



ANDERIDA ADOLESCENT CARE

BUSINESS CONTINUITY POLICY

The purpose of this business continuity plan is to prepare Anderida in the event of emergency situations caused by factors beyond our control (e.g. fire, natural disasters, extensive power cuts etc), and to restore the homes to the widest extent possible in a minimum time frame. All Anderida homes are expected to implement preventive measures, whenever possible, to minimise disruptions and to recover as rapidly as possible when an incident occurs.

The policy identifies vulnerabilities and recommends necessary measures to minimise the impact. In the event of a major crisis at any of the Anderida homes, where the situation leaves the building uninhabitable, the following procedure will be implemented:

- Contact the relevant emergency services.
- Contact the duty on-call manager who will in turn contact the directors, relevant professionals and significant others of the young people.
- If appropriate, the young people will visit their parents, guardian or significant other or sister home.
- If none of the above options are available or appropriate, move the clients and staff to an available hotel for the short term.
- Identify a vacancy within an appropriate alternative resource until the project is habitable.
- If no other resource is available, continue to stay at the hotel until the social worker can identify a suitable placement.

The above arrangements would be the responsibility of the Emergency Management Team (EMT), which would comprise of the managing director, the financial director, the care directors, the assistant office manager and the responsible registered manager.

The safety and wellbeing of the young people in our care is of paramount importance and we shall always do everything in our power to ensure their needs continue to be met, even in the most extenuating circumstances.

Team member responsibilities

- All the team members should keep an updated calling list of their work team members' work, home and mobile phone numbers both at home and at work.
- All team members should familiarise themselves with the contents of this plan.
- All team members should keep this plan for reference at home in case the disaster happens after normal work hours.

- All team members should remain with the young people for the duration of their shift or until appropriate cover can be found.

Data Backup Policy

Full and incremental data backups should be performed on a regular basis for young people’s records and files that are irreplaceable, have a high replacement cost, or are considered critical. Backup media will be stored in a secure, geographically separate location from the original data (cloud technology) and isolated from environmental hazards.

(The Data Protection Policy specifies what records must be retained and for how long).

IN THE EVENT OF A NATURAL DISASTER

In the event of a major catastrophe affecting the homes and organisation:

PROCEDURE:

STEP	ACTION
1.	Notify EMT of pending event, if time permits.
2.	If the impending natural disaster can be tracked, begin preparation of site within 48 hours as follows: <ul style="list-style-type: none"> • Take available cash from petty cash and available funds from the bank • Take food and liquid • Pack the young person’s important personal belongings
3.	24 hours prior to event: <ul style="list-style-type: none"> • Back up critical data
4.	Take the young people to Oliver’s Hill Farm, where the following resources will be available: <ul style="list-style-type: none"> • Portable generators with fuel within 100 miles. • Tractor trailers with replacement workspace, antennas, power, computers and phones. • Emergency accommodation. • Gasoline and other fuels Supplies, including chainsaws, batteries, rope, flashlights, medical supplies, etc.

Invoking the plan

This plan becomes effective when a disaster occurs and remains in effect until operations are resumed at the original location or a replacement location.

This Policy is supported by:

- The Swine Flu Policy
- Fire & Evacuation Procedure
- Data Protection Policy
- Severe Weather Procedure