

Centra Security Business Continuity Plan

April 2009

Document Version Control

Document Name: CENTRA Business Continuity Plan
Document Status: Draft
Author: David Brinkley
Distribution List: All Centra Staff.

Introduction

Objectives

The objectives of this plan are:

- To ensure that maximum possible service levels are maintained
- To ensure that we recover from interruptions as soon as possible
- To minimise the likelihood and impact (risk) of interruptions

Principles

The principles behind this plan are:

- Disaster Recovery
- Main Risks are assessed but not every conceivable possibility as common sense must be applied.

Main Company Emergency Contacts.

David Brinkley	07836623902	&	HOME *****
Peter Davis	07862709025	&	HOME*****
Simon Copsey	07980991823	&	HOME*****

Email	davidbrinkley@centrasecurity.co.uk
Email	simoncopsey@centrasecurity.co.uk

1. Plan and Objectives

To prepare company to cope with the effects of an emergency and identify key areas and contacts and critical functions.

2. EMERGENCY CONTACT INFORMATION

Local Police / Fire	Essex Police Chelmsford	999
Insurance Provider	Marcus Hearn Ins	0207 739 3444
Gas & Electricity	British Gas	0800 111 999
Water	3 Valley	0845 475 6284
Plumber	All Hours	0845 475 6284
Electrician	In house	Centra P.Davis

3. EMERGENCY PLANNING TEAM

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

- David Brinkley
- Simon Copsey
- Peter Davis

4. OUR CRITICAL OPERATIONS

The following is a prioritized list of our critical operations, staff and procedures we need to Recover from a disaster.

- RECORDS BACK UP
- COMMUNICATIONS
- IT CYBER SECURITY
- NATURAL RISKS

