

THE CHARTERED INSTITUTE OF LOSS ADJUSTERS

CONTINGENCY PLAN FOR SURVIVAL FOLLOWING THE LOSS OF, OR DENIAL OF ACCESS TO, PENINSULAR HOUSE A SIGNIFICANT NUMBER OF STAFF, IT SYSTEMS, RECORDS AND INFORMATION INCLUDING THE RETENTION OF STAFF WITHIN THE BUILDING FOLLOWING A MAJOR INCIDENT

A SUMMARY OR RECOMMENDED PLANNING AND ACTION POINTS IS PROVIDED BELOW:

Prepared by Graham Cave, Executive Director, responsible for Continuity Planning

Risks: Terrorist attack, explosion, power loss, transport disruption, civil disorder, natural phenomena

Affect to organisation:

Damage to building, loss of I.T. systems, records, communications.

Unavailability of staff through death, injury or unwillingness to travel

Adverse psychological effects on staff, including stress and demoralisation.

Disruption to outside groups i.e., families, members, suppliers

Damage to reputation

Changes to the business demands on the CILA

Essential Business Functions

Maintenance of I.T. databases, financial records, staff records, communications

Timescales for Recovery

Within 7 days

Alternative Resources in Place:

(1) Graham Cave:

01903 204402 Tel

01903 204401 Fax

07971 223594 Mobile

harwoodmarketing@btconnect.com – email

(2) Entire CILA network downloaded and retained – outside access to CILA site via 01903 204402

- (3) CILA staff contact details recorded at 01903 204402
- (4) Ability to maintain bank account offsite
- (5) Ability to ensure staff safety off site
- First Aid Training undertaken by Brigitta Mak/Tony Clack
- (6) Ability to procure services off site
- (7) Adequate insurance cover – Brokers: Midway at www.midway.co.uk
- (8) Ability to communicate with media
- (9) This plan on CILA website at www.cila.co.uk
- (10) Peninsular House Emergency Contingency Plan (copy held at the CILA)
- (11) Essential records off site:
 - Contracts of employment and other major contracts
 - Duplicate cheque books
 - Essential paper based data
- (12) Inventory of business equipment

Additional Resources provided for:

- (1) Food and water in house
- (2) TV/DVD/Video
- (3) Clockwork radio
- (4) Torches (and spare batteries)
- (5) Bedding
- (6) Dust and toxic fumes masks
- (7) Disposable camera

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