

Business Continuity Plan

***INCERT NAME
& ADDRESS OF YOUR LOCATION***

Date of issue e.g. [12th Sept 2006]

**This document expires on (12th March 2007)
and must be updated by the Local Recovery Manager.
Obsolete copies must be shredded.**

**This plan has been completed & authorised for issue by XXXX XXXX
(Local Recovery Manager) and ZZZ ZZZZZ and (Business Continuity
Manager)**

BUSINESS CONTINUITY PLAN

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BUSINESS CONTINUITY PLAN

1 Local Bronze Team

Name	Recovery Function	Telephone Number
	Recovery Manager	Bus: Mobile: Home:
	Recovery Co-ordinator	Bus: Mobile: Home:
		Bus: Mobile: Home:
		Bus: Mobile: Home:
		Bus: Mobile: Home:
		Bus: Mobile: Home:
		Bus: Mobile: Home:
	Local Recovery Manager	Bus: Mobile: Home:

The Bronze team will meet at: *(Please put the address where you will meet here)*

(or other location agreed at the time of the incident)

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Total number of staff required in the initial phase =

Total number of staff required in the subsequent phase(s)

S within 1 day =

S1 within 3 days =

S2 within 1 week =

S3 within 2 weeks =

Staff to await instructions from the Bronze Team and meet in the first instance at:

(The staff meeting place should taking into account fire/bomb evacuation points)

Or

Remain at home until contacted if incident is outside normal working hours.

If this is unavailable, alternative venue is:

(Put address of Seamless office here)

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3 Recovery Site Location(s) and Requirements

Recovery Site Location(s)

Recovery site(s):
e.g.

1/ SEAMLESS Continuity site at: -

Requirements for recovery site location

(**Standard** = computer, Microsoft Office, Intranet, Outlook)

ANY SPECIAL SOFTWARE REQUIRED	ANY SPECIAL HARDWARE REQUIRED (INITIAL PHASE ONLY)
[TEAM NAME]	

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4 Key Files

These could be Paper or IT files or other medium e.g. microfiche, CD-ROMs, etc.
Please indicate whether files are required **Immediately** or **Long Term**
If there is back up or files are required immediately it is particularly important to state their **FULL** location.

Key File Description	Location	Reqd I or L	Back up Medium
[Team Name]			
[Team Name]			

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5 Key Contacts

Organisation	Address	Contact Name(s)	Contact details	
			Tel:	
			Fax:	
			Email:	
			Tel:	
			Fax:	
			Email:	
			Tel:	
			Fax:	
			Email:	
			Tel:	
			Fax:	
			Email:	
			Tel:	
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			Fax:	
			Email:	
			Tel:	
			Fax:	
			Email:	

BUSINESS CONTINUITY PLAN

6 Checklist

The Bronze Team will regularly

- Perform an assessment of the situation
- Review and monitor status of Emergency Services activities as required
- Provide the Silver Team with available relevant information to assist with People, Security, Technology, Property, Press Release and Salvage issues
- Ensure the Silver Team are aware of the current business priorities and work in progress

Action	Completed/Comments
Start Incident Log	
Contact Silver Team or Business Continuity Manager	
Decide the best deployment of staff	
Ensure contact numbers for staff are correct before sending them home	
Transfer/manage telephone calls	
Determine work in progress and distribute	
Inform key contacts of outage (obtain guidelines from Silver Team on what to advise them)	
Refer anxious staff/relative calls to HR team	
Update staff at regular intervals	
Ensure prearranged events are managed, for example, suppliers, engineers, or any visitors to the office	
Ensure staff do not work excessive hours	
Organise shift work as required	
Record all actions taken	

