

# Our Lady Queen of Martyrs Roman Catholic 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:

	<b>Team Leader</b>	<b>Deputy</b>
Facilities	Steve Clarke	Derek Sutherland
Information Technology	Derek Sutherland	Kathleen Stewart
Recovery of valuable items	Jane Denner	Derek Sutherland
Supplies	Anne Robinson	Clare Dale

Security	Steve Clarke	Derek Sutherland
Public Relationships	Derek Sutherland	Christine Johnson
Data Recovery	Vital	Jane Denner
Communications	Derek Sutherland	Christine Johnson

## EQUIPMENT/DOCUMENTS

In the case of an emergency situation, the team will operate under the direction of the Headteacher, Mr Derek Sutherland and the operational centre will be York Railway Institute.

In addition there is a Flood Evacuation Plan.

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
- Bursar and Admin Computers
- Computers
- Flammable cleaning equipment from cleaner's cupboard

### **Paper documents**

- Registers
- Any Staff documents from filing cabinets in Headteacher's/Bursar/Admin offices
- Any files on shelves in office and head's office.
- Children's files

Critical paper documents are kept in a fire-resistant filing cabinet outside the Admin Office. Vital electronic data is also stored off-site through Vital ICT Company. 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 Mayfair Security..

If necessary, arrangements will made for the building to be boarded up by contacting the Sharon Westcough Property Manager at the Middlesbrough Diocese. On 01642 850515 ext 240 or mobile no. 07985547769

Contacts for checking vital equipment are as follows:

<b>Equipment</b>	<b>Company</b>	<b>Telephone no.</b>
Burglar alarm	CHUBB	0800 32 1666
Electricity supply	Eon	<b>0345 055 0065</b>
Fire alarm	CHUBB	0800 32 1666
Fire fighting equipment	CHUBB	0800 32 1666
Heating system	SES	
Internet connection	CYC broadband	555000
Telephone	CYC VOIP	555000
Water	Yorkshire Water	0845 1 242424

**Other useful telephone numbers:**

Insurers	Catholic Church Insurance Association	01296 422030
Legal representative	LA Legal Department	555000
Local press	York Press	01904 567131
Removals	County Removals	01228 550554

In the event of a serious fire, flood and media involvement, any enquiries should be directed to the nominated press officer, Mr Derek Sutherland or the deputy press officer, Miss Christine Johnson. 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 **CYC 555000**

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, Catholic Church Insurance Company 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 at York RI .

Any salvaged materials or stock could be stored in a Middlesbrough Diocese Property. **Contact Sharon Westcough for availability.**

**DAMAGE LIMITATION**

After a flood, drains will be checked for blockages by **Yorkshire Water**

Hazardous materials are stored off site.

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

**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 the CYC.

## 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

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

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

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

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

### Headteacher

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

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

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

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