<b>BUSINESS CONTINUITY</b>		KEY STAFF DETAILS				
		Name Position	Telephone	Email		
Business name						
Address						
Telephone						
IN AN EMERGENCY, REMEMBER:						
1) CALL 999 (OR 101 IN A NON EMERGENCY)						
2) COMPLY WITH THE EMERGEMCY SERVICES						
3) ENSURE STAFF AND VISITORS ARE SAFE						
4) SECURE THE PREMESIS						
5) ALERT YOUR BUSINESS CONTINUITY TEAM						
USEFUL CONTACT	5	OTHER KEY CONTACTS (e.g. locksmith, glazier, plumber etc.)				
Thames Water	0800 714 614	Name/Company Supplying	gTelephone	Email		
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	INSURANCE DETAILS				
		Buildings	Contents	Indemnity		
Police non-emergency	101	Policy number	Policy number	Policy number		
		Company	Company	Company		
City of Westminster		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				

## City of Westminster

For further information on business continuity: https://www.london.gov.uk/about-us/organisations-we-work/london-prepared/preparing-your-business https://www.westminster.gov.uk/emergency-planning-your-business Always ensure that personal details are processed in line with data protection legislation.