# Worlingham CEVC Primary School
## CRITICAL INCIDENT RECOVERY PLAN

*Like a tree firmly planted by streams of living water we will grow in knowledge, love, faith and wisdom. Based on Psalm 1:*

## BUILDING AND EQUIPMENT RECOVERY

### INTRODUCTION
As part of any major incident it is likely that buildings and/or equipment will be damaged/lost so far as operational purposes are concerned. This Plan outlines the action to be taken in such a situation and the method by which a speedy return to normal, acceptable levels of service will be achieved.

### PROCEDURES
In the first instance, the Emergency Controller* and subsequently the Headteacher will follow the current procedures within the Critical Incident Plan.
*The Emergency Controller will be;
Either the first member of staff to arrive on the scene if the incident occurs outside of school hours or the most senior member of the leadership team available.

This will provide access to the full range of 'in-house' and contract services currently available to our school, covering all aspects of premises and communication support.   Beyond these procedures there are areas potentially essential to the immediate recovery plans for any facilities related crisis/disaster.
**These are**:
(a) Accommodation
(b) Communications
(c) Utilities
(d) Furniture
(e) Security and Security Hardware
(f) Staff

### (a) Accommodation
In the event of loss of premises, or a part thereof, there will clearly be an immediate need for space in which to house core activities. We will provide for such an occurrence by a number of means:
- Hire of portable accommodation.
- Rescheduling the use of existing accommodation not affected, this could include the Sports Hall.
- Short term rentals/leasing/hire of local accommodation through other schools in the immediate vicinity.

The organisation of any alternative accommodation will need to be confirmed as accepted at the time by the Local Authority.

### (b) Communications
In the event of a crisis/disaster which takes out of commission the existing telecommunications system, our school staff would be expected to use personal mobile phones in the immediate short term.

The Emergency Controller is responsible for contacting our telecommunications supplier to obtain an indication as to the length of time that our system would be down. The purchase of inexpensive 'pay as you go' mobiles for the leadership team and office may be necessary if the system is likely to be unavailable for a longer time.

The implementation of the telecommunications recovery plan would be the responsibility, of the Headteacher or nominated Deputy Headteacher.

## (c) Utilities
Should a Major Incident occur affecting the utility supply to school premises, repairs to those utility supplies would be carried out by the relevant supply authority or contractors.

If a heating source to a building is destroyed, arrangements will be made to expedite the repair/replacement as soon as possible, and if possible temporary heat sources will be hired.

## (d) Furniture
If the school furnishings are damaged beyond repair or use we would need to source temporary replacements from local school surplus and/or Local Authority storage if available.

## (e) Security and Security Hardware
Our school would need to ensure that the affected areas do not present a security loop hole;
- All damaged windows would need to be boarded and damaged roofing weather proofed.
- If security fencing is required we would need to ensure the Local Authority is proactive in sourcing the required measures.

## (f) Staff
If following either an incident or a pandemic the school suffers from a mass unavailability of staff it would be likely that the Headteacher would be forced to temporarily close the school. Any closure would be kept to an absolute minimum time scale. Immediate contact with County HR department would be made by the Headteacher for advice and assistance with temporary staffing.

## EXPENDITURE
The Headteacher will be responsible for authorising any expenditure incurred in connection with an incident and in doing so will ensure that Financial Regulations and Procurement procedures are complied with.

## ASSET REGISTER
An Asset Register detailing valuable equipment is maintained, schedules show items on a room by room basis. This register is reviewed/updated on an annual basis. The paper copy is kept in the school safe and the information is also held on the schools computer system.

## INSURANCE
The school maintains adequate buildings and contents insurance.

## RECOVERY OF COMPUTING FACILITIES
It is important in the context of computing, to consider separately the various elements that constitute the computing facilities and services.

Physical hardware can be relatively easily replaced but may take several weeks to identify, order and commission. If the network that carries the data between computers is destroyed, then this can potentially isolate users.

Centrally provided networked data files and software are relatively easily restored provided secure and reliable backup and recovery mechanisms are in place.
All central computing facilities and services are regularly backed up in terms of networked data files and software, with copies kept in the school safe.
In the event of a major incident, it is the responsibility of the Headteacher / Deputy / nominated individual and IT Support technician, to implement a computing recovery plan.

**Implementation of the policy**
Our school will manage implementation of this policy with the support and guidance of the Local Authority.