

# Disaster Recovery Plan (Head Office)

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## 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 Recover Team and take control of the following:

	<b>Team Leader</b>	<b>Deputy</b>
Facilities	Sue Robinson	Claire Wallace
Information Technology	Claire Wallace	Roy Williams
Recovery of valuable items	Sue Robinson	Basia Harris
Supplies	Claire Wallace	Hayley Hamill
Security	Claire Wallace	Sue Robinson
Public Relationships	Sarah Flanagan	Lizzie Rowe
Data Recovery	Claire Wallace	Roy Williams
Communications	Sarah Flanagan	Lizzie Rowe

## Equipment/Documents

In the case of an emergency situation, the team will operate under the direction of the Chief Operating Officer, Lizzie Rowe and the operational centre will be Windmill Primary School, phone number 01933 62312.

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

### Equipment


-  Laptops

 Computers

 Routers

## Paper documents

 Any HR documents from filing cabinets in Finance Office

 Any Finance documents from filing cabinets in Finance Office

 Documents in folders in Finance Office

Password, credit cards etc. are kept in a fire-resistant safe in Zone 2 of the Old Dairy. Electronic data is also stored on Office 365 Cloud Services.

The time frame for the recovery of critical functions will be one week.

## Security

In the event of the building having been rendered unsafe following a fire, it will be protected during the day by the landlord.

If necessary, arrangements will be made for the building to be boarded up.

Contacts for checking vital equipment are as follows:

Equipment	Company	Telephone no.
Electricity supply	EON	0800 6783105
Firefighting equipment and Fire Alarm servicing	Nordal	07540 986265
Internet connection	Du Pre	01635 555555
Telephone	Du Pre	01635 555555

### **Other useful telephone numbers:**

Insurers	Zurich	08000 966 233 or 01793 511 227
Legal representative	Stone King	020 7796 1007
Local press	Northamptonshire Telegraph Chronicle and Echo	01536 506100 01604 467000





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

If the telephone system is disabled calls will be diverted to **07747 863310**.

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 USB stick to try to retrieve data
-  tamper with damaged computers, or peripherals
-  move damaged computers

## Salvage and Storage

If damage to the building is such that the interior is exposed to the elements or unsafe, Head Office should be relocated to Windmill Primary School immediately. All incoming deliveries will be redirected.

Any salvaged materials or stock will be stored in an Education Fellowship school.

## Damage Limitation

After a flood, drains will be checked for blockages by **the landlord**

Hazardous materials are stored off site.

A copy of the Fire Risk Assessment is held on The Education Fellowship website

## Duty of Care

If the building has been evacuated for structural safety reasons, before reoccupation, members of the executive team with the landlord will make an inspection to see if the structure is safe.

## **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. A copy of the plan will be stored on The Education Fellowship website.