

## *Disaster Recovery Plan*

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### 1. Context

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.

The business centre for Veritas Multi Academy Trust is:

Warden House Primary School, Birdwood Avenue, Deal CT14 9SF.

The Trust has two schools:

- Warden House Primary School
- Pilgrims' Way Primary School

In the case of a disaster, the trust will move operations to another trust school to remain operative. This will include transporting pupils where practical. If pupils are not able to be transported to another school site within the trust, a local solution will be negotiated with a school.

In the event of this plan having to be initiated, the personnel named below will form the Disaster Recovery Team and take control of the following:

## 2. Key Staff

Team Leader	Deputy	
Facilities	Mr Orchard	Mrs Moon
Information Technology	Mr Atkinson	Mr Hackett
Recovery of valuable items	Mrs Hunter-Wardle	Mrs Moon
Supplies	Mrs Hunter-Wardle	Mrs Moon
Security	Mr Orchard	Mr Chisnell
Public Relationships	Mr Chisnell	Mrs Moon
Data Recovery	Mrs Moon	Mr Purver (Primary Technologies)
Communications	Mrs Moon (Telephony)	Mr Purver (Primary Technologies)

## 3. Equipment / documents

In the case of an emergency situation, the team will operate under the direction of the Trust CEO, Mr Chisnell and the operational centre will be Pilgrims' Way Primary School, phone number 01227 760084.

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

### Equipment

- Portable Hard Drive Network rooms in trust schools
- CEO and Headteacher's mobile devices
- Laptop trolleys
- Flammable cleaning equipment from cleaner's cupboard

### Paper documents

- Registers
- Any Staff documents from filing cabinets.
- Personnel and financial paper records.
- Pupil files.

Vital electronic data is also stored off-site using online backup, in emergency contact EIS and Primary Technologies to activate data recovery. The time frame for the recovery of critical functions will be one month.

#### 4. Security

In the event of the building having been rendered unsafe following a fire, it will be protected during the day by a local security company outside school hours.

If necessary, arrangements will be made for the building to be boarded up by contacting the insurer's helpdesk.

Contacts for checking vital equipment are as follows:

Equipment	Company	Telephone no.
Burglar alarm	Abel Alarms	01732 355592
Electricity supply	EDF Energy	08007838838
Fire alarm	Multi Fire	01634735465
Fire fighting equipment	KCC inspection services	01622605310
Heating system	Delron Services	01622 688444
Internet connection	EIS	01622 683708
Telephone	Business Technology Maintenance	08448112062
Water	Southern Water	08452780845

Other useful telephone numbers:

Insurers	Zurich	08001697166
Legal representative	Winkworth Sherwood solicitors	T: +44 (0)20 7593 5000
Local press	East Kent Mercury	T: 01304 365526 mercurynews@thekmgroup.co.uk
Plant Hire	Deal Plant Hire	01304 361071
Removals	Castles ,	Deal 01304 373251

In the event of a serious fire and media involvement, any enquiries should be directed to the nominated press officer for the Trust, CEO Mr Chisnell. In the first instance a statement will be released outlining basic details only and this will be shared with the Chair of the Board of Trustees.

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 Pilgrims' Way Primary School.

If the premises are rendered unusable, arrangements will be made for mail and other deliveries to be cancelled until notified otherwise.

#### 5. 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.

## 6. 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, the insurers should be contacted to arrange hire of portable buildings. These would be sited on the playground and if necessary, the school field. Mobile toilet units could be hired from Fourjays on 01622 843135 . All incoming deliveries would be cancelled.

Any salvaged materials or stock could be stored in a portable building or if not appropriate at The Pilgrims' Way Primary School (or Warden House where the school in crisis is Pilgrims' Way Primary School).

## 7. Damage Limitation

After a flood, drains will be checked for blockages by a local contractor brought in by the school caretaker / site manager.

Hazardous materials are stored off site.

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

## 8. Duty of care

If the building has been evacuated for structural safety reasons, before reoccupation, a professional assessment will be made to ensure the structure is safe. If unsure, the Council Building Control Officer should be contacted.

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.

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.