

STRIVE TRAINING BUSINESS CONTINUITY

VERSION 16

1 AUGUST 2025

Contingency Plan

Our contingency plan in the event of disruption to the business or if the business were to unexpectedly shut down includes the following:

- Depending on the circumstances, all provision would revert to an online virtual learning environment.
- We have backup servers that we can use to store data and keep business continuity. Staff will be able to deliver courses from their own locations to maintain course delivery and continuity.
- All referrals and enrolment would be completed online enabling learners to enrol onto courses virtually.
- All assessment of learners' work would be on a Strive online platform which includes all IQA to be undertaken online.
- All EQA and awarding body activities would be able to access online portfolios and assessment materials to undertake EQA activities.
- In the event that Strive is no longer able to operate, the relevant awarding organisations would be informed of the current status of all learners registered to complete qualifications.
- We would identify potential Colleges or other training providers who would be able to deliver the same qualification that learners are enrolled on, and that would be able to accept all learners' progress completed to date to enable continuity of learning and achievement.
- We would inform funding partners and Ofsted of the current status of our provision.
- We would communicate the current business position to all learners and get their agreement for us to identify other potential training providers to enable them to complete their qualification and meet all GDPR requirements and permissions to share information.

Emergency Management Team (EMT) Overview

Operations Supervisor (OS): Jonny Phillips (Managing Director). The OS has overall responsibility to emergency recovery and disaster recovery. All evacuations or possible evacuations must be reported to the OS at the first opportunity. The OS decides if a site has to be closed and if a new location is to be set up.

Emergency Management Coordinator (EMC): Kim Franks. If the OS is unavailable evacuations and possible evacuations are reported to the EMC. The EMC informs all EMT members in case of a disaster.

Local Response Coordinator (LRC): The Senior manager at each site. The LRC manages the evacuation and coordinates with building management, IT support and local services. The LRC manages disaster recovery and business continuity at local level.

A LRC may be required to deputise for the LRC at another site if the appointed LRC is absent.

Local Response Assistant (LRA). Appointed by the LRC at each site. The LRA assists the LRC. If the LRC is absent at the time of the disaster, the LRA manages the disaster until another LRC is in attendance.

Emergency Notification Contacts

Name & Location	Title	Home & Mobile
Jonny Phillips Edgware	Operations Supervisor & Local Response Coordinator	M: 07950 949 871
John Stapleton Croydon	Local Response Coordinator	M: 07908 400 230
Kim Franks Edgware	Emergency Management Coordinator	M: 07944 163 101
Ermira Kaso Croydon	Emergency Response Assistant	M: 07341 088 937
Kim Franks Edgware	Emergency Response Assistant	M: 07944 163 101

Purpose

The purpose of this business continuity plan is to prepare the company in the event of extended service outages caused by factors beyond our control (e.g., natural disasters, man-made events), and to restore services to the widest extent possible in a minimum time frame. All company sites are expected to implement preventive measures whenever possible to minimize network failure and to recover as rapidly as possible when a failure occurs.

The plan identifies vulnerabilities and recommends necessary measures to prevent extended service outages. It is a plan that encompasses all company system sites and operations facilities.

Scope

The scope of this plan is limited to ensuring the continued operation of all company sites during normal working hours. This is a business continuity plan, not a daily problem resolution procedures document.

Plan Objectives

- Serves as a guide for the company's recovery teams.
- References and points to the location of any data that resides outside this document.
- Provides procedures and resources needed to assist in recovery.
- Identifies vendors and customers that must be notified in the event of a disaster.
- Assists in avoiding confusion experienced during a crisis by documenting, testing and reviewing recovery procedures.
- Identifies alternate sources for supplies, resources and locations.
- Documents storage, safeguarding and retrieval procedures for vital records.

Assumptions

- Key people (Team Leaders or Alternates) will be available following a disaster.
- A national disaster such as nuclear war is beyond the scope of this plan.
- This document and all vital records are stored in a secure off-site location and not only survived the disaster but are accessible immediately following the disaster.
- Each support organisation will have its own plan consisting of unique recovery procedures, critical resource information and procedures.

Disaster definition

Any loss of utility service (power, water), connectivity (system sites), or catastrophic event (weather, natural disaster, vandalism) that causes an interruption in the service provided by companies operations. The plan identifies vulnerabilities and recommends measures to prevent extended service outages.

Recovery teams and role titles

- Emergency Management Team (EMT)
- Operations Supervisor (OS)
- Local Response Coordinator (LRC)
- Local Response Assistant (LRA)
- Emergency Management Coordinator (EMC)
- Information Technology Support (IT)
- Essential business partners

See Appendix A for details on the roles and responsibilities of each team.

Team member responsibilities

- Each team member will designate an alternate backup.
- All the members should keep an updated calling list of their work team members' work, home, mobile phone numbers both at home and at work.
- All team members should keep this binder for reference at home in case the disaster happens during after normal work hours. All team members should familiarize themselves with the contents of this plan.

Instructions for using the plan

Invoking the plan

This plan becomes effective when a disaster occurs. Normal problem management procedures will initiate the plan, and remain in effect until operations are resumed at the original location, or a replacement location and control is returned to the appropriate functional management.

Disaster declaration

The Emergency Management Team and Operations Supervisor are responsible for declaring a disaster and activating the various recovery teams as outlined in this plan.

In a major disaster situation affecting multiple business units, the decision to declare a disaster will be determined by the Operations Supervisor or most senior manager available. The Emergency Management Team and Local Response Coordinator will respond based on the directives specified by the Operations Supervisor.

Notification

Regardless of the disaster circumstances, or the identity of the person(s) first made aware of the disaster, the Emergency Management Team (EMT) must be activated immediately in the following cases:

- Two or more systems and/or sites are down concurrently for five or more hours
- Any problem at any system or network facility that would cause the above conditions to be present or there is certain indication that these conditions are about to occur

External communications

Corporate marketing personnel are designated as the principal contacts with the media (radio, television, and print), regulatory agency, government agencies and other external organizations following a formal disaster declaration.

Data backup policy

Full and incremental backups preserve corporate information assets and should be performed on a regular basis for audit logs and files that are irreplaceable, have a high replacement cost, or are considered critical. Backup media should be stored in a secure, geographically separate location from the original and isolated from environmental hazards.

Department specific data and document retention policies specify what records must be retained and for how long. All centres are accountable for carrying out the provisions of the instruction for records in their location.

IT support follows these standards for its data backup and archiving:

Data retention policy

Backup media is stored at locations that are secure, isolated from environmental hazards, and geographically separate from the location housing the system.

Billing data

- Copies of data (tapes etc) greater than three years old are destroyed every six months.
- Copies of data less than three years old must be stored locally offsite.
- The Operations Supervisor is responsible for the transition cycle of data copies.

System image copies

- A copy of the most current image files must be made at least once per week.
- This backup must be stored offsite.
- The system supervisor is responsible for this activity.

Offsite storage procedures

Items will be stored in spare space at the Edgware offices wherever possible.

Emergency management procedures

The following procedures are to be followed by all designated company personnel in the event of an emergency. Where uncertainty exists, the more reactive action should be followed to provide maximum protection and personnel safety.

Note: Anyone not recognised by members of the Emergency Management Team (EMT) staff as normally having business in the area must be challenged by the staff who should then notify security personnel.

These procedures are furnished to company management personnel to take home for reference. Several pages have been included to supply emergency contacts.

In the event of any situation where access to a building housing a system is denied, personnel should report to alternate locations. Primary and secondary locations are listed below.

Alternate locations

Workplace: Edgware

- Attempt to contact your immediate supervisor or management via telephone. Home and mobile phone numbers are included in this document

Workplace: Croydon

- Attempt to contact your immediate supervisor or management via telephone. Home and cell phone numbers are included in this document

In the event of a natural disaster

Procedure	STEP	ACTION
	1	Notify the OS or EMC of pending event, if time permits.
	2	If impending natural disaster can be tracked, begin preparation of site within 72 hours as follows: <ul style="list-style-type: none"> • Deploy portable generators with fuel on or near site. • Deploy support personnel and engineering on or near site. • Deploy replacement work space, internet connection, power, computers and phones. • Facilities department on standby for replacement shelters • Basic necessities are acquired by support personnel when deployed: <ul style="list-style-type: none"> • Cash for 1 week • Water for 1 week • Fuel for generators and heating • Supplies, including batteries, flashlights, medical supplies, etc.
	3	24 hours prior to event:

	<ul style="list-style-type: none"> • Create an image of the system and files • Back up critical system elements • Verify backup generator fuel status and operation • Create backups of e-mail, file servers, etc. • Fuel vehicles • Notify senior management
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In the event of a major catastrophe affecting a company facility, immediately notify the **OS (Jonny Phillips)**. If the OS is unavailable, contact should be made with the **EMC (Kim Franks)**
In the event of a fire

In the event of a fire or smoke in any of the facilities, the guidelines and procedures in this section are to be followed.

If fire or smoke is present in the facility, **evaluate the situation and** determine the severity, categorize the fire as *Major* or *Minor* and take the appropriate action as defined in this section. Call 999 as soon as possible if the situation warrants it.

- Personnel are to attempt to extinguish **minor fires** (e.g., single hardware component or paper fires) using hand-held fire extinguishers located throughout the facility. Any **other fire or smoke situation** will be handled by qualified building personnel until the local fire department arrives.
- In the event of a major fire, call 999 and immediately evacuate the area.
- In the event of any emergency situation, system site security and personal safety are the major concern. If possible, the Operations Supervisor should remain present at the facility until the fire department has arrived.
- In the event of a major catastrophe affecting the facility, immediately notify the **OS or if unavailable the EMC.**

Procedure	STEP	ACTION
	1	Dial 9-9-9 to contact the fire department
	2	Immediately notify all other personnel in the facility of the situation and evacuate the area.
	3	Alert emergency personnel on: IT support (Easy Computers): 020 8457 2749 Provide them with your name, extension where you can be reached, building and room number, and the nature of the emergency. Follow all instructions given.
	4	Alert the Operations Supervisor (OS). He/she will notify the Emergency Management Coordinator (EMC). <i>Note:</i> During non-staffed hours, building management security personnel will notify the LRC directly.
	5	Notify Building Management/Security. Local security personnel will establish security at the location and not allow access to the site unless notified by the OS or LRC.
	6	Contact appropriate IT to aid in the decision regarding the protection of equipment if time and circumstance permit

7	All personnel evacuating the facilities will meet at their assigned outside location (assembly point) and follow instructions given by the designated authority. Under no circumstances may any personnel leave without the consent of supervision.
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In the event of a network services provider outage

In the event of a network service provider outage to any facility, the guidelines and procedures in this section are to be followed.

Procedure	STEP	ACTION
	1	Notify LMC of outage. Determine cause of outage and timeframe for its recovery.
	2	If outage will be greater than 1 hour, route all calls via mobiles to alternate location.

In the event of a flood or water damage

In the event of a flood or broken water pipe within any computing facilities, the guidelines and procedures in this section are to be followed.

Procedure	STEP	ACTION
	1	Assess the situation and determine if outside assistance is needed; if this is the case, dial 999 immediately.
	2	Immediately notify all other personnel in the facility of the situation and to be prepared to cease operations accordingly.
	3	If water is originating from above the equipment, power down the individual devices and cover with protective shrouds located in the facility.
	4	Water detected below the raised floor may have different causes: — If water is slowly dripping from an air conditioning unit and not endangering equipment, contact repair personnel immediately. — If water is of a major quantity and flooding beneath the floor (water main break), immediately implement power-down procedures. While power-down procedures are in progress, evacuate the area and follow supervisor’s instructions.

Plan review and maintenance

This plan is intended to be a living document and as such must be reviewed on a regular basis. The plan will be reviewed semi-annually and exercised on an annual basis. The test may be in the form of a walk-through as part of the Health and Safety Risk Assessment, mock disaster or component testing. Additionally, with the dynamic environment present within the company, it is important to review the listing of personnel and phone numbers contained within the plan regularly.

The plan will be stored in a common location where it can be viewed by the Emergency Management Team. Each EMT member will have its own directory with change management limited to the EMC.

The EMC will be responsible for the plan. The LRC will be assigned for each company location. Their specific responsibilities are as follows:

Frequency of plan update: Quarterly or when there is a change in personnel

- Provide hard copy of plan to all EMT members at their site. EMT members must store copy at home, in a personal car, or electronically via a hand-held device or laptop computer.
- Regularly review and update information in the disaster recovery plan (e.g., contact lists, equipment inventories). Communicate with the EMC to get up-to-date information periodically.
- Hold initial team meeting to get team members acquainted with the plan and hold annual/semi-annual meetings to review the plan on an ongoing basis
- Maintain an accurate record of the locations of alternate sites, equipment suppliers, data storage locations, portable power generators and implementation plans.

Plan checklists

Initials	Task to be completed
	Call Emergency Services (call 999)
	Call OS (Johnny Phillips on 07950 949 871) or
	Evacuate building
	Call EMC (Kim Franks on 07944 163 101)
	Call IT (020 8457 2749)
	Follow plan as written
	Contact all members of the EMT as soon as is possible

Notification of incident affecting the site

On-duty personnel responsibilities

If in-hours:

Upon observation or notification of a potentially serious situation during working hours at a company site, ensure that personnel on site have enacted standard emergency and evacuation procedures if appropriate and notify the OS.

If out of hours:

All personnel should contact the OS or EMC and the LRC.

Provide status to EMT

The Local Response Coordinator (LRC) will contact the Emergency Management Team (EMT) and provide the following information when **any** of the following conditions exist: **(See Appendix B for contact list)**

- One or more facilities are down concurrently for five or more hours.
- Any problem at any system or location that would cause the above condition to be present or there is certain indication that the above condition is about to occur.

The LRC will provide the following information:

- Location of disaster
- Type of disaster (e.g., fire, hurricane, flood)
- Summarize the damage (e.g., minimal, heavy, total destruction)
- Emergency Command Center location and phone contact number; a meeting location that is close to the situation, but away from the disaster scene.
- An estimated timeframe of when a damage assessment group can enter the facility (if possible).
- The EMT will contact the respective market team leader and report that a disaster has taken place.

Decide course of action

Based on the information obtained, the EMT decides (with the LRC) how to respond to the event: mobilize IT, repair/rebuild existing site (s) with location staff, or relocate to a new facility.

Inform team members of decision

If a disaster is not declared, the LRC will continue to address and manage the situation through its resolution and provide periodic status updates to the EMT.

If a disaster is declared, the LRC will notify their local LRA, Fire Wardens and First Aiders immediately for deployment.

Declare a disaster if the situation is not likely to be resolved within predefined time frames. The OS must also have at least one backup who is also authorized to declare a disaster in the event this primary person is unavailable.

EMT notifies account teams/customers

Using the call list in **(Appendix D)**, EMT members contact team members to inform them of the situation. If known, advise as to when operations will be restored or what actions will be taken to restore operations.

Contact general vendors (see Appendix I)

Disaster declared: mobilise incident response team/Report to command centre

Once a disaster is declared, the Incident Response Team (IRT) is mobilized. This recovery team will initiate and coordinate the appropriate recovery actions. IRT members assemble at the Command Center as quickly as possible. (See Appendix E for Regional Command Center Locations).

The LRT remains at the affected site to perform a preliminary damage assessment (if permitted) and gather information until the IRT arrives.

Conduct detailed damage assessment (This may also be performed prior to declaring a disaster)

- Under the direction of local authorities and/or OS, the LRC should assess the damage to the affected location and/or assets.
- Include vendors/providers of installed equipment to ensure that their expert opinion regarding the condition of the equipment is determined ASAP.
- Participate in a briefing on assessment requirements, reviewing:
 - Assessment procedures
 - Gather requirements
 - (Safety and security issues

NOTE: Access to the facility following a fire or potential chemical contamination will likely be denied for 24 hours or longer.

Document assessment results using Assessment and Evaluation Forms contained in Appendix G.

Building access permitting:

- Conduct an on-site inspection of affected areas to assess damage to essential hardcopy records (files, manuals, contracts, documentation, etc.) and electronic data
- Obtain information regarding damage to the facility (s) (e.g., environmental conditions, physical structure integrity, furniture, and fixtures) from the LRC/LRT.
- Liaise with any Fire or Police at the location personnel prior to seeking access to any part of the site
- Develop a Restoration Priority List, identifying facilities, vital records and equipment needed for resumption activities that could be operationally restored and retrieved quickly.
- Develop a Salvage Priority List identifying sites and records which could eventually be salvaged.
- Recommendations for required resources.

- Contact the EMT and decide whether the situation requires the initiation of business. Recovery plans (long-term disaster months) or if work can return to the primary location (short-term week or so).
- Photograph and list the serial numbers of any equipment in damage effected areas.

Contact EMT/decide whether to continue to business recovery phase

The LRC gathers information from; contacts the EMT and provides the OS and EMT with detailed damage assessment information.

Based on the information obtained by the LRC, the OS decides whether to continue to the business recovery phase of this plan. If the situation **does not** warrant this action, continue to address the situation at the affected site (s). Provide periodic status updates to the OS.

The business recovery phase of this plan will be implemented when resources are required to support full restoration of system and/or facility functionality at an alternate recovery site (e.g., another company office, vendor hot site, cold site) that would be used for an extended period of time.

NOTE: During the Initial Response Phase, service may be shifted to alternate sites to allow operations to begin functioning and provide service to its customers. Initially reduced service may be provided until sites can be fully restored. Functionality at 100% of systems and facilities should depend on the severity of the operation.

Business recovery phase

This section documents the steps necessary to activate business recovery plans to support full restoration of systems or facility functionality at an alternate/recovery site that would be used for an extended period of time. Coordinate resources to reconstruct business operations at the temporary/permanent system location, and to deactivate recovery teams upon return to normal business operations.

Company System and facility operation requirements

The system and facility configurations for each location are important to re-establish normal operations. **A list for each location will be included in Appendix F.**

Notify technical engineering staff/coordinate relocation to new facility/location

See Appendix A for Technical Engineering staff contacts associated with a new location being set up as a permanent location (replacement for site).

Secure funding for relocation

Make arrangements in advance with suitable backup location resources. Make arrangements in advance with local banks, credit card companies, hotels, office suppliers, food suppliers and others for emergency support. Depending on the incident, its severity and alternate location option selected, contact the appropriate alternate site organization, the local bank office and other relevant firms.

Notify EMT and corporate business units of recovery Startup

Using the call list in Appendix B, notify the appropriate company personnel. Inform them of any changes to processes or procedures, contact information, hours of operation, etc. (may be used for media information)

Operations recovered

Assuming all relevant operations have been recovered to an alternate site, and employees are in place to support operations, the company can declare that it is functioning in a normal manner at the recovery location.

TRAINING PROVISION

In the event of the business continuity plan being implemented for our learners, to ensure continuity for our learners on our programmes the following would be carried out:

- Our objective would be to place all learners currently on our programmes to another provider as soon as practically possible.
- We would notify our Funding Partner and Awarding Organisation of the situation as soon as practically possible. We will keep them updated on developments;
- We would seek support from our Funding Partner if required to identify potential other providers who our learners could be transferred to;
- We would also work independently of our Funding Partner to try to identify alternative providers working within the niche markets that we work who we could transfer learners to.

Appendixes

Appendix A: Company recovery teams

Emergency management team (EMT)

Note: See Appendix B for contact list. Suggested members to include: Senior management, Human Resources, Corporate Marketing, Legal and Information Technology Support. Also included in this team should be members of IT's System Deployment group.

Responsibility:

Responsible for overall coordination of the disaster recovery effort, evaluation and determining disaster declaration, and communications with senior management. The EMT is headed by the OS, who takes overall responsibility.

The EMT will deploy to the disaster location when a disaster is declared, in order to provide adequate response.

Support activities:

The Emergency Management Team:

- Evaluate which recovery actions should be invoked and activate the corresponding recovery teams
- Evaluate and assess damage assessment findings
- Set restoration priority based on the damage assessment reports

- Provide senior management with ongoing status information
- Acts as a communication channel to corporate teams and major customers
- Work with vendors and IRT to develop a rebuild/repair schedule
- Provide recovery support to the affected location and operations

- Coordinate resumption of voice and data communications:
 - Work with management to re-route voice and data lines, especially when alternate site (s) or alternate work locations are predefined.
 - Recover voice mail and electronic mail systems when requested by EMT.
 - Verify voice mail and electronic mail are operational at the alternate site.
 - Review the company Minimum Acceptable Operational Requirements checklist to determine if sufficient resources are in place to support operations.

- Coordinate resumption of information system operations:
 - Work with management to recover critical systems, applications and infrastructure at recovery site (s) or alternate work locations
 - Recover critical data files and related information when requested by EMT
 - Ensure that network and perimeter security is re-established at alternate location
 - Verify normal, secure operation of systems and servers at alternate site
 - Review the company Minimum Acceptable Operational Requirements checklist to determine if sufficient resources are in place to support operations

Local Response Coordinator (LRC)

Note: See Appendix B for contact list. Recommend that the Local Site Senior Managers assume this role.

Responsibility:

Responsible for overall coordination of the disaster recovery effort for their site, establishment of the command center, and communications with Emergency Management Team

Support activities:

- Notify the OS, EMC, IT support
- Gather damage assessment information and report it to EMT
- Determine recovery needs.
- Establish command center and related operations. The command center is a prearranged meeting facility where EMT members meet to coordinate damage assessment and business recovery tasks for the affected operations. This will be set up as a temporary hired meeting venue within a short distance to the affected Centre.
- Notify all Team Leaders and advise them to activate their plan (s) if applicable, based upon the disaster situation
- If no disaster is declared, then take appropriate action to return to normal operation using regular staff.

- Determine if vendors or other teams are needed to assist with detailed damage assessment.
- Prepare post-disaster debriefing report
- Coordinate the development of site-specific recovery plans and ensure they are updated semi-annually.

Location Response Assistant (LRA)

Note: *See Appendix B for contact list. Recommend that experienced and trusted staff including technicians and other suitably trained staff located at the affected location assume this role.*

Responsibility:

The Location Response Assistant (LRA) is responsible for the initial alerting/notification of the problem to the LRC and OS during normal business hours. During off hours, the LRA will be notified along with the LRC.

Support activities:

- Provide the following information to the LRC in the event of an outage:
 - Type of event
 - Location of occurrence
 - Time of occurrence
- Coordinate resumption of voice and data communications:
 - Work with management to re-route voice and data lines, especially when alternate site (s) or alternate work locations are predefined
 - Recover voice mail and electronic mail systems when requested by EMT.
 - Verify voice mail and electronic mail are operational at the alternate site.
 - Review the company Minimum Acceptable Operational Requirements checklist to determine if sufficient resources are in place to support operations
- Coordinate resumption of IT system operations:
 - Work with management to recover critical systems, applications and infrastructure at recovery site (s) or alternate work locations
 - Recover critical data files and related information when requested by EMT
 - Ensure that network and perimeter security is re-established at alternate location
 - Verify normal, secure operation of systems and servers at alternate site
 - Review the company Minimum Acceptable Operational Requirements checklist to determine if sufficient resources are in place to support operations

Emergency Response Coordinator (EMC)

Responsibility:

The EMC is the central point of contact in the absence of the OS. The EMC alerts and coordinates a response from all EMT members.

Support activities:

Ensure plan is implemented according to the company.

IT Technical Support (IT)

Responsibility:

IT Technical Support will facilitate technology restoration activities.

Support activities:

Upon notification of disaster declaration, review and provide support as follows:

- Facilitate technology recovery and restoration activities, providing guidance on replacement equipment and systems, as required.
- Coordinate removal of salvageable equipment at disaster site that may be used for alternate site operations.

Appendix B: Recovery team contact lists

Emergency Management Team (EMT)

Name & Location	Title	Mobile
Jonny Phillips Edgware	Operations Supervisor & Local Response Coordinator	M: 07950 949 871
John Stapleton Croydon	Local Response Coordinator	M: 07908 400 230
Kim Franks Edgware	Emergency Management Coordinator	M: 07944 163 101
Ermira Kaso Croydon	Emergency Response Assistant	M: 07341 088 937
Kim Franks Edgware	Emergency Response Assistant	M: 07944 163 101

In order to obtain the home numbers of the EMT team please contact the central point of contact. The central point of contact is Kim Franks. The information is also stored on the Master document which is stored by each Senior Manager.

Technical Services (IT)

Name	Company	Mobile
Antony Liffmann antony@easycc.com	Easy Computer Services	

First Responders, Public Utility Companies, Others

Utility Name	Contact Name	Phone
EDF Energy	Call centre	0333 200 5103

Appendix C: Emergency Command Center (ECC) Locations

Emergency Command Center - Edgware

Primary:

Japonica House, ground floor

Spring Villa Park

Spring Villa Rd

Edgware

HA8 7EB

Tel: Head Office - 020 8952 4856

Alternate: Kim Franks – 07944 163 101

Emergency Command Center - Croydon

Primary:

Suffolk House

2nd floor east

George Street

Croydon

CR0 0YN

Tel: John Stapleton – 07908 400 230

Alternate: Ermira Kaso – 07341 088 937

Appendix D: Minimum acceptable recovery configuration

- A secure location within 2 miles of the affected site.
- 3 to 4 class rooms with a capacity to hold up to 80 students
- Desks and chairs for up to 80 students
- 64 student lap tops
- 2 Trainer lap tops
- 3-4 training room printers
- 3-4 training room projectors
- Staff Office for between 4 and 6 staff
- Lap tops for each permanent member of staff
- 1 Staff network printer
- 1 Multi format network printer (Edgware only)
- Filing cabinets, if documents are recovered
- 1 water Urn per floor
- 1 fridge or multiple mini fridges
- Internet connection
- Heating all rooms
- 3 Fire Extinguishers (2 water/foam, 1 CO2)

Optional:

- Portable heaters
- Electric fans

Appendix E: Forms

Incident/Disaster form

Upon notification of an incident/disaster situation the On-Duty Personnel will make the initial entries into this form. It will then be forwarded to the EMC, where it will be continually updated. This document will be the running log until the incident/disaster has ended and “normal business” has resumed.

TIME AND DATE

TYPE OF EVENT

LOCATION

BUILDING ACCESS ISSUES

PROJECTED IMPACT TO OPERATIONS

RUNNING LOG (ongoing events)

CRITICAL EQUIPMENT STATUS ASSESSMENT AND EVALUATION FORM

Recovery Team: _____

<u>Equipment (inc. serial No.)</u>	<u>Condition</u>	<u>Salvage</u>	<u>Comments</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____

Condition: OK - Undamaged
 DBU - Damaged, but usable
 DS - Damaged, requires salvage before use
 D - Destroyed, requires reconstruction

Appendix F: Building Evacuation Information

Please refer to the Master document which is stored on each site by the Senior Manager.

Appendix G: Inventory of Primary Equipment and Systems

Please refer to the Master document which is stored on each site by the Senior Manager.

Appendix H: Inventory of Backup Equipment and Systems

Please refer to the Master document which is stored on each site by the Senior Manager.

Appendix I: Approved Vendor List

Server and Computer Equipment Suppliers

Company Name	Contact	Mobile Phone
RCUK	Call centre	020 8731 7171
Easy Computers	Antony Liffman	07793 954 961

Communications and Network Services Suppliers

Company Name	Contact	Mobile Phone
RCUK	Call centre	020 8731 7171
Easy Computers	Antony Liffman	07793 954 961

Civil/Structural Engineering Companies

Electrical Contractors

Excavating Contractors

Emergency Generators

Mechanical Engineering (HVAC, Facilities, etc.)

Plumbing

Site Management and Security Services

This is the responsibility of each site's landlord:

Site	Company Name	Contact	Phone
Edgware	Spring Parking	Alan Vorhand	07968 244 057
Croydon	Freshwater	Ben Saltman	07970 828 490

Company Name	Contact	Work	Mobile Phone

Version	Description of changes	Date	Auth	Appr.
V16	Review document	01/08/25	KF	JP