

**Yada-Yada Productions Ltd**



**BUSINESS CONTINUITY PLAN**

**PART ONE: Initial response.** E.g. in a Work Place Incident:

Action	Details	Person Responsible
Evacuate the Building	Ensure all staff are out of the building and in a safe area	ALL
Call emergency services	If required call 999	ALL
Assess Impact	Meet with the team to assess the impact of the event and plan for the immediate future	ALL

**PART TWO: Short term continuity plan.** E.g. in an Infrastructure Incident:

Action	Details	Person Responsible
Phones	contact telephone provider to forward office lines until the problems fixed	ALL
Internet	contact Internet provider work from home or alternative office if unable rent office space	ALL
Power	contact supplier work from home or alternative office if unable rent office space	ALL
Hardware loss/ malfunction	Use laptop or borrow other equipment.	ALL
Data loss	Back up all broadcast critical data to dropbox and / or to yada-yada server	ALL

**PART THREE- Recovery Phase eg a Staff Incident:**

Action	Details	Person Responsible
Loss of staff	Find and hire cover from freelance and Independent contacts relevant to role	Directors