designated class off site so that they can cascade information to pupils.</p>
Computers	<p>Back up information gained from Link2ICT and hard drive back up's (not kept off site).</p>
Telecommunications	<p>Pre-designed telephone "hotline "to be available to respond to enquiries (pupils, parents, media, etc) An agreed number (minimum) of telephone lines to be provided to temporary offices.</p>
School/Staff/Pupil/Exam Records	<p>Where possible paper records should be spread around the site and key paper work copied and held off site.</p>
Staff Work	<p>Where practical, this should be copied and kept in separate locations (or on disk if computerised). FMS/Sims are backed up remotely by Link2ict.</p>
Possible Interruption Periods	<p>24 Months</p>

Main Interruption Features

There is effectively only one building, although this has two distinct blocks. If only one of these blocks were damaged then it may well be possible to use the remaining two blocks to accommodate the School's activities.

There is good site access to the KS1 & KS2 playgrounds. These playgrounds offer a substantial area for the housing of temporary units and therefore the School should be able to continue to function after a short immediate period.

As extra-curricular activities are limited, the potential rebuilding period for the main block should not cause a major problem in this area.

The destruction of the kitchen would cause some disruption as a number of the children are provided with a hot cooked meal at lunch time; with some entitled to FSM. The use of a temporary kitchen would overcome this problem although this would still leave the problem of space for children to eat the meal. It may well be that mealtimes would have to be staggered over a longer period and/or children encouraged to eat in their classrooms.

Cash flow requirements would have to be funded by Insurers making interim payments. An early cash flow schedule would need to be agreed.

Outline action plan

1. Systemise both computer and paper back-up procedures.
2. Establish timescale for emergency replacement of critical equipment and supplies.
3. Identify key functions (which cannot be suspended) and non-key functions (which can). List the lengths of time for which some activities could be temporarily suspended in the short term.
4. Prepare skeleton emergency cash flow requirement spread sheet-leaving space for unknown costs (temporary buildings and equipment replacement through Galliford Try). This will provide a framework for interim payment requests.
5. Review current proposed disaster team to ensure the duties have been apportioned satisfactorily.
6. Plan information cascade systems and provide telephone numbers to all staff involved.
7. Identify administration PC and software requirements.
8. Plan telephone hotline arrangement and identify emergency telephone requirements.

DISASTER TEAM (APPENDIX 1)

Names and contact Details:

This sheet should be completed and copied to all relevant disaster team members.

Function	Name	Address	Telephone
Disaster Manager	Michael Wingrove	72 Bankside Crescent, Streetly, West Midlands, B74 2JA	0121 352 1350 07411 944679
Deputy Disaster Manager	Claire Atterbury	31 Sandwood Drive, Great Barr, Birmingham, B44 8SD	07793007623
Galliford Try Liaison	Louise Dugmore	Galliford Try, 284 Beeches Road, Great Barr, Birmingham, West Midlands, B422PX	07866 258180 0121 360 5787
Media Liaison	Kevin Walker	17 Lechlade Road, Great Barr, Birmingham, B43 5ND	07956168129
DfES/LEA/Ofsted Liaison	BEP representative Julie Newbold	BEP, Queensbridge Road, Birmingham, B13 8QB	07599996289
Staff Liaison	Claire Atterbury	31 Sandwood Drive, Great Barr, Birmingham, B44 8SD	07793007623
Student/Parent Liaison	Michael Wingrove	72 Bankside Crescent, Streetly, West Midlands, B74 2JA	0121 352 1350 07411 944679
IT Recovery Systems	Murad Kanji John Manik	Askelite Ltd, Elite House, 6b Forge Lane, Little Aston, Sutton Coldfield, B74 3 BE	07827 279636 07956 285200
Insurance Claim/Recovery Financing	Kevin Walker	17 Lechlade Road, Great Barr, Birmingham, B43 5ND	07956168129
Premises	Michael Wingrove	72 Bankside Crescent, Streetly, West Midlands, B74 2JA	0121 352 1350 07411 944679
Equipment Resources	Kevin Walker	17 Lechlade Road, Great Barr, Birmingham, B43 5ND	07956168129
Curriculum Issues(course material, examinations, Etc.)	Claire Atterbury	31 Sandwood Drive, Great Barr, Birmingham, B44 8SD	07793007623