Castle View School

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Disaster Recovery Plan

Approved by:	Castle View School Local Governing Body	**Date:** 26 March 2026
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1. Introduction

The Castle View School Disaster Recovery Plan (DRP) has been written for those who will be involved in re-establishing the operational delivery of services following a major incident including but not exclusive to:

- Outbreak of infectious disease
- Water contamination or food poisoning
- Full or part school closure due to snow or premises issue deeming the property to be unsafe
- Failure of IT systems
- Terrorist threat or hoax

The occurrence of any of the above does not necessarily activate the DRP.

2. Definitions

An emergency is any event which causes, or has the potential to cause injury, loss of life, damage to property or significant business disruption.

A disaster is the escalation of an emergency to the point where normal conditions are not expected to be recovered for at least 24 hours.

3. General Information

3.1 Review and Training

This document should be reviewed annually by the Leadership Team and the Governing Body. At least once a year a scenario walk through other than a fire drill should be undertaken. Example scenarios would include those that would cause the loss of the school and/or prohibit the use of the off-site place of safety. This scenario should test the understanding of the Incident Management Team and their roles.

3.2 Associated Documents/Information

Associated Documents include:

- Emergency Evacuation Procedure
- Fire Risk Assessment
- Snow Plan
- Health and Safety Policy
- Premises Management Policy
- Infectious Disease Guidance (Gov UK)
- IT Systems Failure Risk Assessment
- Terrorist Threat or Hoax Procedures
- Cyber Incident Response Plan

3.3 Emergency Contact Information

An emergency information pack is kept at the main reception and includes:

- Copies of this document
- Snow Plan
- Emergency Evacuation Procedure
- First Aid Policy
- Health & Safety Policy

Access to staff and student data (those on roll) with home phone numbers can be accessed on-line from SIMS.

4. Strategy

If a disaster is declared by Castle View's Headteacher or the Deputy Headteachers or the School Business Manager, the School's Disaster Recovery Plan will be activated.

Staff communication will be via email and the website if this is operable.

The following organisations may need to be advised of the implementation of the Business Continuity Plan as soon as possible:

- Essex CC General Enquiries – 0345 743 0430
- Essex CC (Infolink) General Enquiries - www.schools.essex.gov.uk/info/contacts
- Essex CC Schools Communication Team 0333 013 9880
- Department for Education 0370 000 2288
- Skanska Buildings Team 0800 0234 765/0330 105 1792
- Marketing and Communications – Alan Mechem 01702 426754 / 07765 145858
- Essex CC Press Team 0333 132 800 / 07717 867 525
- Innovate - Rebecca Wagstaff 07827 070 137
- Castle Point Environmental Health – Janette Parker East 01268 882200
- East of England Health Protection Team ECC 0300 303 8537 / 01245 444 417
- Insurance Zurich 0800 096 6233
- Insurance Essex Team 0333 013 9819
- Local Police (non-emergency) 101
- Emergency Services (Fire / Ambulance / Police) 999

The Headteacher is responsible for contacting the Zenith Multi Academy Trust, Governors and other stakeholders such as Headteachers from other schools.

5. Roles and Responsibilities

5.1 Headteacher or the Deputy Headteacher

The Headteacher is responsible for the implementation and co-ordination of the DRP, including:

- Immediately contacting the School Business Manager/Deputy Headteachers if the disaster relates to the built environment or the ICT infrastructure to establish if the building can be re-occupied and/or service delivery reinstated.
- Co-ordination of status reports/communication for the benefit of all audiences (including staff, students, parents, LA, EFA, Schools Team at DFE, press).
- Maintaining the DRP in an up-to-date format by delegating responsibility to the School Business Manager for updates.

5.2 Incident Management Team (IMT)

Lead by the Headteacher, the Incident Management Team consisting of the Core Leadership Team and the Skanska Site Manager. Additional members of the team will be recruited to match the specific needs of the incident.
The IMT is responsible for acting under the direction of the Headteacher (or their Assistant) to restore normal conditions as soon as possible.

5.3 Staff

Staff are required to co-operate with the IMT in support of the DRP.

In the event that staff are sent home, they should remain available during normal working hours to assist with necessary tasks.

6. Procedure For Closing The School

6.1 Closure in advance of a school day

The school can be closed in advance of a normal school day using the following system:

1. Closure authorised by the Headteacher or the Deputy Headteachers and communicated to the Chair of Governors.
2. Notification of a school closure using the Local Authority On-line website and local radio station where appropriate. Actioned by the School Business Manager.
3. Implementing the school staff 'snow plan' (actioned by –Leadership Team)
4. Recording the closure on the home page of the school website (actioned by the Network Manager/IT team)
5. Sending out text messages/Edulink messages to all staff and parents (actioned by – Appointed Staff).

6.2 Closure During a School Day

It is never a preferred option to close the school during a school day but it can be done using the following procedures:

1. Closure authorised by the Headteacher or the Deputy Headteacher and communicated to the Chair of Governors, on the basis that students with parental authorisation may make their way home by themselves. Students will continue to be supervised by staff until parents authorise them to leave or they are collected.

    a. Parental authorisation can be provided by text message or email from a parental phone number or email address directly to the student's phone and seen (and recorded) by a member of staff
    b. Consider use of Places of Safety (as described below).

2. Notification of the school closure using the website (actioned by School Business Manager). Recording the closure on the home page of the school website (actioned by the Network Manager/IT Team)

3. Sending out text/Edulink messages to all parents (actioned by Appointed Persons).

6.3 Immediate Places of Safety

In the event of a major incident on site requiring the school to be closed, students will assemble as per the Emergency Evacuation Plan in their allocated lines on the playground and a register will be taken. If the Emergency Evacuation Plan cannot be implemented due to exceptional circumstances, alternative evacuation points are noted on the map in **APPENDIX 1.**

6.4 Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, students will be escorted into an available evacuation point as detailed in **APPENDIX 1.**

7. Lockdown Procedure

It is now possible to envisage circumstances where the school may wish to lock itself in, to secure staff and students from an outside threat. This circumstance is described as a 'lockdown'.

- A serious threat is identified inside or outside the school. EG; An armed intruder in the grounds or school building, an explosion outside, a major vehicle collision outside of the building, robbery, dangerous animal loose.
- The Skanska site team will inform reception staff and the IMT of a serious incident or security breach and will proceed to secure the building and grounds where possible.
- There will be an announcement via the school's public address system, school phones or word of mouth using a code sentence to be reviewed annually.

- This is an instruction to migrate to a safe area – preferably a lockable room and students to remain locked in their classrooms with a member of staff.
- All students in external PE lessons will be advised to return to the Sports Hall.
- All staff and students to move away from doors and windows.
- All staff and students must stay in their positions until told to do otherwise.
- If the threat looks like there is an imminent compromise of safety and staff and students are able to move to a safer area, then appropriate action can be taken if the risk of staying put exceeds the risk of moving.
- If the fire alarm sounds, this supersedes all instructions aforementioned – If the threat is next to the nearest fire escape route, a different one must be used in order to get to the nearest or instructed evacuation point.
- There are 4 evacuation points – School playground, School playing field, King George V Playing Fields and the Paddocks car park.
- The school will be advised that it is in 'lockdown' by word-of-mouth or by announcement via the building's public address system.
- A lockdown will be invoked by the use of a pass-phrase communicated via the school tannoy. This will be changed and communicated every September via internal bulletin and email.

8. Silent Evacuation

- A Silent Evacuation will be announced via the school phones, email or word of mouth via a pass-phrase which will be reviewed annually.
- The Emergency Evacuation Policy should be followed as closely as possible, although students may be on different meeting sites for role call.
- Staff and students can only return to the building on the advice of the emergency services.

9. Business Recovery in the Event of a Loss of Buildings or site Space

9.1 General

Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the PFI Contractor and the Local Authority. In the event of building unavailability, the school may be entitled to financial unavailability deductions to off-set the Unitary Charge Payments that will still be due for payment.

Temporary working facilities are the responsibility of the School and Governing Body for which it holds insurance.
Whilst temporary facilities are put in place, the school can operate remotely in delivering teaching and learning and operational requirements. Strategies and funding are in place to ensure all students have access to technology to ensure continuity of their education.

9.2 Insurance

The school holds adequate insurance to ensure the continuation of services.

9.3 Replacement Site Facilities

The size and scope of facilities required for the school will vary according to circumstance. In the first instance contact should be made with the Zurich Insurance company.

The location of the temporary accommodation will be determined based on the space required and circumstances at the time.

- Seek DfE, ESFA and LA advice.

Erecting additional buildings on our current campus site will always be the preferred solution.

10. Pandemic Threat/Mass Staff Unavailability

Loss of staff is considered a generic threat to operations. The spread of a virus capable of impacting on operational service delivery is now considered genuine and serious.

In the event of mass staff illness or country wide government directed lockdown, the Headteacher/IMT will follow and adhere to all current and up to date guidance given by DfE.

11. Other Threats

11.1 National Emergency Alerts System

The government is set to roll out a new Emergency Alerts system, which will send alerts to mobile phones when there is a danger to life in the area you are located. This was last tested on the 7th September 2025.

- If you receive an alert, it will be a 10 second loud siren
- Alerts are based on your current location, not where you live or work
- A message on your device screen will tell you about the emergency and how best to respond
- You must stop what you are doing and follow the instructions on the alert
- The IMT will assist in this instruction
- If an evacuation is required, you must adhere to the Emergency Evacuation Procedure, providing it does not contradict the Emergency Alert instruction
- If a lockdown is required, you must adhere to the processes within this policy, providing it does not contradict the Emergency Alert instruction

Alerts may be sent for the following instances:

- Severe Flooding
- Fires
- Extreme weather
- Public health emergencies

11.2 IT/Network Infrastructure

The school has considered the loss of IT/network infrastructure to be a threat to school operations. Loss of infrastructure could be caused by damage to equipment, loss of data connection, cyber/hacking attack.
In the event of a cyber-attack, the school will adhere to the Zenith MAT Cyber Incident Response Plan.

11.3 Other considerations

The following Other Threats have been considered:

- Phone and ICT communications loss
- Finance process breakdown – payments to staff & suppliers fail
- Utilities/energy supply failure
- Service delivery loss of general nature – Castle View School are unable to provide buildings or ICT support
- Key supplier failure other than Castle View School – Catering, transport
- Evacuation due to nearby incident
- Adverse weather conditions
- Strikes

12. Linked Documents

The following school policies should be considered in conjunction with this document:

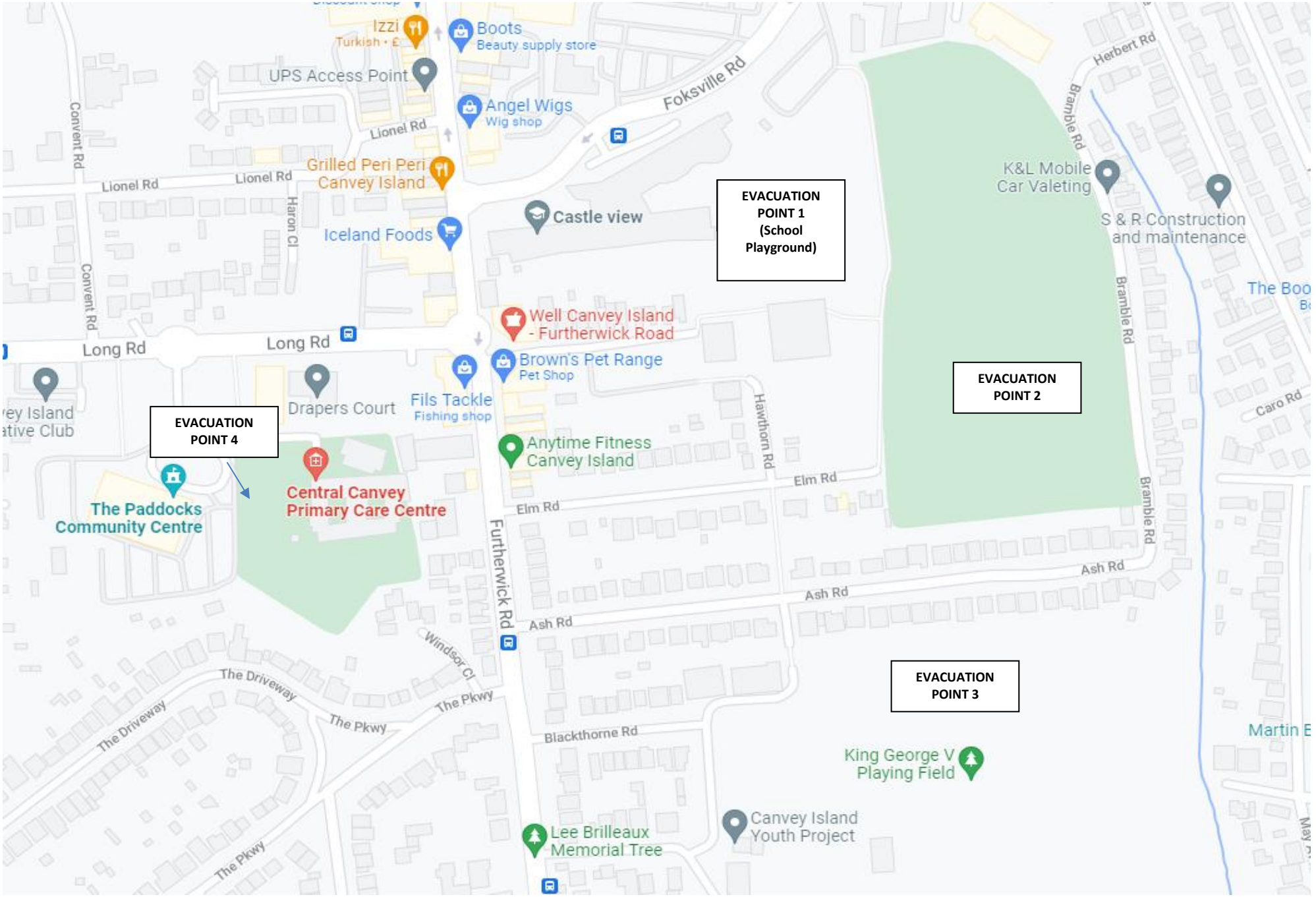
- Health & Safety Policy
- First Aid Policy
- Emergency Evacuation Policy
- Premises Management Policy
- Safe Remote Teaching/Learning/Working Policy
- GDPR policies (Multiple documents)

The following Zenith Multi Academy Trust policies should also be considered in conjunction with this policy:

- Finance policies (Multiple documents)
- Cyber Security Policy
- Health & Safety Intent Statement
- Acceptable Use Policy
- Cyber Incident Response Plan

The list above is by no means exhaustive. All policies/procedures are available on both the school and Trust websites or via internal portals and staff shared drives.

APPENDIX 1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Boots
Beauty supply store
UPS Access Point
Angel Wigs
Wig shop
Foksville Rd
Herbert Rd
Bramble Rd
Convent Rd
Lionel Rd
Lionel Rd
Lionel Rd
Grilled Peri Peri
Canvey Island
Haron Cl
Iceland Foods
Castle view
EVACUATION POINT 1 (School Playground)
K&L Mobile
Car Valeting
S & R Construction
and maintenance
Bramble Rd
The Boo
Convent Rd
Long Rd
Long Rd
Well Canvey Island
- Furtherwick Road
Brown's Pet Range
Pet Shop
EVACUATION POINT 2
Drapers Court
Fils Tackle
Fishing shop
Hawthorn Rd
Caro Rd
EVACUATION POINT 4
Anytime Fitness
Canvey Island
Elm Rd
Elm Rd
The Paddocks
Community Centre
Central Canvey
Primary Care Centre
Bramble Rd
Ash Rd
Ash Rd
Furtherwick Rd
Ash Rd
Windsor Cl
The Driveway
The Driveway
The Pkwy
The Pkwy
The Pkwy
Blackthorne Rd
EVACUATION POINT 3
King George V
Playing Field
Martin E
Lee Brilleaux
Memorial Tree
Canvey Island
Youth Project

APPENDIX 2. CASTLE VIEW SCHOOL SERIOUS THREAT LOCKDOWN PROCEDURE

Skanska site team to inform reception staff and the IMT of the incident/breach and then proceed to secure the building and grounds where safe and possible to do so.

An announcement will be made via the public address system, school phones or word of mouth using the code as communicated internally (This will be changed annually).

YOU MUST

1. Migrate to safe area - Preferably a lockable room. Students to remain with a member of staff.

2. Move away from windows and doors.

3. Remain in position until instructed.

LISTEN, LOOK, ASSESS, ACT

If the threat looks like there is an imminent compromise of safety and you are able to move to a safe area, then you may take appropriate action if the risk of staying put exceeds the risk of moving.

In the event of a fire alarm, this supersedes points 1-3. Follow LISTEN, LOOK, ASSESS, ACT guidance in order to evacuate and move to a safe place. Make your way to the nearest assembly point (as marked on the map - Appendix 1).

A silent evacuation will be announced via the school phones, email or word of mouth using the code as communicated internally. This will be changed anually. Follow LISTEN, LOOK, ASSESS, ACT guidance to the nearest assembly or instructed assembly point in absolute silence.

Staff and students can only return to the building on the advice of the emergency services.

Appendix 3 One Page Emergency Plan: Standard Operating Procedure

Preparation			
STAFF	STUDENTS	EQUIPMENT	LOCATION
• **Awareness** of the alarm/ alert and any key words/ phrases • **Practice** via table top and walk through • **Aware** of emergency team members	• **Awareness** of the alarm/ alert • **Practice** via walk through • **Awareness** of Run, Hide, Tell processes	• **Grab Bags** to contain: 1st aid kit, Kitt medical, Defib, Student medication & registers • **4 Grab bags** should be available • **CCTV** is working	• Classrooms/ Offices • Courtyard / Playground/ Fields and rear access gates • Conference Room & Sports Hall/ Celebration Hall / Dance Studio
Action			
STAFF	STUDENTS	VISITORS	PROCEDURES
• **Remain calm**, quiet and put phones on silent • **Remove lanyard/ keys** • **Support students**, maintaining calm and quiet • **Await** further instructions	• **Follow staff** instructions • **Remain calm** and quiet • **Turn off mobile phones**/ devices	• **Remain** with supervising member of staff • **Follow instructions** given by school staff and leaders • **Remain calm**, quiet and turn off phones	• **Alert HT/ Emergency team member** • **Call 999** (Bomb Hoax call immediately) • **Sound alarm/ alert** • **Evoke** appropriate protocols • **Inform** the CEO

Protocol		
Lockdown (in)	Evacuation (out)	In-Vac (in)
Tannoy/ Screen/ Key Word: "Mr Castle go to reception."	Fire Alarm/ Tannoy/ Screen	Tannoy/ Screen/ Key Word: "Mr Castle to the Sports Hall."
• **Remain** in classes/ offices • **Lock** doors, windows • **Close** blinds and stay out of sight • **Be quiet** and turn off phones/ devices • **Remain** until the all clear is given by HT/ Senior Staff • Emergency team **monitor CCTV** • **Ensure** Zones are locked down incl. external exits/ gates secure	• **Follow fire drill** procedures • **Quiet and orderly** on exit and line up at the Fire Evacuation area. **If necessary** and fire evacuation area should not be used, go to the 'Safety Zone' opposite the Muga. • **Turn off phones**/ devices • **Site team** monitor Fire Panel • **Remain** until the all clear is given by HT/ Senior Staff	• **Social/ un-structured times** • **Safety Zone** is the Sports Hall in year group order. • **Be quiet and turn off phones**/ devices • **Remain** until the "all-clear" is given by HT/ Senior Staff • **Emergency team monitor CCTV** • **Ensure** Zones are locked down incl. external exits/ gates secure

Recovery		
1	**Communication**	**Send prepared messages** to parent/ carers and community
2	**Inform**	**Only the HT/ Senior Staff inform staff and students** that the site is safe and secure
3	**Evaluate**	**Review the process and amend procedures** where necessary

Key Information		
1	**Emergency Team**	**SDU, RHU,** KLA, PBA, SGO, LME, JFO, LHO, NEV, LSA (RHU in absence of HT)
2	**Signals/ Alerts/ Alarms**	Tannoy (**in**), Fire Alarm (**out**), Screens (**key information**)
3	**Communication**	**2-way Radios*** and Mobile Phones (channel 1 site & reception / channel 2 leadership & student reception)
4	**Locations**	Classrooms/ Offices (Lockdown), Playground/ Field (Evacuation), Conference Room/ Sports Hall (In-vac)
5	**Grab Bag Locations**	Reception, Student Reception, PE Office, LCO Office
6	**Key Word/ Phrase**	TBC

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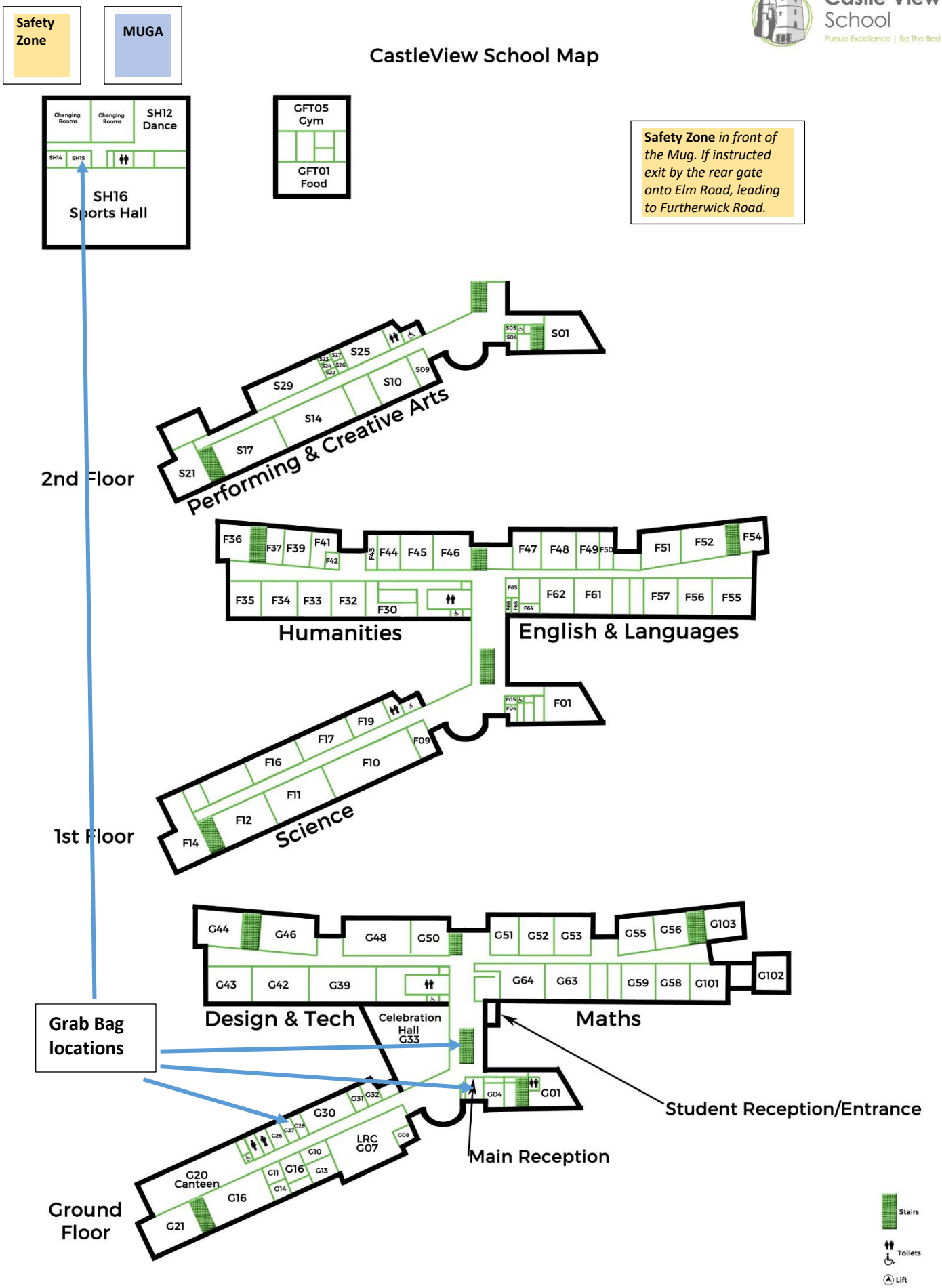
CastleView School Map