Disaster contingency policy

# Introduction

This policy exists to keep the organisation and its employees safe in the case of a disaster. A disaster could refer to a number of unexpected events with harmful consequences. This could be something that causes massive destruction - such as an act of terrorism, earthquake or flood - through to smaller events that impact the organisation, like the sudden death of a key member of staff or a problem with the organisation’s computer servers.

In order to protect the organisation and its employees, it is important to have a comprehensive continuity plan. The aim of this plan is to keep the organisation operating as normal (as much as is possible) during a disaster while keeping all employees safe.

# Procedure

Prior to a disaster, preventative measures must be taken to limit potential damage. These measures form a business continuity plan. The main parts of this plan are to ensure the organisation’s IT systems are backed up daily and that customer and supplier details are collated off-site.

If a disaster occurs, it will be the responsibility of departmental managers to contact employees, including at home if it is outside working hours or via mobile telephone if they are working off-site. Employees must make sure their contact details are kept up-to-date in preparation for this situation.

Depending on the nature of the disaster, employees may be required to work from home, work from an emergency location or not to attend work at all.

However, they should remain contactable and available for work wherever possible.

If employees are at the workplace when a disaster occurs, an evacuation might be necessary. In this case, it must proceed in an orderly manner with employees leaving their belongings and computers as they are and evacuating in a calm but quick manner.

Departmental managers are responsible for ensuring the employees they manage are aware of this policy and understand what is expected of them. Employees must familiarise themselves with this policy, as well as remaining vigilant and reporting anything that could be potentially dangerous - such as an unattended package - to their departmental manager or the facilities manager. Any employees with questions should take them to their departmental manager.

Responsibility

is responsible for the implementation of this policy Signed

Date

Review Date (recommend 3 years)