

St Bega’s CE Primary School

DISASTER RECOVERY PLAN

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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 Mrs J Wilson Mrs S Steele

Information Technology Mrs W Akam Mrs K Hoyle

Recovery of valuable items Mrs J Wilson Mrs S Litt-Wilson

Supplies Mrs M Marshall Mrs W Akam

Security Mrs J Wilson Mrs M Adams

Public Relationships Mrs J Wilson Mrs M Adams

Data Recovery Mrs K Hoyle Mrs M Marshall

Communications Mrs J Wilson Mrs K Hoyle

**EQUIPMENT/DOCUMENTS**

In the case of an emergency situation, the team will operate under the direction of the Headteacher, Mrs WIlson and the operational centre will be St Bega’s Village Hall, Eskdale, phone number 019467 23223.

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

***Equipment***

* + Portable Hard Drive (on top of the Server)
  + Headteachers Laptop
  + Computers
  + Flammable cleaning equipment from cleaner’s cupboard

***Paper documents***

* + Registers
  + Any Staff documents from filing cabinets in Headteacher’s office
  + Any files on shelves in office and head’s office.
  + Children’s files

Critical paper documents are kept in a fire-resistant filing cabinet in the office. Vital electronic data is also stored off-site with Mrs K Hoyle, Roseville Cottage, Whitecroft, Gosforth, CA20 1AY.

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 Mire Security (PHONE NBR) outside school hours.

If necessary, arrangements will 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 | Cumbria County Council Fire Technician | Mobile 07974 446185 |
| Heating system | EPS (Kevin) | 07768 565942 |
| Internet connection | Cleo broadband | Jeff Haslam 07967 050356  Cleo Office 01524 592800 |
| Telephone | BT | 0800 800 154 |
| Water | United Utilities (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, Mrs Wilson or the deputy press officer, Mrs Adams. 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 **Longrigg, Eskdale 019467 23214.**

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. Mobile toilet units could be hired from Cumbria Loos01900 510457. All incoming deliveries would be cancelled.

Any salvaged materials or stock could be stored in a portable building or if not appropriate, with **Mrs Adams at Longrigg, Eskdale.**

**DAMAGE LIMITATION**

After a flood, drains will be checked for blockages by **Metrorod Cumbria 01900 67944**

Hazardous materials are stored off site.

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

# 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).

**Chair of Governing Body Headteacher**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_