

John Ruskin Primary School and Language Classes

Disaster Recovery Plan

Co-ordinator: Jonathan Verity

Last review: 2024

Next review: 2025



“Be responsible, be fair, stay positive and care”



John Ruskin School and Language Classes

DISASTER RECOVERY PLAN

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:

	Team Leader	Deputy
Premises	Jonathan Verity	Tony Till
Information Technology	Classroom365	Jonathan Verity
Recovery of valuable items	Jonathan Verity	Tony Till
Supplies	Jonathan Verity	Karin Dahlbacka
Security	Jonathan Verity	Tony Till
Public Relationships	Clare Tayton	Donna Brooks
Data Recovery	Classroom365	Jonathan Verity
Communications	Clare Tayton	Donna Brooks

EQUIPMENT/DOCUMENTS

In the case of an emergency situation, the team will operate under the direction of the Headteacher, Miss Tayton and the operational centre will be Burgess Park, Walworth Rd entrance.

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

Equipment

- Servers

- Computers
- IWBs
- Printers
- Flammable cleaning equipment from cleaner's cupboard and cleaning store

Paper documents

- Individual Staff personnel files in Main Office
- Children's files
- H&S Files in Main Office
- Files located in Headteacher's office

Data is backed up via a cloud-based system called Redstor, which is an industry standard cloud backup platform. 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 Citykeyholding (Tel. 020 3384 4900) outside school hours.

Contacts for checking vital equipment are as follows:

Equipment	Company	Telephone no.
Intruder alarm	SecureRight	0208 646 3986/0800 5118 769 24hrs
Electricity	Engie	0800 130 3600
Fire alarm	VMS Ltd	0208 902 0033
Emergency Lights	VMS Ltd	0208 902 0033
Fire Fighting Equipment	VMS Ltd	0208 902 0033
Heating (Gas)	Engie	0800 130 3600
Internet connection	LGFL	0208 2555 555
Telephone	Louiscomm	0845 271 3844
Water	Everflow	0330 6600 137
Boilers	UKFSL	01825 598400

Other useful telephone numbers:

Insurers	Via Southwark LA	0207 525 7534
IT Support	Classroom365	07500115217 (Pritesh) 07903509562 (Haji)

In the event of a serious fire and media involvement, any enquiries should be directed to the Headteachers, Clare Tayton. 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 **Jonathan Verity, 07484 077797**.

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 or software to try to retrieve data
- tamper with damaged computers or other hardware
- move damaged computers or devices.

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, <https://www.beaconplanthiresouthern.co.uk/modular-buildings-hire-surrey.htm> Tel: 01342 892382. These would be sited **in the large playground**. Mobile toilet units could be hired from Euroloo <https://www.euroloo.com/about-euroloo/coverage/london/> Tel: 02045792972. All incoming deliveries would be cancelled.

Any salvaged materials or stock could be stored in a portable building.

DAMAGE LIMITATION

After a flood, drains will be checked for blockages by **UKFSL - 07535 753940**
Hazardous materials are stored off site.

A copy of the Fire Risk Assessment is held electronically on the server and will be protected via back-ups

DUTY OF CARE

If the building has been evacuated for structural safety reasons, before reoccupation, a member of Southwark's Health and Safety Department 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 (AJ Pain Waste Management Tel. 0207 732 0044)

For further advice, the Environment Agency can be contacted on 03708 506 506.

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 John Bulwer, Chair of Governors.

Chair of Governing Body

Headteacher

Signed: _____ Signed: _____

Name: _____ Name: _____

Position: _____ Position: _____

Date: _____ Date: _____