

Business Continuity Plan

Organisation Details

This business continuity Plan outlines how we will continue operating if the campsite is affected by a major incident

Signed / Position in Company

Plan Review Date

Incident Checklist

This information will help you complete necessary tasks in the immediate, often confusing aftermath of an incident.

Overall responsibility in any incident is:

Immediate Actions:

e.g. alert staff, evacuate campsite, call emergency services

Actions after the first hour:

e.g. update staff, alert campers, announcement at circuit, find alternative camp site/space

Information about your premises

This information may be needed by the emergency services in the initial aftermath of an incident

Description of your premises:

e.g. emergency access points, traffic route through sites, numbers and locations of campers

Evacuation Points:

Critical Systems:

e.g. staff radio network, computer records, customer contact details, key contacts, recovery vehicles

Business Recovery

This information will guide and prioritise the recovery of critical business areas

Work Recovery Areas

e.g. re-opening campsite/part of campsite, re-establishing power/water supply, contacting customers

Off Site Recovery Location / Alternative premises

e.g. Details of locations and how to access alternative camp sites / available areas

Back Up Information / Equipment

Details of items and how to access – e.g. IT equipment, critical paper records, emergency pack

Technology Recovery

Inventory of software and hardware, details of backed up data etc...

Telecommunications Recovery

Details of provider and account, details of how to access telephone system remotely, details on staff radio system

Utilities Recovery:

List of all utility providers and account details e.g. electric, water, security, caterers etc...

Equipment Recovery:

Details of key business equipment, how to access alternatives etc...

Essential Contacts

This section will detail all essential contact details and will need to be kept regularly updated.

Staff Contact Details

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Silverstone Circuits Ltd Contact Details

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Other Campsite Operators

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Insurance Company Contacts and Details

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Initial Recovery Log

Maintaining this log will provide a record of all events, actions and decisions taken. It should include the names of those instructed, timings and actions taken.

Date	Time	Information/decisions/instructions/actions	Initials