



ST. MARY'S *Catholic High School, Dubai*

BUSINESS CONTINUITY POLICY

2026-2027

This document should be reviewed annually by the Leadership/Management Team and the Governing Body.

This plan should be read in conjunction with the school's other evacuation plans and emergency procedures that deal with the immediate response to an emergency situation.

Aims and Objectives

The aim of this BCP is to mitigate the effects of any emergency situation on the school, staff and students etc.

The objectives are to:

- a) Safeguard the safety and welfare of pupils, staff and visitors and prevent/minimise the loss of life, injury and ill health.
- b) Alert and work with relevant parties as necessary to provide guidance and reassurance e.g. Emergency Services, Hackney Council, school governors and Parent/Carers.
- c) Manage the situation until the relevant support arrives
- d) Minimise disruption to the normal daily routine of staff and pupils and resume provision of education services at the earliest opportunity and, where possible, secure a continuation of learning
- e) Ensure appropriate working with the media and
- f) Support staff, students, Parents/Carers in the aftermath of the incident

Copies of this plan should be kept at the following locations:

Principal's Office

School Clinic

With the Vice Principal

Additional copies should be held offsite by the following staff:

Principal

Chair of Governors----

Emergency Response Team

<u>Position</u>	<u>Name</u>	<u>Mobile</u>
Principal	<u>Mr. Paul Asir Joseph</u>	<u>050-5543933</u>
Vice Principal	<u>Ms. Lise-Ann Watts Pinto</u>	<u>050-5281752</u>
First Aider(s)	<u>Dr. Dayani</u>	<u>055-3252409</u>
Special Needs Coordinator	<u>Ms. Samantha</u>	<u>055-3795669</u>

Roles and Responsibilities

<u>Role</u>	<u>Responsibility</u>
Principal & Vice Principal	➤ Responsible for Business Continuity Management in the School ➤ Ensuring the School has capacity within its structure to respond to incidents ➤ Determining the School's overall response and recovery strategy <i>The Principal has overall responsibility for day-to-day management of the School, including lead decision-maker in times of crisis.</i>
Vice Principal /HSO	➤ Business Continuity Plan development ➤ Developing continuity arrangements and strategies e.g. alternative relocation site, use of temporary staff etc. ➤ Involving the school community in the planning process as appropriate ➤ Plan testing and exercise ➤ Conducting 'debriefs' following an incident, test or exercise to identify lessons learnt and ways in which the plan can be improved ➤ Training staff within the School on Business Continuity ➤ Embedding a culture of resilience within the School, involving stakeholders as required
HSO	➤ Alert other colleagues and external agencies ➤ Establish an Emergency Response Team and allocate roles ➤ Collate all relevant information relating to the emergency ➤ Co-ordinate the emergency response strategy, liaising with relevant agencies, e.g. the emergency services, Hackney Council, school governors ➤ Evacuate buildings/close school as necessary ➤ Monitor the emergency response ➤ Provide regular staff/ team briefings ➤ Authorise any additional expenditure <i>The School Incident Management Team has the delegated authority to authorise all decisions and actions required to respond and recover from the incident.</i>
Section Heads	➤ Assists Incident Manager ➤ Co-ordinates and manages staff in the Emergency Response Team ➤ Monitors staff welfare and organises staff roster
Gov. Body	➤ Advises Parents/Carers and provides information ➤ Provides point of contact ➤ Arranges on site co-ordination of visiting Parents/Carers ➤ Maintains regular contact with Parents/Carers where appropriate
Administrators	➤ Staff the telephone lines ➤ Help to collate information ➤ Relay incoming and outgoing messages by phone, fax, email, etc. in a prompt manner ➤ Provide admin. support to the Incident Manager and Deputy Incident Manager ➤ Maintain a log of key events and decisions, including expenses incurred ➤ Set messages on voice connect

Communications in charge.	➤ Acts as point of contact for media enquiries ➤ Works with Council's Communications Team to prepare media statements/interviews ➤ Assist with internal communications <i>All communications activities should be agreed by the School Incident Management Team. Information sharing should be approved by the Principal (or School Incident Management Team if the Principal is unavailable).</i>
Facilities Manager	➤ Ensure site security at all times ➤ Provide information about site facilities/layout ➤ Assist with access to and from the school <i>Reporting directly to the Principal or School Incident Management Team.</i>
Teachers	➤ Maintain supervision ➤ Ensure the safety and security of students ➤ Provide information and offer reassurance ➤ Take roll call where necessary ➤ Monitor students' physical and psychological welfare
Principal, Vice principal and Section Heads	➤ Leading and reporting on the School's recovery process ➤ Identifying lessons learnt as a result of the incident ➤ Liaison with Business Continuity Coordinator to ensure lessons learnt are incorporated into the plan development <i>Is likely to already be a member of the School Incident Management Team, and will lead on recovery and resumption strategies. Reports directly to Principal.</i>

Initial Response

In case of Major Emergency:

The Principal/or Nominee will be responsible for initiating the immediate response to the threat, or if not available, a member of the School (Incident) Management Team. This may involve:

- 1) Summoning help/calling emergency services (dial 999)
- 2) Taking charge of the scene until further support arrives
- 3) Securing immediate welfare of students and staff e.g. through shelter or evacuation
- 4) Alerting members of staff
- 5) Logging relevant information e.g. location and time of emergency, details of persons involved, summary of events, etc.

EMERGENCY PLANNING RESPONSE CONTACT NUMBERS	
Emergency Services	999

Once the initial alert has been made, consideration must be given to who else should be informed e.g. school governors, Parents/Carers etc. It is imperative that contact details are maintained (including out of hours) and are readily accessible.

A cascade system of alerting relevant persons should be considered as this allows information to be distributed quickly by several people.

Dealing with the media

It is very important that the Principal and staff consult with the Chair of Governors and Local Authority before making statements direct to the media, so that advice and guidance can be given on what to say and more importantly what not to say.

EMERGENCY TELEPHONE/MOBILE/FAX/EMAIL/ADDRESS LIST OF LOCATION WHERE INFORMATION IS HELD	
TITLE	DETAILS
List of School Staff	Paper – School Office Electronic – School server, School Website
List of Governors	As Above
List of Parents/Carers	Electronic - SIMS
Fire, Police, Ambulance	999
Bank	RAK Bank / Standard Chartered Bank
Principal	050-5543933
Vice Principal	050-5281752
ICT Systems Manager	056-2013489
CLINIC	055-3252409
School Admin / HR Advisor	050-3400015

Care should be taken to ensure that details are kept secure from unauthorised persons

Grab Pack

An emergency grab pack should be created to hold key information that will support the school in the event of an emergency/business continuity disruption. Depending on the nature of the disruption, this pack should be kept in a location that can be accessed at all times.

Suggested contents of Grab Pack to include:

- High Visibility vests/ ID badges
- School Emergency Plan/Business Continuity Plan (plus spare copies of forms in Appendices)
- Staff Handbook (policies and procedures)
- School logo and other key documents
- Bank, insurance details, Payroll etc.
- Invoices, purchase orders, etc.
- Financial procedures
- Staff contact details including in emergency
- Software license agreement and key codes
- Office telephone list (for phone divert)
- First Aid Kit
- A – Z map
- Laptop with wireless connection
- Pay-as-you-go mobile phone and battery powered mobile phone charger

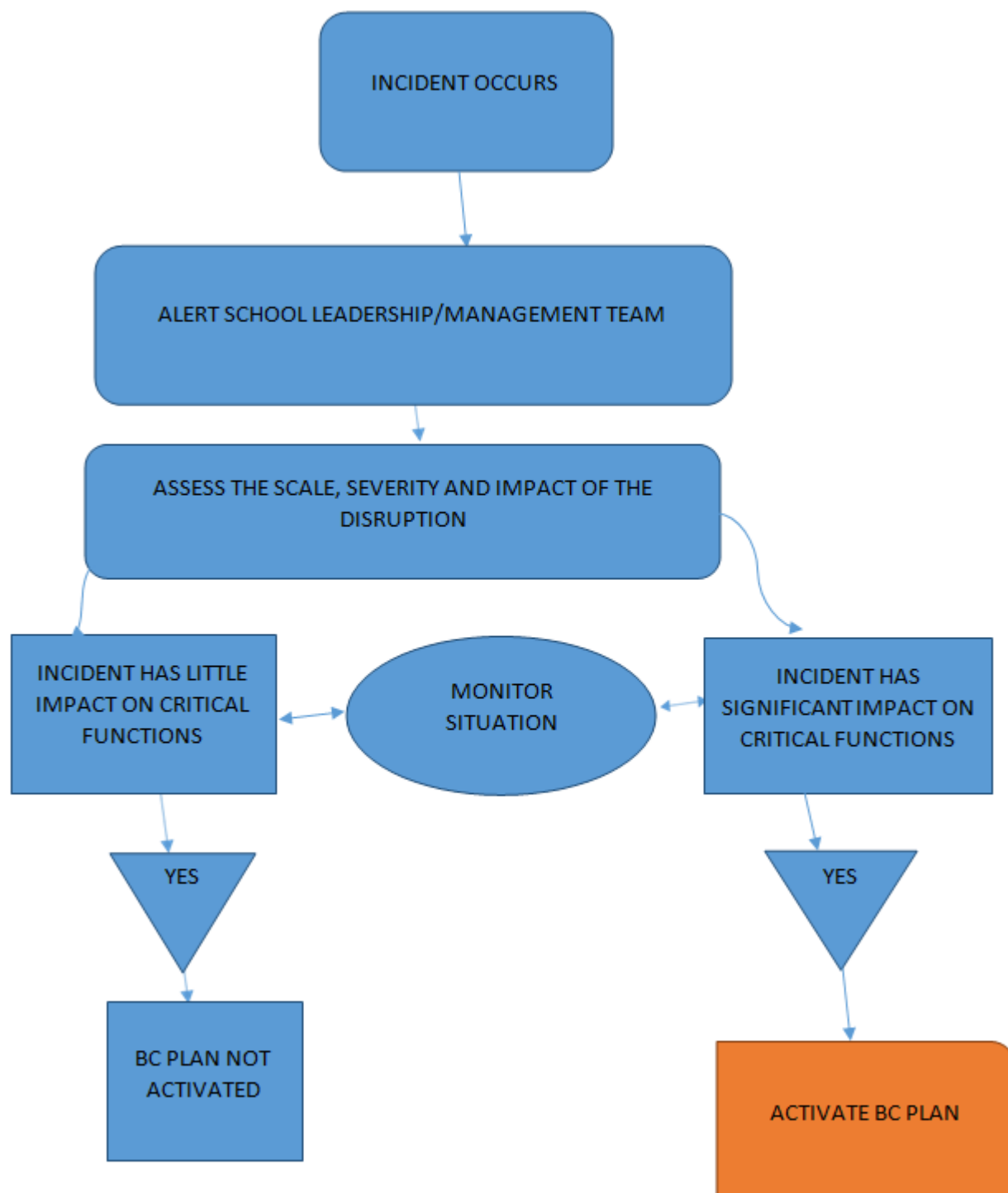
- Stationery including permanent markers, clipboards, pens, blue-tack, pins, pencils and notebook paper
- Disposable camera with film
- Hazard barrier tape
- Contact details for taxi/transport providers
- School branding material and stationery
- Pen/Paper/Clipboard/blank log sheets
- Spare keys
- Local map
- A4 school plan
- List of essential contact numbers
- Torch
- Whistle/Megaphones
- Small radio receiving AM/FM
- Spare batteries
- Assets Register& Insurance Policy

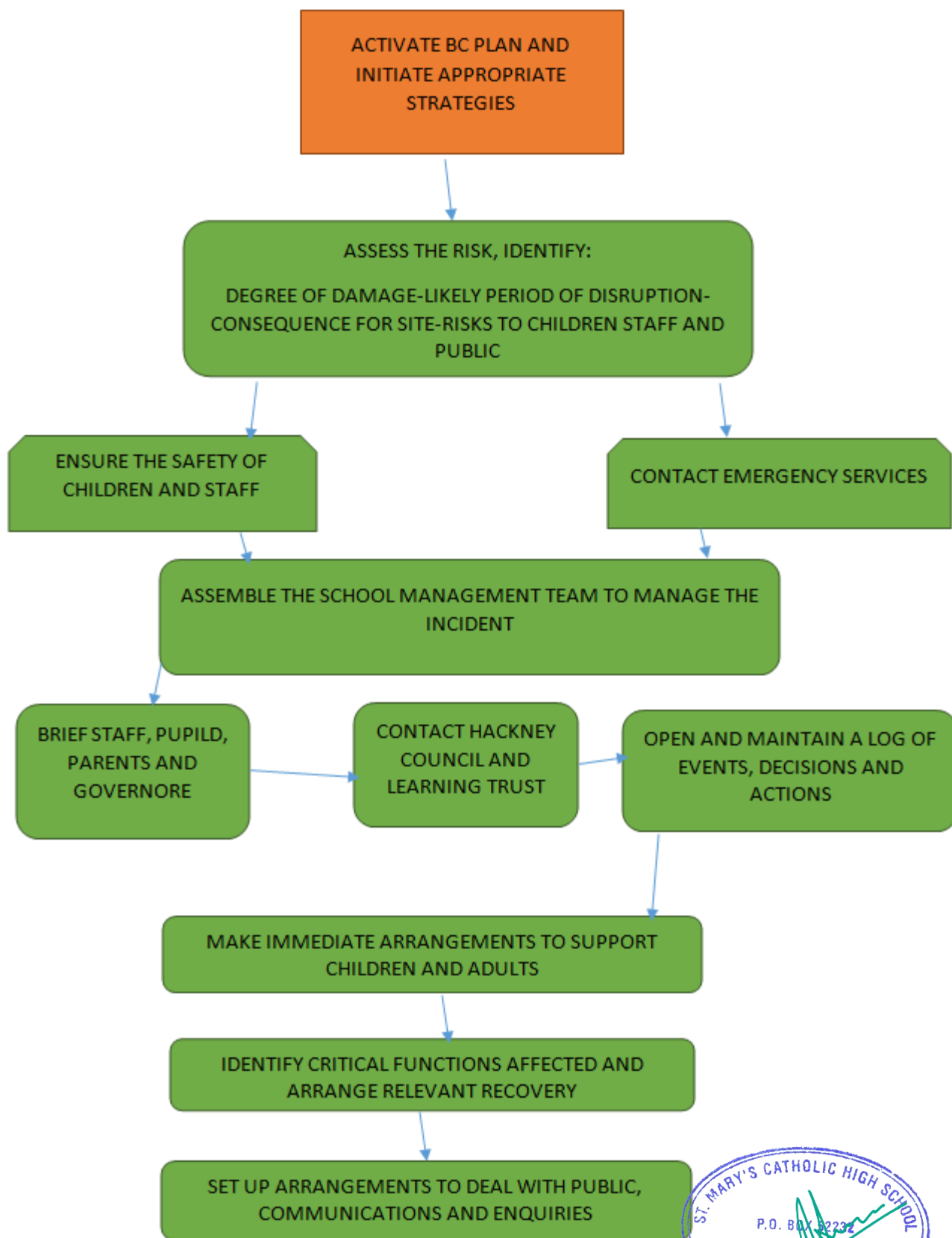
OTHER ESSENTIAL ON SITE INFORMATION	
ITEM	DEAILS
Large-scale map	Showing: • Police, fire, ambulance stations • Accident and Emergency Hospital
Small-scale site plan of the school	Showing: • Fire call points (alarms) and assembly location(s) • Fire extinguishers • Chemical stores • Electricity, gas and water services cut off points
ICT Advice	May be sought from the ICT Support Team:
ICT Servers Located at:	ICT Server Room
ICT Systems backup	Daily by: ICT Support Mr. Abdul Basit / Antony R.
Secure ICT backup located at:	ICT Server – Cloud backup
Copy of the Assets Register	Kept electronically on the server which is backed up regularly and kept on remote email servers
The Business Continuity Plan is available:	Electronic copy – Kept Confidential

Activation of Plan

This plan will be activated in response to an incident causing significant disruption to the School, particularly the delivery of key/critical activities.

The responsibility for implementing this plan lies with the Head Teacher or, if not available, a member of the School (Incident) Management Team.





Approved by: Principal and Vice Principal ,Governing Body and SLT.

Next review due by: Ongoing