

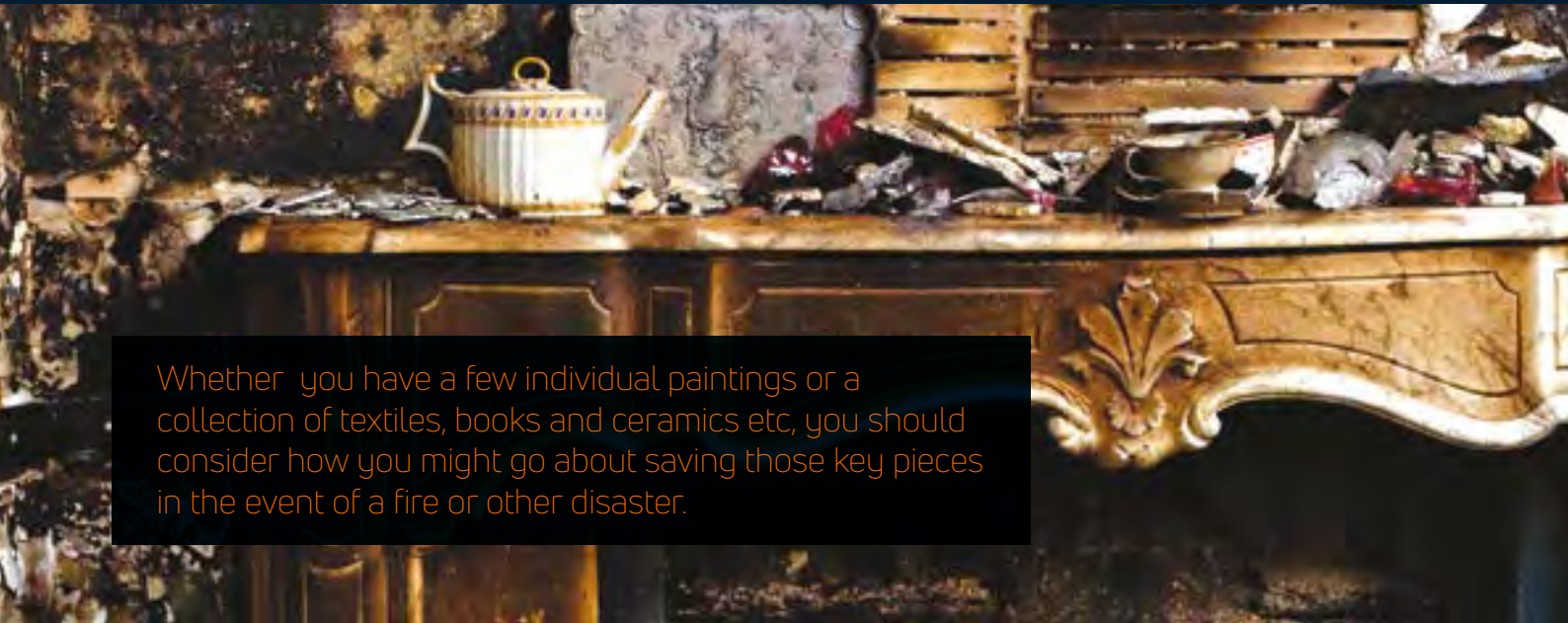
# 11.0 Disaster Recovery Planning

This guidance highlights the importance of disaster recovery planning in protecting key assets in the event of disaster.

## RISK ADVICE LINE

Having read this guidance should you have any additional questions on this topic or other risk related matters, as a valued Ecclesiastical customer you can contact us through our 'Risk Advice Line' on 0345 600 7531 (Monday to Friday 9am - 5pm, excluding bank holidays) and one of our in-house risk professionals will be able to assist. Alternatively you can email us at [risk.advice@ecclesiastical.com](mailto:risk.advice@ecclesiastical.com) and one of our experts will call you back within 24 hours.

For queries about your policy cover or claims please contact your insurance broker.



Whether you have a few individual paintings or a collection of textiles, books and ceramics etc, you should consider how you might go about saving those key pieces in the event of a fire or other disaster.

To minimise the potential losses, developing a Disaster Recovery Plan will help focus the attention and prioritise those items that are most important to you. Pre-planning means that, should a disaster occur, everyone involved knows what they must do and you are more likely to be able to salvage those pieces that you have identified.

Your plan should outline what needs to be done, how and by whom, to achieve the objectives safely and efficiently. Roles, responsibilities and tasks should be allocated, any equipment that you might need should be detailed (and sourced) and you should think about communications during and immediately after the event.

A snatch list should be developed – which would list the priority items that might be grabbed when evacuating the building if it safe to do so. You will have your own ideas about priority items, but you might consider the value of the piece, both monetary and personal, rarity, ease of removal etc.

Your plan should detail what to do with the items salvaged; wet books and photographs should not simply be piled up, items should be separated and different mediums must be handled in different ways. There are companies that can help with handling salvaged items and courses are available to equip your team to work in difficult conditions.

Undertaking a desktop exercise of the plan will identify any shortcomings – you do not want to discover that a critical part of the plan doesn't work in practice. You could also consider a physical exercise that would involve calling in the designated members of the salvage team and practicing removal of items, perhaps in near disaster conditions, such as with no lighting.

Whilst you may be primarily concerned with getting items out of the building, it is also important to think about where they might be stored in the immediate aftermath. Reciprocal arrangements with neighbouring premises, who have sufficient, secure space, might be in order.

In the event of a fire, the Fire and Rescue Service will be in control of the site and you will only be able to put your salvage plan into action on their say so. Life safety is their primary concern and it may be that your team are not permitted to enter the building. However, the Fire and Rescue Service may be able to undertake some salvage activity for you. They will not be familiar with the pieces, even if they have been involved in familiarisation exercises, so you should consider salvage cards which clearly detail the location of the priority items and how they would ideally be removed or protected.

## Key messages

- Pre-planning means that everyone has a clear understanding of their role in an emergency.
- The plan should be reviewed if items are moved or disposed of, or if there are new acquisitions.
- Practice putting the plan into action, either as a desktop exercise, or, better still, a live exercise.

## Further information

For further help and guidance with the preparation of the plan, please visit our [website](#)

**Important Note – For any interventions to your building you will require Listed Building Consent (if a listed building). Also, you should consider any advice given by Historic England, the Amenity Societies and other conservation bodies.**

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