

# Spalding Parish Church of England Day School

*We are a caring Christian Community built on Compassion,  
Trust, Friendship and Hope.*

## Disaster Recovery Plan



Date of Policy:	January 2018
Date of Review:	January 2019
Adopted by Governing Body:	January 2018
Signed by Chairman of Governors:	Katherine Wright

**Disaster Recovery Plan**  
**Spalding Parish Church of England Day School**

**Disaster Recovery**

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 Recovery Team and take control of the following:

	<b>Team Leader</b>	<b>Deputy</b>
Pupils & Staff	Acting Head Teacher	AHT
Facilities & Security	Site Manager	SBM
Data Recovery & ICT	ARK ICT	
Communications & PR	LA Officer	Acting Head Teacher
Recovery of valuable items	SBM	Admin Staff
Supplies	SBM	Admin Staff

**Equipment/Documents**

In the case of an emergency situation, the team will operate under the direction of the Acting Head Teacher, Diane Mulley and the operational centre will be at Spalding High School ( 01775 722110),

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

**Equipment**

-  Portable Hard Drive
-  Computers
-  Flammable cleaning equipment from cleaner's cupboard

**Paper Documents**

-  Registers
-  Any Staff documents from filing cabinets in SBM's Office
-  Children's files in their classrooms

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 GBSG Security (01775 821000) and outside school hours.

If necessary, arrangements will be made for the building to be boarded up by contacting Vinci-Mouchel Property Services (01522 836222)

Contacts for checking vital equipment are as follows:

Equipment	Company	Telephone no.
Burglar alarm	GBSG	01775 823024
Electricity supply	Total Gas & Power	01727 275800
Gas Supply	ESPO energy	0116 265 7884
Fire alarm	John Moore Security	01482 507507
Fire fighting equipment	Chubb	0844 879 1666
Heating system	Mouchel/ Cofely GDF	01522 552222
Internet connection	ARK ICT	07850 727529
Telephone	Telephone Europe	0870 300 6868
Water	Wave (Anglian Water)	0345 0704158
Waste	Biffa Waste	0800 601601

## Other useful telephone numbers:

Insurers	LCC	01522 553675
Legal representative	LA Legal Department -Keely Anderson	01522 552576
Local press	Lincolnshire Free Press/Guardian	01775 725021
Plant Hire	Riso copier - RVS Water coolers - Water Logic (Angel Springs)	0115 9504334 0333 6001845
Removals Emergency Planning Unit	County Removals Premises - 24 hours	01522 836222

In the event of a serious fire and media involvement, any enquiries should be directed to the nominated press officer within Lincolnshire County Council. In the first instance a statement will be released outlining basic details only.

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/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, Lincolnshire 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 Elliott Loo Hire, Peterborough 0845 507782. All incoming deliveries would be cancelled.

Any salvaged materials or stock could be stored in a portable building placed on the site.

### Damage Limitation

After a flood, drains will be checked for blockages by JRS Environmental Services (01205 350299)

Hazardous materials are stored off site.

A copy of the Fire Risk Assessment is held off site with Jane Williams, School Business Manager.

### Duty of Care

If the building has been evacuated for structural safety reasons, before reoccupation, a member of the Governors' Finance and Assets Committee will make an inspection to see if the structure is safe. If unsure, the Council Building Control Officer should be contacted via Lincolnshire County Council.

### 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 *Jane Williams (School Business Manager)* and *Dan Clifton (Site Manager)*.

Chair of Governing Body  
Katherine Wright

Acting Head Teacher  
Diane Mulley