

# BUSINESS CONTINUITY

Business name

Address

Telephone

## IN AN EMERGENCY, REMEMBER:

- 1) CALL **999** (OR 101 IN A NON EMERGENCY)
- 2) COMPLY WITH THE EMERGENCY SERVICES
- 3) ENSURE STAFF AND VISITORS ARE SAFE
- 4) SECURE THE PREMESIS
- 5) ALERT YOUR BUSINESS CONTINUITY TEAM

## USEFUL CONTACTS

Thames Water	0800 714 614
National Gas Emergency Service	0800 111 999
UK Power Networks	105
Westminster City Council	020 7641 6000
Environment Agency	0800 80 70 60
NHS non-emergency	111
Police non-emergency	101



## KEY STAFF DETAILS

Name	Position	Telephone	Email
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## OTHER KEY CONTACTS (e.g. locksmith, glazier, plumber etc.)

Name/Company	Supplying	Telephone	Email
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## INSURANCE DETAILS

<b>Buildings</b> Policy number	<b>Contents</b> Policy number	<b>Indemnity</b> Policy number
Company	Company	Company
Claims telephone number	Claims telephone number	Claims telephone number

## SUPPLIER DETAILS

Name/Company

Supplying

Telephone

Email

Notes

## CUSTOMER DETAILS

Name/Company

Position

Telephone

Email

Notes