

**Document Preview – This is only a portion of the entire, customizable document.**

KEEP IN DISASTER RECOVERY PLAN and a copy off-site

# Disaster Recovery and Business Continuity Plan

For

Name of Company Name

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Location of \_\_\_\_\_

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Date Plan Operational \_\_\_\_\_

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This is a live document and should be regularly updated.  
Ensure that you hold the most up to date copy.

Update ANNUALLY as a MINIMUM

The document also contains SENSITIVE information and should be treated as such.

All outdated copies should be destroyed by shredding

# Emergency Contact Details

For

Name of Company and Full Address

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## IMPORTANT:

EACH TIME A CHANGE IS MADE TO THIS PAGE enter the new date and send a copy to the Police.

Complete all applicable items:

Security Company (holding a list of Keyholders for this site) Name \_\_\_\_\_

Telephone \_\_\_\_\_

Intruder Alarm Company Name \_\_\_\_\_

Telephone \_\_\_\_\_

Main Keyholder Name \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Second Keyholder Name \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Third Keyholder Name \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

CCTV Service Name \_\_\_\_\_

Telephone \_\_\_\_\_

## Responsibilities

- Overall responsibility for the Production of (and Training and Exercising relating to) this Plan belongs to:
- (name and position) \_\_\_\_\_

Day to day maintenance of the plan is delegated to the Plan Administrator:

(name and position) \_\_\_\_\_

- The Plan Administrator will maintain the Disaster Recovery Plan which shall include:
  - A copy of this Plan
  - Building and Site plan(s)
  - Floor plan(s)
  - Log sheets
  - Pocket notebooks
  - Personnel Details
  - Purchase Orders
  - Spare Cheque Book (rotated from stock)
  - Stationery relevant to your business
  - Latest cash flow statement (updated monthly)
  - Copies of Legal Documents
  - Location of Backup copies of vital computer and paper records
  - Emergency Co-ordinator's Tabard
  - Sign notifying alternate site location evacuated to
  - Clipboard, string, tape, pens, torch + fresh batteries, etc.
  - Location of petty cash for phones, transport, etc

The Disaster Recovery Plan will be located OFF-SITE  
at \_\_\_\_\_

(this location should be at least one mile from Site)

All Emergency Response Team members must be fully acquainted with their Action Checklists and must inform the Plan Administrator of any data or procedural changes to be incorporated in the plan when changes or new issues arise.

**Plan Revision Date** - The Plan will be updated as and when required; the revision date will be appended in the upper right hand corner of the pages.

A new Back up Disk for the Plan will be produced upon each amendment and revised pages issued to holders of the plan when updated. Plan filenames should change with each amendment to ensure previous copies are retained for legal purposes. Example filename: 23 May 2003 BC Plan.doc - or similar. A back up disk for the plan will be stored in the following location: \_\_\_\_\_

This should include a disk for the Disaster Recovery Plan and senior management should keep a copy at their home address.

## Premises

Enter a description of each premises covered on this site

Address

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Telephone Number \_\_\_\_\_

Facsimile (FAX) \_\_\_\_\_

E-Mail \_\_\_\_\_

Telex \_\_\_\_\_

VAT Registration Number \_\_\_\_\_

Type of buildings/Acreage of site \_\_\_\_\_

Construction \_\_\_\_\_

Number of Floors/Floor Areas \_\_\_\_\_

Entrances and Approaches \_\_\_\_\_

Number of Offices \_\_\_\_\_

Number of factory units \_\_\_\_\_

On-Site Location of building and site plans \_\_\_\_\_

Off-Site Location of building and site plans \_\_\_\_\_

On-Site Location of Legal Documents relating to site and buildings

\_\_\_\_\_

Off-Site Location of Legal Documents relating to site and buildings

\_\_\_\_\_

Communications Equipment Details – Mobile phones, Radio, Walkie-Talkie, etc

\_\_\_\_\_

\_\_\_\_\_

Do all Emergency Response Team Members' Mobiles have vital numbers in memory?

Yes \_\_\_\_\_ No \_\_\_\_\_

## Hazards associated with the premises

Enter any hazards which, as a result of loss of or damage to them, may increase the effects of any catastrophe (weather, flood, explosion, etc)

Examples: (include quantities, where appropriate)

Electricity supplies \_\_\_\_\_

Gas or Fuel Supplies \_\_\_\_\_

Water supplies \_\_\_\_\_

Chemicals in store or in use \_\_\_\_\_

Toxic substances \_\_\_\_\_

Flammable substances \_\_\_\_\_

Explosive Substances \_\_\_\_\_

Compressed gases \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List Type and Where Stored

Also list the known effects of these substances (if not obvious)

Isolation Valves/Points Locations

Gas

Electric Water

Sprinkler System

Oil

Other (Fuel Tanks etc)

## Aim

The aim of this Emergency and Disaster Recovery and Business Continuity Plan is to mitigate the effects of any catastrophe that might occur within or adjacent to the premises, which could disrupt the core activities of the Company Name to such an extent that it may cause loss of production, profit, or require the relocation of the business.

## Objectives

- to save life
- to prevent escalation of the incident
- to safeguard the environment
- to protect property
- to enable a timely and orderly recovery of the business

## Purpose

To provide business owners and managers with a simple yet comprehensive Plan to assist in emergency response planning, to facilitate early recovery, and to ensure the continuity of their business should disaster strike.

# Method

- Provide clearly defined courses of action
- Provide a place for the recording of resources
- Identify Emergency Response Team' personnel, resources and functions
- Identify critical systems and functions and define alternative procedures
- Identify additional short term resources required for supporting partial operation
- Provide a guide for actions which will ensure minimal disruption
- Identify those who must be notified and kept informed of the incident
- Document the location of data (electronic and paper) in off-site storage
- Enable sufficient flexibility to cater for losses of varying scale

# Activation

This Plan will be activated by the most senior manager on site when any incident occurs which necessitates evacuation and involves the use of outside agencies other than the Emergency Services.

Activation of this Plan may be in conjunction with the activation of the relevant Town Center Response Plan held by the Emergency Planning Service.

It is vital to ensure that copies of this Plan are kept OFF-SITE because a simple situation can rapidly escalate to require Plan activation

# Risk Assessment

A comprehensive written Risk Assessment is a legal requirement for all businesses with five or more employees and all employees must be aware of it. Smaller businesses must have undertaken a Risk Assessment that all employees are aware of.

# Management Support

The management of this Company takes the principles of Business Continuity seriously. Any disaster not only causes disruption to the functioning of the company but also might affect employee's continuation of employment. It is therefore to the benefit of all concerned in the Company to be aware of the implications that a disaster may have and to assist in making this Plan work, through consultation, cooperation, training, and exercising.

(Signed by all management)

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Structure of Emergency Response Team

Smaller firms may need to combine roles

Role	Name	Alternate
Emergency Coordinator	_____	_____
Evacuation Manager	_____	_____
Building Manager	_____	_____
Security Manager	_____	_____
IT/Comms Manager	_____	_____
Salvage Coordinator	_____	_____



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Complete list of Staff Communications Equipment requiring diversion to  
new/alternative accommodation

Name
Department
Telephone
Fax
E-mail

Name
Department
Telephone
Fax
E-mail

Name

Department

Telephone

Fax

E-mail

Name

Department

Telephone

Fax

E-mail

Name

Department

Telephone

Fax

E-mail

## Contacts

WHEN COMPLETED copy and attach to each Action Checklist

Address/Tele Contact Name

Police	999	
Fire	999	
Local Authority	01384 812040	(ask to page Emergency Planning)
Hospital		
Insurance Company/Loss Adjuster		
Gas Company		
Electricity Provider		
Water Company		
Building Surveyor		
Salvage Specialists		
Business Continuity Provider		
Disaster Recovery Provider		
Communications Supplier		
Security		
IT/Computer Supplier		
Telephone Company		
Boarding Up/glazier Company		
Roofing company		
Locksmith		
Scaffolding Company		
Intruder Alarm Company		
Fire Alarm Company		
Electrical Contractor		
Salvage Specialists		
Specialist in document recovery		
Furniture Supplier		

Sample Preview