Business Continuity - Policy and Procedures & Incident Report

Reviewed: September 2024

Next Review: September 2025

Responsibility:

Designated Lead: Dee Malam

In the unlikely event that Dee Malam is not available, the role of Lead will be deputised to Hayley White.

Plan:

Our Business Continuity Plan sets out our procedures in the event of an unforeseen incident or emergency with details of the key actions we will need to take, examples of incidents and a post incident report (page 3) to ensure the minimum amount of disruption to our services for young people.

Key Procedure steps:
1. Complete a quick initial assessment
2. Survey the situation
3. Assess the impact and duration
4. Disseminate information
5. Call emergency services if needed
6. Evacuate the building if necessary
7. Log key decisions
8. Assess key priorities for the remainder of the working day
9. Ensure all parties are kept informed.

Incidents:

Incident	Action
ICT loss	Pre-printed work Contact IT engineer who works remotely
Loss of Staff	Use of alternative member of staff for temporary cover Suspend non-critical activities
Fire	Follow fire procedures and evacuate the building

Key Steps:
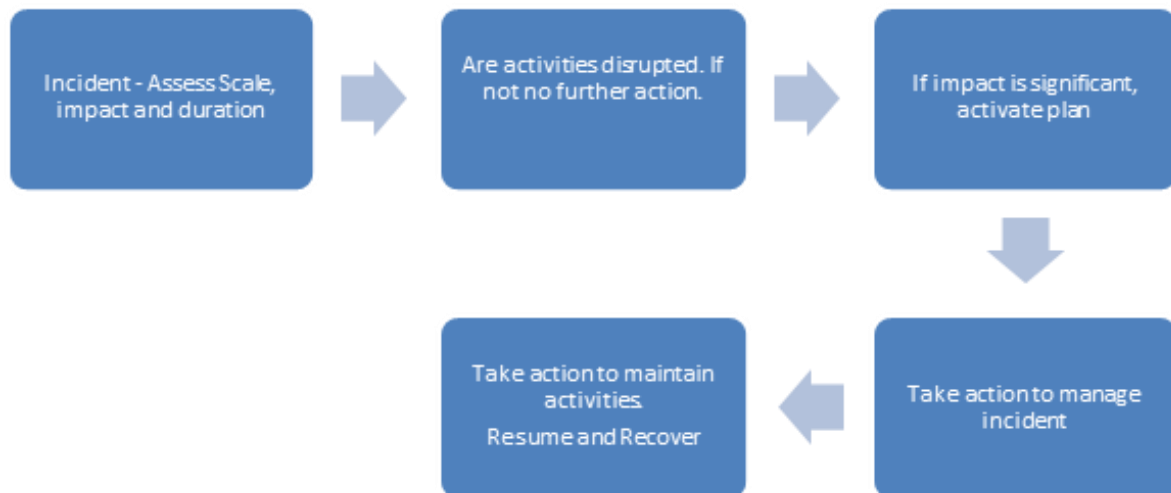
Recovery and Resumption:

- Agree and plan actions to enable recovery
- Respond to any support needs of staff and students
- Once recover and resumption actions are complete communicate the return to normal activity
- Complete post incident report

Post Incident Report:

The following report will need to be submitted in the event of an incident:

Date of incident	Actions Taken	Outcomes	Person/s involved

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