DISASTER/EMERGENCY RESPONSE AND RECOVERY PROCEDURES

Policy Date: January 2021

Review Date: January 2024

This policy is to be adapted by each Academy

If you require advice on Health and Safety matters which you feel are not addressed by this document, please contact:

Dorset Council Health & Safety Team   healthandsafety@dorsetcouncil.gov.uk   01305 224296

Contents

Introduction

A disaster, characterised as a significant event caused by either natural or unnatural events, will vary in scale. Such a disaster may be a theft or vandalism after a break-in, water damage from a leaking roof or a burst pipe or a fire or earthquake causing significant damage to facilities. By its very unpredictable nature, a disaster cannot be readily anticipated or contained, and thus has the potential to significantly affect the business and operations of the Diocese of Salisbury Academy Trust ('the Trust'), or any Academy within it, possibly to the point of business failure if such an event were to strike.

The Trust and its employees must be prepared to handle all disasters appropriately in order to limit any damage to facilities, human resources, operations systems, or the public perception of the Trust. In all cases, a prompt reaction and the implementation of appropriate recovery measures must be employed to limit such damage and to ensure continued operation of the business.

The Disaster Response and Recovery Plan aims to assess the potential risks and impact to the business and educational operations of the Trust in the event of a disaster. It also outlines a plan of action with allocated responsibilities to be followed in order to provide an adequate immediate response and a responsible follow-up for recovery should a disaster occur.

This document is in two sections:
Part 1: This is the general information of which all parties need to be aware, and to follow accordingly.
Part 2: This is specific to each location within the Trust, it needs to be reviewed and populated by the local leadership of each Academy, reviewed by the Academy Standard and Ethos Committee (ASEC), and a copy held both locally and centrally by the Trust. Part 2 should be reviewed at least annually by the ASEC and due to the confidential contact information contained within this section, should not be published on the Trust or Academy website in its final format.

Part 1

1. The Disaster Response and Recovery Plan

This Disaster Response and Recovery Plan (DRRP) has been written to be an essential component of the Trust and each Academy's operational plan. When implemented, it is designed to limit damage in the event of a disaster and maintain the school functions required to support continued education. In order for the DRRP to be effective, it is essential that all members of the staff are made fully aware of its details and the importance of its implementation.

This document's emphasis is upon facilitating swift and effective reaction to disaster emergencies and implementing suitable recovery procedures. Disaster prevention methods, whilst important, are nonetheless beyond the scope of this document, as are appropriate building design and maintenance procedures.

This document serves the following purposes:
- To identify a list of possible disasters that may occur and to assess the business impact these disasters would have on the Trust and individual Academies;
- To provide a list of staff members who will make up the Disaster Recovery Team and be directly responsible for disaster management operations;
- To provide a reference document with an easily accessible list of action points for any manager confronted with a disaster in order to establish initial control of the situation;
- To provide a strategic framework by which designated personnel can efficiently manage activities in order to:

- o Protect staff and pupils;
- o Minimise interruptions to key operations and the education process;
- o Maintain public confidence and Academy credibility; o Minimise inconvenience to staff and pupils;
- o Identify a strategy and a timetable for disaster recovery beyond the initial response stage;
- o Set a procedure by which this document may be continuously reviewed and updated to ensure the best possible responses to disaster situations over time.

Whilst this plan identifies some types of disasters that may befall the Academy, it is clear that it is impossible to account for every eventuality. This plan is intended to provide a general guideline upon which recovery procedures may be implemented following a disaster.

2. Operations Summary

The vision is that each Academy within the DSAT family should become an outstanding, distinctive, Christian learning community – achieving world class provision in all aspects of school and Academy life, built on a foundation of Christian values.

This means that as an organisation our commitment must extend to safety as a key foundation for the operations of the organisation. We must employ a number of preventive measures to safeguard from disasters, mitigate the impact of a disaster should one occur, and assist in the recovery process following a disaster. A summary of the Trust's primary operational locations are provided below.

2.1 Building Facilities

Site	Address	Main activities
Diocesan Education Centre	The Avenue, Wilton, Nr Salisbury, Wiltshire, SP2 0FG Tel: 01722 548519	Administrative and Training venue
Beaminster St Marys Academy	Clay Lane Beaminster, Dorset. DT8 3BY Tel: 01308 862201	Educational facility (4-11yrs)
Dunbury CE Primary Academy	Winterborne Whitechurch Base & Main Office: Dolway Lane Winterborne Whitechurch Dorset DT11 0AW T: 01258 880501 F: 01258 881216	Educational facility (4-11yrs)
Southbroom St James Academy	Nursteed Road, Devizes, SN10 3AF. 01380 723232	Educational facility (7-11yrs)
Whitesheet Church of England Academy	Chapel Lane, Zeals, Warminster, Wiltshire, BA12 6NL Tel: 01747 840394	Educational facility (4-11yrs)

St Bartholomew's Wootton Bassett	The Rosary Royal Wootton Bassett Wiltshire SN4 8AZ Tel: 01793 853288	Educational facility (4-11yrs)
Marden Vale CE Academy	William Street, Calne SN11 9BD T: 01249 813505	Educational facility (4-11yrs)
The Trinity CE Primary Academy	Quakers Road, Devizes, Wiltshire SN10 2FH T: 01380 730203	Educational facility (4-11yrs)
St Andrew's CE Primary School	Littlemoor Road, Weymouth, Dorset, DT3 6AA T: 01305 832346	Educational facility (3-11yrs)
Beechcroft St Pauls' CE Primary	Corporation Road, Weymouth, Dorset, DT4 0LQ T: 01305 783500	Educational facility (3-11yrs)
St John's CE Primary school	Coombe Avenue, Weymouth Dorset, DT4 7TP T: 01305 785711	Educational facility (2-11yrs)
Wilton CE Primary School	Burcombe Lane, Wilton, SP2 0ES T: 01722 742621	Educational facility (4-11yrs)
St Peter's CE Primary Academy	Xanten way, Salisbury, Wiltshire, SP2 9FL T: 01722 448445	Educational facility (4-11yrs)
Shrewton CE Primary School	Tanners Lane, Shrewton, Wiltshire, SP3 4JY T: 01980 620362	Educational facility (4-11yrs)
Milldown CE Academy	Milldown Road, Blandford Forum, Dorset, DT11 7SN T: 01258 452456	Educational facility (4-11yrs)
Trent Young's CE School	Down Lane, Trent, Dorset, DT9 4SW T: 01935 850496	Educational facility (4-11yrs)
Archbishop Wake CE Primary School	Black Lane, Blandford Forum Dorset DT11 8SW Telephone: 01258 453120	Educational facility (4-11yrs)
Blandford St Mary CE Primary School	Birch Avenue, Blandford St. Mary, Dorset, DT11 9QD Tel: 01258 453331	Educational facility (4-11yrs)
Spetisbury CE Primary School	Spetisbury CE Primary School High Street, Spetisbury Blandford Forum DT11 9DF Telephone: 01258 452107	Educational facility (4-11yrs)

Cranborne CE First School	Water Street, Cranborne, Wimborne, Dorset, BH21 5QB. Tel: 01725 517439	Educational facility (2-9yrs)
St James' CE First School	Gaunt's Common, Wimborne, Dorset, BH21 4JN. Tel: 01258 840669	Educational facility (5-9yrs)
Trinity CE First School	Cooper's Lane, Verwood, Dorset, BH31 7PG. Tel: 01202 821704	Educational facility (4-9yrs)
Wimborne St Giles CE First School	Wimborne St Giles, Dorset, BH21 5LX. Tel: 01725 517347	Educational facility (2-9yrs)

2.2 Transportation Systems
Some academies make use of transport contractors for the provision of home-to-school transport services. Details of the relevant contractors are provided in Part 2 of this document.

Only Wilton CE Primary School currently uses its own minibus unless stated.

For other large organised events each Academy will outsource the transportation service to a transportation contractor.

2.3 ICT Systems and Telephony
The Trust uses a wide range of Information and Communication Technology (ICT) systems across its operations. The finance system is centralised, and other shared services are being constantly developed.

A separate IT Disaster recovery plan needs to be developed and held by each Academy in respect of the IT systems it uses, with the exception of the Finance systems that has a Disaster Recovery Plan developed by the Finance team at the Trust.

As this is a highly technical document and relies on specialist skills to implement, it is not considered in detail here other than to note that this element of the disaster response and recovery plan is updated in line with any significant change in services or technologies employed and is also reviewed annually by the appropriate Academy based staff.

3. Risk Assessment
3.1 Types of Disaster
A disaster can take many forms, and may be the result of a natural event, an accident, or malicious intent or terrorism. The following list is not exhaustive but demonstrates the wide range of threats that could affect the faculties and operations of the Trust or Academy. The examples given are not necessarily mutually exclusive, as the manifestation of one disaster may lead to the propagation of other disasters.

Aircraft – Crash landing of an aircraft or falling debris could cause from minor to significant damage to buildings. Such an event is unlikely given the location of Academy facilities away from flight paths - there are significant military flights in proximity to several Academy Trust locations.

Adjacent Building Instability – Damage, fire, or structural instability of a building adjacent to an Academy building could cause a varying degree of damage to the Academy building.

Bomb/Terror Attack – A bomb detonated or dropped in the vicinity of an Academy building could cause partial or total loss of one or more Academy structures.

Bus Incident – A bus accident or a terrorist incident involving a bus would have minimal direct impact on the operations of the Academy but could have a much greater impact on the Academy's business in terms of public perceptions and relations.

Computer or Telecommunications Network Failure/Virus – Computer or telecommunications network failure either from software error, physical failure, or malicious intent could significantly interrupt educational activities and communications and be detrimental to the ongoing business operations if data or electronic communications could not be restored.

Death/Attack – Death includes shooting, knife violence, and public suicide. While the number of students or staff impacted by such an act would likely be minimal, an event like this could have disastrous consequences on the public perception of the Academy and morale and well-being of students and staff.

Earthquake – A severe earthquake could significantly damage one or more Academy structures, thus having a significant impact on continued operations. Such an event, however, is unlikely.

Epidemics/Pandemic– A widespread disease could cause a significant number of staff to be unable to fulfil their duties, causing considerable disruption to Academy operations.

Fire – Fire, whether by accidental or deliberate origins, could damage part or all of an Academy building and its contents.

Flooding/Water Damage – Flooding caused by rain ingress, drainage failure, or burst supplies would result in buildings or parts of buildings being rendered unusable, with potential for atmospheric problems due to mould growth.

Gas Explosion – Gas explosion caused by gas ignition from neighbouring buildings or gas supplies, causing partial to total loss of an Academy building.

Lightning – If lightning were to strike an Academy building, damage could take the form of destruction of electronic equipment or partial or total loss of buildings from fire.

Pollution – Chemical leaks or the propagation of biological agents could lead to widespread sickness of staff members who would be unable to fulfil their duties, to parts of Academy buildings being rendered unusable.

Power Failure – Disruption to the building's power supply would have a minor impact on Academy operations in the short term (less than two hours) but could have a more severe impact if a power failure was ongoing, especially during normal working hours.

Subsidence or Building Collapse – Damage to buildings or total loss of buildings could occur as a consequence of soil instability or structural movement.

Theft – Theft could be small-scale in nature, involving only a few items, or could be much larger, affecting a significant number of computers or a server, for example. The disruption of normal business operations depends on the severity of the theft. A theft of significant size could have significant impact upon continued operations of the Academy.

Vandalism – Vandalism could be minor, such as graffiti on an exterior building wall, or more serious, such as a fire causing partial or total loss of use of a building.

Wind Damage – Damage to buildings as a result of high winds, usually localized.

3.2 Business Impact

Disasters can have a profound impact on every area of the Academy's business in varying degrees of severity. The Academy's facilities may be affected, with partial or complete loss of buildings or access to buildings, loss of equipment, or loss of vital data/GDPR Breaches or ICT systems. While these things represent a financial loss, and consequential impact on the Trust delivering its mission, much more severe is the loss of lives that could happen as a result of certain disasters.

From a business activity perspective, a disaster has the potential to affect the public's perception of the Academy. Without a public relations strategy, a disaster could cause a loss of confidence in the Academy as a provider of the highest quality of education, leading to a loss of revenue and a loss of the Trust's ability to achieve its mission.

A disaster, in all cases, causes some level of increase in the Academy's workflow due to the procurement of remedial works. This increase is a function of the severity of the disaster, as are the cost of remediation and the time required to recover fully from the disaster.

Disasters therefore can be categorised into five classification levels in terms of increasing severity, with a '1' signifying a relatively low level of disaster impact and '5' signifying a very high level of disaster impact.

Chart1: Business Impact Summary

Description	Minor	Moderate	Major		Significant	Severe
Impact Classification	1	2	3		4	5
Recovery Resources Required	Low		Medium → Time		High	

Chart 2: Business Impact Classification

Classification	Examples	Severity Description
1	Short-term ICT Failure, Petty Theft, Vandalism (exclusive of fire)	Minor disruption to organisational activities; Academy activities maintained with little to no interruption; minimal amount of resources required for full recovery

2	Small (contained) Fire, Bus Accident	Medium disruption to organisational activities, with a partial cessation of school activities for a period of hours
3	Wide-spread ICT Failure, Industrial Espionage, Lightning (exclusive of fire), Long-term Power Failure, Major Theft, Wind Damage	Major disruption to organisational activities, with a full cessation of Academy activities for a period of days
4	Death, Epidemics, Major Fire, Flooding/Water Damage, Gas Explosion, Pollution, Subsidence or Building Collapse, Major Bus Incident	Significant disruption to organisational activities, with loss of buildings and/or lives, for a period of weeks
5	Bomb Attack, Earthquake	Total loss of all buildings, and/or lives with disruption to organisational activities for a period of months; extensive amount of resources required for full recovery

4. Management awareness and notification

4.1 Disaster Response and Recovery Team

In the event of a disaster or emergency, it is important to have an appropriate team in place to be in responsible charge when any Academy in the Trust is forced to deal with such a crisis. This section identifies the structure of the response team and the role each of the members will have in disaster response and recovery.

The permanent members of the Response Team will comprise of:

Central staff to join teams for any Academy:
- DSAT Chief Executive
- DSAT Director of Finance

Academy specific members:
- Headteacher (Chair and Disaster Controller)
- Deputy (Deputy Chair)
- Academy Finance Officer/Business Manager
- Academy Site Manager
- Designated Officer Safeguarding
- Chair of ASEC

In addition to this list, the permanent members of the Response Team can supplement the team as they deem necessary in response to a particular disaster. The contact details of the permanent Response Team members are contained in Part 2.

Responsibilities of the Response Team, outlined in Appendix C, will vary dependent upon the nature of the disaster.

If the Chair is unreachable, contact the Deputy Chair of the Response Team.

4.2 Training

All members of staff should be fully informed of the Disaster Response and Recovery Plan and its location. The DRRP should be reviewed periodically by all staff members. This should be covered once a term in the Senior Leadership Team Meetings. Students and parents should also be informed that the school has a Disaster Recovery Plan as reassurance of the Academy's commitment to safety in the event that there is an emergency.

Simulated activities should be undertaken annually to ensure all participants understand their roles.

4.3 Plan testing

The Disaster Recovery Plan should be tested where applicable. This would include fire and evacuation drills for all members of staff and students. Working with the local fire brigade and police station prior to an emergency will establish a better working relationship and understanding of the Disaster Response and Recovery Plan.

This will help to ensure that the plan is effective and functional within individual Academy.

ICT personnel should continuously test their system with available programs that include virus protection and firewalls and train staff to recognise the first signs of an ICT disaster, such as a computer virus or system failure that could directly affect the entire ICT system.

4.4 Review and Updating of Recovery Plan

The plan should be reviewed at the time of testing to ensure that it remains a current document. Part 2 should be audited and updated at least once a year. Staff should be made aware of the importance of updating any personal information at the annual review. Every time the Disaster Response and Recovery Plan is updated or edited; all staff must be alerted to re-read the document. During the Leadership Team meetings in which the DRRP is reviewed, staff should be able to make suggestions to update and improve the Plan.

The central DSAT Response Team members hold the master version of the DRRP. All local Academy amendments should be sent to the Finance Director of DSAT to update the master copy of the plan.

5. Identification of disaster and severity

The Chair (or in their absence, the Deputy Chair) must determine if the incident the Academy is facing is a disaster and, if so, qualify it according to the descriptions of types and levels outlined in Section 3.

5.1 Assessment of Situation

The degree of damage and impact sustained must be assessed by the Chair of the Response Team. The Chair, in conjunction with the Deputy Chair, will then decide the best course of action required to address the incident and minimise any damage resulting from the incident.

6. Summary of response actions

6.1 General

The initial response for all disaster types and severity levels is the same. Proper procedures should be followed in order to minimise damage to the Academy, its people, facilities and operations as a result of a disaster.

The first person that witnesses an incident that may be classified as a disaster should follow the following procedures:

- Stay calm and personally assess the situation;
- Ensure that the emergency services are being contacted;
- Confirm nature and scale of event;
- Call the chair of the Response Team or the most senior officer of the Response if the chair is not available (the Response Team Officer);
- Solicit help of others as needed;
- Attend the scene, and take mental or written notes of details;
- Coordinate information with members of emergency services;
- Continue to relay information to the Response Team officer;
- Listen to instructions given by emergency services or the Response Team officer.

Use discretion when sharing disaster emergency information. Only share information with members of emergency services, the Academy's Response Team, and other staff members who are assisting in the remediation of the situation. Refer all media enquiries to the Response Team.

6.2 Building Facilities

In following this emergency response plan for a disaster involving a building facility, it may become necessary once the initial steps are followed to evacuate at least part of a building and contain the disaster. The buildings should be evacuated in accordance with the standard 'fire drill' evacuation procedure for each building affected, as regularly practised.

Any member of staff or student with a disability who requires mobility assistance should make this known to the member of staff responsible for clearing the area, so that appropriate arrangements can be made for safe evacuation. No person shall enter a building that has been damaged until a building surveyor or emergency services member declares the accommodation to be safe.

A level 1, 2, or 3 disaster may only require students and staff to be relocated to another part of a building, or to be evacuated from an entire building for a period of hours or days. In the event of a whole building being destroyed or deemed unusable due to fire, pollution, water damage or another means (a level 4 or 5 disaster), the school will disperse students and staff to pre-determined alternative facilities temporarily until Academy building facilities are restored.

Options for alternative facilities include other Academy facilities, education or government facilities like neighbouring schools or local municipal halls, and temporary portable buildings placed on existing Academy property. Arrangements for use or acquisition of these facilities must be in place prior to a disaster to facilitate ease and efficiency of operational transition. The Trust Buildings Officer will manage the co-ordination of this information.

In the event of an extended power outage, Academy buildings may also become uninhabitable because of environmental concerns and health and safety requirements imposed by the government and/or local authorities. In this instance, educational instruction will need to be temporarily relocated to another facility until power is restored and environmental concerns are addressed in the affected Academy facility.

It is critical that the Academy communicates with insurers and utility providers during this initial phase. The Academy should also start working with construction and environmental service contractors in order to facilitate the restoration of building facilities as quickly and efficiently as possible.

All this activity is co-ordinated by the Response Team.

6.3 People

Loss of employees from a disaster has the potential to cause considerable damage to the welfare of the Academy and the maintenance of educational instruction.

It is possible that, for a time, the total staff within a part of the school could be incapacitated due to an epidemic or severe shock and trauma following an incident. Following a disaster, decisions regarding the transferring to other locations, transferring of functions from the affected location or Academy closure will be taken by the Response Team.

The DRRT must also have access to external agencies capable of providing temporary support staff relevant to the operation of the schools.

The DRRT will be responsible for providing specialist resources to advise on all human resource issues as part of the recovery, including the provision of assistance with recruitment of replacement staff and referral to counselling services. Where this is required, support from the Trust HR staff should be sought by the DRRT.

6.4 ICT Systems and Equipment

Many different disasters have the potential to affect the ICT Systems to the point that the entire system is disabled, causing an interruption to educational activities and the functionality of Academy facilities. In the event of such a disaster, it is critical that an initial assessment of the attack or damage be made, followed immediately by actions to secure the system from further damage. This would almost always include taking compromised systems offline.

Some ICT disasters may be the result of an incident in the system that has corrupted data for an extended period of time. File integrity software must be in place to alert ICT administrators at the first sign of a problem.

In the case of malicious intent, it is important that the attacker's point of entry be identified and shut down. Items for which the technical support staff should look include unauthorised hardware, software, processes, administrators, and users. A review of system logs should also be undertaken to detect any possible security compromise.

Once actions have been taken to secure the ICT system, ICT personnel should immediately investigate the extent of the system damage or failure and understand what areas of the system need urgent data restore or repair. Comparison should be made against a fully functioning baseline backup. A disabling of the ICT system would likely qualify as a level 1 or 2 disaster.

It is important that ICT personnel investigating the incident keep a thorough and detailed record of observations organised chronologically and checked by more than one person; these records may be used in legal proceedings or be given to law enforcement officers.

In keeping with standard disaster recovery procedures, the Chair of the DRRT must be notified of the disaster and the actions taken to address it. In the case of malicious attack, it will be the decision of the Chair whether to escalate the situation to legal proceedings or law enforcement based on the evidence ICT personnel have gathered.

6.5 Transportation

In the event of a transportation disaster, the bus driver will likely be the person to first witness the incident. The bus driver should notify the chair of the DRRT of the incident as soon as possible in order to appropriately address the situation and control the outflow of information. There must

always be one member of staff designated responsible on each trip who will have emergency mobile phone contact details.

Academy officials must consistently maintain a constant communication link with the bus driver and promptly investigate any unusual situation. The Academy must prepare students to act appropriately and communicate with Academy offices in the event of a disaster where the bus driver is incapacitated. The Academy should recognise the presence of a bus problem and take responsive action immediately.

In transportation disaster situations, counselling resources must be available for students and staff affected. In disasters where a bus is damaged (level 4 or 5 disaster) arrangements must be in place to provide alternative transportation while the bus is either repaired or replaced. This service will be contracted with a third-party transportation provider.

7. Reporting

In the event of a disaster, the Chair of the DRRT (or in his / her absence the Deputy Chair) should be informed immediately, who will at that point make the decision whether or not to implement the Disaster Response and Recovery Plan. It will then be the responsibility of the Chairman (or his / her substitute) to communicate with the staff and managers in charge of the areas that have been affected by the disaster and ensure that all relevant staff are notified and given proper instructions. The Chair will also arrange for additional management support of the affected area(s) as appropriate.

In addition to other members of the DRRT, the Chair (or his / her substitute) will inform the Chief Executive of DSAT, Governors and all other permanent members of the committee to arrange a meeting at a suitable venue as soon as possible; a sample agenda for this meeting is contained in Appendix A.

Below is the structure of the call list of those needing to be informed on the DRRT.

Role	Responsible for notifying
Headteacher (Chair of the DRRT)	DSAT Chief Executive Vice Principal/Deputy Head Chair of LAB Academy Finance Officer/Business Manager
DSAT Chief Executive	Finance Director Chair of the Board of Directors DSAT Buildings Officer
Finance Director	Insurers Local Authority Education Funding Agency
Deputy	Designated Safeguarding Lead
Business Manager/Finance Officer	Site Manager/Caretaker

All contact information is contained in Part 2
The Chair will arrange a meeting at a suitable venue as soon as possible; a sample agenda for this meeting is contained in Appendix A.

7.1 Change in Reporting Order for ICT Disaster

In the instance of an ICT failure, whether it is due to power, virus, or some other means, the Network Manager/ICT Support team and Site Manager should be contacted immediately. In this instance, the Chair of the DRRT would reorder the chain of command appropriately in response to the nature of the disaster.

7.2 Documentation of Disaster Reporting

In following the action procedures, the first persons that witness an incident that affects people or property should assess the situation and record observations as soon as practical. The following protocol is a useful way of ensuring all appropriate information is passed to the Emergency Services.

Casualties	Details to be provided concerning the number of casualties, the level of injury and seriousness of their condition.
Hazards	Details of hazards present including the type of hazard and location.
Access	Details of both normal access routes to the building and exceptional access in an emergency.
Location	Details of room locations within the building or which building was affected.
Emergency	Types of emergency services required.
Type	The type of incident as detailed in Section 3 above, together with details of numbers of people involved.

8. Communication

8.1 To the Staff, Parents, and Those Affected

In order to best communicate a disaster with all staff members, it is essential that the list of all staff members on the Academy systems be updated regularly with complete contact information. It should be recognised that, in an emergency, one or more methods of communication (office phone, home phone, mobile phone, and e-mail) may have to be attempted before the disaster message may be effectively communicated. It is therefore imperative that complete information for all staff members be recorded and regularly updated.

It is important that the Academy maintains partnerships and open communication channels with all local emergency response groups, including fire rescue, police, and emergency medical units.

A list of emergency services with their respective contact information and locations (including the location of the closest hospitals) shall be maintained by each Academy.

When a disaster strikes, the Chairman of the DRRT must release written communication to all parents and staff informing them of the situation within 24 hours of the event. The content of this release should be approved by either the Trust Chief Executive or Trust Chair, unless an inability to contact them would delay the issuing of information beyond 24 hours.

It should advise parents how to communicate to the students the disaster events, its implications, and the Academy's remediation efforts to the degree deemed necessary for the parents. The database of parents' contact information on the Academy systems should be maintained regularly.

This letter should also be sent to community leaders and others affected by the disaster. This could include emergency responders, local city council members, suppliers, contractors, and others.

8.2 To the Press

The DRRT must work together to control the information regarding a disaster that is given to the public by means of the Press. The Chair and Vice Chair of the DRRT have the responsibility for managing the issuing of information to the press, although wherever practical they should seek additional support provided by DSAT central resources prior to the issuing of statements.

Contact details for the Diocese press officer are provided in Part 2. Further co-ordination with the Local Authority is advised to manage the media appropriately.

A press release should be created for significant disasters once the initial urgent work of managing the disaster has been undertaken. This should, wherever reasonably practical, be approved by either the DSAT CEO or the DSAT Chair of Directors prior to release. This press release should be dispatched as soon as possible to contain the information released to the public. **No other staff should offer information to the Press.**

All press releases need approval by DSAT (the Chief Executive, Chair or Finance Director) before being issued.

9. Evaluation Phase

Immediately after a disaster has taken place and been addressed, this DRRP should be reviewed. This document will again be reviewed three months after the disaster; this will allow enough time for immediate changes to be made as well as time for staff members to reflect on the disaster recovery progress and methods for improvement.

9.1 Documentation of Recovery

The Chair of the DRRT should work with the team to prepare a report on the disaster recovery procedure and its implementation. This will help prepare future Chairs and staff for the recovery stage and set out expectations. This report should be presented to the DSAT Board of Directors. This document should be compared to the current DRRP to highlight further changes that need to be made. It should emphasise which actions were successful, and which were not with the current procedure. It should also examine the timeliness, effectiveness, and efficiency of the recovery. These factors should be incorporated in the updated revision of the DRRP for future use.

Part 2

This section is confidential and only available in hard copy. It is held centrally and at each Academy site.