

Business Continuity Management Plan – Appendix B Template – Suggested Emergency Site Plan

This document contains suggestions for a site plan and information that should be held immediately available for the emergency services on arrival at your premises in response to an emergency. This document is not an exhaustive guide, and should be completed and / or amended to best fit the needs of your own organisation. It should be laminated for use outdoors.

Business name	
Premises	<i>Enter the address and post code of each premises used by the business – use one of these forms for each individual site</i>
Contact details	<i>Main telephone, fax and email contacts for the business</i>
Main emergency liaison	<i>The name(s) of the individual(s) that the emergency services should liaise with in any emergency – it is important to have more than one contact name because of staff holiday or sickness</i>
Main access point(s)	<i>Description of where access may be made to the business premises</i>
Staff evacuation point(s)	<i>Description of the location(s) to which staff would be evacuated in an emergency</i>
Emergency contact liaison point(s)	<i>Description of the location(s) where the “main emergency contact” will be in an evacuation so that the emergency services may liaise with them</i>

SALVAGE

ITEM	DESCRIPTION OF LOCATION (these are also marked on the “site plan” on page 3 overleaf)
Main servers / Data store	<i>Backups should be kept off-site as well in the “emergency pack”</i>
Stock	<i>Please include as much detail as possible</i>
Other important documents and equipment	<i>Please include as much detail as possible – copies of critical documents should be kept off-site as well in the “Emergency Pack”</i>

EMERGENCY PACK

Location of Emergency Pack (sometimes known as a “Battle Box” or “Grab Bag”)	<i>As well as the location include details of those responsible for recovering the pack or box, and to where it should be delivered for use</i>
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UTILITIES – this information should be supplied to the London Fire Brigade on arrival

SERVICE CUT-OFF POINT	DESCRIPTION OF LOCATION (these are also marked on the “site plan” on page 3 overleaf)
Electricity	<i>Please include as much detail as possible</i>
Gas	<i>Please include as much detail as possible</i>
Water	<i>Please include as much detail as possible</i>
Generators	<i>Please include as much detail as possible</i>

HAZARDOUS MATERIAL – this information should be supplied to the London Fire Brigade

ITEM	DESCRIPTION OF LOCATION (these are also marked on the “site plan” on page 3 overleaf)
Chemicals (including cleaning products)	<i>Please include as much detail of the items, quantities, how they are held and their location as possible</i>
Oil based products (gasoline, oil, cooking oil, etc)	<i>Please include as much detail of the items, quantities, how they are held and their location as possible</i>
Cylinders (e.g. gas, oxyacetylene, etc)	<i>Please include as much detail of the items, quantities, how they are held and their location as possible</i>
Other contaminants (including asbestos insulation, lead-based paint)	<i>Please include as much detail of the items, quantities, how they are held and their location as possible</i>
Any other potential site hazards that should be advised to the emergency services	<i>Please include as much detail of the items, quantities, how they are held and their location as possible</i>

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SITE MAP – this information should be supplied to the London Fire Brigade on arrival

Please use this space to provide a site map with the items mentioned above clearly marked