

Disaster Recovery Plan

Amended: July 2023

Approved by Governors: September 2023

Review date: July 2024

Reviewing Panel: Standards, staffing and curriculum (SSC)

DISASTER RECOVERY

This plan has been formulated to ensure that any impact on business continuity, following any emergency such as fire, flood, acts of vandalism, terrorism, pandemic, explosion, malicious cyber-attack, 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	
Facilities	Paul Roth	
Information Technology (SIMS)	Matt Connelly	Josh Buckley
Supplies	Rachael FletcherBrown	Jane Chapman
Premises and Security Management	Bryan Coombs	
Public Relationships	David Wright	
Data Recovery (Microsoft 365)	Matt Connelly	Josh Buckley
Communications	David Wright	
Additional Resources (As required)	Senior Leadership Team	

EQUIPMENT/DOCUMENTS

In the case of an emergency, the team will operate under the direction of the Head Teacher, David Wright and the operational centre will be The Appleton School, Croft Road, Benfleet 01268794215

ICT will arrange to redirect Woodlands 01268 282146-telephone line to Appleton School, (TBC)

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

Equipment

- Contents of the fire safe
- Grab bag (Site Evacuation Kit 100 Persons, Mobile telephones and chargers)

Paper documents

- Registers
- HR documents
- Child Protection files
- Fire Risk Assessment (Contains register of chemicals and substances retained in site)
- Purchasing / school credit card

Critical paper documents are kept in a fire-resistant filing cabinet in the office.

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 SKANSKA Helpdesk 0800 0234765

Contacts for checking vital equipment are as follows:

Equipment	Company	Telephone no.
Intruder Alarm	SKANSKA	08000234765
Site Cleaning	SKANSKA	08000234765
Electricity supply	British Gas	105
Fire alarm	SKANSKA	08000234765
Firefighting equipment	SKANSKA	08000234765
Gas Supply	British Gas	0800 111999
Heating system	SKANSKA	08000234765
Internet connection	Virgin Media - RM	08454040000
Telephone	Daisy (Updata)	03333202325 - 03303332000
Water	Anglian Water	03457919455
Water	Wave	03332079283
Premises Manager	SFS	07881342489

Other useful telephone numbers:

Insurers	DfE RPA	03300585566
Legal representative	Essex HR	0333 013 9993
Local press	Evening Echo	01268522792
School communications team	ECC	01245434745
ECC Press Office	ECC	07717867525/03330132800

In the event of a serious fire and media involvement, any enquiries should be directed to the nominated press officer, David Wright. 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 **The Appleton School 01268794215**

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

CONTINGENCY PLAN FOR LOSS OF IT NETWORK

Attendance

Tutors' will register pupils with paper registers during form time. Registers provided by attendance are to be collected from Heads of Year.

End of lunchtime registers will be taken on the sport fields; pupils will assemble as per a fire drill and paper registers will be taken. Tutors will return paper register to the Head of Year to action as required.

Register will not be able to be recorded each period as per normal process, be vigilant of youngsters who may be in school but haven't turned up to lesson. Pastoral Staff will be around sweeping up those out of class.

Safeguarding

Staff will still be able to access My Concern via mobile phones to report if they have the facility. Failing that share any concerns immediately with the safeguarding team.

Behaviour

Heads of Faculty will make use of their radio. Request for support is to be made on channel 15.

Associate staff

Associate staff will liaise with their line manager to identify and prioritise work that can be done without the IT network.

Teaching staff

Where possible attempt to teach lessons without using a computer. If a computer is required, wireless routers will be provided to cover four classrooms in each corridor. Laptops will be provided that will be connected to projectors for those classrooms. The laptops will not have access to the network shared area or personal areas with connection to your web browser only.

HOF's will establish which of their team require laptops and make the relevant room changes as necessary.

Printing to networked printer will be unavailable, barring what has already been printed which of course can be photocopied. For urgent, low volume printing is available to a limited number of office printers that can be connected directly to a desktop or laptop PC.

Opportunities Hub

Wireless routers will be set up in the Opportunities Hub so some work can still be undertaken. However, this will need to be done on personal laptops which are the only ones which can connect to these routers. So, please bring these in if you require this.

Timetable

Changes to timetable will be circulated as required.

Data Recovery

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.

DAMAGE LIMITATION

After a flood, drains will be checked for blockages by **SKANSKA**.

Hazardous materials are stored off site.

A copy of the Fire Risk Assessment is held off site with Paul Roth

DUTY OF CARE

If the building has been evacuated for structural safety reasons, before reoccupation, member of the Governors’ Health and Safety Sub-Committee will make an inspection to see if the structure is safe. If unsure, Essex County Council will make the decision.


Advice from the Environment Agency

Following an incident, any spillages, contaminated materials, or firefighting 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 03708506506.

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).

Signed: 
Head Teacher

22nd September 2023
Dated: _____

Signed: 
Chair of Governors

22nd September 2023
Dated: _____