



**PLUMPTON COLLEGE**

# **COLLEGE CONTINUITY PLAN**

## COLLEGE CONTINUITY PLAN

<b>CONTENTS</b>	<b>Page no</b>
<b>Introduction</b>	3
Continuity Planning & Management team	5
Other Key Staff contact details	6
<b>Section A : Closure or Partial Closure of a Site</b>	7
College Suppliers & Local Services	13
Hospitals	14
Counselling & Advice Agencies, Religious & Community Contacts	15
Check-off list	17
<b>Section B : Loss of Life and/ or Major Injury / Major Outbreak of Disease/ Illness</b>	18
Check off list	21
<b>Section C : Major loss of Information and Communication Technology due to theft, hacking, virus, equipment failure or damage</b>	22
Regular Suppliers of Goods and Services	25-29

# COLLEGE CONTINUITY PLAN

## INTRODUCTION

Staff are asked to ensure that they read and understand the contents of this plan and to ensure that they remain aware of its contents in order to act appropriately should disaster strike the College.

### DEFINITION OF A DISASTER

Under the terms of reference of this plan, a disaster is:- *a serious emergency that would cause significant disruption to work, where the potential lost revenue is in excess of £250,000 in a full financial year or reinstatement of the property is likely to be at least £250,000.*

### 1 OBJECTIVES

The two main objectives of this Continuity Plan are

- a) To avert, or to minimise the effects of, disaster (emergency action planning);
- b) To bring the College back into full operation without too much disruption (contingency planning).

### 2 THE CONTINUITY PLANNING & MANAGEMENT TEAM (CPMT)

The CPMT has ultimate responsibility for the development, implementation and monitoring of the continuity plan. Core membership is as set out in table on page 5.

### 3 MANAGEMENT OF AN INCIDENT

In the event of a disaster, the Principal will become the Leader of the CPMT. The Team Leader will involve all those members of the CPMT *as are necessary to deal with the crisis situation and the aftermath*, plus relevant local personnel (*which may include Heads of Departments, Facilities Officers and College Administrators*). A list of key staff and contact numbers is provided at pages 5 and 6. The Team Leader has delegated authority to do all things necessary to deal with the emergency situation. Where the Principal is not available or the disaster is not College building specific i.e. Ivyland Farm or Green Oak, Centre Manager will act as Team Leader and implement procedures appropriate to that site in the first instance.

### 4 IMPLEMENTATION

As soon as possible after an emergency has developed, the Principal or, in his absence, either Deputy Principal or a member of the Senior Management Team, will assess the situation to see if the Continuity Plan needs to be put into effect.

### 5 MAJOR RISK AREAS FOR THE COLLEGE

The major areas of risk of disaster for the College have been identified as:

- a **Closure or partial closure of a part of the main building, hostel accommodation, workshop complex, animal care unit, SRBC, Winery/Science Centre, Horticulture Technologies or Skills Building due to fire, flood, bomb or other incident;**
- b **Loss of life and/ or major injury/ major infection/ illness.**
- c **Major loss of computing capacity due to theft, hacking/ virus/ equipment failure , damage or prolonged power failure.**

This list is not exhaustive, and some situations may involve more than one risk area. It will be up to the Team Leader to interpret and use the Continuity Plan in the most appropriate way according to each set of circumstances.

Sections A - C lists each area of risk, the possible effects and the actions to be taken should they occur.


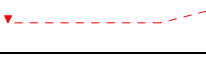
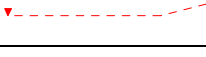
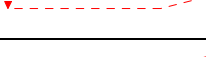


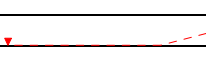
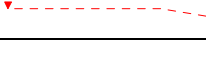

## 6 **UPDATING THE PLAN**

This plan will be updated annually by the Senior Management Team.

## 7 **EMERGENCY CONTROL CENTRE**

In the first instance, this will be based at the College Reception. In cases where this area cannot be used, the initial meeting place will be the SRBC building.

**COLLEGE CONTINUITY PLAN:  
CONTINUITY PLANNING & MANAGEMENT TEAM (CPMT)**

Name	Title	Areas of Responsibility	Ext	Home/ Mobile telephone
Des Lambert	Principal	Overall responsibility/media and LSC contact	233	 Deleted: 07973 430441¶ 01273 891548
Geoff Gregory	Deputy Principal (Resources)	Buildings/Insurance	232	 Deleted: 07966 214728¶ 01825 830642
Val Wilkinson	Director of Finance	Business Clients/Suppliers	281	 Deleted: 01444 257808¶ 0777 6403306
David Stokes	Deputy Principal (Academic & Quality)	Day attending students	254	 Deleted: 01273 891103¶ 07966197697
Emma Hawkins	Student Services Manager	Residential students	237	 Deleted: 01273 505485
Marian Jones	Clerk to Corporation	Corporation Liaison	283	 Deleted: 01273 812826
Paul Thomas	Health and Safety Adviser	HSE liaison	216	 Deleted: 01323 490037
Sam Howe	Acting IT Manager	IT Hardware	242	 Deleted: 01323 492747¶ 07969 242288
Simon Bishop	Centre Manager	Plumpton College at Netherfield		 Deleted: 01424 775615¶ 07908 222933
This core team may co-opt or invite others as required to deal with individual issues.				

**COLLEGE CONTINUITY PLAN:**

**OTHER KEY STAFF**

Name	Title	Ext	Home telephone
Emma Cook	HoD (Equine)	313	<del>01273 492877 07976 278195</del>
David Blackmur	HoD (Horticulture and Floristry)	244	<del>01825 722467 07896 187370</del>
David Lamb	HoD (Agriculture and Countryside)	257	<del>01435 813345 07958 327812</del>
Julia Hadden	MIS Officer	205	<del>01273 890405</del>
Petra Billings	HoD (HE)	251	<del>01903 812958</del>
Chris Foss	HoD (Wine)	218	<del>01273 542882 07722 054940</del>
Don Cranfield	HoD (Business Management)	231	<del>01825 722651 07990 773602</del>
Jenny Watkins	HoD (Animal Care)	224	<del>01825 762987 07979 215620</del>
James Fermor	HoD (Rural Machinery & Engineering)	245	<del>01825 733277 07810 003260</del>
Ivor Lewis	HoD (Sport (Outdoor Education))	293	<del>01342 823393 07783 325161</del>
Wende Taylor-Garwood	HoD (Learner Support)	309	<del>01323 840290 07788 736071</del>
Paul Collins	HoD (Forestry and Arboriculture)	261	<del>01273 417203 07870 453071</del>
Richard Pemble	Quality Development Manager	267	<del>01737 646280 07721 072423</del>

## SECTION A

### CLOSURE OR PARTIAL CLOSURE OF AN AREA DUE TO FIRE, FLOOD, BOMB OR OTHER INCIDENT

#### 1 **Evacuation & Emergency Action**

The procedures for safe evacuation of the premises and the alerting of the emergency services are as set out in the College Emergency Procedures (see separate document). If the situation is out of normal working hours, the security and wardening staff have a call-out list of senior College staff who may be called on to deal with problems. *In the event of any of the Emergency services being summoned during out of hours working the Principal or either of his Deputies should be informed immediately.*

#### 2 **Immediate security of buildings and salvage arrangements**

The Principal or Deputy Principal (Resources) will arrange for the immediate security of the damaged areas, including arranging for temporary cover of exposed areas and storage of furniture, equipment etc. The Deputy Principal (Resources) will also supervise all salvage and recovery work, bringing in specialist firms where necessary e.g. salvage of books, electrical and electronic equipment etc.

#### 3 **Suppliers**

Each Budget Holder is required to supply a list of suppliers who may make deliveries to or who service the College so that they may be contacted to advise their staff/ suspend or redirect delivery of supplies if necessary. Pages **25 to 29** list general College suppliers e.g. catering, security, courier, Post Office, electricity, gas, water etc, and Budget Holders should add any specific suppliers to this list.

#### 4 **Insurance**

The Insurance company will be contacted as soon as possible after the incident (and normally before any salvage work has begun) through the Deputy Principal (Resources).

#### 5 **Alternative Administrative Centres**

In the event that it should not be possible to stay within any College building following a disaster, possible siting of portable accommodation for administration will be as follows:

<b>Alternative sites for Administrative purposes</b>	
Front car park	Mobile unit
Rear car park	Mobile unit
Adjacent to workshops	Mobile unit
Sports Hall car park	Mobile unit

Car park outside horticulture (foundation) building	Mobile unit
Car park at front of winery events room	Mobile unit
Car park at rear of winery/science centre	Mobile unit

**6 Office Rescheduling**

Where possible, alternative office space will be allocated to staff on the basis of priorities agreed by the Deputy Principal (Resources). It is assumed that all staff will require access to a telephone, photocopier, fax, computer and printer.

**7 Alternative Teaching Accommodation**

In the event that it should not be possible to stay within the College teaching section of the building following a disaster, possible siting of portable accommodation for teaching will be as follows:

<b>Alternative Teaching Accommodation</b>	
Rear car park	Mobile Classroom
Adjacent to workshops	Mobile Classroom
Sports Hall car park	Mobile Classroom
Sports hall	Internal divisions
New Workshop	Internal divisions

**8 Alternative Residential Accommodation**

It is unlikely that the entire residential facility will be affected by one incident as the location of the areas used for accommodation are not confined to one section of the College. Emergency accommodation, i.e. shelter will be provided in the Sports Hall.

Provision may be available following loss of bedroom space as follows:-

	<b>Spaces</b>	<b>Alternative arrangements</b>	
Front Hostel	20	John Eastwood	01273 890278
Old Hostel	18		
En suite rooms	7		
Top floor New hostel	20		

Middle floor New hostel	20		
Ground floor New hostel	18		

It is very unlikely that any of the accommodation listed will be available at short notice and students will have to be sent home until it becomes available or temporarily accommodated in the sports hall.

9 **Alternative Kitchen Accommodation**

The loss of this facility would have the most significant effect on the ability of the College to continue its daily operation given the number of residential students who rely on College catering to provide regular meals. The health/ hygiene requirements for the preparation of food would prohibit an instant alternative for this facility to be made available.

Commercial Caterers who may be available to provide a hot meal service / companies providing emergency kitchens are as follows:-

Name of supplier	Telephone Number	Contact name
Surrey Commercial Catering	01737 240853 07968 834438	Graham Norbury
Standean Caterers	01273 491141 07850 300603	Sally Carneghan
PKL	0845 8404242	
Dawson Group	01600 716851	

10 **Telephones**

If the telephone service is limited or destroyed, the BT Service Centre (Tel: 0800 679 348 : 24 hours) can divert calls to any nominated line(s) in the list on page 6. The Deputy Principal (Resources) should be contacted immediately so that he may contact the supply company to reinstate the system as quickly as possible.

11 **Essential Contact Lists**

The College will keep up-to-date **hard copy** contact lists (home phone numbers and address of individual plus next of kin) of all staff and students in case of emergency. The HR Officer is responsible for keeping staff contact lists up to date, Course Tutors are responsible for day student contact lists, and the Student Support and Residence Officer is responsible for the resident student contact list.

12 **Other Users**

The Student Services Manager should keep a contact list of all groups authorised to use the site e.g. community and voluntary groups, so that they may be contacted in case of an emergency.

13 **Contact arrangements and emergency number**

If the College or part of it is closed with no immediate alternatives available then the staff and students affected will be advised to stay at home until they are contacted. The team leader will also set up a help desk at a convenient point where students and staff can talk to someone on the phone or in person during working hours. Enquiry staff will be briefed only to offer approved information.

14 **Internal Communications**

The Principal will be responsible for the format and content of all internal communications to students and staff concerning the incident and its aftermath. Members of staff deputed to give out information will be well briefed, with a written statement provided to them by the Principal available for reference. A meeting of all staff will be arranged if possible on the same day to give information on the incident. Students will then be briefed in their class groups. Questions should be answered as straightforwardly as possible. Only the facts should be presented, without speculation on the causes or consequences of the incident; in particular, no blame should be attributed. If questions arise to which there are as yet no answers, this should be acknowledged honestly. Regular news bulletins should be issued, including up-to-date information on the location and contact numbers of all displaced staff and alternative teaching accommodation.

15 **External publicity**

If the incident attracts publicity, or if the College wishes to make a public statement, the Principal will handle all media enquiries. The Clerk to the Corporation will be kept abreast of developments in order to keep Corporation members up-to-date. **Staff are reminded that no-one, except the Principal, is authorised to speak to the media concerning any emergency incident affecting the College.**

16 **Alternative Accommodation**

Should it be necessary to provide alternative accommodation, this will be done where at all possible within the College. If this is not possible, the College will endeavour to make alternative arrangements to provide accommodation for the College in the event of a disaster. The Deputy Principal (Resources) will be responsible for assessing the amount and type of accommodation required, and the equipment needs. This information will be provided to the Deputy Principal (Resources) who will be responsible for liaising with the appropriate agencies; he will also be responsible for any special storage and transport arrangements required under COSHH.

17 **Coursework and examinations**

Curriculum Managers are required to ensure that copies of all essential coursework and examination marks are kept in a fireproof cabinet or a second copy off site, to ensure that no essential information is lost in the event of a disaster. Course teams will meet as soon as possible to consider the effect of the disaster on student coursework and examination entry. Measures should be taken to compensate for the disruptive effects of the disaster e.g. a longer period for submission of work, deferred entry examination, etc. Students should be offered individual advice sessions with a member of staff to discuss his/ her concerns about the effects of the disaster on his/ her work and any extra measures which are required to enable him/ her to complete the course successfully.

18 **Temporary Staff**

The Deputy Principal (Academic and Quality) will decide if temporary staff are required and will contact an appropriate agency.

19 **Counselling**

If the incident has involved violence, injury, loss of life, or other stressful situation, the HR Officer will make arrangements for counselling advice to be available for staff and students. The College has an arrangement with counselling organisations who can be contacted in such circumstances.

20 **Extra Travel Costs**

If students have to pay extra travel costs to attend another site, then arrangements will be made to provide assistance with these costs. The Finance Department will calculate the additional cost involved and will make arrangements to make payments to students through the control centre.

21 **Budget**

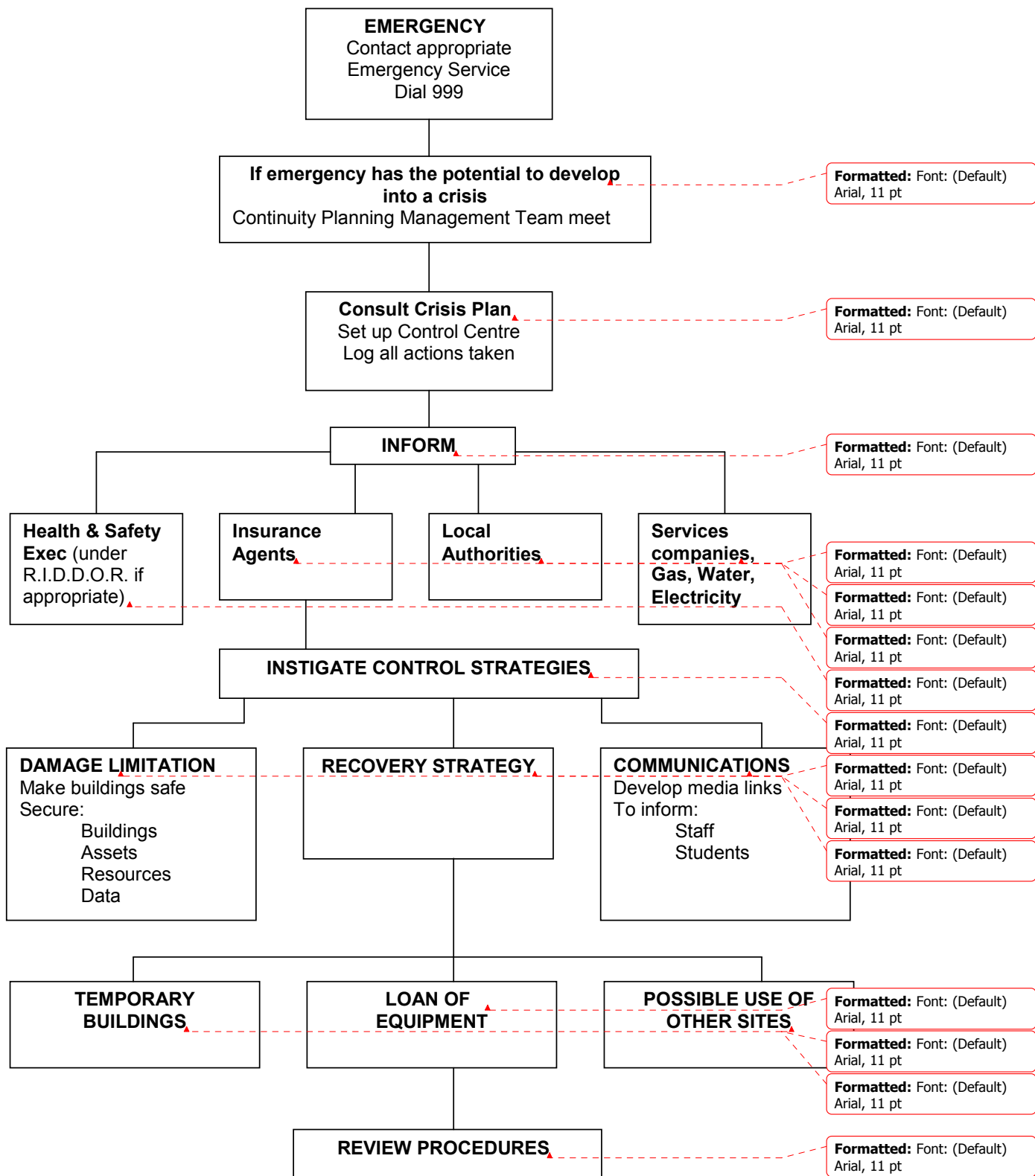
An emergency budget will be available to cover additional costs associated with the emergency. The Deputy Principal (Resources) will have discretion to use this budget in consultation with the Principal and Director of Finance and Administration, as the urgency of the situation allows. The Director of Finance and Administration will oversee the use of the budget and will make any necessary repayments following insurance settlements. The Director of Finance and Administration is responsible for making any necessary arrangements for bank overdraft or loan facilities, pending settlement of insurance claims.

22 **Check Off List**

A check off list is provided on page 17 as an aide memoire for action in case of an incident.

23 **Copies of Continuity Plan**

The Deputy Principal (Resources) should ensure that all relevant staff hold an **extra copy of the Continuity Plan and all contact lists at home** in case an emergency should occur out of hours.



## COLLEGE SUPPLIERS AND LOCAL SERVICES

<b>Essential Services</b>	
<b>Portakabin</b> Horsham 01293 852491	Mobile classrooms
<b>Seaboard</b> 24 hour service 08007838866	Electrical failures
<b>Southern Water</b> 24 hour service 08452780845	Water supplies
<b>Post Office</b> 08457 950950	Help Line
<b>Social Services</b> 0845 6010664	Out of hours help
<b>East Sussex County Council</b> 0845712600	Out of hours contact
<b>AFFS</b> 07803 885168	Fire Alarm engineers
<b>Environment Agency</b> 0800 807060	Water pollution
<b>Fire Brigade HQ</b> 01273 406000	Non Emergency contact
<b>BBC South East TV</b> 02089536100	Public Relations
<b>Bright Fm</b> 01444 257725	Public Relations
<b>Southern Counties</b> 01483 306306	Public Relations
<b>Meridian TV</b> 01622 882244	Public Relations
<b>Public Health Authority</b> 01273 471600	Health Risks
<b>Pursu IT</b> 02082 888000	Sources of equipment
<b>Police HQ</b> 01273 475432	Non Emergency contact
<b>Prima Computers</b> 01159 16000	Computer Hardware
<b>Business in Vision</b> 01342 822421	College Website
<b>CSN</b> 02392 672257	Computer Cabling
<b>East Sussex Primary Care Trust</b> 01273 485300	Communicable Disease Control
<b>Health and Safety Executive, East Grinstead</b> 01342 326922	Ensure that risks to people's health and safety from work activities are properly controlled.

<b>Location of Services for Closedown (see plans)</b>	
<b>Electricity:</b>	
Main College campus	Substation next to Northwing House
Wales Farm	Intake point next to farm classroom
Winery/science centre, animal care building, horticulture building, CoVE building	Potting shed
<b>Water:</b>	
Whole College campus	Pumphouse at top of main drive
Main College building	Stop cock in lawn near front field gateway
<b>Gas:</b>	
Kitchens	Next to old Machinery Workshops
Equine Unit Multiskills Workshop	Next to Multiskills Workshop

<b>Local Hospitals</b>	
<b>Eastbourne District General Eastbourne</b>  01323 417400	Full Accident and Emergency
<b>Princess Royal Haywards Heath</b>  01444 441881	Full Accident and Emergency
<b>Royal Sussex County Brighton</b>  01273 696955	Full Accident and Emergency
<b>Victoria Lewes</b>  01273 474153	Minor Injuries  (8.00 a.m. to 8.00 p.m. only)
<b>Brighton General Brighton</b>  01273 696011	

<b>Counselling and Advice Agencies</b>		
<b>Citizens Advice</b>	<b>Haywards Heath Lewes</b>	01444 459866 01273 473082
<b>Samaritans Brighton</b>		01273 772277
<b>CRUSE Bereavement centre Brighton</b>		01273 202000
<b>Victim Support Brighton</b>		01273 234009
<b>Alcohol Helpline Brighton</b>		01273739147
<b>Brighton Churches Bereavement Support Brighton</b>		01273 542802
<b>Youth Counselling Eastbourne</b>		01323 725155
<b>Samaritans Brighton</b>		01273 772277
<b>Meningitis Trust 24 Hour Helpline</b>		01435 751738
<b>Just Ask Newhaven</b>		01273 515592
<b>CDA Family Support Lewes</b>		01273 550562
<b>St John Church Lewes C of E</b>		01273 473080
<b>St Pancras Lewes R C</b>		01273 473309
<b>United Reform Church</b>	<b>Lewes Haywards Heath</b>	01273 488237 01444 451354
<b>Free Church Chailey</b>		01273 401451
<b>Methodist</b>	<b>Lewes Haywards Heath</b>	01273 488237 01444 416170

<b>Islamic Centre &amp; Mosque Brighton</b>	01273 505247
<b>Brighton &amp; Hove Progressive Synagogue</b>	01273 737223

## CHECK-OFF LIST

### Major Risk Area A : Closure Or Partial Closure Of A Centre

#### Check-Off List For Action Following Evacuation

Item no	Item description	By whom	Done / N/A
1	Make secure damaged area	Deputy Principal (Resources)	
2	Contact salvage firms	Deputy Principal (Resources)	
3	Contact suppliers	Team Leader/Deputy Principal (Resources)	
4	Contact Insurers	Deputy Principal (Resources)	
5	Establish Control Centre & Helpdesk	Team Leader	
6	Set up emergency telephone number and recorded message	Team Leader/ Receptionist	
7	Set up separate briefing meetings for staff & students	Team Leader	
8	Contact staff and students	Team Leader/Receptionist	
9	Hire mobile phones	Deputy Principal (Resources)	
10	Prepare public statement	Team Leader/ Principal	
11	Find alternative accommodation	Deputy Principal (Resources)	
12	Hire temporary staff	Team leader/ Personnel	
13	Course team meetings to discuss course and exam arrangements	HoDs	
14	Arrange counselling	Team Leader/ Personnel	
15	Arrange to pay extra student travel costs	Team Leader/ Finance	
16	Newsletter to students and staff	Team Leader	

## **SECTION B**

### **LOSS OF LIFE AND/ OR MAJOR INJURY/ MAJOR INFECTION/ ILLNESS**

#### **1      *Contact arrangements and emergency number***

The team leader will set up a help desk where students and staff can talk to someone on the phone or in person during working hours. The main switchboard should be advised of the arrangements. The Team Leader will arrange for a recorded message for when the help desk is closed. The friends and relatives of those involved in the incident should be asked if they wish to be put in touch with others in the same position; enquiry staff should make up a contact list for this purpose. Enquiry staff should be ready to offer useful information e.g. telephone numbers of the hospital, Cruse, Samaritans etc.

#### **2      *Outbreak of disease or illness***

In the case of a major outbreak of disease or illness e.g. meningitis, food poisoning etc, the Lewes District Environmental Health Authority should be contacted immediately on 01273 471600. They will send an officer to the College to deal with the incident and arrange for any necessary treatment or immunisation.

#### **3      *Communications***

The Team Leader will be responsible for the format and content of all non-media communications to students and staff, and their friends and relatives concerning the incident and its aftermath. If necessary, a professionally trained person should be drafted in to give news about serious injury, illness or death to family members; a list of advice agencies is given on page 15. Members of staff deputed to give out general information should be well briefed, with a written statement provided to them by the Team Leader available for reference. A meeting of all staff should be arranged if possible on the same day to give information on the incident. Students should then be briefed in their class groups. Relatives and friends should be briefed in a separate group or groups. Questions should be answered as straightforwardly as possible. Only the facts should be presented, without speculation on the causes or consequences of the incident; in particular no blame should be attributed. If questions arise to which there are as yet no answers, this should be acknowledged honestly. Regular news bulletins should be issued to keep people updated on developments. After the crisis has been dealt with, separate student and staff 'debriefing' meetings should be held to allow the sharing of reactions and to identify what resources or actions may be needed to deal with the aftermath of the event.

#### **4      *Key Contact Lists***

The Team Leader will arrange for staff and students to be contacted .

#### **5      *Incidents off-site***

If the incident happens away from College, it is important to advise their families as soon as possible, and then to make arrangements for their return home. If necessary, arrangements should be made to transport families to the scene and for accommodation.

6 **Course Sponsors & Commercial Clients**

Curriculum Managers will keep a list of course sponsors and commercial clients to be contacted in case any of their students are involved. The Team Leader will be responsible for organising communications with these clients.

7 **Other Users**

The Student Services Manager should keep a contact list of all groups authorised to use the site e.g. community and voluntary groups, in case any of their members are involved.

8 **Budget**

An emergency budget will be available to cover additional costs associated with the emergency. The Team Leader will have discretion to use this budget in consultation with the Director of Finance and Administration, as the urgency of the situation allows. The Director of Finance and Administration will oversee the use of the budget and will make any necessary repayments following insurance settlements.

9 **Insurance and Legal**

If necessary, the Insurance company and/ or the solicitors should be contacted as soon as possible after the incident through the Deputy Principal (Resources).

10 **External publicity**

If the incident attracts publicity, or if the College wishes to make a public statement, the Principal will handle all media enquiries. The Clerk to the Governors will be kept abreast of developments in order to keep Governors up-to-date. **Staff should be reminded that no-one, except the Principal, is authorised to speak to the media concerning any emergency incident affecting the College.**

11 **Normal Routine**

As far as possible, the College should follow a normal routine to provide stability in a time of crisis.

12 **Coursework and examinations**

Course teams will meet as soon as possible to consider the effect of the incident on student coursework and examination entry. Measures should be taken to compensate for the disruptive effects of the disaster e.g. a longer period for submission of work, deferred entry examination etc. There should be checks on whether work was lost in the incident, and how this can be dealt with. Students should be offered individual advice sessions with a member of staff to discuss his/ her concerns about the effects of the disaster on his/ her work and any extra measures which are required to enable him/ her to complete the course successfully.

13 **Counselling**

The Team Leader will make arrangements for counselling advice to be available for staff and students. Counselling organisations that can be contacted in such circumstances are listed on page 15. Consideration should also be given to those involved only indirectly e.g. the classmates of affected students. A member of staff

should be designated to liaise with counsellors to provide support. This member of staff should ensure that there is two-way communication between the College and the counsellors. When considering what support to provide, multi-cultural and varying religious beliefs must be taken into account.

14 ***Expressions of Sympathy***

It should not be forgotten in the chaos that may follow a major incident to express sympathy to those students and staff and their families who have been hurt or bereaved e.g. a representative from the College should visit the injured in hospital and fellow staff and students should be encouraged to send cards and messages.

15 ***Funerals***

Burial rites will vary according to family background. Some religions may hold funerals within 24 hours of death. There is not always time therefore to prepare staff and students for attendance. In this case, a member of staff should swiftly make enquiries about burial customs (e.g. if flowers are acceptable, and whether women and men representatives from the College, including students, would be welcome). A list of religious and community contacts that can offer advice is given on page 15.

16 ***Monitoring***

Staff should receive advice on how to look for signs that the distress caused by the incident is having a continuing effect on a member of staff or a student's performance. Staff and students should be asked to keep alert to differences in behaviour in one another and signal if they have any concerns that an individual may be suffering from stress related to an event. A member of staff should be designated to keep contact with anyone who has been injured to monitor their progress and re-entry into the College.

17 ***Assembly or Memorial Services***

Consideration should be given as to whether it would be appropriate, following a suitable period, to hold a memorial service. It may also be appropriate to consider some lasting memorial, and/ or to mark anniversaries.

18 ***Check Off List***

A check off list is provided on page 21 as an aide memoire for action in case of an incident.

19 ***Copies of Continuity Plan***

The Safety Adviser should ensure that all relevant staff hold an extra copy of the Continuity Plan and all contact lists at home in case an emergency should occur out of hours.

### CHECK-OFF LIST

#### Major Risk Area B : Loss Of Life and/ or Major Injury Through Accident Or Violence

Item no	Item description	By whom	Done / N/A
1	Establish Helpdesk	Team Leader	
2	Set up emergency telephone number and recorded message	Team Leader/ Receptionist	
3	Contact Health Authority, if appropriate	Safety Adviser	
4	Make arrangements for separate briefing meetings for staff & students (with their families if appropriate)	Team Leader	
5	Contact staff, students and families	Team Leader	
6	Make transport/ accommodation arrangements if incident off site	Team Leader/Deputy Principal (Resources)	
7	Contact commercial sponsors and other users	Team Leader	
8	Contact Insurers and/ or solicitors	Deputy Principal (Resources)	
9	Prepare public statement	Team Leader/ Principal/ Deputy Principal/Student Services	
10	Course team meetings to discuss course and exam arrangements	HoDs	
11	Arrange counselling	Team Leader	
12	Expressions of sympathy	Team Leader	
13	Funeral arrangements	Team Leader	
14	Newsletter to students and staff	Team Leader	
15	Assembly or memorial service	Team Leader	

## SECTION C

### MAJOR LOSS OF INFORMATION AND COMMUNICATION TECHNOLOGY DUE TO THEFT, HACKING, VIRUS, EQUIPMENT FAILURE OR DAMAGE

#### 1 **Introduction**

Information and communication technology are at the heart of all College systems and would be particularly important and vulnerable in any disaster scenario. The College systems can be categorised under two major headings i.e.

- Administrative, communication and management information systems;
- IT functions connected with teaching and learning

The College Information Service and administration systems cover the telephone network (internal and external), and the finance, student record and other College databases. The teaching and learning IT systems include PCs, servers, and networks used by teaching staff and students.

#### 2 **IT Disaster Management Recovery Team (ITDMRT)**

The membership of the ITDMRT is as follows:

Deputy Principal (Academic & Quality)	David Stokes
Head of Management	Don Cranfield
MIS Officer	Julia Hadden
Acting I T Manager	Sam Howe
College Continuity Co-ordinator	Geoff Gregory

The team has the power to co-opt members to meet specific needs of situations as they arise. Contact numbers are shown in Section A pages 5 and 6, and section C pages 25 to 29. The ITDMRT meets at least once a year to review the disaster recovery plan.

#### 3 **IT Disaster Recovery Action Plan**

Following any disaster, the following steps would be taken:

- ITDMRT meets to assess the nature and extent of the disaster,
- Action plan drawn up using the IT Backup arrangements (see 4 below) to deal with the specific disaster,
- Communications established with relevant parties within and outside the College e.g. key staff, public services, other education establishments in the area, media, etc,
- Tasks are allocated to team members and implemented,
- Follow-up meetings held regularly to evaluate the effectiveness of recovery and to feed-back any lessons to be learned into the recovery strategy planning documentation.

#### 4 **IT Backup Strategy**

Plumpton College uses Arcserve version 11.5 sp2 (Build 4232). The backup server runs Windows 2003 sp1 and has 6 x 300Gb in a RAID 5 array giving an approximate total of 1.5Tb.

There is also a separate logical and physical backup network. All servers have 2 NICs and one of them is purely for the backup network (192.168.0.0/24) however there is no routing between the primary and backup networks.

Our backup hardware (tape drive) is Certance Ultrium 2 SCSI. We also have a tape loader but this is not used as we like to have our used tapes stored in a more remote location.

#### **Schedule and Tape management**

The backup schedule consists of a "to disk" backup and a "to tape" backup. At 6pm every night (excluding Saturday and Sunday) the specified network resources (please see below) are backed up to the servers 1.5Tb staging drive. Then the data is then migrated to tape. The whole process is finished 3 hours later. The staging drive retains 3-4 days worth of backups at any one time, this allows for quick retrieval of recent data.

The College runs a classic Grandfather, Father, Son backup scheme as this is the most common rotation scheme for rotating backup media. Designed for tape back up, it works well for our hierarchical backup strategy. We have defined three sets of backups: daily, weekly and monthly.

The daily or Son backups (there are 4 of these tapes) are rotated on a daily basis with one graduating to Father (3 tapes) status each week (this is actually predefined in the media pools). The weekly or Father backups are rotated on a weekly basis with one graduating to Grandfather (13 tapes) status each month.

This means that we have:

5 consecutive days of backups.

4 consecutive weeks of backups.

13 consecutive months of backups.

The previous day's tape goes home that evening with the IT manager. This means that the most recent snapshot of the college is offsite. All other tapes are stored in a fire resistant safe in the Deputy Principal (Resources)' office (which is some distance from the IT office).

LTO2 tapes need to be changed after 250 backups. Daily tapes need changing/replacing every 4 years. However it is very unlikely indeed that the weeklies and monthlies will need to be replaced unless they become damaged.

A cleaning tape should be run on the drive one every 2 weeks. This is done by simply inserting the tape and letting it run for 10 minutes.

5 **Accommodation**

The issue of alternative accommodation for IT systems is dealt with under the general accommodation arrangements in Section A.

6 **Theft of Equipment/ Security**

All the IT equipment is insured to cover the replacement cost of any equipment stolen. Teaching areas where machines are located have intruder detection systems fitted. Night security and the Night Warden patrol the building and campus at various times during the evening through to the following morning. The residential nature of the College and the type of activity it is involved in to some extent ensures that there are no set times when intruders could easily go undetected in the building. Machines are secured to fixed points in their various locations to prevent opportunist theft.

Replacement of IT equipment could be relatively straight forward provided that clearance could be obtained from the Insurers to place orders relatively quickly. A regular supplier has often been able to supply machines ex stock in sufficient quantity to refurbish at least one of the teaching rooms within seven days.

The loading of programmes and complete installation of machines is expected to take not more than two days.

A fire in the server room would result in the whole College system being out of action for at least a month depending on the severity of the fire and would need specialist contractors to reinstate the fibre optic cabling.

7 **Power Supply Failure**

There is a UPS for the for the main College server system which lasts for at least 10 mins. After this period a programme will shut down the servers to protect and save any information. A stand-by generator, which can power up the main site buildings, is available.

There is no automatic fire fighting equipment in the server room.

The Accounts package ('Agresso') has a two hour supply failure backup system which enables the system to be shut down and backups made. The MIS activity is carried on the College network and power loss could have some implications.

## Regular Suppliers of Goods and Services

supplier	product	telephone no	mobile	contact person
Air Conditioning ltd		01293 821400		
Cappers		01403 269961		
BSS	Heating system design	01162567052		Steve Alldritt
	*-	01444 451347	07801 638113	
VAC Viscount Ltd	Air Conditioning	01323488055	01323 724488	name change 9/2/005
Clayhill Environmental	Air conditioning	01273814600		Lee Smart
Tony Hooton	Architect	01825 841403		
Hill-Barber	Architect	01825767854		Mike Barber
Deborah Services	Asbestos	01616525470		
Penfold Public Works	Asbestos	01273412224		
County Consultants	Asbestos	01273586766		David Mars
Fibre search	Asbestos removal		07950 321001	Brian
Wooden Wonders	Bespoke furniture	01825 872691		
Wilmshurst	Blinds	01273683255	0860472497	David Emery
Jones	Boilers	01825840731	07977860449	
Saunders	Boilers	01903883210		
Southern Heating	Boilers	01273 588123		Trevor Kinslow Jim Jenner
Logan	Brickwork	01825840745	07410941756	Scott Logan
GEM Construction	Builder	013237615440	07973253676	Greg Cox
Travis Perkins	Building Supplies	01293851780		
Covers	Building Supplies	01273476133		
Builders Direct	Building Supplies	01580292211	0410488058	Craig Morgan
Chandlers	Building Supplies	01273812721	Ringmer	
Polyfacto	Car Trimming	01323841399		
Car trimming	Car upholsterer	01273 325256		
Sur trim	Car upholsterer	07813 604566		
Show marquee	Caravans	01825890963		
Pjp	Carpentry	01273833805	0	Peter Payne
Carpet valet	Carpet cleaning	01273 891392	07730885405	
LD partitions	Ceilings	01903214828		John Clare
Wallace Tiernan	Chlorine injection	01732771777		Bob Humble
Ron ?	Cladding	01903892649		Ron H
Asphaltic	Cladding material	01273430444	0411156339	Fred Noble
Southern Sheeting	Cladding material	01342325232		
Gremmer	Cleaning products	02920465564	07939002709	Roger
Shield	Cleaning services	01883345111	0	Malcolm Rose
Thakeham Tiles and Blocks	Concrete blocks	01903 742381		
Xtra space	Containers	0800 136388		
Lawrence containers	Containers	01622820308		
Teekay controls	Control valves	01634260050	07966274288	Trevor Kinslow
J Thomas (southern)	Crane hire	01273 494848	Colin Crosthwaite	
Dorton demolition etc	Crushing,asbestos	01444253333		
Wave	Desks	01293510553		Paul
Tarmac	Direct tarmac	08456022022		at Newhaven
Lloyd Worrall	Door Furniture	02088744755	07720458937	Andrew Wakeling

supplier	product	telephone no	mobile	contact person
After care	Double glazing repairs	0800163197		
1a all drains	Drain cleaning	0800716712		
Dynorod	Drain clearing	01273777777		
Blockbusters	Drain unblocking	0800 136658	07798877857	
City electrical	Electrical supplies	01825760800		
Edmunson	Electrical supplies	01273 430789		
Lighting and general	Electrical supplies	01293775914		
Capital electrics	Electrical supplies	01323 443943		Ken
Electricity direct	Electrical supply	01727812233		
Seeboard	Electrical supply	01622352128		
Building services	Electrical testing	01925764994	07967832894	John Duxberry
Wf	Electrical supplies	01273621511	07970138012	Clive
Smith	Electrician	01273890093	0	Jeff Smith
Charlie Wickham	Electrician	01825 762314	07801339710	Charlie Wickham
Turners	Electrician	01273400339	07752205286	Philip Turner
Pavilion	Electricians	01273842776	07773754771	John Raynsford
Able Glaze	Emergency Glazing	0800833615		
Haynes Agricultural	Equipment	01825 841100		Trevor Slaughter
Pyrotec	Fire extinguishers	01273812376		
Lumleys	Fire grates	01273778511		
AFSS	Fire protection	01322557755	07803885168	Gordon Arnold
Homestead Flint	Flint walls		0	
Buxtons	Floor covering	01273606441	0410601426	Steve Knight
Hyde	Floor covering	01444235191	0	Terry Hyde
FramlinghamFarmers	Fuel	01273473488		Becky Hunter
Remploy	Furniture		07977436083	Karen Ferguson
Ex Government	Furniture	01705753108		Andy
Garage Door Association	Garage doors	01273207567		
Henderson Bostwick	Garage doors	0831715638		
Calor gas	Gas supplies	01926330088		
AVS	Gates	01273492969		
Abird	Generators	013904613221		
Aggreko	Generators	01329841818	01389767821	
SLD Genlight	Generators	01342835733		
Glassman	Glass	01273313443		
Glass centre	Glass	01444241977		
Nuglas	Glazing	01273517426		Ken Slade
Initial	Hand driers	01273778833		
debheating	Heating	01468737480		
EMC	Heating	01273688288		David Brocklehurst
Roselands	Heating	01323 639455		
Best	Heating electrician	01444415581	0	Tony Best
Arun Welding Supplies	industrial co2	01903 717606		
Vulcan	inspection (insurance)	019032196520	0	Mr Colwood
Qual	IT supplier	0800 0287584		
Agresso	Accounts package provider	01792 524524		
4 Front	IT supplier	01444 241000		
Brighton University Helpdesk	IT helpdesk	01273 644444		

supplier	product	telephone no	mobile	contact person
MD Technology	IT – document archiving	01635 864925		
React Technologies	IT supplier	01256 301900		
JANET	IT service provider	0870 8502212		
Lense	IT service provider	0870 3004010		
JMS	Janitorial supplies	01293783650		
Dockerills	Keys	01273 607434		Neville /Colin
Thomas Locksmith	Keys/locks	01273773006		
Dockerills	Keys/locks	01444235994		
Hobart Still	Kitchen appliances	01234841220		
South Coast Catering	Kitchen appliances	01323646541		John Barnes
Fuller	Maintenance	01273512759	07801065895	Colin Fuller
Lowry	Mobile classrooms	01233733833	07860504627	Jamie Lowry
Gumtree	MOTs	01444 241457		John Bowden
Acorn	Office chairs	01622 882233	07788456734	Mike Higman
Pro Paints	Paint	01323 449999		
Brewers	Paint	01273570243		
Paint Centre	Paint	01444450696		
Leyland Dec Centre	Paint	01273677626		
Baines	Painter	01444235944	0	David Baines
Sankey	Pest control	01825763159		
Hadlow Down	Picnic tables	01825830509		
Impressions	Picture frames	01273474444		
Lewes District Council	Planning	01273471600	0	
Penfolds	Plant hire	01273412224	0	
Robards	Plant hire	01825750472	07860495955	Tony Robards
Tester	Plant hire	01825712519	0	
Rose	Plant hire	01825732655	0	
Hewden	Plant hire	01273472177	0	
Coppard	Plant hire	01892661534	0	Robin Coppard
Dave Sivers	Plaster board tacking		07973 272555	Dave Sivers
Dairy	Plastic sheeting	07803753291		
Upton	Plumber		07711712477	
Jacques	Plumber	01323896717	07941387234	Peter
Pratt/Evans	Plumbers	01825841235	074683412370	Will Pratt
Drakes	Plumbing	01825763777		
Active Pumps	Plumbing	01903734030		Nigel
Salmons	Plumbing	01403731322		
Bss	Plumbing	01273485000		
Arun Pumps	Plumbing	01903776447		
PTS	plumbing	01273480637	01323 445900	
Sussex Tubes	plumbing	01323 847125		
Pipeline	plumbing	01323442333		
Chandlers	plumbing	01273 471188	Lewes	
Rmc Roadstone	Quarry Products	01580880656	0845 6020105	
Dudman	Quarry Products	01903877799		
Pioneer	Ready Mix Concrete	01273423896		
Green Recycle	Recycling	01817738323		Bob Harrison
Sca	Recycling	01273512030		

supplier	product	telephone no	mobile	contact person
E/Bourne Refrigeration	Refrigeration	01323412354		
Simon Turner	Refrigeration	01435865462		Simon Turner
Hailsham Roadway	Resurfacing	01323848822		Mr Elphick
Drivepoint	Resurfacing	01444243295	07860 417638	Les Blaker
Harman	Road Forms	01273603021		
Bodle Bros	Road Salt	01444235151		
Blenheim	Roof Services	02086441115		
Simmons Bros	Roof Services	01323 893268		
Clarke Roofing	Roof Services	01323 640777		
Jim Boyce	Sand Schools	07860 206269		
Tarmac	Sand Specialist		07971845553	Richard Godding
Scrap Cars	Scrap Cars	07939 435921	079939435921	
Lights	Scrap Cars	01273		
Gloucester Motors	Scrap Cars	01444233247		
Richardsons	Scrap Metal	01273570246		
Intelitag	Security	01415543333		John Mcgovern
Kestrel	Security	01403711000		
Keyhole	Security	01273601100		Tim Bush
Art Dsigns	Signs	01444241215		
Sussex Signs	Signs	01892663483		
Yeowarts	Steel	01293525353		
J W Whittle	Steel Shelving/Pigeon Holes	01942671689		
C Hillman	Tape and jointing	07900363115		
Abc Marquees	Tents	01273891511	07768888809	David Hunter
Kitchener	Tiling	01323844209	0402333964	Mark Kitchener
Mid Sussex Timber	Timber	01444413413		
Venesta	Toilet Cubicles	01474353333	01782277200	Sharon Downward
Gamble Waste	Topsoil	01273612366		
English Woodlands	Trees	01435862992		
Littlejohntyres	Tyres	01825764904	07711146762	Paul
Goacher	Upholsterer	01273472673		
Shield Exteriors	Upvc Cladding	01892665641	07773376973	
Berkshire Vehicle	Vehicle Finance	0118 9696700		Elaine Day
Parkers	Vehicle Hire	01444413672		
Business Cars	Vehicle Source	01444415896		
Tim Mills	Vehicles	01435830284		Tim Mills
Groombridge	Vehicles	01435863228		Cyril Groombridge
Harpers	Visual Aids	01273515666		
Idas	Washing Machines	01273555525		
Scratch And Dent	Washing Machines	01903213022		
Eric Phipps	Washing Machines	01323892944	07720929429	
South East Appliances	Washing Mahines	01444233005		
Hales	Waste Removal	014442433422		
Waste Recycling	Waste Removal	01273486848		
Lewes District	Waste Removal	01273484021		
Phs	Water Dosing	01233623414		
Magiboard	White Boards	01952292111		
Silver Star Cleaning	Window Cleaning	01273882172	07766903800	Mark Newman
Wagner	Window Parts	01634263263	07740 401347	Colin

supplier	product	telephone no	mobile	contact person
Penrose	Wood Chips	01825 872141		
Back To The Grain	Wood Stripping	01273 480866		