



Business Continuity Plan
Disaster Recovery
Emergency Learning Centre Location

Purpose

The purpose of this business continuity plan is to prepare Paragon Training Academy Limited staff and learners in the event of extended service outages caused by factors beyond our control (e.g. natural disasters, man-made events), and to restore services to the widest extent possible in a minimum time frame. Paragon Training Academy Limited center is expected to implement preventive measures whenever possible to minimize learning environment failure and to recover as rapidly as possible when a failure occurs.

The plan identifies vulnerabilities and recommends necessary measures to prevent extended service outages.

Notification

Regardless of the disaster circumstances, or the identity of the person(s) first made aware of the incident, the Emergency Notification Contacts must be notified immediately in the following cases:

- Network system and centre (s) are down concurrently for five (5) or more hours

Emergency Notification Contacts

Name	Position	Mobile Contact
Reena Gour	Director	07413950790
Aysegul Yesildaglar	Head of Quality	07960180204

Incident Declared

Once a disaster is declared, and the Emergency Notification Contacts (ENCs) for been informed. Then the ENCs will initiate and coordinate the appropriate recovery actions to use the Emergency Learning Centres. See Appendix A for Emergency Centre Location. Appendix B needs to be completed and forwarded to the ENCs.

Appendix A: Emergency Learning Centre Location

Emergency Learning Centre - Luton

Community Centre

234, Dallow Road, Luton, Beds, LU1 1TB

ICT Suite

- 01582 410333

Appendix B: Incident Form

Upon notification of an incident situation the On-Duty staff member will make the initial entries unto this form. It will then be forwarded to the ENCs, where it will be continually updated. This

document will be the running log until the incident has ended and “normal business” has resumed.

Time & Date	
Type of Event	
Location	
Projected Impact Issues	