



Thomas Muir Primary School

Business Continuity Plan

Session 2020/21



Thomas Muir Primary School

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Administration Co-ordinator: Janice Craig, Office Manager

Contents

Section A

1. Introduction
2. Grab Bag
3. Invocation of Business Continuity Plan
4. Emergency Closure of the school (pupils not present)
5. Muster Site
6. Emergency Recall of Pupils
7. Emergency Evacuation of the School Building
- 7.1 Emergency Evacuation of Pupils with Additional Support Needs (ASN)

Section B

1. Recovery Procedures
2. Initial Stage of any Emergency
3. Business Recovery Stage
4. Recovery Action Lists

- 4.1 Communication
- 4.2 Curriculum and Resources
- 5. School Transport
- 6. School Meals
- 7. Relocation
- 8. IT Arrangements
- 9. Appendices 1 & 2

Thomas Muir Primary School Business Continuity Plan

Section A

1. Introduction

This School Business Continuity Plan (BCP) will be used during any incident within the school, which threatens to disrupt education at the school on a long term basis. The plan will be maintained by the nominated BC Co-ordinators, Jennifer Law and Maria McAllister. The plan comprises two sections A and B. Section A covers responsibilities of the school, section B is actions that will be taken by the Community Services Directorate. The BC Co-ordinators and Head Teacher will work in collaboration with the Community Services Directorate during the recovery stages set out in section B. The BCP does not overtake any advice in Procedure Manuals - in particular 3/09 – rather it should be read in conjunction with these documents.

The plan should be kept in a safe place within the school preferably close to the area occupied by the BC Co-ordinator. A separate copy of the plan should be kept off site. A copy of the plan for Thomas Muir Primary School will be kept in Bishopbriggs Academy. An electronic copy of the plan should be kept by the BC Co-ordinator and revised as required. In the event of changes to any of the information in the BC plan the revision page must be completed, refer to Appendix 1 of the plan. A copy of all revisions must be forwarded to the Chief Education Officer, Southbank Marina, when made.

2. Grab Bag

It is essential that a grab bag is kept in every school. The bag should be positioned in the school office so that it can be easily removed during any evacuation of the school. It is crucial that the contents of the grab bag are regularly checked and are kept up-to-date. The BC Co-ordinator must ensure that the mobile phone dedicated to the grab bag is kept in a fully charged state. Care should be taken to regularly check and if necessary replace any medical items in the bag that become out of date. The bag should contain the following items:-

- list of pupil emergency contacts (must be kept in line with Info Security Policies)
- list of staff names and addresses and emergency contacts (must be kept in line with Info Security Policies)
- Community Directorate emergency contact details (must be kept in line with Info Security Policies)
- list of any medical details for relevant pupils
- any generic medication e.g. EpiPen
- list of transport details including taxis used by any pupils
- contact details for bus companies
- a mobile phone with charger (In Thomas Muir the HT and DHT mobile phones will be used)
- a high visibility vest
- details pertaining to the muster site contact
- pre-prepared notices of closure

The above list is not exhaustive but is merely a guide to the basic contents that the bag should contain.

3. Invocation of Business Continuity Plan

Should it be necessary to invoke any aspect of the Business Continuity Plan the Head Teacher must inform the Chief Education Officer, immediately. The Community Services Directorate emergency contact list must be kept in the grab bag. This will contain a list of tiered emergency contacts including any

24 hour contact details. HT and DHTs will have contact details for the Chief Education Officer in their mobile phones.

4. Emergency Closure of the school (pupils not present)

It may be that the school requires to be closed prior to the arrival of pupils e.g. heating failure, water failure, gas leak. In such circumstances the following actions **must** be taken:-

Specifically nominated staff should be at the school gates to speak to any parents or pupils arriving at the school and ensure that no one attempts to enter the school.

The nominated teaching staff for this duty are:

Nicola Anderson, Acting Principal Teacher (Kirriemuir Gate)

Lewis Clark, Acting Principal Teacher (Ochill Gate)

The nominated Facilities Management staff for this duty are:

Jim Kerr, Janitorial Assistant

Notices should also be posted around the perimeter of the school detailing the reason for the closure, possible date for re-opening (if known), information providing advice to parents, carers and pupils on how they will be kept informed of progress regarding re-opening of the school e.g. local radio broadcasts, EDC website, school websites etc.

If possible, information will be sent to parents via groupcall text message and posted on the school twitter account.

Any pupils arriving unaccompanied must be taken to a designated assembly area in the school until parents or carers can be contacted and arrive to take them home. A record of children being uplifted should be kept. As a minimum the record must include the name of the pupil, the name of the parent/carer uplifting the pupil, the time of uplift and the staff member handing over the pupil. The management of procedures at the designated assembly area should be carried out by the Senior Leadership Team (SLT) of the school in collaboration with the BC Co-ordinator. The designated assembly area for Thomas Muir Primary School is **Hall 1**.

5. Muster Site

If for any reason the designated assembly area cannot be used, then pupils arriving unaccompanied must be taken to the **muster site** for the school. A senior member of staff should be designated to manage pupils arriving at the muster site. The nominated muster site for Thomas Muir Primary School is:

Name of site: Bishopbriggs Academy

Address: Wester Cleddens Road, Bishopbriggs, G64 1HZ

Telephone Number: 0141 955 2351

Essential details of the muster site are as follows:

The name of the first contact is: **Mr Gordon Mouldsdaie, Head Teacher**

The tel. no. of the first contact is: 0141 955 2351

If different from above

The name of a second contact is **Susan Mosher, SSM**

The tel. no of the second contact is: 0141 955 2351

A record of pupils arriving at the muster site should be kept. Parents/carers should then be contacted to uplift their children. A record of children being uplifted should be kept. As a minimum the record must include the name of the pupil, the name of the parent/carer uplifting the pupil, the time of uplift and the staff member handing over the pupil. The management of procedures at the muster site should be carried out by the SLT of the school in collaboration with the BC Co-ordinator.

6. Emergency Recall of Pupils

Each school should determine their own method of recalling pupils to the school building during a break. All pupils and staff should be periodically briefed on the method that will indicate an emergency situation. Teaching

staff and Facilities Management staff should be nominated to manage the recall of pupils. Each staff member should be aware of their specific role. If remote communication devices are available these should be used.

When pupils are safely back inside the school building class registers should be checked. Staff supervising in the playground should also be accounted for. A staff member should be nominated to ensure that all supervising staff have been accounted for.

The staff nominated to manage a pupil recall to the school building are:

Annamarie McIntosh, Head Teacher (lines at entry point 1)

Jennifer Law, Depute Head (support staff))

Maria McAllister, Depute Head (lines at entry point 2)

Megan Jones, Acting Principal Teacher (P6/7 external stairwell)

Nicola Anderson, Acting Principal Teacher (ground floor pods)

Lewis Clark, Principal Teacher (ground floor pods)

The member of staff nominated to ensure supervisory staff have returned to the school building is: Jennifer Law, DHT

The recall of pupils to the school building should be the subject of periodic drills. Drills should be carried out at least once per session. A record of these drills should be kept. The BC Co-ordinator will be responsible for prompting the Head Teacher that drills are to be undertaken and for keeping a record of them.

7. Emergency Evacuation of the School Building

Emergency evacuation should be carried out in accordance with the school fire evacuation procedures. The following actions must be taken:

- sounding the fire alarm
- class registers/lists taken out by the respective class teachers or designated member of office staff
- staff list and visitors book, taken out by admin assistant
- the admin assistant should take out the Grab Bag

- facilities management staff should account for any trades people
- pupils and staff must assemble at a designated emergency assembly point
- following evacuation senior staff will decide the status of the alarm
- in all cases clearance must be given by Fire and Rescue Services before returning to the school building
- if it is clear that the alarm is a real event and it is not safe to stay at the emergency assembly point pupils and staff must be moved to a place of safety
- if a place of safety is not readily available pupils and staff should be moved to the designated muster site and procedures set out at 5 above should be adopted
- procedures should cover the eventuality of evacuation during a break
- FM staff need to ensure that no one enters the building until the Fire and Rescue Service take control

If for any reason it is unsafe to gather at the school's normal fire assembly points then pupils and staff should proceed to the muster site at Bishopbriggs Academy. Once all pupils and staff are gathered at the muster site the accounting procedures detailed at 5 above should be adopted.

If muster sites are used during any emergency evacuation, pupils should report to their respective class teacher at the muster site. Class teachers should use their respective class registers to account for pupils.

It is crucial that all staff are clear on their respective roles and that regular drills are carried out in accordance with the evacuation procedures. A record of drills must be kept.

A copy of the school's fire and evacuation procedures should be appended to the Business Continuity Plan (Appendix 3).

7.1 Emergency Evacuation of Pupils with Additional Support Needs (ASN)

Pupils with ASN should have a risk assessment carried out as soon as possible after enrolment. This will determine any special requirements that they need, during any emergency evacuation. The BC Co-ordinator should contact the Council's Health and Safety Officer for advice and guidance and any special equipment that may be required to ensure safe evacuation.

Support for Learning Assistants (SLAs) should be well briefed on their role regarding evacuation of pupils with ASN and should be aware of the risk assessments for individual pupils. The BC Co-ordinator must ensure that the risk assessment for each pupil with ASN is appended to the BC plan. It may be that pupils with complex needs will require special transport to get them

home safely. This should be recorded in the risk assessment and the BC Co-ordinator will have contact details for the transport. The BC Co-ordinator must be made aware of any changes to the safety requirements of pupils with ASN. If necessary another risk assessment should be carried out. Should further advice and guidance be required contact within the Community Services Directorate is the Education Officer, Support for Learning.

Primary School Business Continuity Plan

Section B

1. Recovery Procedures

This section describes the steps that will be taken to ensure that the critical business processes are restored to a continuity level of performance as soon as possible. Recovery procedures will, in the main, be co-ordinated by staff from the Community Services Directorate. The Head Teacher and BC Co-ordinator will work in collaboration with the Community Services Directorate throughout this stage.

2. Initial Stage of any Emergency

In the event of full or partial building loss the Council's Civil Contingency Planning procedures will be applied. This will involve a multi departmental effort which will work in collaboration with emergency services. A copy of the Council's civil contingency planning procedures is held in the Community Services Directorate and designated staff and teams knowledgeable in these procedures will be available should an emergency situation arise that results in partial or full closure of a building. It is vital that detailed notes of actions taken during the initial stage of the emergency are kept by all involved as these may be used by the authorities at a later stage.

3. Business Recovery Stage

Once the initial stage of any emergency is over the Community Services Directorate will manage the recovery stage. In the main it will be designated staff from the Education Dept that will be involved at this stage. These staff will work in collaboration with the Head Teacher. Other departments of the Council will be involved as required. The department has access to a variety of documented procedures to cover particular types of emergencies. These include:-

- Civil Contingency Plan
- EDC Emergency Plan
- IT Disaster Recovery Plans

4. Recovery Action Lists

In addition to the above procedures the Head Teacher and central education staff may find the following action list useful.

4.1 Communication

- Make arrangements to keep school staff, parents and teachers informed of business continuity arrangements
- Make arrangements to divert IT communications to any temporary accommodation
- Ensure that collections and deliveries of mail are diverted
- Ensure that suppliers of goods and materials are made aware of temporary delivery arrangements
- Ensure that public affairs have a list of all casualties and their contacts for any media liaison and statements
- Arrange any counselling required for pupils and staff
- Ensure that elected members are given regular briefs, in particular the member(s) that cover the area where the emergency incident has occurred

4.2 Curriculum and Resources

- Establish available teaching areas within the damaged school that can be used
- Identify alternative temporary site and accommodation
- Make arrangements to move staff and pupils to temporary accommodation or to neighbouring schools
- Establish resources that will be required at temporary location to include desks, chairs, computers, books and other teaching aids, photocopying equipment
- Ensure availability of school office support accommodation and equipment
- Identify transport needs for pupils to temporary accommodation
- Identify relocation difficulties for staff
- Estimate expenditure involved for temporary arrangements
- Ensure adequate IT arrangements can be put in place to deliver the curriculum

The above recovery lists are not exhaustive but are merely guide to the basic actions that might be taken.

5. School Transport

Should any emergency result in Council controlled school transport being disrupted, staff in Integrated Support-Community Services will attempt to make alternative arrangements. The contact person in this section is the Business Manager. Telephone number is 0141 578 8932.

6. School Meals

Should any emergency result in the disruption of school meals or if any emergency catering requirements staff in Integrated Support-Community Services will liaise with the Development and Infrastructure Directorate to make the necessary arrangements. The contact person in this section is the Business Manager. Telephone number is 0141 578 8932.

7. Relocation

If the school premises are partially or totally unavailable for a prolonged period due to an incident, arrangements will be made to relocate pupils and staff to alternative premises. Such arrangements will involve several different departments within the Council. The Chief Education Officer is responsible for co-ordinating the arrangements for relocation to another site. Throughout this process the Head Teacher will be consulted and parents and carers will be kept informed.

The following sites have been identified as relocation sites:-

EDC has a contract with Portakabin, two week turnaround to get on site.

Halls and other schools will be identified as alternative accommodation, until portakabins are available. The Chief Education Officer will make the decision on which establishment will be used.

8. IT Arrangements

- Lap tops should be borrowed from non affected establishments, until new hard ware can be purchased, 1-2 weeks
- Servers will be rebuilt and put in location
- Portakabins have internal connectivity, not external
- External connectivity achieved if relocation site is within 100 metre range of EDC establishment with internet access

Thomas Muir Primary School Business Continuity Plan**Revisions**

Date	Revision	BCC Signt.	HT Signt.
20.11.17	Updated plan created using new template	HY	SY
17.8.18	Updated		
16.7.20	Updated to reflect staff changes		

APPENDIX 2

Record of Exercise

Each school should ensure that a mock exercise is carried out at least once per year. Exercise could be desk top and does not need to involve pupils.

Date	Type of Exercise	BCC Signt.	HT Signt.

Extract from

Thomas Muir Primary School

EMERGENCY EVACUATION ACTION PLAN

DUTY HOLDER EVACUATION CHECKLIST
FIRE DRILL / EMERGENCY

Area Covered	Name of Floor Fire Warden	Name of Floor Fire Warden Deputy	Reported Clear
Ground Floor Admin Block	Place a tick next to the name of the Fire Warden reporting in Jennifer Law		
School Office, Reception Area, Hall 1, Hall 2, Changing Rooms GP Room 1	Janice Craig Office Manager	Maureen Cowan Admin Assistant	
HT Office, Facilities Management Office, Hygiene Room, Disabled Toilet, ICT Server Room, Store Room, Music Room and Medical Room	Annamarie McIntosh Head Teacher	Jim Kerr Janitorial Assistant	
Ground Floor Teaching Block			
Pupil toilets opposite Base 8, Literacy Hub, Open area opposite Base 6	Sandra Thomson Classroom Assistant	Taj Ahmed SLA	
Downstairs GP Room opposite Base 1, Open Play Area, Disabled Toilet, Science & Social Studies Store and DHT Office	Linda Macdonald SLA	Claire Leverage Classroom Assistant	

Area Covered	Name of Floor Fire Warden	Name of Floor Fire Warden Deputy	Reported Clear
First Floor Teaching Block	Place a tick next to the name of the Fire Warden reporting in Maria McAllister		
Corridor Base 17-20 Outdoor Pod Base 17-20 and outdoor stairwell	Karen Florence SLA	Audrey Manson (PEEPS) SLA	
Disabled toilet, ICT Server Room, Girls' toilet, Cloakroom and Numeracy Hub	Kanta Sharma Class Teacher	Grace Skelton Class Teacher	
Pupil Toilets opposite Base 9, Juliette Balcony	Yvonne McCormack Class Teacher	Nicola Anderson Class Teacher	
Meeting Room (PT Base), Jotter Store, DHT Office, Wellbeing Base and Staffroom	Lyndsey McLaren DHT	Maria McAllister DHT	

Discrepancies or notes

Duty Holder/Fire Evacuation Plan Co-ordinator – Annamarie McIntosh

APPENDIX D: FIRE DRILL INSTRUCTIONS

APPENDIX D (i) : INSTRUCTIONS FOR PUPILS/SERVICE USERS

WHEN FIRE SIREN ACTIVATES:

CLASSROOM

- 1 Leave belongings
- 2 Line - up at door. Listen for instructions for e.g.
 - a Which way out
 - b Which inside stair
 - c Which area to assemble
- 3 If the **siren activates before 9am, during interval, lunchtime or between classes** make your way to the assembly point for your class. The teacher will bring the class register to assembly area.

CORRIDOR

- 4 Walk - Follow your teacher.

5 Do not shout. Do not run. Stay with your Class Teacher

ASSEMBLY ZONES(MAPS ATTACHED)

7 Go to your assembly zone. Watch your teacher.

8 Line up. Stay lined up with your class. Stay quiet

9 Listen for your name. Answer clearly.

PERMISSION TO RE-ENTER THE SCHOOL BUILDINGS

10 Wait until your teacher instructs you that it's safe to leave assembly point.

11 Stay with your class and teacher as you return to the building.

APPENDIX D: FIRE DRILL INSTRUCTION

APPENDIX D (ii) - INSTRUCTIONS FOR TEACHERS

1 CHECK 4 THINGS:

- a Your '**ROUTE INSTRUCTIONS**' pinned up in your room, near the door
- b These **INSTRUCTIONS FOR PUPILS**, to be **TAUGHT**
- c The map of **FIRE DRILL EXIT ROUTES** and **ASSEMBLY POINT**
- D Your **CLASS REGISTER** -Take it with you.

2 Prepare your class for the Fire Drill (spend 10 minutes making sure every pupil knows exactly what is expected in the event of an evacuation).

3 Emphasise that we expect a quiet, well-behaved, well ordered response.

4 Evacuating personnel with mobility problems

- Allocate a “buddy” as identified in the **PEEP**
- Ensure you are aware of persons with mobility, hearing or sight problems as identified in their **PEEP**

The “buddy” will assist the person to a refuge point and will aid their evacuation.

5 Escort your class to the appropriate **Assembly point**.

6 Inform the pupils that they should make their way to the **Assembly Point in** the event that the alarm is activated before school, during breaks, lunchtime
or between classes.

MAPS WITH EXIT ROUTES TO BE ADDED