

# Business Continuity Plan

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# Introduction

## Distribution List

Copy Number	Name	Location
001	Andrew Clementson	Berkshire
002	Charles Jamieson	Dorset
003	Darren Pigott	Sussex
004	Karin den Hartog	London

If you have any suggested changes to this plan, please notify

Andrew Clementson, Operations Director APT Transtelex

## References and related documents

Document Title
Crisis Management document

## Aim of this Plan

To prepare this business to cope with the effects of an emergency.

## Objectives

- To define and prioritise the Critical Functions of the business
- To analyse the emergency risks to the business
- To detail the agreed response to an emergency
- To identify Key Contacts during an emergency

## Business Impact Analysis

Critical Function:	Resumption of Data and Comms to continue business
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### Affect on Service:

Time	Effect on Service:
First 24 hours	<ul style="list-style-type: none"> <li>• Delayed delivery of translation elements</li> <li>• Temporary loss of data prior to recovery</li> </ul>

### Resource Requirements for Recovery:

Time	No. of staff	Relocation?	Resources required
First 24 hours	2	Remote Office facility	<ul style="list-style-type: none"> <li>• Data connectivity</li> <li>• Telecoms</li> <li>• Computer access</li> </ul>

## Hazard Analysis Table

### Risk Matrix Score

A = **HIGH** Likelihood and **HIGH** Impact      C = **HIGH** Likelihood and **LOW** Impact

B = **LOW** Likelihood and **HIGH** Impact      D = **LOW** Likelihood and **LOW** Impact

Hazard	Impact	Mitigation in Place	Mitigation possible	Risk Matrix Score
Flooding	<ul style="list-style-type: none"> <li>Water damage to equipment</li> <li>Personnel safety</li> </ul>	<ul style="list-style-type: none"> <li>Low flood risk office situation</li> <li>Insurance</li> </ul>	<ul style="list-style-type: none"> <li>Relocation</li> </ul>	<b>D</b>
IT Failure	<ul style="list-style-type: none"> <li>Deadline delay</li> <li>Temporary loss of data</li> </ul>	<ul style="list-style-type: none"> <li>UPS</li> <li>Backup hardware</li> </ul>	<ul style="list-style-type: none"> <li>Replacement hardware</li> </ul>	<b>D</b>
Loss of electricity	<ul style="list-style-type: none"> <li>Drop-out of data and comms</li> </ul>	<ul style="list-style-type: none"> <li>UPS</li> <li>Alternative site</li> </ul>	<ul style="list-style-type: none"> <li>Alternative supply</li> <li>Alternative location</li> </ul>	<b>B</b>
Fire	<ul style="list-style-type: none"> <li>Evacuation of premises</li> <li>Assessment of personal injury</li> </ul>	<ul style="list-style-type: none"> <li>Fire alarms</li> <li>Firefighting equipment</li> </ul>	<ul style="list-style-type: none"> <li>Threat assessment and action plan</li> </ul>	<b>D</b>

## Critical Function Priority List

Priority	Critical Function
1	Data media verification and integrity check
2	Computer and peripheral assignment
3	Restoration of data and voice connectivity
4	Client status update and impact assessment

## Emergency Response Checklist

For use during an emergency

Start a log of actions taken:	
Liaise with Emergency Services:	
Identify any damage:	
Identify Functions disrupted:	
Convene your Response / Recovery Team:	
Provide information to staff:	
Decide on course of action:	
Communicate decisions to staff and business partners:	
Provide public information to maintain reputation and business:	
Arrange a Debrief:	

[illegible]

[illegible]