

BUSINESS CONTINUITY PLANNING FOR NOTTINGHAM COLWICK

INCIDENT	EFFECT	ACTION	IMMEDIATE RESPONSE	INTERMEDIATE RESPONSE	LONGER TERM RESPONSE	ADVISE	SERVICE RECOVERY/ RESTORATION
NO ACCESS TO DTC	Disruption to tests	Conduct tests from Car Park	Relocation to morrisons in the first instance to await further instructions	Contact Colwick Park Hotel and use adjoining car park.	relocate to Chalfont drive. Inform customers & ADIs	Sector Manager & Area office, Newcastle	As per area office
RESTRICTED ACCESS TO CAR PARK	No loss of tests	Conduct tests from road outside DTC.	Relocation to morrisons in the first instance to await further instructions	Contact Colwick Park Hotel and use adjoining car park.	relocate to chalfont drive. Inform customers & ADIs	Sector Manager & Area office, Newcastle	As per area office
FIRE AT DTC	Disruption to tests	TELEPHONE FIRE & RESCUE SERVICES 999 Follow Fire Service Advice	Follow Emergency Procedures (for Fire & Bomb) on Dashboard	conduct tests from private road 5	relocate to Chalfont drive. Inform customers & ADIs	Sector Manager & Area office, Newcastle	As per area office
BOMB ALERT	Disruption to tests	TELEPHONE POLICE 999 Follow Police Advice	Follow Emergency Procedures (for Fire & Bomb) on Dashboard	conduct tests from private road 5	relocate to Chalfont drive. Inform customers & ADIs	Sector Manager & Area office, Newcastle	As per area office
ELECTRICAL/MAINS POWER FAILURE	No loss of tests	Test as normal	Inform Managing Agent (Interserve)	Assess working conditions	Arrange temporary lighting and heating if needed	Sector Manager & Area office, Newcastle	As per area office
GAS LEAK	Disruption to tests	TELEPHONE Gas Supply Company Emergency Line	Restrict Access to Building	conduct tests from private road 5	relocate to chalfont drive. Inform customers & ADIs	Sector Manager & Area office, Newcastle	As per area office
FLOOD/WATER INGRESS	Possible disruption to tests.	Stop water ingress if possible. Inform Managing Agent (Interserve)	Relocation to morrisons in the first instance to await further instructions	conduct tests from private road 5	Find temporary long term site. Inform customers & ADIs	Sector Manager & Area office, Newcastle	As per area office
TELECOMMS FAILURE	No loss of tests	Inform Deployment. Contact TCM on mobile if needed or email if available.	Inform Estates & Procurement	Estates & Procurement, BT	Estates & Procurement, BT	Sector Manager & Area office, Newcastle	As per area office

email address for journals and other information

alternate email address