

St. Saviour's CE Junior School

DISASTER RECOVERY PLAN

(August 2023)

DISASTER RECOVERY

This plan has been formulated to ensure that any impact on business continuity, following any emergency situations such as floods, acts of vandalism or terrorism, pandemic, explosion, hardware/software failure or any other disaster, is kept to a minimum.

In the event of this Plan having to be initiated, the personnel named below will form the Disaster Recover Team and take control of the following:

	Team Leader	Deputy
Facilities	Mr Dave Jordan	Mr Mark Joyce
Information Technology	Mr Jez Hoare	Mr Nick Bonell
Recovery of valuable items	Mrs Sharon Sandwell	Mrs Vicky Rimmer
Security	Mr John Arnold	Mr Dave Jordan
Public Relationships	Mr Nick Bonell	Mr John Arnold
Data Recovery	Mr Jez Hoare	Mrs Wendy Hearn
Communications	Mr Nick Bonell	Mrs Lynda Clark

EQUIPMENT/DOCUMENTS

In the case of an emergency situation, the team will operate under the direction of the Headteacher, Deputy HT and the operational centre will be St. Saviour's Church, Westgate on Sea

Depending on the emergency, the following are the most important, in priority order for salvaging:

Equipment

- Portable Hard Drive (on top of the Server)
- Mrs Hearn's PC
- Headteacher's PC
- Computers
- Flammable hand sanitizer (5l) in care taker's office (in steel COSHH cabinet), larger container in outside shipping container

Paper documents

- Registers
- Any safeguarding documents from filing cabinets in Headteacher's office
- Any files in cabinets in office
- Children's files

The time frame for the recovery of critical functions will be one month.

SECURITY

In the event of the building having been rendered unsafe following a fire, it will be protected during the day by Patrol and Response Ltd outside school hours.

If necessary, arrangements will be made for the building to be boarded up by contacting Capita helpdesk, telephone no. 0845 6010719 (24 hour service).

Contacts for checking vital equipment are as follows:

Equipment	Company	Telephone no.
Burglar alarm	ADT	0844 800 1999
Electricity supply	Capita helpdesk or if deemed an emergency Scottish Hydro Electric (customer nbr 44858 15212)	0845 6010719 0845 0701423
Fire alarm	ADT	0844 800 1999
Fire fighting equipment	KCC Fire Technician	Mobile 07974 446185
Heating system	EPS (Kevin)	07768 565942
Internet connection	RM	Jeff Haslam 07967 050356 Cleo Office 01524 592800
Telephone	BT	0800 800 154
Water	(customer nbr 4081842044)	0800 330033 Out of hours 0845 7462200

Other useful telephone numbers:

Insurers	Via LA	01228 226268
Legal representative	LA Legal Department	01228 226060
Local press	Whitehaven News	01946 595100
Plant Hire	Phillip Carruthers	01900 68777
Removals	County Removals	01228 550554

In the event of a serious fire and media involvement, any enquiries should be directed to the nominated press officer, Mr Bonell. In the first instance a statement will be released outlining basic details only.

If the telephone system is disabled and it is not possible to plug in the spare telephone or access the school mobile phone, calls will be diverted to **07858070809**

If the premises are rendered unusable, arrangements will be made for mail and other deliveries to be cancelled until notified otherwise.

DATA RECOVERY

In order to assist data recovery, if damage to a computer or back up material is suspected staff **should not**:

- turn off electrical power to any computer
- try to run any hard drive, back up disc or tape to try to retrieve data
- tamper with damaged computers, discs or tapes
- move damaged computers.

SALVAGE AND STORAGE

If damage to the building is such that the interior is exposed to the elements or unsafe, under the terms of the insurance policy, Capita helpdesk should be contacted to arrange hire of portable buildings. These would be sited **on the playground and if necessary, the car park** with cars having to be parked wherever possible on street. All incoming deliveries would be cancelled.

DAMAGE LIMITATION

After a flood, drains will be checked for blockages by **DSL** 01622 688444

Hazardous materials are stored off site.

A copy of the Fire Risk Assessment is held off site with Mr Jordan.

DUTY OF CARE

If the building has been evacuated for structural safety reasons, before reoccupation, member of the Governors' Health and Safety Sub-Committee/Buildings' Committee will make an inspection to see if the structure is safe. If unsure, the Council Building Control Officer should be contacted via Capita Helpdesk.

Advice from the Environment Agency

Following an incident, any spillages, contaminated materials or fire fighting water, should be disposed of in the correct manner. Contaminated water should not be disposed of in a drain without prior permission. (Maximum penalty £20,000)!

If off-site disposal of solid liquid or waste is required, a registered carrier of waste should be used and the movement documented.

For further advice the Environment Agency can be contacted on 0800 807060.

This plan will be reviewed every 12 months. It will be invoked as soon as possible after an emergency and as a training exercise once every 2 years. One copy of the plan will be stored off the premises with Name of Person(s).