

# PERRYFIELDS PRIMARY PRU



## DISASTER RECOVERY AND BUSINESS CONTINUITY POLICY

<b>Review Date</b>	<b>Reviewed Date</b>	<b>Reviewer</b>	<b>Action</b>
<b>December 2018</b>	<b>December 2018</b>	<b>Management Committee</b>	<b>Ratified by Management Committee 11.12.2018</b>
<b>December 2019</b>			

## **Introduction**

If there is a fire or some other reason that Perryfields cannot use its full complement of rooms, the school should have plans to continue the education of its pupils. There are three potential scenarios:

- 1) The loss of one or two rooms
- 2) The loss of a block or section
- 3) The total loss of the school

In Appendix A is set out the details of the blocks and the use of the rooms and their main contents.

Whilst the overall aim of the procedure is to ensure the minimum of disruption to the children's education, and in the likely scenario of phased rebuilding then precedence will be given to those nearest to facing formal end of phase assessment (i.e. Year 2 and Year 6)

## **Advice to Parents, pupils etc.**

The Headteacher should issue statements to the school website, local press and radio stations giving an initial view of the problem and stating whether pupils should attend school and if not when their return may be likely. Where possible daily updates should be given and a phone line installed or mobile number provided in order for parents to access school staff.

A list of contact details, including e-mail addresses, for parents should be maintained off site so that if the computer network is down then alternative direct contact with parents is available.

## **Loss of one or two rooms**

If only one or two rooms are put out of action then it is considered that classes can be moved into other unaffected classrooms until alternative accommodation or repairs are completed. It is considered that this is best organised after an event has occurred and the precise requirements are known.

## **Loss of a block or section**

This will result in the need to bring temporary buildings on to site, with the likely area being the playground.

## **Loss of the whole school**

In the event of the total loss of the school, it would be necessary for a new site to be found whilst the school is re-built.

## **Insurance Policies**

School buildings are covered by insurance through Worcestershire County Council.

## **Contacts**

Appendices B and C give information on who to contact regarding replacing damaged items and the building itself.

## **Disaster Plan Initiation**

Below is a list of who is responsible for each of the following references in the event of disaster:

Facilities – Andy McDouall (Chair of Management Committee), Pete Hines (Headteacher)

Information Technology – Judy Read (Finance Manager), Barry Bozward (IT Support)

Data Recovery: Judy Read (Finance Manager), Barry Bozward (IT Support)

Recovery of Valuable Items: Judy Read (Finance Manager)

Supplies: Judy Read (Finance Manager), Sarah Carey (Office Administrator)

Security: Pete Hines (Headteacher), Rob Harrison (Deputy Headteacher)

Public Relations (Press and TV): Pete Hines (Headteacher), Rob Harrison (Deputy Headteacher)

Communications: Andy McDouall (Chair of Management Committee) and Pete Hines (Headteacher)

The team will operate out of one of the following schools if the school premises are rendered unusable:

- Oldbury Park Primary
- Pitmaston Primary

The Chair and/or Vice Chair of the Management Committee assume the role of overall director. Two copies of the plan should be produced with one of them kept off site by the Headteacher.

## **APPENDIX A**

### **School Facilities**

This has been broken down by blocks or sections. Full details can be found in the school inventory.

#### **Block 1**

This consists of an administrative main front office, meeting room, DSL office, disabled toilet and stock room.

Note: The main school server is located in the stock room.

#### **Block 2**

The upper phase of the school. This consists of Classroom 4, Classroom 3, resource cupboards, staff room, Deputy Headteacher office, Headteacher office, cleaning stock room, toilet and science cupboard.

#### **Block 3**

The lower phase of the school. This consists of Classroom 2, Classroom 1, a quiet room, library, SEND office and further quiet room.

#### **Block 4**

This consists of the kitchen, THRIVE room and Outreach Team office.

**In the event of a widespread fire the fire brigade should be instructed to focus on the following (in order of importance) due to this being where the most important personal data is held.**

- **Block 1: Administrative office and stock room (due to server)**
- **Block 2: Headteacher's office**
- **Block 3: SEND office**

## **Appendix B**

### **School Timetables**

The school timetable indicates that all classrooms are used regularly throughout each day.

## **Appendix C**

### **Contact Details**

Insurance Broker to advise loss: Worcester County Council - 01905 763000

Suppliers of computer equipment: IBS – 01905 765160

Telephone system: CIS – 01905 770882

Fire Alarm system: Firesafe Services - 01527 570952

Heating and Boilers: Spa Gas 01905 772020

Severn Electrics: 01299 877700

## **Appendix D**

### **Contact details for land etc. in case of total loss:**

Worcs CC Place Partnership: 01905 766476