

# Kerrupt Animation

## BUSINESS CONTINUITY PLAN

Date: 18<sup>th</sup> Nov 2023

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## 1. Aim of the plan

This plan has been designed to prepare *Kerrupt Animation* to cope with the effects of an emergency. It is intended that this document will provide the basis for a relatively quick and painless return to “business as usual” regardless of the cause.

## 2. Objectives of the plan

To provide a flexible response so that *Kerrupt Animation* can:

- Respond to a disruptive incident (incident management)
- Maintain delivery of critical activities/services during an incident (business continuity)
- Return to ‘business as usual’ (resumption and recovery)

## 3. Your Business Priorities: Critical Function Checklist

Add the services / products that you identified to most important for your business to continue into the table below. This list may be used as a checklist to ensure that critical tasks are completed on time.

Priority	Critical function	Timeframe	Page
1	<i>Communications with clients</i>	2 days	6
2	Supply of materials	1 day	7
3	Access to facilities	2 weeks	8

#### 4. Critical Function Analysis and Recovery Process

<b>Priority:</b>	<b>1</b>	<b>Critical function:</b>	<b><i>Communications with clients</i></b>
Responsibility: <i>(role responsible for leading on this activity, plus deputies)</i>			Managing Director
Potential impact on organisation if interrupted:			Stoppage of productions
Likelihood of interruption to organisation:			Highly Unlikely
Recovery timeframe: <i>(how quickly must this function be recovered to avoid lasting damage)</i>			2 days
<b>Resources required for recovery:</b>			
Staff <i>(numbers, skills, knowledge, alternative sources)</i>			1
Data / systems <i>(backup and recovery processes, staff and equipment required)</i>			Google Drive
Premises <i>(potential relocation or work-from-home options)</i>			Studio or home
Communications <i>(methods of contacting staff, suppliers, customers, etc)</i>			Phone and email  Also see Section 6 Contact Lists.
Equipment <i>(key equipment recovery or replacement processes; alternative sources; mutual aid)</i>			Computers

#### 4. Critical Function Analysis and Recovery Process (continued)

Priority:	2	Critical function:	Supply of materials
Responsibility: <i>(role responsible for leading on this activity, plus deputies)</i>		Managing Director	
Potential impact on organisation if interrupted:		Closure	
Likelihood of interruption to organisation:		Highly Unlikely	
Recovery timeframe: <i>(how quickly must this function be recovered to avoid lasting damage)</i>		1 Day	
<b>Resources required for recovery:</b>			
Staff <i>(numbers, skills, knowledge, alternative sources)</i>		1	
Data / systems <i>(backup and recovery processes, staff and equipment required)</i>		Google Drive	
Premises <i>(potential relocation or work-from-home options)</i>		Studio or home	
Communications <i>(methods of contacting staff, suppliers, customers, etc)</i>		Phone and email  Also see Section 6 Contact Lists.	
Equipment <i>(key equipment recovery or replacement processes; alternative sources; mutual aid)</i>		Computers	

#### 4. Critical Function Analysis and Recovery Process (continued)

Priority:	3	Critical function:	Access to facilities
Responsibility: <i>(role responsible for leading on this activity, plus deputies)</i>		Managing Director	
Potential impact on organisation if interrupted:		Closure	
Likelihood of interruption to organisation:		Unlikely	
Recovery timeframe: <i>(how quickly must this function be recovered to avoid lasting damage)</i>		2 weeks	
Resources required for recovery:			
Staff <i>(numbers, skills, knowledge, alternative sources)</i>		1	
Data / systems <i>(backup and recovery processes, staff and equipment required)</i>		Google Drive	
Premises <i>(potential relocation or work-from-home options)</i>		Home	
Communications <i>(methods of contacting staff, suppliers, customers, etc)</i>		Phone and email  Also see Section 6 Contact Lists.	
Equipment <i>(key equipment recovery or replacement processes; alternative sources; mutual aid)</i>		Computers	

## 5. Emergency Response Checklist

This page should be used as a checklist during the emergency.

Task	Completed (date, time, by)
<b>Actions within 24 hours:</b>	
Start of log of actions and expenses undertaken (see section 9 Action and Expenses Log)	
Liaise with emergency services (see section 6E Contact List – Emergency Services)	
Identify and quantify any damage to the organisation, including staff, premises, equipment, data, records, etc	
Assess the key priorities for the remainder of the working day and take relevant action. Consider sending staff home, to recovery site etc	
Inform staff what is required of them.	
Identify which critical functions have been disrupted (use section 3 Critical Function Checklist)	
Convene those responsible for recovering identified critical functions, and decide upon the actions to be taken, and in what time-frames (use section 4 Critical Function Analysis and Recovery Process)	
Provide information to: <ul style="list-style-type: none"> <li>● Staff</li> <li>● Suppliers and customers</li> <li>● Insurance company</li> </ul>	
Publicise the interim arrangements for delivery of critical activities. Ensure all stakeholders are kept informed of contingency arrangements as appropriate	
Recover vital assets/equipment to enable delivery of critical activities. The essential equipment/resources/information that need to be recovered where possible are:	
<b>Daily actions during the recovery process:</b>	
Convene those responsible for recovery to understand progress made, obstacles encountered, and decide continuing recovery process	
Provide information to: <ul style="list-style-type: none"> <li>● Staff</li> </ul>	

<ul style="list-style-type: none"> <li>• Suppliers and customers</li> <li>• Insurance company</li> </ul>	
Provide public information to maintain the reputation of the organisation and keep relevant authorities informed	
<b>Following the recovery process:</b>	
Arrange a debrief of all staff and identify any additional staff welfare needs (e.g. counselling) or rewards	
Use information gained from the debrief to review and update this business continuity management plan	

## 6. Contact List

### Staff

This section contains the contact details that are essential for continuing the operation of the organisation.

Name	Job Title	Office Contact	Mobile Contact
James Kerr	Manager	020 3633 9875	07884 055 836

### Local Emergency Services

Service	Location	Telephone
Ambulance	Emergencies	999
Fire Service	Emergencies	999
Floodline	Information service	0845 988 1188
NHS Direct		0845 46 47
Police	Emergencies	999
	Non-emergency matters	101

## 7. Emergency Pack Contents

As part of the recovery plan for the organisation, key documents, records and equipment are held off-site at the home of the Managing Director in an emergency pack. This pack may be retrieved in an emergency to aid in the recovery process.

The contents of the emergency pack comprise the following:

### Documents:

- A copy of this plan, including key contact details
- Insurance policy

### Records:

- Computer backup tapes and / or disks
- Financial records

### Equipment:

- Spare keys
- Torch and batteries

Signed by



James Kerr  
**Managing Director**  
**KERRUPT ANIMATION**

Date - Date: 18<sup>th</sup> Nov 2023