

**DCMS Business Continuity Planning for Sponsored Bodies
Workshop 4 – Example Exercise Answer 2**

Exercise 2 – example business continuity plan appendices

- A. Abbreviations
- B. Key post holders
- C. Key contact details
- D. General business continuity/emergency information for staff
- E. Supplier lists
- F. Checklists, floor plans, maps and directions for normal and alternative accommodation
- G. Business continuity alert, alert tracking and alert closure forms
- H. Draft statements for releases to the media, messages to staff
- I. Inventories
- J. Incident report form
- K. If collections involved, others including:
 - list of emergency equipment, and details of where this is stored
 - contact details of internal and external conservators and specialists available for instant call-out
 - contact details for calling up transport at short notice to move items
 - priority list of collection items to be re-located