

Bullet pointed Summary of Disaster Response & Recovery Policy

- A disaster is **unexpected** and there will be a **lack of resources and/ or personnel** to deal with it. A Disaster is different from an Emergency.
- The aims of the policy are:
 - Preparedness (as far as possible)
 - Response (specifically the preservation of life and - where possible - key documents)
 - Recovery (continuation of key business of the organization)
- GST cannot manage the **events**, but it aims to manage the **effects of the disaster**.
- Outside assistance may be available. However, GST needs to be prepared to carry out initial disaster response independently.
- **Preparedness:**
 - Essential records are backed up every evening on a hard disk, stored off-site.
 - Admin Assistants keep a Key Details and Contacts List.
 - A Financial Details and Assets Register is completed by the Business Manager and Principal at the start of the academic year and reviewed annually.
 - Drills (in addition to those for Emergencies) are conducted:
 - A Severe Weather/Shelter-in place event and
 - An Evacuation by Bus drill each year
 - Planning for appropriate response activities. (e.g. first aid, light fire suppression, law enforcement operations, evacuation, shelter and mass care, light search and rescue).
- **Response:**
 - Initial response may be similar to the responses in Emergency Policy and Procedures. Note: If a disaster occurs, it might be necessary to close the school.
 - The Principal(s)/ designate will contact families using a communication app, email or SMS, to explain the situation and measures taken for student safety.
 - If a disaster occurs during a school break, the Principal/ designate:
 - If necessary, organizes alternative premises.
 - Identifies close friends/staff most likely to be affected by the disaster.
 - Notifies staff & families of students and recommends support resources.
 - Schedules a staff meeting for an update the week before students return to school.
 - Is alert for repercussions among students and staff.
 - When school reconvenes, checks core group of friends and other at-risk students and staff, and institutes appropriate support mechanisms and referral procedures.
- **Recovery:**
 - Short-term to restore vital services and provide for basic needs of staff & students.
 - Long-term recovery focuses on restoring the school to its normal state.
 - Senior Staff and the Board prioritise the school's **Critical Business Functions** undertaking a **Business Impact Analysis** for each. The Critical Business Functions are:
 - Safeguarding
 - Teaching
 - Therapy
 - Student Support (incl. Medication Management) & Emotional Wellbeing
 - Staff Support & Emotional Wellbeing
 - Family Support
 - Access to IT for Administration
 - Access to IT for teachers and students
- Then consider how most important functions can be restored, for Business Continuity.
- After a closure, the Principal and other appropriate staff ensure that the school is ready to re-open by completing the **Readiness to Return after Closure Checklists** which has to be approved by the Board before the school reopens.

