



Disaster Recovery Plan

Created: January 2016

Review by: September 2020



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>
Co-ordination	P. Thompson	C. Meldrum
Facilities	D. Rogers	P. Cusack
Information Technology - Curriculum	D. Orme	A.M. Doran
Information Technology - MIS	D. Orme	L. Martin
Recovery of valuable items	P. Cusack	D. Rogers
Supplies	L. Martin	D. Dickinson
Security	D. Rogers	P. Cusack
Public Relationships	P. Thompson	L. Pilling
Data Recovery - Curriculum	D. Orme	A.M. Doran
Data Recovery - MIS	D. Orme	L. Martin

Communications & Log Keeping	L. Martin	D. Dickinson
Welfare	G. Reader	C. Loftus
Media Management	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:

Equipment	Company	Telephone no.
Intruder alarm	EFT	01704 229431
Electricity supply	British Gas Acc No 601424942	0800 195 4141
Gas supply	British Gas Acc No 600267164	0800 111 999
Fire alarm	EFT	01704 229431
Fire fighting equipment	EFT	01704 229431
Heating system	Holgates	01704 880029
Internet connection	Virtue	01695 731233
Telephone	NGC Acc MCH001	0344 980 0340
Water	United Utilities (Acc No 408 376 8354)	0800 330033 Out of hours 0845 7462236

Other useful telephone numbers:

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

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.