



Training

Document SOS offers a wide range of disaster response to cover all aspects including data recovery.

We have a team of experts from various fields that are able to come along to the training sessions to ensure a complete disaster or business continuity training session.

For bookings please Tel: 020 7498 8080: help@documentsos.com

DISASTER AWARENESS

This programme is designed to highlight issues that will arise if an organisation has a fire or flood incident within an organisation. It dispels myths of human chains and disaster boxes and prepares the audience for the realities of a crisis. Covered in this session are reaction and response, communications, personal protective equipment, health and safety issues and response networks and timelines.

DISASTER RESPONSE TRAINING

This is formulated to assist Disaster Response Teams within organisations to project risks and reactions to incidents within their corporate structure. Using floor plans from their actual work areas, they will be given disaster scenarios (involving personnel relocation, sourcing information for business continuity and handling hazardous materials). Teams will be required to produce specific goals. This requires analysis, communication and co-operation within a group, which is good for team bonding. Not only is this a thought-provoking course but it also flushes out weaknesses in a disaster plan.

DISASTER SIMULATION DESKTOP EXERCISES

The simulation is effected by use of telephony and divided teams. One team activates the disaster and produces hurdles for the Disaster Response Team to work through. The use of telephones in separate rooms heightens the reality of the incident and as the pressure builds up so does the strain on the team. This is an excellent preview of how personalities will respond in a crisis with often surprising results.

IN-HOUSE DISASTER NETWORKING PROGRAMS

This is designed for large organisations where a crisis will involve multi-departmental coordination. Very often all the players that will be involved do not know each other and this exercise is designed to bring them together and discuss the response network, timings and cascades. This will also highlight issues such as finance and security. The emergency services can also be introduced as well as loss adjusters and insurance risk managers. This may also flush out the need for insurance reviews.

LIVE DISASTER SIMULATION IN REAL TIME

These exercises are usually in unison with the fire brigade. The date and time of the response incident and programme is agreed in advance with all participants. On the day the response is live and is carried out as it would in the event of a crisis. Document SOS responds when alerted with full PPE and equipment to stabilise the situation. This is highly recommended for irreplaceable historical collections, as there is no second chance to get it right.



"We found the training to be very hands on experience which was useful to all involved" *Jane Clack, A.B Solicitors*

"The training highlighted the weaknesses in our business continuity plans as well as bringing together our team, so that each member knew exactly what their role was" *Geoffrey Mansell, Special Eyes Travel*

"Excellent informative day, with surprising outcomes" *Adam Harley, Harley Residential*

