



## Disaster Recovery Plan

Created: January 2016

Updated: October 2022

Review by: Autumn 2024



To be read in conjunction with School Emergency Plan

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:

	<i>Team Leader</i>	<i>Deputy</i>
<b>Co-ordination</b>	P. Thompson	C. Meldrum
<b>Facilities</b>	Site Supervisor	Asst Site Supervisor
<b>Information Technology - Curriculum</b>	D. Orme	A.M. Doran
<b>Information Technology - MIS</b>	D. Orme	L. Martin
<b>Recovery of valuable items</b>	Asst Site Supervisor	Site Supervisor
<b>Supplies</b>	L. Martin	D. Dickinson
<b>Security</b>	Site Supervisor	Asst Site Supervisor
<b>Public Relationships</b>	P. Thompson	L. Pilling
<b>Data Recovery - Curriculum</b>	D. Orme	A.M. Doran
<b>Data Recovery - MIS</b>	D. Orme	L. Martin

<b>Communications &amp; Log Keeping</b>	L. Martin	D. Dickinson
<b>Welfare</b>	G. Reader	C. Loftus
<b>Media Management</b>	C. Meldrum	L. Pilling

## **EQUIPMENT/DOCUMENTS**

In the case of an emergency situation, the team will operate under the direction of the Headteacher, Mr P. Thompson and the operational centre will be St Mary's Catholic Priory, Broadfield Drive, Leyland. 01772 455955.

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

### ***Equipment***

- Two host servers in main server room.
- Two SANs in main server room.
- Host server in backup server room
- Two SANs in backup server room.
- Backup server in backup server room.
- Two CCTV servers in main server room.
- Phone server in main server room.

### ***Paper documents***

- Teaching Staff Personnel files from filing cabinets in Head's office
- Support Staff Personnel files from filing cabinets in Business Manager's office
- Child Protection files are stored in the AHT office, Pastoral Block.

All MIS data is backed up on a nightly basis. For recovery contact Virtue on 01695 731233.

MIS systems will be available through an online portal within 24 hours of notification by an authorised member of St Mary's staff. A copy of the data will also be made available when required to re-install to on-site servers.

Child Protection information is web based on CPOMs.

## **SECURITY**

In the event of the building having been rendered unsafe following a fire, it will be protected by Sector Security 01772 794729 Site KILO 2304.

If necessary, arrangements will made for the building to be boarded up by the emergency services or by contacting Higher Walton Glass on 01772 339832  
Contacts for checking vital equipment are as follows:

<b>Equipment</b>	<b>Company</b>	<b>Site ino</b>	<b>Telephone no.</b>
Intruder alarm	Westmorland	50245765	01539 721919
Electricity supply	British Gas	601424942	0800 195 4141
Gas supply	British Gas	600267164	0800 111 999
Fire alarm	Westmorland	50245765	01539 721919
Fire fighting equipment	Walker Fire		01772 693777
Heating system	BMI Heating		07968 112264
Internet connection	Virtue		01695 731233
Telephone	NGC	MCH001	0344 980 0340
Water	United Utilities	408 376 8354	0800 330033 Out of hours 0845 7462236

***Other useful telephone numbers:***

<b>Emergencies and Critical Incidents</b>	<b>Gillian Cookson/Diane Greaves</b>	<b>07771 663501</b>
<b>Insurers</b>	<b>Property – Diocese Policy KSC 242047 0293 Contents – LA</b>	<b>01296 422030 01772 534801</b>
<b>Legal representative</b>	<b>Lynn Brewer</b>	<b>01772 533321</b>
<b>Local press</b>	<b>Lancashire Evening Post</b>	<b>01772 254841</b>
<b>Local Radio</b>	<b>Radio Lancashire Rock FM</b>	<b>01254 583583 01772 446301</b>
<b>Plant Hire</b>	<b>Clive Hurt</b>	<b>01772 432475</b>
<b>Removals</b>	<b>Whittle Removals</b>	<b>01772 288398</b>

In the event of a serious fire and media involvement, any enquiries should be directed to the nominated Press Officer, P. Thompson or the deputy press officer, L. Pilling. In the first instance a statement will be released outlining basic details only. If the telephone system is disabled calls should be directed to the school mobile phone **07348 191474**

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, Lancashire County Council 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 North West Portables 01254 916657. All invoiced deliveries to be cancelled. Any salvaged materials or stock could be stored in a portable building.

## DAMAGE LIMITATION

After a flood, drains will be checked for blockages by **Wm Wildings and Sons 01772 253127**

Hazardous materials are stored off site.

An electronic copy of the Fire Risk Assessment is held on the MIS.

## DUTY OF CARE

If the building has been evacuated for structural safety reasons, before reoccupation, members of the Governors' Resources Committee will make an inspection to see if the structure is safe. If unsure, LCC Emergency team will advise 07771 663501.

## 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 2 years. It will be invoked as soon as possible after an emergency and as a training exercise once every 2 years. Copies of the plan will be stored off the premises with Senior Leadership Team.