

Disaster Recovery Plan

Amended: September 2017

Approved by Governors: September 2017

Review date: March 2018

Reviewing Panel: Standards, staffing and curriculum (SSC)

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	Donald Wykes	Dave Wright
Information Technology (SIMS)	Matt Connelly	Paul Roth
Supplies	Karen Batman	Carol Skingle
Security	SKANSKA	
Public Relationships	Simon Cox	
Data Recovery (Microsoft 365)	Matt Connelly	Paul Roth
Communications	Simon Cox	

EQUIPMENT/DOCUMENTS

In the case of an emergency situation, the team will operate under the direction of the Headteacher, Simon Cox and the operational centre will be The Appleton School, Croft Road, Benfleet 01268-794215

ICT will arrange to redirect Woodlands 01268 212146 telephone line to Appleton School, (TBC)

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

Equipment

- Contents of the fire safe
- Grab bag (Site Evacuation Kit 100 Persons, Mobile telephones and chargers)
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Paper documents

- Registers
- Any HR documents
- Child Protection files
- Fire Risk Assessment (Contains register of chemicals and substances retained in site)

Critical paper documents are kept in a fire-resistant filing cabinet in the office.

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 SKANSKA Helpdesk 0800 0234765

Contacts for checking vital equipment are as follows:

Equipment	Company	Telephone no.
Burglar alarm	SFS	08000234765
Cleaning	SFS	08000234765
Electricity supply (Zenergi)	Npower	08001382322
Fire alarm	SFS	08000234765
Firefighting equipment	SFS	08000234765
Gas (Zenergi)	GAZPROM	08452300011
Heating system	SFS	08000234765
Internet connection	Virgin Media - RM	08454040000
Telephone	Daisy (Updata)	03333202325
Water	Anglian Water	03450704158
Water	NWG Business	03332079283

Other useful telephone numbers:

Insurers	Zurich Municipal	01252 387931 - 0870 2418050
Legal representative	Essex HR	03330139810
Local press	Evening Echo	01268-469455
School communications team	ECC	01245434745 - 07717867525

In the event of a serious fire and media involvement, any enquiries should be directed to the nominated press officer, Simon Cox. 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 **The Appleton School 01268-794215**

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.

DAMAGE LIMITATION

After a flood, drains will be checked for blockages by **SKANSKA**.

Hazardous materials are stored off site.

A copy of the Fire Risk Assessment is held off site with Donald Wykes

DUTY OF CARE

If the building has been evacuated for structural safety reasons, before reoccupation, member of the Governors' Health and Safety Sub-Committee will make an inspection to see if the structure is safe. If unsure, Essex County Council will make the decision.

Advice from the Environment Agency

Following an incident, any spillages, contaminated materials or firefighting water, should be disposed of in the correct manner. Contaminated water should not be disposed of in a drain without prior permission.


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).

Signed:  _____
Head Teacher

Dated: 11th September 2017 _____

Signed:  _____
Chair of Governors

Dated: 11th September 2017 _____

Updated September 2017