

Emergency Evacuation Plan



1. Introduction

This plan is relevant to XANDER RECRUITMENT GROUP LIMITED Offices based at Salford during an emergency. Separate procedures are available for the remote sites if they go down. The plan outlines the provision of IT services, including accounts/payroll and the moving of staff to the recovery centre and how they'll continue to work during their stay at the recovery centre. The plan also covers Emergency Evacuation and Bomb Threats.

Procedures are given from the initial creation of Ghost images to the transferring of Phones and Faxes to the recovery centre. Flexibility is key when dealing with different levels of disaster from loss of a server to total destruction of the office.

Brief Description of plan

Xander Recruitment Group Limited IT systems are cloned to backup servers.

Data is restored to the Xander Recruitment Group Limited Servers.

Xander Recruitment Group Limited Logon scripts are updated for all Finance Users

Most users will run with RDP connections others like Finance can run from the local desktop.

Applications are installed Ad-Hoc for Finance.

Phones and Fax numbers are diverted to recovery centre and analogue lines are provided to do this

Plan is for up and running for next business day with the restoration of previous backup on Xander Recruitment Group Limited hard drives.

The Objective of this document is to go through the complete steps used initially to set the system up. Each section covers a different part of the configuration in detail.

Server Licenses

We use a standalone server as listed below.

HP Server and one bespoke server.

Spare Licenses

Not applicable

Methods for imaging the Servers

This procedure is for creating an up to date image for a server, this image is then put onto one of the recovery servers. The first section describes creating an image and uploading it onto a server for later use. The second section describes how to install the image onto a server to create a clone.

How often to Image?

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Xander Recruitment Group Limited systems are backed-up every 24 hours (nightly). Mon-Sun. Although critical to the business, all data can be restored during the recovery phase, as long as the specified Server is running, the database will work.

Image only when there's been a major software installation or change around of lots of data.

Restoring an Image

Note

- Proceed with restoration, this process can take up to 5 hours to complete. Do this during the day. No server needs to be offline for the restoration to run.
- When complete, remove the network cable and reboot the server to see it working. Check the folders and partitions are functioning. **DO NOT CONNECT TO THE LIVE NETWORK!**

Number of users at Xander Recruitment Group Limited and on system

Total of 35 users on the recovery site. Details of the users allocated a space at the Recovery Centre shall be determined within Xander Recruitment Group Limited

Recovery Centre

The Cloud 10 server containing backups, documents, instructions, and anything else which may be needed during the stay at Location to be confirmed.

Local PCs at Recovery Centre

To be built with standard installation. Details with IT.

What is Needed

- Database backups for both Access and accounts

How it Works

- User logs on to Access
- User starts the application and chooses which database on the network to point to and then works away

How to Restore

- Restore backup databases
- Restore system database
- Contact Cloud 10 if in doubt

Provision for Phones

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During the recovery period Mobiles will be utilised

After a successful recovery and the company has survived; the mission must be the following sections

New Location

Looking for a new home must happen very quickly, once found the site must be visited and checked for Power Cabling, potential Comms room.

New Equipment

When running on the Disaster site, new servers should be purchased immediately and prepared for proper use. At this time the servers to buy are to be approved by IT.

Article 15 of the Regulatory Reform (Fire Safety) Order 2005 states

Article 15 – Procedures for serious and imminent danger and for danger areas.

“The responsible person must establish & where necessary give effect to procedure, including safety drills, to be followed in the event of serious and imminent danger to relevant persons, nominate competent persons to implement procedures, inform & instruct relevant persons concerned”.

Article 15 places a duty on the ‘Responsible Person’ (any person who has control of the premises to any extent) to put in place procedures to ensure the safety of all relevant persons (any person who is lawfully on or in the vicinity of the premises).

It further imposes a duty on the ‘Responsible Person’ to nominate persons to implement those procedures. The nomination of a Responsible Manager and Fire Wardens will achieve this.

This duty is imposed on ALL ‘Responsible Persons’ within the building and includes the responsible persons for any occupancy. If you are a responsible person you must appoint Fire Wardens to implement the evacuation procedures.

All nominated persons MUST receive training in their duties to ensure that the plan is effective, and the training must take place during working hours.

It is imperative that the fire routines are practised to ensure they are functional and **Article 15** states that Drills MUST be carried out.

This Emergency Plan has been prepared as a training and guidance document for ALL persons (Responsible persons and relevant persons) to ensure that all persons, including disabled persons, can safely evacuate the building in the event of a fire.

It provides site/business specific information on pertaining to responses for a variety of possible emergency situations.

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Simon Dolan **(24/7)**
Responsible Person Mobile: 07961 487583

IT Service Provider

Cloud 10 (24 hr) 0161 2355344

Emergency Co-ordinator

Simon Dolan Extension: 210
Tel 0161 212 2308

Service Providers

United Utilities Phone 0345-303-3040

Electricity North West Phone 0845-782-0999

Emergency Services Phone 999

Police Phone 101

Fire Brigade

Greater Manchester Fire
And Rescue Service Phone 0161 736 5866
146 Bolton Road Freephone 0800 555 815
Swinton Manchester
M7 8US

Local Hospitals

Salford Royal NHS Foundation Trust
Scott Lane 0161 206 4100
Salford
M6 8DH

4 Emergency Situations (Note: Appropriate Incident Reporting Form Is To Be Used.)

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4.1 Fire – Regulatory Reform (Fire Safety) Order 2005

4.1a Fire Wardens

A current list of Fire Warden names for the building is displayed in the safety notice boards located in the Administration Office.

4.1b Fire Tests And Drills

The Warehouse team is responsible for the monthly testing of call points. They should also test Security system monthly. All other aspects of the fire detection systems are checked by a qualified fire engineer on behalf of Xander Recruitment Group Limited at intervals that are legally stipulated. Records are held within the Document Control File.

4.1c Evacuation

Fire Alarm - The control panel is located in the account office.

Fire Exits/ Routes - These are denoted by directional and illuminated signage.

Main Staff Assembly Point - This is situated at far side of the car park by the green gates. If it is felt that this location is compromised the Fire Warden will direct staff to the main entrance to the car park (secondary SAP).

Roll Call During the evacuation the designated fire warden will check the area he or she is responsible for is clear. This person will then perform a role call, ensuring the safety of all the staff.

4.1d Building Emergency/Equipment And Check Lists

The emergency equipment for the Building will be subject to Periodical Safety Inspections as required by the External Consultant, as well as in line with current legislation (Regulatory Reform (Fire Safety) Order 2005). All electrical equipment will be periodically checked (PAT).

4.1e In The Event Of A Fire

Raise the alarm.

Evacuate the area immediately.

Report to SAP for role call.

The Senior Fire Warden is to liaise with Essex FB.

No one is to return to the building without permission from The Senior Fire Warden/Senior Fire Officer.

4.2 Loss Of Water Supply And Or Flood

Any loss of the water supply should be reported to the service provider (see section 3/contact list).

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Where possible, service provision (training) should be re-located (see section 5). This also applies to any flooding caused by a water main failure. The building management team should be informed if any of the above failures occur due to a fault in a common area.

Note of Precaution

Where necessary electrical equipment should be isolated.

4.3 Bomb Threat Or Alert

4.3a On Finding A Suspect Package

Inform a member of staff. Emergency co-coordinator/Fire Warden to evacuate building to secondary (more remote) assembly point. Police to be informed giving the following details:

Your name and position.

Nature of emergency.

Address and contact details.

4.3b Description of package.

- Packages exact location.
- On Receiving A Bomb Threat
- The person receiving the phone call should try and establish the following information:
- Where is the bomb?
- When will it explode?
- What does it look like?
- What type is it?
- What will cause it to explode?
- Did caller plant it & why?
- Any personal details.

After the call, a colleague should relate the details to the police (9-999) and an evacuation take place whilst the call receiver:

Note down the conversation that has occurred with time and date.

- Try to establish caller's number (call back facility).
- Lists any details (background noise, gender etc) that could identify caller and location.

Note: All gathered information is to be passed on to the authorities.

Local Bomb Threat

All persons should (where appropriate) remain in the centre of the building, with blinds and doors shut, until threat has passed.

4.4 Gas

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If there is a smell of gas, Evacuate The building and call the Gas Emergency telephone number on 0800 111 999

4.5 Electrical

Any loss of the electrical supply should be reported to the service provider (see section 3/contact list). Where possible service provision (training) should be re-located (see section 5).

4.6 Injury

If a person receives an injury whilst under the duty of care of the office; the nominated (trained) first aider must assess the injury to ascertain its severity.

If Minor first aid should be administered on site before transporting injured party to hospital if necessary.

If Major first aid should be administered on site, as required and the emergency services called to transport the injured party to the appropriate Accident and Emergency Department.

Note: see contact section for relevant numbers and appendix B for maps to local hospitals.

Precautions

Appropriate numbers of trained first aiders/appointed persons to be on site.

First Aid Box to be available.

Risk assessments (as necessary) to be undertaken to identify, control and where possible eliminate dangers.

As far as reasonably practicable, a safe working environment should be provided to all persons.

Safe working processes (as necessary) should be provided.

4.7 Felony

The Reporting Of Vandalism, Theft Or Break In

Advise Police of nature and all other details pertaining to the incident (see contact list).

In the event of a data or computer software theft, all candidates, clients etc. will be notified that their data may potentially have been leaked to another source due to data theft from the business.

As per ICO standards we will adhere to the clause below and make the necessary assessment prior to reporting any breaches to ICO

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“A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

If you experience a personal data breach you need to consider whether this poses a risk to people. You need to consider the likelihood and severity of the risk to people’s rights and freedoms, following the breach. When you’ve made this assessment, if it’s likely there will be a risk then you must notify the ICO; if it’s unlikely then you don’t have to report.

Under the Privacy and Electronic Communications Regulations (PECR), organisations who provide a service allowing members of the public to send electronic messages (eg telecoms providers or internet service providers) are required to notify us if a personal data breach occurs. If you are subject to PECR and you experience a personal data breach, you should continue to report under PECR. There is no need to report under the DPA 2018, too.”

Precaution

Ensure building is secured and alarm system is activated when vacating the premises.

Personal Attack

Advise Police of nature and all other details pertaining to the incident (see contact list).

Precaution

Ensure Staff are not put at risk by being scheduled to working alone.

Arson

The occurrence of arson can be reduced, and its effects controlled if consideration is given in advance to identify potential threats and effective protection measures.

5 Alternative Business Delivery Site

If any of the above emergency situations negated the ability to undertake the required business function at the site designated in this plan (short or long term) an alternative site would need to be found.

6 All Employees

6.1 Article 23 of the ‘Regulatory Reform (Fire Safety) Order 2005 applies to ALL employees and sets a duty as follows:

Take reasonable care for the safety of himself and of other relevant persons who may be affected by his acts or omissions at work;

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As regards to any duty or requirement imposed on his employer by or under any provision of this Order, co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with; and

Inform his employer or any other employee with specific responsibility for the safety of his fellow employees

Of any work situation which a person with the first-mentioned employee's training and instruction would reasonably consider represented a serious and immediate danger to safety; and

Of any matter which a person with the first-mentioned employee's training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for safety,

in so far as that situation or matter either affects the safety of that first-mentioned employee or arises out of or in connection with his own activities at work and has not previously been reported to his employer or to any other employee of that employer in accordance with this sub-paragraph.

The purpose of the article is to ensure that the existing duty continues to apply to employees in relation to fire safety and that it can be enforced by the relevant enforcing authority under the RRFSA 2005.

6.2 Article 22 - Co-operation and co-ordination

(1) Where two or more responsible persons share, or have duties in respect of, premises (whether on a temporary or a permanent basis) each such person must:

- a) co-operate with the other responsible person concerned so far as is necessary to enable them to comply with the requirements and prohibitions imposed on them by or under this Order;
- b) (considering the nature of his activities) take all reasonable steps to co-ordinate the measures he takes to comply with the requirements and prohibitions imposed on him by or under this Order with the measures the other responsible persons are taking to comply with the requirements and prohibitions imposed on them by or under this Order; and
- c) Take all reasonable steps to inform the other responsible persons concerned of the risks to relevant persons arising out of or in connection with the conduct by him of his undertaking.

(2) Where two or more responsible persons share premises (whether on a temporary or a permanent basis) where an explosive atmosphere may occur, the responsible person who has overall responsibility for the premises must co-ordinate the implementation of all the measures required by this Part to be taken to protect relevant persons from any risk from the explosive atmosphere.

6.3 Relevant Changes to the Premises

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In order that the plan remains valid, changes that may affect the plan should be immediately reviewed by the 'Responsible Person' making the changes and reported to the Property Manager.

Relevant Changes Would Include:

- Alteration in partition layout
- Alterations to Fire Safety Provisions in the Premises
- Change of Person/s responsible
- Change in the work process when 'High Risk' materials are involved. This will include flammable liquids and gas and any heat producing processes
- Employment of disable person and/or a regular visitor having a disability that necessitates preparation of a Personal Emergency Evacuation Procedure (PEEP)

The External Consultant will amend the 'Emergency Plan' if it is considered necessary, and after consultation with the Property Manager.

7 Emergency Lighting

Emergency lighting is installed to escape routes.

In the event of a mains power failure a battery back-up to the lights will provide a reduced level of illumination that will be adequate to assist evacuees use the escape routes from the building.

8 Portable Fire Fighting Equipment

Fire Extinguishers

There are a variety of Fire Appliances strategically sited throughout the buildings.

The fire extinguishers are suitably sited and of the correct number and content for the identified risks.

There is a minimum of two fire extinguishers in each area.

Fire extinguishers are permanently mounted on wall brackets or stands in conspicuous positions where persons following an escape route can easily identify them.

Alex Stockley - Managing Director – XANDER RECRUITMENT GROUP LIMITED



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