

DCMS Business Continuity Planning for Sponsored Bodies – Workshop 5
Example BCP Appendices and Attachments

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

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Attachment 1 – Numbers of Personnel, IT and Voice Equipment

Main Location								
Office	People	PCs	Laptops	Telephones – Desk	Telephones – Wall Mounted	Fax Machines	Mobiles	Radios
Ground Floor								
Collections Manager	1	1	1	1			1	
Collection Team	10	10	3	10		2	3	
Development Manager & Team	3	3	1	3		1	1	
Public Services Manager & Team	13	13	4	13		2	4	
IT & Communications Manager	1	1	1	1			1	
IT & Communications Team (in-house)	3	3	1	3		1	2	
IT & Communications Team (outsourced)	5	5		5			1	
Security	6	2		2				6
Ticket Office & Information Desk	4	1		2				
Shop	4	1		1				
Café	9	1		1				
Exhibit Areas	5				5			
Totals	64	41	11	42	5	6	13	6

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Office	People	PCs	Laptops	Telephones – Desk	Telephones – Wall Mounted	Fax machines	Mobiles	Radios
First Floor								
Chief Executive	1	1	1	1			1	
Chief Executive Team	3	3	1	3		1	1	
Corporate Services Manager	1	1	1	1			1	
Corporate Services Team	9	9	1	9		1	1	
Finance Manager & Team	3	3	1	3		1	1	
Exhibit Areas	9				9			
Totals	26	17	5	17	9	3	5	0
Second Floor								
Exhibit Areas	9				9			
Exhibit Areas Back-up Staff	7							
Cleaning	3							
Engineers	4	2	1	2		1	2	
Totals	23	2	1	2	9	1	2	0
Totals for Location	113	60	17	61	23	10	20	6

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Storage location								
Office	People	PCs	Laptops	Telephones – Desk	Telephones – Wall Mounted	Fax machines	Mobiles	Radios
Ground Floor								
Security	2	1		2				3
Collection Maintenance	4	4	1	4		1	1	
Collection Workshop	2	1		1				
Engineers	2	1		2		1	1	
First Floor								
Collection Workshop	3	2		3		1	1	
Second Floor								
Collection Workshop	2	1		2			1	
Cleaners	2							
Totals	17	10	1	14	0	3	4	3
Grand Totals	130	70	18	75	23	13	24	9

(Notes: (1) most staff belong to a union, (2) whilst many staff have their own IT equipment at home, and external e-mail access via the Internet, there are some who do not)