Central Bedfordshire Council
Emergency / Business Continuity Planning in Schools
Survey Results: June2014

1.0 Purpose of Survey

1.1   This survey was conducted at the request of the Resilience Group for Schools and Other Settings. There were four aims of the exercise:

     1.1.1 The survey provides Central Bedfordshire Council with current data regarding the state of readiness of its schools to cope with unforeseen emergencies.

     1.1.2 It provides a self assessment tool for schools. Participation in the survey would highlight to schools any gaps they may have in their Emergency and Business Continuity Planning.

     1.1.3 The survey supports awareness raising of the Emergency / Business Continuity Planning section of the CBC Schools' Portal. Here, templates and resources designed to simplify the process of writing a comprehensive and effective Emergency Plan in schools, can be downloaded.

     1.1.4 The survey will help to assess the impact that the introduction of supporting resources has had upon the resilience of schools and academies.

2.0 Response to Survey

Table 1: Summary of Responses : April 2012

	Responses			Emergency Plan?		BCP ?	
No. of school type[1]	School Type	No. of response	% Response	Yes	No	Yes	No
5	Special	3	60%	2	1	1	2
4	Pre-School	4	100%	4	0	1	3
95	Lower	68	72%	60	8	23	45
24	Middle	11	46%	8	3	3	8
10	Upper	4	40%	4	0	2	2
138	Total	**90**	**65%**	**78(87%)**	**12(13%)**	**30(33%)**	**60(66%)**

Table 2: Summary of Responses : June 2014

	Responses			Emergency Plan?		BCP ?	
No. of school type[2]	School Type	No. of response	% Response	Yes	No	Yes	No
4	Special	1	25%	1	0	1	0
4	Pre-School	3	75%	2	1	2	1
84	Lower	42	50%	33	6	28	12
13	Primary	2	15%	2	0	2	0
20	Middle	9	45%	7	2	6	3
3	Secondary	0	0%	0	0	0	0
9	Upper	4	44%	4	0	4	0
137	Total	**61**	**45%**	**49(80%)**	**9(15%)**	**43(70%)**	**16(26%)**

2.1   The number of schools responding to the most recent survey has dropped significantly from 90 in 2012 to 61 in 2014. The timing and method of data collection need to be reviewed ahead of any future surveys.

2.2   45% of schools in the Central Bedfordshire area responded to this survey. Whilst this may be considered a representative sample, the absence of data from 76 schools in this current survey makes assessment of the impact resources have had, difficult to quantify.

2.3   With regard to school governance, there is no discernable trend in relation to schools who have not responded to this survey. There appear to be a fair representation of maintained and non-maintained schools amongst the sample.[3]

---

[1] For the purposes of this survey Academies are included within their respective phase.
[2] For the purposes of this survey Academies are included within their respective phase.
[3] 15 of 61(25%) schools responding were academies. 36 % of schools in the Central Bedfordshire area are academies who are slightly under represented.

3.0 2012 – 2014 Survey Comparison

Table 3: Responses to specific questions 2012 -2014

	Jan 2012	April 2014
Number of schools completing survey	**90**	**61**
Schools with an Emergency Plan	**78 (87%)**	**49 (80%)**
Including:		
Emergency Contact Details	73 (81%)	47 (77%)
Actions to take on Activation of Plan	69 (77%)	47 (77%)
An Emergency Grab Pack	43 (48%)	47 (77%)
Arrangements for Evacuation of the Building	79 (88%)	47 (77%)
Offsite Evacuation Arrangements	56 (62%)	40 (66%)
Lockdown Procedures	47 (52%)	39 (64%)
School Closure Alert Arrangements	87 (97%)	49 (80%)
Bomb Threat/Suspicious Package Arrangements	44 (49%)	38 (63%)
Post Incident Support Arrangements	47 (52%)	39 (64%)
Schools where individuals have been trained in each others roles	43 (48%)	23 (38%)
Schools that have you tested their Emergency Plan	19 (21%)	18 (30%
Schools with a business continuity plan	**30 (33%)**	**43 (70%)**
Including:		
Identified most critical aspects of day to day operation	36 (40%)	39 (64%)
Considered the impact of loss of staff, utilities etc	41 (46%)	37 (61%)
All staff trained to assume each other's roles	70 (78%)	38 (63%)
Staff know what to do if there was incident and are trained	45 (50%)	26 (43%)
Key information available when needed	73 (81%)	42 (69%)
Arrangements with nearby organisations to help provide resources	30 (33%)	30 (49%)
Access to Emergency Funds	46 (51%)	25 (41%)
Registered for warnings & alerts?	29 (32%)	21 (34%)
Schools with a pre-school on site	35 (39%)	25 (41%)
Preschool provider included in Emergency Plans	17 (19%)	11 (18%)

3.1   Comparative analysis of the data presents some inconsistent findings[4]. These might be attributed to:

3.1.1 Survey completed by personnel who do not fully appreciate the complexities of Emergency and business Continuity Planning.

---

[4] E.g, in 2014, nine schools reported they did not have an emergency Plan yet in 2012 they had previously reported that they had!

3.1.2 Changes in regime or personnel at individual schools where previous incumbents felt contingency plans were all in place, even if not.

3.1.3 A development in understanding of Business Continuity leading to a changed understanding of specific questions.

3.2   In the current survey (2014), 9 schools have indicated that they do not have an emergency plan. Of these, in the 2012 survey:

3.2.1 One did not respond

3.2.2 Two indicated that they did not have an Emergency plan.

3.2.3 Six indicated that they did have an Emergency Plan.

3.3   In the current survey (2014), 16 schools have indicated that they do not have a business continuity plan. Of these, in the 2012 survey:

3.3.1 Two did not respond.

3.3.2 Four indicated they they did have a Business Continuity plan

3.3.3 Ten indicated that they did not have a Business Continuity Plan

3.4   In 2012, 12 schools reported that they did not have an Emergency plan. Analysis of data provided through the current survey shows that, of these 12:

3.4.1 Nine of these now have an Emergency Plan

3.4.2 Two do not have an Emergency Plan (although this is a focus of current work)

3.4.3 One did not respond to this survey.

3.5   In 2012, 60 schools reported that they did not have a Business Continuity Plan. Analysis of data provided through the current survey (2014) shows that, of these 60:

3.5.1 25 schools reported that they do now have a Business Continuity Plan.

3.5.2 10 still do not have a Business Continuity Plan.

4.0 Emergency / Business Continuity Planning Resources

4.1   In February 2012, a package of resources to support schools in the development of Emergency and business Continuity plans were made available to its schools by Central Bedfordshire Council.

4.2   85% of schools (51) responding to the current survey reported having seen the CBC guidance. Of these, 15% (9 schools) reported the resources as being 'very useful'.

4.3   15% (9) of responding schools had not seen the Emergency and BCP resources on the Schools' Portal. Seven of these schools are academies and two are maintained by the Local Authority. Of these 9 schools:

   4.3.1   6 reported to have Emergency Plans and 3 did not. In the 2012 survey, all 3 of these schools had previously reported that they did have Emergency plans. Significantly, there has been changes in school leadership in two of these schools since 2012.

   4.3.2   5 reported having Business Continuity plans and 4 did not.

Comments

- Very good. Have used this a lot to do risk assessments and plans
- Very useful - we used the resources for our plan
- Extremely useful reference document; informative and formed the basis of our current plan.
- Helpful but daunting.
- We have used these to support out plan which we will be discussing with all staff in May when we will be closed for elections.
- Hard to find initially, lots of good ideas
- Hard to find initially, lots of good ideas
- Very helpful. A good resource which is clear and, although time consuming, easy to follow. It may not cover every eventuality but it lays down some transferable principles which when discussed and shared become more embedded. If an incident then occurred a school would be in better position than one which had spent little, or no preparation/reflection, time considering such incidents!
- I have found this very helpful in setting up and reviewing our emergency plan. We are in the process of reviewing our plan and the information on the web site has helped us to address areas and actions that we were falling short of. The short power points will help me to address the lack of training / awareness amongst the staff. The plan template has been very helpful.
- Very useful
- Very detailed and helpful in compiling our plans
- We have a critical Incident and School Closure policy as well as a Fire Risk assessment, Adverse Weather policy, and Educational Visits and Journey's Risk Assessment, and we are currently reviewing our these in light of producing an Emergency Plan and Business continuity plan. We have downloaded all the guidance from the website and the information is a lot for a smaller school to go through but the templates are useful
- We found it very useful and have used it extensively.
- It was very useful and we have used it extensively.
- Excellent. We already have a plan in place but I am reviewing it in light of the guidance and will be incorporating some of your suggestions
- It's great - although I've ticked we don't have a plan that's because it isn't complete yet but we are underway. I've also found Pete to be extremely helpful and knowledgeable
- We are planning to use it to review and improve our existing procedures in the next term
- Looks good
- We have a school completed copy of this resource but we feel that we would still find it difficult in an emergency and therefore have not answered all of the questions in this survey as yes.
- A very useful tool
- They have been recently used to draft our Emergency and Business Continuity Plan
- I have looked at it in response to this survey. The resources seem to be useful, and will enable us to update our plans for the future
- Our site is rather complicated which has made completing the template tricky.
- IT's very comprehensive but our challenge lies in the situation of the school and the site itself
- IT's very comprehensive but our challenge lies in the situation of the school and the site itself