



Contingency Plan

1/1/2025

1. Introduction

A contingency plan is a crucial document that outlines the actions, processes, and procedures to be followed in the event of unforeseen or disruptive events that could affect the normal operations of Xtra Dog Academy. This plan is designed to minimise disruptions, protect assets, and ensure the safety of employees, students, clients, and stakeholders during emergencies or crises.

2. Purpose

The purpose of this contingency plan is to:

- Identify potential risks and threats to the Organisation's operations.
- Define the roles, responsibilities, and communication protocols during emergencies.
- Establish procedures for mitigating, responding to, and recovering from disruptions
- Ensure business continuity and the safety of personnel and assets.

3. Risk Assessment

3.1. Risk Identification: We have identified potential risks and threats to our Organisation, including but not limited to natural disasters, cyberattacks, supply chain disruptions, and public health emergencies, loss of staff, loss of premises, financial impacts.

3.2. Risk Analysis: Each risk has been assessed for its potential impact on our operations and the likelihood of occurrence.

4. Key Roles and Responsibilities

4.1. Crisis Management Team: A crisis management team (where applicable) has been established to oversee the implementation of this contingency plan, personnel is detailed on the risk assessment. This team includes key personnel responsible for decision-making and coordination during emergencies.

4.2. Emergency Response Teams: Specific teams have been formed to address various types of emergencies, such as fire response teams, medical response teams, and IT disaster recovery teams.

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5. Emergency Procedures

5.1. Communication: Clear communication protocols are in place for notifying employees, students, clients, and stakeholders about emergencies. Contact lists and communication channels have been established.

5.2. Evacuation: Evacuation routes, assembly points, and procedures have been defined for various locations within our facilities.

5.3. Shelter-in-Place: Procedures for sheltering in place during certain emergencies, such as chemical spills or severe weather, have been established.

5.4. IT Disaster Recovery: We have IT disaster recovery plans in place to ensure data protection and system restoration in the event of cyberattacks or IT failures.

6. Business Continuity

6.1. Critical Functions: We have identified critical functions and processes that must continue during and after emergencies to maintain business operations.

6.2. Remote Work: We have implemented remote work capabilities to ensure employees can work from alternative locations when necessary.

6.3. Backup Facilities: Backup facilities have been identified for use in the event our primary facilities are inaccessible.

7. Testing and Training

We conduct regular testing, training, and drills to ensure that employees and teams are well-prepared to respond effectively to emergencies. Lessons learned from these exercises are used to update and improve this contingency plan.

8. Review and Revision

This contingency plan will be reviewed and updated regularly to account for changes in risks, technology, and Organisational structures.

9. Contact Information

For enquiries or concerns related to this policy, please contact: Matt Wildman, Education Director via woof@xtradog.academy.

By adhering to this contingency plan, Xtra Dog Academy is committed to ensuring the safety of its personnel, the protection of assets, and the continuity of its operations during emergencies and crises.

This policy has been approved & authorised by:

Name: Matt Wildman

Position: Education Director

Date: 1/1/2025