

# CENTRA SECURITY SYSTEMS (UK)

5 Riverside Business Park Stansted Essex CM24 8PL UK

Tel: ++44 (0)1279 816485

ACCESS CONTROL - CCTV - INTEGRATED SYSTEMS

www.centrasecurity.co.uk

## PLAN TO STAY IN BUSINESS DISASTER RECOVERY PLAN 2008

### EMERGENCY CONTACT INFORMATION

Emergency \_\_\_\_\_

Police/Fire \_\_\_\_\_

Insurance Provider \_\_\_\_\_

**DRAFT**

### EMERGENCY PLANNING TEAM

The following people will participate in emergency planning and crisis management's

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### WE PLAN TO COORDINATE WITH OTHERS

The following people from neighboring businesses and our building management will participate on our emergency planning team's \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### OUR CRITICAL OPERATIONS

The following is a prioritized list of our critical operations, staff and procedures we need to Recover from a disaster. Operation Staff in Charge Action Plan \_\_\_\_\_

\_\_\_\_\_

### COMMUNICATIONS

We will communicate our emergency plans with co-workers in the following way:

\_\_\_\_\_

In the event of a disaster we will communicate with employees in the following way:

\_\_\_\_\_

### CYBER SECURITY

To protect our computer hardware, we will:

\_\_\_\_\_

To protect our computer software, we will:

\_\_\_\_\_

If our computers are destroyed, we will use back-up computers at the following location:

\_\_\_\_\_

**Military & Government  
Commercial & Industrial**



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## RECORDS BACK-UP.

\_\_\_\_\_ is responsible for backing up our critical records including payroll and accounting systems. Back-up records including a copy of this plan, site maps, insurance policies, bank account records and computer back ups are stored onsite

\_\_\_\_\_. Another set of back-up records is stored at the following off-site

location: \_\_\_\_\_

\_\_\_\_\_ If our accounting and payroll records are destroyed, we will provide for continuity in the following

ways: \_\_\_\_\_

**Military & Government  
Commercial & Industrial**

