

## Critical Incident & Business Continuity Management Statement

Birchwood High School has a Critical Incident and Business Continuity Management Plan (**CI&BCMP**) that will be activated in response to any incident that is likely to cause significant disruption to the delivery of key school activities.

The purpose of this plan is to ensure that emerging critical incidents are controlled effectively and that the school will return to “business and usual” as quickly as possible.

An electronic copy of the CI&BCMP Policy is available to staff on the staff area of the school website under policies. Hard copies of the plan itself are kept in the offices and homes of the **School Incident Management Team (SIMT)** and by the Chair and Vice-Chairs of the Governing Body.

**In the event of immediate danger to life, e.g. fire, the school’s Emergency Evacuation Plan will be followed. Plan details are posted around the school and by all exit doors. The Emergency Evacuation Plan is circulated to all staff via the Staff Planner and by e-mail termly. An evacuation drill is carried out at the beginning of each term.**

**Other emerging incidents must be reported immediately to the Principal (or a Deputy Principal in his absence) who will, if necessary, convene a meeting of the SIMT in the Incident Command Centre (Assistant Principal’s office in B Block).**

### School Incident Management Team

Dr Chris Ingate (Principal)	Ms Harriet Muxlow (Human Resources Manager)
Mr Charles Gilbank (Deputy Principal)	Mrs Liz Luxton (Business Manager)
Mr Sam Stopps (Deputy Principal)	Mrs Lee Bothwell (Exams Officer)
Mrs Melinda Mulley (Assistant Principal)	Mr John Burrison (Network Manager)
Mrs Layla Price (Assistant Principal)	Mr Richard Law (Facilities Manager)
Mr Steve Connor (Assistant Principal)	

The SIMT will decide whether or not to invoke the CI&BCMP. The priorities of the SIMT will be:

- To protect life;
- To maintain the health, safety and wellbeing of students, staff and visitors;
- To liaise with the Emergency Services where necessary;
- To command and control the incident effectively;
- To maintain delivery of critical activities during the incident;
- Recovery and resumption of key activities after the incident.

### Key activities covered by the CI&BCMP

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| <ul style="list-style-type: none"> <li>• Education;</li> <li>• Curriculum (Key Stages);</li> <li>• Exams;</li> <li>• Pastoral Care and Child Protection;</li> <li>• Trips and Visits;</li> <li>• Special Educational Needs (SEN).</li> </ul> | <ul style="list-style-type: none"> <li>• Finance</li> <li>• School Meals</li> <li>• Business Administration</li> <li>• Facilities</li> <li>• Information Technology</li> <li>• Human Resources and Staff Welfare</li> </ul> |
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