



# DISASTER RECOVERY PLAN

## INTRODUCTION

This document is designed to enable the Club to identify potential threats that could have a significant detrimental impact on the Club and/or its members.

The committee should list the identified threats in section 1 and use the template in Appendix A to detail each threat and the identified procedures required.

The Plan is designed to ensure that the Club minimises any ongoing impact of an identified threat and to ensure that remedial works/required actions are undertaken as soon as possible.

The plan should be reviewed at least annually and a written risk assessment undertaken as part of the review for each identified threat.

Any changes/updates to the Plan should be recorded in the Version Control section of this document.

The Plan should be distributed to all identified key personnel and confirmation of receipt of delivery stored.

## DEFINITIONS

In this document:

“Club” means [ENTER NAME OF CLUB];

“Committee” means the management committee of the Club;

“Plan” means this document.

## VERSION CONTROL

Version 1      Adopted by the Club on [ENTER DATE]



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## 1. IDENTIFIED THREATS

The Committee has identified the following threats as having a potentially 'disastrous' impact on the Club and/or its members:

<b><i>Threat</i></b>	<b><i>Details</i></b>

### ***TEMPLATE NOTE***

*Here are some examples of the types of threat the Club should consider covering in this Plan:*

- *Fire in clubhouse*
- *Flooding of pitches/clubhouse*
- *Loss/theft of bar stock*
- *Loss/failure of club computer*
- *Legal action taken against club/committee*
- *Tax inspection/unexpected tax bill*



## APPENDIX A – Disaster Recovery Template

Use this template to detail each identified threat and the recovery details.

### THREAT DETAILS

<b>Description</b>	
<b>Likelihood</b>	
<b>Impact on Club/Members</b>	
<b>Impact on Committee</b>	
<b>Tested/Checked?</b>	

### PREVENTATIVE MEASURES

<i>What</i>	<i>Who</i>	<i>Update</i>

### IF IT HAPPENS

<b>Type of Notification</b>	
<b>Immediate Action Required</b>	
<b>Followed By</b>	



## RECOVERY MEASURES

<i><b>What</b></i>	<i><b>Who</b></i>



## APPENDIX B - Example

This is an example of how the template in Appendix A should be used.

### THREAT DETAILS

<b>Description</b>	Fire/Vandalism to Clubhouse
<b>Likelihood</b>	Low
<b>Impact on Club/Members</b>	HIGH - lost income in terms of bar takings/ social threats – currently around £650 per week  LOW – matches will not be unduly affected – changing rooms are in separate building – will impact on hospitality
<b>Impact on Committee</b>	HIGH – Recovery plan will need to be actioned without delay
<b>Tested/Checked?</b>	Procedures reviewed/tested via drill in August 2015

### PREVENTATIVE MEASURES

<b><i>What</i></b>	<b><i>Who</i></b>	<b><i>Update</i></b>
Ensure up to date risk assessment has been completed using HSE template	Grounds manager	Completed in July 2015
Arrange visit from Fire Service for advice and implement recommendations made	Secretary	Last visit in Feb 2015 – implemented by Aug 2015
Check Fire Extinguishers/smoke detectors are checked/maintained every six months	Secretary	Last checked in July 2015
Review insurance requirements for both building and contents	Secretary	Reviewed and cover adjusted in Feb 2015
Review electrical circuits and ensure	Grounds	Reviewed in Feb 2015 –



all staff/users are aware of safety guidelines	manager	notices updated and emails sent to staff/users
Ensure all hirers of the clubhouse are given adequate information when they arrive	Bar manager	Instructions reviewed in Feb 2015 – hirers are talked through procedures and required to sign agreement

### IF IT HAPPENS

<b>Type of Notification</b>	Emergency services
<b>Immediate Action Required</b>	Utility Company – nPower - Customer Ref ERT2345/TR34 – Contact number 0800 435 4343
<b>Followed By</b>	Insurance Company – Direct Line - Policy Number TYT34543 – Contact number 0845 232 5656  Membership – Email broadcast/text message using Mailchimp account

### RECOVERY MEASURES

<b>What</b>	<b>Who</b>
Contact Football Club to use their clubhouse for hospitality where possible before/after matches – contact Ted Hughes on 0121 565 3434	Secretary
Contact Mark Davies (Club Member) – Mark runs Building Company and may be able to loan/hire the Club a Portacabin at discounted rates for duration	Secretary
Future bookings – Use Bar Manager bookings system to contact future booking contacts and explain situation to them – reschedule where possible	Secretary/Bar manager



## **APPENDIX C – Key Considerations**

This appendix lists some of the key considerations the Club/Committee should consider and document in the Plan:

- Quantify the financial impact on the Club. If the likelihood of the event happening is significant enough, ensure that the Club's Reserves Policy is suitably updated.
- Impact on Club/Members – Consider all of the various membership sections and the main activities of the Club.
- Could the event require the Club to contact any of the emergency services? If so, list the details.
- Does the event have an impact of the supply of any utility services? If so, find out who the Club needs to contact and list the contact details in the procedures.
- Does the event require the Club to contact a plumber/electrician/builder etc.? If so, list the details of who to contact.
- Will the event have an impact on the Club's statutory obligations? Detail the impact and who to contact if additional time is required to meet any deadlines.
- Identify alternative venues/services where practicable to replace the lost facility/services. Speak to relevant organisations and run through procedure if alternatives required.
- Has the Club tested/checked the procedures? Perform a drill/dry run to ensure nothing has been missed and that contact information is up to date.