

# BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE DISASTER RECOVERY PLAN

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Section 4 & confidential sections of appendices not made public

## **SECTION 1**

### **THE PURPOSE OF THE DISASTER RECOVERY PLAN**

Disasters are difficult to predict, but by anticipating their effects and putting in place a carefully prepared Recovery Plan, the damage and disruption can be minimised.

The Plan describes the manner in which Brighton Hove & Sussex Sixth Form College (BHASVIC) will respond to disasters effecting not only the premises e.g. fire, flood and explosion, but also those resulting in injury to staff, students and visitors.

The plan provides a framework for taking the College through the process of:

- Implementing immediate action to ensure the safety of students, staff and visitors, including evaluation and treatment of casualties, liaison with emergency services, notification to families of individuals injured and the protection of assets.
- Establishing temporary arrangements to ensure that normal college activities are recommenced as soon as possible, which actions will include:
  - Finding safe, secure teaching environments
  - Minimising the inconvenience to students, staff and parents
  - Enabling finance and administrative procedures to be resumed with minimal delay
- Undertaking the planning and management of the actions required to establish the mid to long-term return to operational normality e.g. new buildings.

Central to the process is the Disaster Recovery Team, led by the Disaster Recovery Manager for co-ordinating and managing the College's recovery.

## SECTION 2

### KEY COLLEGE INFORMATION

Main College Site	Brighton Hove and Sussex Sixth Form College 205 Dyke Road Hove East Sussex BN3 6EG
Telephone Number	01273 552200
Facsimile Number	01273 563139
E Mail	j.knapp@bhasvic.ac.uk
Contact Name	Jutta Knapp – Assistant principal (Director of Finance and Estates)
Status of College	Sixth Form College providing general education for students aged 16-19, which became an independent corporation in April 1993.
Student Numbers	“circa” 1,732
Mixed or single sex	Mixed
Staff Numbers (FTE)	246 ( 5 SMT - 145 Teaching – 99 Support)
Annual Income	£8.4m 92% of which is LSC Funding
Site Details	<p>BHASVIC is a single site Sixth Form College standing on a level site extending to approximately 20 acres.</p> <p>The College currently shares this site with the neighbouring Cardinal Newman School.</p> <p>The College site is located on the border of Brighton and Hove, about a ten minute walk from Brighton Rail Station.</p> <p>Privately owned housing mostly surrounds the site. There are four vehicular entrances onto the site, one in Dyke Road and three in the Old Shoreham Road. The Old Shoreham Road entrances give access to staff car parking facilities, and the other two entrances provide access for staff and visitor car parking facilities.</p> <p>The buildings are situated towards the south end of the site with the remaining areas grassed, providing football and rugby pitches, as well as a hard surfaced tennis court.</p> <p>The layout of the site and respective buildings are shown in Appendix 4</p>
Key Building Facilities	<p>The College Buildings are separated into three recognised sections. These are:</p> <ul style="list-style-type: none"> <li>• Main Building</li> <li>• College House</li> <li>• Sports Centre</li> </ul>

	<p>There are also six temporary classrooms situated on the edge of the playing field.</p>
<p>Anticipated requirement for staff offices in the event of an incident affecting the college</p>	<p>The details below offer suggestions as to what office accommodation is likely to be required following a major incident, which affects the administrative operation of the college.</p> <ul style="list-style-type: none"> <li>• Principal</li> <li>• Vice Principal</li> <li>• Assistant Principal (Director of Finance and Estates)</li> <li>• Assistant Principal Quality &amp; Curriculum</li> <li>• Student Support</li> <li>• College Reception</li> <li>• General Administration ( Finance, Personnel etc)</li> <li>• Examinations office (subject to time of year)</li> <li>• Admissions office (subject to time of year)</li> </ul> <p><b>Note:</b> The Disaster Recovery Team will also have to give consideration to office requirements for general staff use subject to the nature and effect of the incident.</p>
<p>Colleges / Schools and other organisations within a reasonable distance which could provide facilities on a temporary basis.</p>	<p>The support and assistance that could be offered by colleges and schools within a reasonable radius of BHASVIC would be minimal. Most establishments are already running at a high level of capacity and space is therefore very restricted. However Varndean could be considered for possible office facilities, albeit very temporarily.</p> <p>We have an understanding with Cardinal Newman School that in the event of a disaster occurring to the College's premises, the School would be willing to help within the means available to it. Reciprocally, BHASVIC's Corporation undertake that in the event of a disaster of this kind occurring at Cardinal Newman School, BHASVIC will offer whatever support it can.</p> <p>The Principal holds contact details for local Colleges and Schools</p> <p>Similarly, commercial facilities in the surrounding area for office space or industrial unit space are restricted. If however, such commercial facilities were available to recover some activities at the College following a disruption, it is likely there will be a significant</p>

	time delay prior to occupation of such accommodation.
The maximum period of disruption for which alternative facilities would be needed.	The college feels that the maximum period for which disruption could be accepted before the operations and facilities provided to students were re-organised (to a minimum scale) would be 5 days.
Previous significant disruptions to the college and action taken at that time.	None.
Details of critical information storage and back up	<p>The Administration Systems use 5 servers, of which 2 are leased from Capita (Dolphin and unit – E systems). The remaining servers (for Resource 32000, Cintra, Bromcom and SelectHR systems) are standard server systems that are available, with specifications that would be advised by the relevant companies. The specific software systems are covered by support contracts, also through the relevant companies.</p> <p>The Academic System consists of 14 servers and numerous workstations. Specifications of the servers should be at least 4 times the minimum required to run Windows Server 2003 with enough storage space to accommodate systems and user files.</p> <p>Workstations (running Windows XP) should have a minimum of a 2.8 Ghz processor, with 1024mb RAM and 80GB hard drive.</p> <p>Daily backups are made of all systems and are stored in fireproof safes located in room 45 (main building) and room 130 (College House).</p> <p>More specific details for IT systems and hardware are located in Appendix 5, the College IT Recovery Plan.</p>
Possible building or planning control consent difficulties that may arise with any building repairs or replacement.	<p>The college is situated within the boundaries of Brighton and Hove Unitary Authority.</p> <p>The college has no listed buildings.</p> <p>The college enjoys a good working relationship with the local authority and would envisage that no difficulties would arise with regard to planning consent should substantial repairs or rebuilding be required.</p> <p>The Planning Department of the local authority will wish to see a programme of rebuilding as soon as it is available and this will normally be</p>

	arranged through the College's property advisers.
Buildings representing the largest potential disruption	<p>Much of the activities at the College both in operational and academic terms are situated within the Main Building. The loss of facilities and operations within the Main Building would create the largest disruption to the College.</p> <p>The loss of the information will also create significant disruption to the academic operations activities of the College.</p>
Extent to which there is spare capacity around the College in terms of teaching space.	<p>The college buildings do not have any spare capacity, and there may be some advantage in looking at a restructuring of the college timetables following a disaster to see if any capacity or variations could be identified.</p> <p>It may also be possible to create classroom/office space using temporary portioning in the new sports hall or hiring additional temporary classrooms, subject to Local Authority approval.</p>

## HOW THE DISASTER RECOVERY WILL BE MANAGED

The college has appointed a Disaster Recovery Manager Jutta Knapp, and a Disaster Recovery Team, details of which are given in Section 4.

The Disaster Recovery Manager will have full responsibility for ensuring that all the necessary actions are taken to:

- Secure the immediate safety of individuals
- Protect the College's site, buildings and contents
- Arrange as soon as possible, temporary facilities to enable activities / operations to continue
- Co-ordinate mid to long term plans to re-establish operations, procedures and premises to at least the standard prior to the disaster occurring
- Ensure the Principal is informed 'no matter what'
- There is an overriding principle that family will take priority over the College.

In the event of a disaster the Disaster Recovery Manager will be responsible for assessing the scale of the disaster and deciding whether or not to implement the full recovery procedures and involve the entire Disaster Recovery Team.

If she decides not to implement the full recovery procedures she may utilise those members of the Recovery Team whose responsibilities are most suited to the recovery.

Those within the Disaster Recovery Team have been given specific responsibilities, however, in the event that any individual is unavailable, due to illness, holiday etc, their duties will be transferred to another of the existing team or to an alternative person who will be added to the Team. This will be the decision of the Disaster Recovery Manager or in her absence the Principal.

## SECTION 5

### ACTIONS TO BE TAKEN TO RECOVER FROM A DISASTER

From the first notification of the incident, there will be a pressing need for urgent information along the following lines:

- **What has happened and how serious is it?**
- **Have there been any casualties (student, staff or third party)?**
- **What facilities have been affected and is their loss a short, medium or long term prospect?**
- **What access is there to the premises and when will this be possible?**

The Disaster Recovery Manager, who should be the first to be informed of the disaster, will gather this information. Having obtained this information she will:

- **Contact the Disaster Recovery Team, if appropriate**
- **Contact the emergency services, if not already actioned**
- **Decide where the Team will meet, and when**
- **Issue any immediate instructions to staff etc that are required, to protect staff, students, visitors, the site and the College assets**

The Disaster Recovery Team will then meet, discuss the disaster and decide on the actions required over the first two/three days. The actions will then be delegated to the relevant team member in line with their delegated responsibilities.

During these first two/three days a considerable amount of activity is likely to take place and therefore the Disaster Recovery Team will need to meet and communicate on a regular basis throughout that time. Towards the end of the second/third day, the strategy for the mid to long term should be identified and the frequency of team meetings and the form of communication going forward should be formalised.

## **SECTION 6**

### **IN CASE OF A SUDDEN DEATH IN THE COLLEGE COMMUNITY**

In the case of a sudden death of a member of the College community, SMT should convene immediately together with any other Governors, staff or students whose advice is needed. Together this group should devise a communication strategy taking into account the following constituencies:

1. The Deceased's friends
2. Members of the College community closely linked to the Deceased
3. Staff in general
4. Students in general
5. Governors in general
6. Parents who may have had a specific connection with the Deceased
7. Parents in general
8. The Press, local, regional and national.

In all public statements, ensure that priority and emphasis are as others would expect. Get someone who is relatively remote – at the least, remote from the drafting process – to cast their eye over what is proposed.

Counselling may be needed. This can be sought through:

The police: tel: 08456 070 999 (non-urgent)

YAC: tel: 07793 438 198

5<sup>th</sup> March, 2008

## SUDDEN DEATH STRATEGY (2)

Context

Who had died?  
Circumstances of death?  
Wider consequences?  
Any unusual factors?

College Approach

Sensitive  
Sympathetic  
Supporting

Who will  
Principal  
Work with?

The Media

Very Important  
Radio/TV/Newspapers  
The need for a prepared statement

Communication by Principal

Chair of Governors  
Parents of deceased student – letters from P  
And Chair of Govs. // phone call // visit  
Parents of injured student - letter  
With SMT  
With Staff  
Contact with and support for Staff at party

Action by Principal

Visit to injured student  
Visit to parents of deceased student  
Attendance at funeral  
Teachers had been present at the party  
Where student had died

18<sup>th</sup> June 2008

## **SECTION 7**

### **APPENDICES**

<b>Appendix 1</b>	Key Names and Telephone Numbers
<b>Appendix 2</b>	Key Suppliers Names and Telephone Numbers
<b>Appendix 3</b>	Media and Local Services Telephone Numbers
<b>Appendix 4</b>	Site Plans
<b>Appendix 5</b>	College IT Recovery Plan
<b>Appendix 6</b>	Key Holders
<b>Appendix 7</b>	Utility Companies Emergency Telephone Numbers
<b>Appendix 8</b>	BHASVIC utilities shut off points
<b>Appendix 9</b>	General Guidance Notes

## APPENDIX 7:

### Utility Companies Emergency Telephone Numbers

#### ELECTRICITY

SEEBOARD	0645 333 828
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#### GAS

Kent County Supplies	0870 600 5368
Gas emergency contact	0800 111 999

#### WATER SUPPLY

Southern Water	0845 2780845
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#### SEWAGE

Southern Water	0845 2780845
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#### TELEPHONE LINES

B.T. (line rental)	0800 672224
Vital (repairs)	0118 965 7200

## APPENDIX 8:

### BHASVIC utilities shut off points

#### Main building

<b>Water</b>	Red area ladies toilet
<b>Electricity</b>	Electric cupboard in the corridor between rooms 8 and 9
<b>Gas</b>	In the cupboard on the left of the door to the Pit from the lower car park

#### Canteen

<b>Water</b>	Red area ladies toilet
<b>Electricity</b>	Canteen office distribution board. (This also supplies the pit boiler room).
<b>Gas</b>	Just inside single door at the back of the canteen (near the stores cupboard).

#### Physics

<b>Electricity</b>	In the cupboard at the back of the physics store cupboard (65a)
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#### College House

<b>Water</b>	Right hand side of window in back left corner of ESOL office in back of workroom 108 (shelved book area)
<b>Electricity</b>	As you go into the music area, the cupboard directly on the left is the main shut off; the cupboard opposite is the main intake
<b>Gas</b>	Outside on the Dyke Road side of the building, through the first wooden gates, behind the potting shed.

#### Sports Hall

<b>Water</b>	Stop cock on the right in the boiler / plant room
<b>Electricity</b>	Electricity cupboard inside the Sports Hall opposite the front door (next to the lift)
<b>Gas</b>	Stop valve on the left in the boiler / plant room.

## APPENDIX 9:

### General Guidance Notes

In preparation for a potential disaster affecting Brighton Hove & Sussex Sixth Form College the following processes need to be catered for:

#### **Disaster Recovery Manager**

A senior staff member (and a deputy) should be pre-identified to take charge of the disaster. This individual should have sufficient seniority to act on his or her initiative, and also to be released from normal duties to oversee the disaster recovery/response. Usually it would not be recommended that the Principal be selected for this role as the Principal should be free to deal with general matters however, when staff numbers are limited this may be unavoidable.

#### **Information**

From the first notification of the incident, there will be a pressing need for urgent information along the following lines:

- What has happened and how serious is it?
- What facilities have been affected and is their loss a short, medium or long term prospect?
- Have there been any casualties (staff, student or third party)?
- What access is there to the premises and when will this be possible?

A suitable member of staff should be designated responsibility to establish this information and relay this to the Disaster Manager.

#### **Communications**

A line of communication to notify the Disaster Manager / Deputy of an incident should be the first priority. There should be a small team assembled to respond to the incident and the functions covered should be:

- Media Liaison
- Education Authority
- Staff Liaison
- Student / Parent Liaison
- IT Recovery Systems
- Recovery Financing / Insurance Claim
- Premises and Equipment Resources
- Curriculum Issues (course materials, examinations etc.)

#### **Planning Measures**

The Disaster Manager should establish a location for the team to meet, and an emergency meeting should be convened. The initial information should be given to all team members and a 3 day strategy agreed for each function along the following lines.

### **Media Liaison**

A press release or press conference should be arranged. The press will immediately swamp the College for details and an organised response should save a lot of time. Designating an individual to deal with the press will free the rest of the team to deal with the disaster recovery issues. It is recommended that a frank approach be taken with the press to keep them on side.

In the event of a major disaster it is recommended that a meeting area for the press is identified and allocated and the provision of some basic refreshment is arranged.

Good press coverage may be helpful – e.g., local assistance and support may be generated, and the long term standing of the College should not be affected.

The fact that the College has taken a positive step by writing a Disaster Recovery Plan will result in less aggressive handling of the incident by the Media.

### **LSC Liaison**

Plans for temporary facilities, major curriculum interruption and continuation of funding will be important aspects of the disaster recovery. In the first 3 days, detail will be short and basic contact only will probably suffice.

### **Staff Liaison**

A cascade of contact should be arranged. Staff contact data should be kept off site. Staff not involved in the recovery should stay at home. Welfare Counselling may be required if the incident is traumatic. A provider of such services should be pre-identified.

### **Student / Parent Liaison**

As per staff liaison, parents should be kept fully apprised of developments to avoid mass queries hampering the process.

### **IT Systems Recovery**

Replacement hardware (the minimum required operationally) should be sourced, and back up software / data reinstated at the earliest opportunity. The Disaster Manager and team will probably need access to the information. Pre-planning (and periodic testing) for back-up/ recovery of systems is essential. An arrangement for off site storage of critical software and data back-up should be maintained.

### **Insurance Claim/Recovery Financing**

The nominated loss adjuster should be contacted via Insurance Brokers. The adjuster should liaise with the Disaster Team at the earliest opportunity and should be apprised of measures being taken. The adjuster should be viewed as a source of help and guidance, and not as an administrative burden. Sources of funding to finance continuing College functions and the disaster recovery are essential early day issues to cover. Essential paper records and documents should be copied and kept off site.

### **Premises and Equipment Resources**

Early measures should include damage mitigation, equipment salvage and protection and isolation of the damaged area for safety purposes. Temporary telephone facilities and power are a priority, as is a location for the disaster team to meet.

The next phase will entail planning and sourcing temporary buildings and equipment, as necessary. Pre identification of suppliers will help. Access, location and services for temporary structures should be considered.

### **Curriculum Issues (course material, examinations, etc.)**

A plan should be prepared to establish the needs and problems in this area. Early measures here are mainly on the identification side, so that a more detailed strategy can be prepared for the next phase of the recovery.

### **Subsequent Phase**

It is difficult to pre-plan too much for the follow-up stages of the disaster recovery, as this will be largely dictated by the individual circumstances. There should, however, be a continual monitoring and reviewing of progress and the formulation of a longer term strategy. Planning here should not be rigid, and should be adapted in the event of changing circumstances.

### **OUTLINE ACTION PLAN**

1. Improve both computer and paper back-up procedures.
2. Establish timescale for emergency replacement of critical equipment and supplies.
3. Identify key functions (which cannot be suspended) and non-key functions (which can). List the lengths of time for which some activities could be temporarily suspended in the short term.
4. Prepare skeleton emergency cash flow requirement spreadsheet – leaving space for unknown costs (such as temporary buildings and equipment replacement). This will provide a framework for interim payment requests.
5. Review current proposed Disaster Team to ensure the duties have been apportioned satisfactorily.
6. Ensure, where possible, duplicate copies of all course materials are kept in separate buildings.
7. Plan information cascade systems and provide telephone numbers to all staff involved.
8. Identify administration PC and software requirements.
9. Programme in testing of the IT recovery plan, and identify funding to purchase test server and terminals.
10. Plan telephone hotline arrangement and identify emergency telephone requirements.