



Viamed Limited

Business Continuity Plan

Date: _____21/10/2011_____

Introduction

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

_____Derek Lamb – Emergency Planning Officer _____

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:	Product Distribution / Warehousing
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Affect on Service:

Time	Affect on Service:
First 24 hours	<ul style="list-style-type: none">•• Non Deliverys•
24 – 48 hours	<ul style="list-style-type: none">•• Non Deliverys•
Up to 1 week	<ul style="list-style-type: none">•• Partial Deliverys•
Up to 2 weeks	<ul style="list-style-type: none">•• Normal Service•

Business Impact Analysis

Critical Function:	Computer Systems
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Affect on Service:

Time	Affect on Service:
First 24 hours	<ul style="list-style-type: none"> • moderate
24 – 48 hours	<ul style="list-style-type: none"> • nil
Up to 1 week	<ul style="list-style-type: none"> • nil
Up to 2 weeks	<ul style="list-style-type: none"> • nil

Resource Requirements for Recovery:

Time	No. of staff	Relocation?	Resources required	Data required
First 24 hours	0	0	<ul style="list-style-type: none"> • New Server 	<ul style="list-style-type: none"> • Backup
24 – 48 hours	0	0	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Up to 1 week	0	0	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Up to 2 weeks	0	0	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

Critical Function Priority List

Priority	Critical Function
1	IT Systems
2	Product Warehousing - Re-Stocking
3	Office's

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:
- Review Business Continuity Plan:

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Key Contact Sheet

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Log Sheet

Date	Time	Information / Decisions / Actions	Initials