



[XPS CONSTRUCTION AND SKILLS LEARNING LIMITED]

Contingency Plan

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1. Introduction:

- 1.1 This policy applies to all [XPS CONSTRUCTION AND SKILLS LEARNING LIMITED] staff, trainers/assessors and internal quality assurers who are involved in the routine function, training and assessing activities of [XPS CONSTRUCTION AND SKILLS LEARNING LIMITED].
- 1.2 All those involved with [XPS CONSTRUCTION AND SKILLS LEARNING LIMITED] delivery and assessment of NONC First qualifications have an obligation to act and take precaution that does not lead to switching to contingency plan.
- 1.3 Definition:
A contingency plan is a routinely updated plan for responding to a system emergency that includes performing backups, preparing critical facilities, and appropriately detailed migration plans that can be used to facilitate continuity of operations in the event of an emergency and recovering from a disaster.

2. This Policy:

This policy is designed to ensure a consistent and effective response in the event of major disruption to the course delivery and assessment system affecting significant numbers of learners. The plan will be implemented in the event of major disruption to the system, such as widespread illness, travel disruption, bad weather or power failures. Any actions taken will be subject to the advice of the official agencies dealing with the specific circumstances being faced, for example the police, Environment Agency or Health Protection

3. Examples of Contingency Plan

The following list is not exhaustive but common examples:

a) Fire Emergency Contingency Plan

In the event of a fire in the building, the following procedures should be followed:

- I. Call 999 immediately and report the fire, although the fire department should have been automatically alerted, the building should be evacuated.
- II. Notify either the reception (Davis House) or Folajimi Adeloye (Managing Director) when it is safe to do so, if they are not present.

In the case of a minor fire, all personnel in the area subject to smoke inhalation should be evacuated.

- III. The Person in Charge (The XPS staff) will be responsible for signaling the fire alarm and evacuating the premises.
- IV. All employees should be evacuated from the building and gather at the designated emergency meeting area.
- V. Nobody shall return to the area until the Person in Charge has given a clear signal that it is safe to return.

b) Threat Contingency Plan

In the event that Davis House or XPS CONSTRUCTION AND SKILLS LEARNING LIMITED is contacted with a threat of an explosive, chemical, or biological device, the following procedures should be followed in order to alleviate panic and set evacuation in motion.

During Normal Business Hours

- I. Immediately call 999 and notify the authorities of the situation.
- II. Immediately report the threat to staff at reception in Davis House or call Folajimi Adeloye (Managing Director) so that they may notify areas of the situation and evacuation procedures can get under way.
- III. All personnel are to evacuate the premises and gather at the emergency meeting area so that they can be accounted for.

During Weekends, Holiday, or Other Non-Working Hours

- I. Immediately call 999 and notify the authorities of the situation.
- II. Determine if there are any employees still working on the premises and have them vacate the building immediately.
- III. All personnel are to evacuate the premises and gather at the emergency meeting area so that they can be accounted for.

c) Data Contingency Plan

At present XPS Construction and Skills Learning Limited do not have a system to store electronic data other than on personal computers. The plan below is in preparation for business growth and systems being put in place. This contingency plan addresses the prevention of critical data loss due to server crashing, power failure, or any incident that occurs that threatens critical company data. These processes and procedures should be followed strictly by all personnel if an imminent disaster has been recognized.

I. Vital Electronic Data

Critical data is securely backed up nightly (the cloud). As all data is held on the network there is no need for personnel computers to be backed up.

II. Server Data

In the event that the server fails the IT Administrators (Telsys Network Services Limited) who are responsible for maintaining the server will ensure that it has been automatically restarted. If the server has failed critically, if possible, a server-level migration should be performed in order to transfer data to the backup server. If a disaster that will render the server unserviceable is imminent, data on the server should be immediately backed up to the backup server.

III. Hard Copy File Data

Files that are known to contain important company data, such as customer information, vendor information, and financial documents, should be stored in an appropriate location. In the event of a disaster that will render the building or the files inaccessible, all files should be removed from the premises and stored in an offsite location. In the case of a disaster that will not render the building or the files inaccessible, all files should be stored in a filing or storage cabinet until the area has been declared all clear.

IV. Archived Hard Copy File Data is also scanned and stored electronically using 'Power Retrieve' in the case of disaster these files can be retrieved from the server or server backup.

d) Loss of Premises Contingency Plan

In the event of loss of premises through fire or other causes, the following actions will take place.

Depending on the severity of the incident there is a possibility of the courses being relocated whilst remaining on the premises.

In the event that it is impossible for courses to take place on the current premises, alternative premises will be sought out until a time when courses can resume in their present location.

Liaise with Awarding body to let them know about the failure of the system and get help from their contingency plan.

Additional support will be sought from the providers who subcontract XPS Construction to keep disruption to a minimum.

e) Loss of Business Contingency Plan

In the event that XPS CONSTRUCTION AND SKILLS LEARNING LIMITED should cease trading and we have current trainees within the system they should be referred to PIP

Services Ltd 288 Becontree Avenue Dagenham RM8 2TR Telephone — 02085984250 Email harry@piptfw.co.uk Who will facilitate the continued training.

