



Varndean
College Brighton & Hove

Critical Incident Plan

(Incorporating Disaster Recovery)

2015-16

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CET Approval:	March 2016	
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Corporation Approval:	March 2016	
Review Date:	March 2017	(Contact details and arrangement)
	March 2019	(Plan detail and policy)

VARNDEAN COLLEGE

Critical Incident Plan (incorporating Disaster Recovery)

Policy & document purpose statement

This document sets out the Critical Incident Plan (CIP) which incorporates disaster recovery for Varndean College.

Application

The objective of this document is to co-ordinate the response of all departments within Varndean College during a major incident and to ensure business critical functions are reinstated as soon as possible following an emergency, while full restoration of all services is planned and implemented on a concurrent basis.

All staff should be aware of this policy.

Interpretation

Further guidance on the use or interpretation of this policy may be obtained from the Executive Director of Resources

Legal requirement

Compliance with relevant Health and Safety legislation.

Links with other policies

College Risk Management Plan, College Insurance Policies.

Originator	Nicholas Carr
Version	9
Changes	Changes following discussion with SLT & HoS. Critical Incidents reviewed and updated
Issue date	March 2016
Review date	March 2019
Post holder responsible for review	Vice Principal
Authorisation	Corporation

Introduction

'A major incident may occur at any time and cause significant loss with prolonged interruption to the business of the College. This procedure sets out a series of responsive measures aimed at:

- Preventing or limiting the loss of life or injury
- Safeguarding all students, staff and others on College site
- Minimising or limiting the damage to buildings and assets
- Returning to full operational activities as soon as possible.

The objective of this document is to co-ordinate the response of all departments within Varndean College in the event of a major incident and to ensure business critical functions are reinstated as soon as possible, while full restoration of all services is planned and implemented on a concurrent basis.

The decision to implement the Business Continuity Plan must be made by the Principal or another member of the College Executive Team (CET). The plan sets out guidelines to enable College staff to respond quickly and cope effectively with the situation. The Business Continuity Plan will be implemented either in whole or in part depending upon the severity of the incident.

Definition

'An event – or events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures and which is likely to have emotional and organisational consequences.

Aims of the policy

To:-

1. Create awareness of the need for planned arrangements.
2. Provide a management framework for responding to a major incident.
3. Establish an Emergency Response Team that manages strategies and allocates resources to ensure a major incident has minimal impact on the operation of the College.
4. Ensure that College safeguarding and child protection policies are adhered to at all times during any incidents that might occur
5. To co-ordinate the full reinstatement of College services as soon as possible.
6. Provide re-assurance of the practical help available at short notice.
7. Pass on advice based upon previous experiences.
8. Give guidance on source of information and help.

The plan should be discussed with the Link College to ensure that they are aware of our procedures. This is in particular with regard evacuation of the Link College or when their students are attending Varndean for activities.

The Link College do not have a business continuity plan themselves currently.

Scope of the plan

The plan will be invoked when:

- Access to any College building, in part or total, is denied due to an incident.
- The College's business systems are interrupted.
- A Health & Safety incident affects staff, students and/or the local community and/or environment.

Although not exhaustive this may include:

In College

- A deliberate act of violence, such as the use of a knife or firearm
- A College fire or explosion
- A student or member of staff being taken hostage
- Total or partial loss of electrical, water or gas supplies to a College building
- Gas leak
- Flooding
- Disturbance or release of hazardous materials including asbestos
- Loss of critical system(s)
- The destruction or serious vandalising of part of the College
- Medical emergency

Outside College

- The death of a student or member of staff
- A transport-related accident involving students and/or members of staff
- Death or injuries on College journeys or excursions
- Civil disturbances and terrorism
- A more widespread disaster in the community

The Plan may be invoked when an incident is likely to, or will affect the business operations of the College. Members of the Emergency Response Team will be placed on amber alert and be ready to react should the incident require a red alert response.

The Plan may also be activated during an externally occurring incident that impacts the College's personnel or business operations.

Critical Functions

In the event of a situation which threatens business continuity there are deemed to be a number of critical functions which the College Executive Team (CET) must maintain or reinstate as a priority. A recovery time objective (RTO) has been assigned to each critical function. Steps will be taken to ensure that they are re-established as quickly as is practicable.

Function	Recovery Time Objective (RTO)
Leadership – Principal or Emergency Response Team Co-ordinator in place	1 hour
Safeguarding	1 day
Health and Safety assessment	1 day
Communications	1 day
Teaching	2 days
IT recovery assessment (if applicable)	2 days
Insurance assessment	5 days
Financial transactions	1 week

Additional information regarding IT issues

VLE/Software availability

The VLE (Moodle), Media Blogs and the Google Software suite are available externally and could be used in the eventuality that the college building had to remain closed, but the IT systems were still functional. Students and staff could continue to provide work and maintain contact via email.

In the event of a partial closure, software is available across the college and is not limited to a per classroom basis.

Specialist areas that use Apple Mac's would be limited to either working in Media or Music as the software used is Apple specific. (These are the only areas with Apple Mac computers)

Unfortunately, due to licensing restrictions, we could not make other software available outside of college.

Non-critical functions

The following functions are identified as non-critical, which may be temporarily suspended in order to support the critical functions during a business continuity event. Any arrangement to adjust staffing levels in different areas will be by negotiation with line managers and authorised by the appropriate member of CET. It is believed that these are not critical to the ability of the College to carry out its business. It is intended that these functions will be returned to business as usual as soon as is practicable.

Function	RTO	Maximum suspension
Handling complaints	7 days	2 weeks
Response to statutory requests	7 days	2 weeks
Line management of staff	7 days	4 weeks
Responding to Fol requests	14 days	6 weeks
Strategic planning	28 days	4 months