



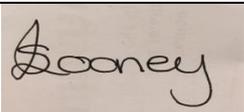
## Rugby Free Primary School Disaster Recovery Policy

September 2019

### CONTENTS

1. Rationale
2. Personnel
3. Equipment and Documents
4. Timeframe
5. Security
6. Other useful contacts
7. Data recovery
8. Salvage and storage
9. Damage limitation
10. Duty of care
11. Advice from EA
12. Review

### POLICY APPROVAL

Policy Level:	RFPS Local Policy
Date of issue:	September 2019
Author:	Rugby Free Primary School
Date of Next Review:	September 2021
Signature:	 Steph Looney Chair of Governors, Local Governing Body
Date of Signature:	November 2019



## 1. Rationale

This plan has been formulated to ensure that any impact on school operations, following any emergency situations such as flood, fire, act of vandalism or terrorism, pandemic, explosion, hardware/software failure or any other disaster, is kept to a minimum. A copy of this policy will be held off-site by the Chair of Governors and the Headteacher.

## 2. Personnel

The Headteacher and Chair of Governors will be notified as soon as possible should a disaster or potential disaster occur. The personnel named below will form the Disaster Recover Team and take control of the following:

	<b>Team Leader:</b>	<b>Deputy:</b>
Facilities	Finance and Admin Manager	Deputy Headteacher
Computing and Technology	Computing Subject Lead	Deputy Headteacher
Recovery of valuable items	Finance and Admin Manager	Deputy Headteacher
Security	Finance and Admin Manager	Deputy Headteacher
Public Relationships	Headteacher	Deputy Headteacher
Data Recovery	Finance and Admin Manager	Deputy Headteacher
Communications	Headteacher	Deputy Headteacher
Medical Needs/ Equipment	Deputy Headteacher	Headteacher

## 3. Equipment and Documents

In the case of an emergency situation, the team will operate under the direction of the Headteacher, and the operational centre will be:

**Premier Inn  
Central Park Drive  
Central Park  
Rugby  
CV23 OWE  
0871 527 8948**

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



Equipment:

- Medical Equipment e.g. Children’s Epipens/ inhalers
- Headteacher/ Admin/ Staff Laptops
- Portable Hard Drives
- Other Computing equipment e.g. iPads, children’s laptops

If possible and not breaching any safety considerations:

- Flammable substances including cleaning equipment from cleaners’ stores/cupboards

Paper documents:

- Grab Box
- MIS System Emergency iPad with registers
- Personnel Files – staff and children

4. Timeframe

The timeframe for the recovery of critical functions is one month maximum.

5. Security

In the event of the building having been rendered unsafe following a fire, arrangements will be made for it to be protected by a security company.

Contacts for checking vital equipment are as follows:

Equipment	Company	Telephone number
Burglar alarm	FSE Security Systems	0115 981 2624
Electricity supply	EDF/ Opus	0333 200 5108 / 0843 227 2377
Fire alarm	FSE Fire Safety Systems	0115 981 2624
Firefighting equipment	Flamex	0800 151 0226
Heating system	BMS	01455 552209
Internet connection	Schools Broadband	0113 3222333
Telephone	Schools Broadband	0113 3222333
Water	WaterPlus	0345 072 6072

6 Other useful contacts

Trust	Learning Today, Leading Tomorrow (Previously Knowledge School Trust)	01788 222 060
-------	---	---------------



Insurers	N/A – covered by DfE’s Risk Protection Arrangement	
Legal representative	Browne Jacobson	0121 237 3986
Local press	The Rugby Advertiser	01788 539999
Removals	Removal Solutions	01788 576891

In the event of a serious fire and media involvement, any enquiries should be directed to the Headteacher. 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 any of the school’s mobile phones, calls will be diverted to the main Premier Inn number above until alternative arrangements can be made.

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

## 7. 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

## 8. 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 risk protection arrangement, the DfE should be contacted to arrange hire of portable buildings. All incoming deliveries should be cancelled.

Any salvaged materials or stock could be stored in a portable building or if not appropriate, as directed by the Headteacher.

## 9. Damage Limitation

After a flood, drains will be checked for blockages by a suitable company.

A copy of the Fire Risk Assessment is held off site by the Headteacher and the Chair of Governors.



## 10. Duty of Care

If the building has been evacuated for structural safety reasons, before reoccupation, the Headteacher and/or a member of the Governing Body responsible for Health and Safety / Premises will accompany a specialist on inspection to see if the structure is safe, at which point an announcement will be made.

## 11. 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. (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.

## 12. Review

This policy will be reviewed biennially by Governors.