Learning Together,
Growing Together

Bywell CE (C) Junior School

Disaster Recovery Policy

2026

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 (priority and second contacts):

	Priority	**Role**	**Second**	**Role**
Facilities	Mr T Huffinley	Business Manager - Bywell	Mrs R Storrank	Asset Management Officer - Kirklees
IT	Mr M Springthorpe	Technician – Datacable Ltd		
Security	Mr T Huffinley	Business Manager - Bywell	Mr S Garside	Harfords Security
Public Relationships	Ms Z Adam	Head Teacher - Bywell	Mrs H Appleyard	Deputy Head Teacher - Bywell
Data Recovery	Mr M Springthorpe	Technician – Datacable Ltd		
Communications	Ms Z Adam	Head Teacher - Bywell	Mrs H Appleyard	Deputy Head Teacher - Bywell

EQUIPMENT/DOCUMENTS

In the case of an emergency situation, the team will operate under the direction of the Headteacher, Ms Z Adam and the operational centre will be Manorcroft Academy (tel. 01924 325230).

Depending on the emergency, the following are important for salvaging:

Equipment

- iPads
- Server & Back Up Device
- School Mobile Phones

Paper documents

- Laminated Registers
- Any files on shelves in office and head's office.
- Children's files

Critical paper documents are kept in a fire-resistant filing cabinet in the office. Vital admin electronic data is stored off-site using Hornet and Wasabi.

The time frame for the recovery of admin data is 60 days.

SECURITY

In the event of the building having been rendered unsafe following a fire, it will be protected during the day by Harfords Security Ltd (tel. 01924 467269).

If necessary, arrangements will made for the building to be boarded up by contacting Kirklees Asset Management on 01484 221000.

Contacts for checking vital equipment are as follows:

Equipment	**Company**	**Telephone no.**
Burglar alarm	Harfords Security	01924 467269
Electricity supply	Kirklees Council or if deemed an emergency, Northern Powergrid	01484 221000 0800 375 675
Gas Supply	Kirklees Council	01484 221000
Fire Alarm	Kirklees Council	01484 221561
Fire Fighting Equipment	Churches Fire	0870 608 4350
Heating system	Kirklees Council	01484 221000
Internet connection	Apollo Communications	0333 358 2014
Telephone	Apollo Communications	0333 358 2014
Water	Yorkshire Water	0800 57 35 53

Other useful telephone numbers:

Insurance	Kirklees Council	01484 221000
Legal representative	Kirklees Council	01484 221000
Local press	Dewsbury Reporter	0113 238 8950

In the event of a serious fire and media involvement, any enquiries should be directed to the nominated press officer, Ms Z Adam or the deputy press officer, Mrs H Appleyard. In the first instance a statement will be released outlining basic details only.

If the telephone system is disabled, Apollo Communications will be contacted and requested that all calls be diverted to the school mobile phones.

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 tape to try to retrieve data
- tamper with damaged computers, discs or tapes
- move damaged computers.

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, Kirklees Council should be contacted to arrange hire of portable buildings. These would be sited **on the playground and if necessary, the car park** with cars having to be parked wherever possible on street. All incoming deliveries would be cancelled.

Any salvaged materials or stock could be stored in a portable building or if not appropriate, with Ms Z Adam.

DUTY OF CARE

If the building has been evacuated for structural safety reasons, before reoccupation, a member of the Governors' Health and Safety Sub-Committee along with the Local Authority Building Control Officer will make an inspection to see if the structure is safe.

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.

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.

Next Review Date: Sep 2027