



## Business Continuity Plan

Section: 2  
Issue: 0  
Review Date: 14/12/2022  
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### 1. Aim of the plan

This plan is designed to prepare Lea Scaffolding & Access Ltd to cope with the effects of an emergency. It is intended that this document will provide the basis for an efficient and effective return to business as normal, regardless of the cause.

### 2. Objectives of the plan

To provide a flexible response so that Lea Scaffolding & Access Ltd can:

- Respond to a disruptive incident
- Maintain delivery of critical services
- Return to business as normal, as soon as possible

### 3. Emergency Response Checklist

<u>Task</u>	<u>Emergency Response</u>	<u>Deputy</u>	<u>Notes</u>
<b>WITHIN 24 HOURS</b>			
Liaise with Emergency Services	Karen Jones 07867 412424	Tom Lea 07930 724519	
Identify and Quantify damage to the organisation, including, but not limited to: <ul style="list-style-type: none"> <li>• Staff</li> <li>• Premises</li> <li>• Equipment</li> <li>• Data records</li> </ul>	Karen Jones 07867 412424 Tom Lea 07930 724519 James Lea 07973 375155	Joint responsibility	
Inform: <ul style="list-style-type: none"> <li>• Staff</li> <li>• Suppliers</li> <li>• Customers</li> </ul>	Karen Jones 07867 412424	James Lea 07973 375155	
Inform Insurance	Karen Jones 07867 412424	Tom Lea 07930 724519	
<b>DURING OUTAGE</b>			
Update Staff	Karen Jones 07867 412424	James Lea 07973 375155	
Update Customers	James Lea 07973 375155	Tom Lea 07930 724519	
Update Suppliers	Karen Jones 07867 412424	James Lea 07973 375155	
Liaise with Insurance	Karen Jones 07867 412424	Tom Lea 07930 724519	
<b>FOLLOWING RECOVERY</b>			
Debrief Staff	Tom Lea 07930 724519	James Lea 07973 375155	
Review Plan	Tom Lea 07930 724519	Karen Jones 07867 412424	

### 4. Other Communications

All other communications, eg Media to be handled by Karen Jones