Disaster recovery plan
- Notes

ecclesiastical

Contents

Note #1:
Disaster recovery plan details

At the start of your plan, clearly indicate the date and version of the plan so you can be sure everyone is working from the same and most recent version.

1. Name of premises

2. Version

3. Date

4. Locations of onsite copies

	Location	Paper/electronic
1		
2		
3		
4		

5. Locations of offsite copies

	Location	Paper/electronic
1		
2		
3		
4		

6. Next review of this plan due (date)

7. If found, please return to

Note #2:
Property information

Key property information held in one place can save time and help emergency services.

Key personnel

	Name	Telephone	Mobile	Email
Owner/Manager				
Responsibility for maintenance				
Responsibility for security				

Building construction

1. What year(s) was the building(s) constructed?

2. Is the building on the list of protected structures

        Yes   **No**

or located in an architectural conservation area?

3. What are the predominant building materials?

4. Is the building in good condition?

Floor plan of the building

Insert floor plans of the building showing room names or area/section/fire area numbers if applicable, exit routes and any fire compartmentalisation.

Main utility supplies

	Provider	Contact details	Location (stopcock/ fireman switch)	Additional information
Water				
Electricity				
Gas				

Location of fire-fighting equipment

Extinguishers	Basement	Ground floor	First floor	Second floor	Roof
Water					
Carbon dioxide					
Foam					
Powder					
Wet chemical					

Other equipment	Basement	Ground floor	First floor	Second floor	Roof
Manual call points					
Fire hoses					
Blankets					
Buckets					

Location of other emergency equipment

	Location
Response kit	
Sandbags	
Other	

Security

1. Details of any security system in operation for the whole building

   Type of alarm

   Method of signalling

	Provider	Contact details	Location	Additional information
Security alarm				
Alarm reset instructions				
Additional information	Please do not record security codes			

2. Is there an inventory of contents?   **Yes**   **No**

Where is it located?

Who is responsible for it?

3. Details of any doors and windows that are kept locked.

	Basement	Ground floor	First floor	Second floor	Roof/attic
External doors					
Internal doors					
Windows					

4. Details of any other security features

Maintenance

Most recent maintenance checks and if there any problems waiting to be fixed

	Date of last inspection	Any ongoing issues?
Electrical systems		
Heating systems		
Plumbing systems		
Drainage systems		
Security systems		
The roof inc. guttering		
Attic / loft space		
External lighting		
Internal lighting		
Windows/doors/AOV's		

Access

Location of access points and if they are clear and accessible

	Location of access	Clear – Yes / No
Attic/loft space		
Roof		
Fire and emergency escapes		

Other

Type of detection	Location	Service provider	
		Name	Contact details

Access

Note #3:
Record of responsibilities

Details of who is allocated what role for the duration of the incident.

Responsibility	Name	Contact details
Overall co-ordination		
Notify and liaise with emergency services		
Implement health and safety procedures		
Co-ordinate evacuation		
Co-ordinate and attend to medical needs		
Secure the building – ensure no one can re-enter until declared safe.		
Move priority items to a safe location or remove them and set up a salvage area		
Notify the insurance company		
Manage media enquiries		
Activate a communications network to provide updates to wider contacts		
Arrange security to protect the building and its contents		
Authorise emergency spending		

Note #4:
Immediate response and evacuation procedures

These details aim to assist with an efficient response when disaster strikes.

Designated assembly point/s

Area / section	Assembly point
1	
2	
3	
4	

First aid

1. Qualified First Aiders

Name	Contact details

2. First aid equipment locations

	Basement	Ground floor	First floor	Second floor	Roof/attic
First aid kit					
Carry equipment (e.g. evac chair)					
Heart defibrillator					
Spinal board					
Other					

3.   Emergency treatment location

Location of hazardous substances

Substance	Location: room, floor / area #	Handling procedures / notes (fire)	Handling procedures / notes (flood)	Handling procedures / notes (other)

Procedures

Fire

■ On discovering a fire, immediately raise the alarm

■ Contact the emergency services

■ If small and safe to do so, tackle the fire using the appropriate extinguisher

■ If it is not possible to tackle the fire, wearing hi-visibility jackets and if safe to do so, check the building for people (a team may do this, each covering an area following everyone out). Close doors behind you and evacuate to designated assembly points

■ If safe, locate priority items and recover as you exit (snatch list)

■ If safe and possible, turn off gas and electricity supplies

■ Ensure clear access for emergency vehicles and service personnel.

Flood

Consult with Met Éireann for flood warnings for your area

■ Do not approach or stand in water in case of the risk of electrocution

■ Locate the source of the water and control / stop if safe and possible to do so

■ If safe and possible, turn off gas, water and electricity supplies

■ Move people, pets and vehicles to safety

■ Move vulnerable items at risk of flooding to higher areas if safe to do so

■ If there are large quantities of water, contact the Fire Service 999/112 if in immediate danger

■ Evacuate to the designated assembly point if necessary

■ If safe, locate priority items and recover as you exit (snatch list)

■ Avoid floodwater as it may be contaminated.

Bomb or suspect package

■ If a warning is received, complete the bomb threat checklist below

■ Evacuate the building to the designated assembly point/s

■ Contact the Gardaí and emergency services.

Injury / accident

- Cordon off the area and reroute visitors to protect privacy and provide space
- Contact the medical services if required
- Contact your onsite first aider to provide initial medical assistance until either the casualty is well enough to move / be moved or the medical services arrive
- Ensure medical services have a clear and easy route to the casualty
- Complete an accident report and communicate any HSA required notifications in the required timeframe
- If it is a serious incident, contact the Gardaí /other emergency services and follow their directions. This may include securing the site and not allowing people to leave / confining all people on site to one area. (You may need to consider the provision of water, access to bathrooms etc).

Bomb / terrorist threat checklist

1.   Write down the exact words said by the caller

2.   If possible, try to determine details of the bomb from the caller

What is the location of the bomb?

What time is it set to go off?

What does it look like?

What type of bomb is it?

Why has it been planted?

Do you represent an organisation?

As soon as the call is over, try to determine the caller's number via: an automatic display on the phone unit, the operator, automatic number identification for example.

3.   Details of the caller

Male   Female   Child   Adult   Juvenile

Did you recognise the voice?   Yes   No

Details

Did the caller appear familiar with the site?   Yes   No

Manner of speech

Normal   Hysterical   Garbled   Rambling   Other

If 'other' please specify below

Was the caller speaking   Fast   Slow

Anything distinctive about the voice?

Accent?

Did the message appear to have
been read or was it spontaneous?

What was the caller's attitude like?

4.   About the call

Was there any noise on the line?   Yes   No

Were there any call box pay tones or coins?   Yes   No

Were there any background noises?

Operator	Interruption	Whispering	Children	Giggling
Traffic	Conversation	Typing	Machinery	Aircraft
Chuch bells	Trains	Other	Details	

Note #5:
Communications

A record of how information should be communicated to your different networks / groups (trustees, staff, volunteers, other contacts), and what level of information is shared. The originating messenger should be the same in all cases. You may have more than one of these groups.

Personal data must only be recorded with the owners permission. This data should be re-visited regularly to ensure data is correct, not being held for longer than required and you still have consent (refer to General Data Protection Regulations, GDPR).

Social media

1. Platform (WhatsApp / Skype / Other)

2. Level of information

3. Name of group

4. Members of the group

Name	Mobile number/Email address

SMS text messaging

1. Level of information

2. Members of the group

Name	Mobile number

Emergency contact list

A list of personal contact numbers for those who do not have access to social media or mobile phones, e.g volunteers to contact in an emergency.

You must have permission to hold personal data and review it regularly to ensure accuracy and consent.

Name	Telephone number

Note #6:
Response equipment kit

A checklist of items that could be useful in a disaster and when recovering items.

Absorbent paper

Acid-free wrapping paper

Aprons

Back supports

Batteries (various sizes)

Blotting paper

Boots (waterproof with steel toe caps)

Boxes

Blankets

Brooms

Bubble wrap

Buckets

Chalk

Chemical sponges

Clipboards

Crates

Crowbar

Dehumidifiers

Detergent

Digital camera (additional batteries and memory cards)

Disaster recovery plan

Disinfectant

Distilled water

Do not enter signs

Drinks and snacks

Dust masks

Dust pan and brush

Dusters

Emergency lighting

Extension leads

Fan heater

Fans

Fire blankets

Fire extinguishers

First aid kit

Freezer bags

Generator

Gloves (rubber, leather, nitrile)

Goggles

Hammer

Hard hats

Hazard tape

Head torches

Hi-vis jackets/ tabards

Humidity monitor

Laboratory coats

Ladder

Masking tape

Megaphone

Mobile phone (with battery and charger)

Mops

Notepads

Overalls

Paper towels

Parcel tape

Pencils

Pencil sharpener

Pens (waterproof)

Plastic clothes pegs

Plastic containers

Plastic crates

Pliers

Polythene bags

Polythene sheeting

Portable lights

Pumps

Radios

Rags

Refuse sacks

Ropes

Rubber bands

Safety pins

Sandbags

Saw

Scales

Scissors

Screwdriver

Screws and nails

Spade

Spanner

Sponges

Stanley knife

String

Tables

Tags (waterproof)

Tape measure

Tarpaulins

Torches

Towels

Trays

Tripod

Utility knife

Vacuum cleaner

Warning signs

Waterproof clothing

Wet vacuum

Note #7:
Situation report

Capture details of the disaster and update it as information becomes available. This could be useful for emergency, recovery and insurance purposes.

Date of incident

Who is in charge / key contacts onsite?

	Name	Contact details
For our organisation		
For emergency services		
Other involved party		

Incident assessment

1. What is the nature of the incident?

2. If known, what is the cause?

3. What areas are affected?

4. Has the entire building/s been checked?

5. Who discovered / reported the incident?

6. What actions have been taken?

Safety status

1. Are there any obvious dangers?   **Yes**   **No**

2. If so, what?

3. Has the building been evacuated and everyone accounted for   **Yes**   **No**   **Part**

4. Are there any possible health and safety issues?   **Yes**   **No**

5. If so, what?

Emergency and support services

Which services have been contacted?

Service	Contacted?	On site?	Contact name
	Yes/No	Yes/No	
Police			
Fire and rescue			
Ambulance			
Insurers			
Other			

Note #8:
Snatch list

A pre-determined list of priority items – items that you will want to remove as soon as possible. You may need to consider an extended or separate list if you are hosting other people's items on loan / tour.

Please do not include any sensitive or secure information.

Please do not include any financial values.

Item	Location	Relevant information (e.g. how to remove it and where any specialist tools are kept)

Note #9:
Salvage cards

These cards provide key information needed to locate, identify and recover priority items. If you have items that belong to someone else, there should be cards for their priority items as well. These cards should be laminated or available electronically on-site, and could be handed to emergency services. You may wish to make them bigger than shown here.
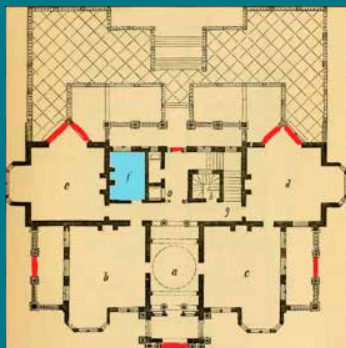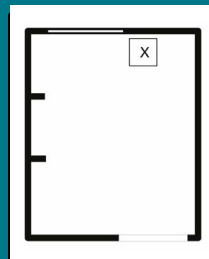
Example card:

Side one

Room	Library
Card number	1
Item	Ming vase
Description	Blue and white bulb shaped vase, ceramic, dragon pattern, approx. 30cm height.
Removal instructions	Fragile
Tools required	None
Location in room	North wall on pedestal.

Side two

Room	Library
Floor	Ground
Fire zone/area	2

Note #10:
Contacts list

The contact details for a wider communications network.

	Organisation	Contact name	Contact details	
			Telephone	Email
Alarm system provider				
Boxes / crates				
Broadband supplier				
Cold storage / freezers				
Collection owners				
Conservation equipment				
Conservator				
Disaster recovery services				
Drain cleaners				
Drying company				
Electrician				
Electricity supplier				
Emergency equipment hire				
Emergency lighting				
Engineer				
Fire extinguishers				
Gas supplier				
Generators				
Glaziers				
Insurance company				
Investors				
IT Consultants				
Lawyer				

Local Authority				
Locksmith				
Marquees				
Medical Centre				
Pest control				
Plumbers				
Polythene bags / sheets				
Portable toilets				
PR agency				
Protective clothing				
Royal Mail				
Stakeholders				
Storage				
Telephone company				
Transport				
Water supplier				

Insurance information

Insurer name	
Broker name	
Policy number	

Claims

Contact name	
Contact number	
Claims reference	

Use Note #7: Situation report when contacting your insurer / broker to brief them on the incident.

Note #11:
Business continuity

This information could help you get back up and running sooner than later should the worst happen and you need to temporarily relocate some or all of your operations.

	Address	Contact name	Contact details
Location of temporary administrative headquarters			
Temporary venue (all operations)			

Priority operations /persons/collections to be transferred to temporary venue (if not everything can be accommodated).

Item / activity / collection	New location

Alternative arrangements for pre-booked events/activities:

Activity/event	Action	Communications required

Support information

	Organisation	Contact name	Contact details
Technical support (computer systems)			
Technical support (communications)			
Secure storage			

Note #12:
Record of damage

This records details of damage to building and contents to help you establish what conservation work is required and to keep track of collections/items.

Building assessment

To be completed only if safe to do so.

Area / floor / room name

Assessor/Adjuster name and company

Contact details

Date

Area of damage	Type of damage	Notes (initial assessment by staff name, insurer, other)
External damage		
Roof		
Walls		
Windows		
Doors		
Foundations		
Other		

Support information

Area of damage	Type of damage	Notes (initial assessment by staff name, insurer, other)
Internal damage		
Flooring		
Ceilings		
Curtains/blinds		
Furniture		
Wall coverings		

Contents

To be completed only when safe to do so.

Ensure correct handling procedures are observed.

Ensure that every item is photographed and recorded below and can be cross-checked with the inventory.

Consider if the item can be restored (damage is sometimes seen as an extension to the item's story.)

Objectives

1. To identify which collections or objects are affected

2. To identify the nature and scale of any damage

3. To identify the object's materials, importance, risk of further damage and salvage requirements.

Item reference number	Item description	Original location	Damage	Treatment	New location	Photograph reference number(s)

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