

Aim of this Plan

This plan has been designed to prepare Align Property Partners (APP) to cope with the effects of an emergency. It is intended that this document will provide the basis for a relatively quick return to “business as usual” regardless of the cause.

Objectives of this Plan

To provide a flexible response so Align Property Partners 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)

Key Staff

If an incident occurs the team members tasked with enacting this plan are:

- Ron Walton (Director)
- Karen Margerson (Office Manager)
- Peter Leek (Technical Director Health & Safety)

Communication with Stakeholders

In the event of an incident occurring, all relevant stakeholders will receive notification via the *Incident Communication Plan* (included in Appendix A). This includes escalation and emergency processes, client communication processes, business continuity communications, equipment requirements and premises requirements. Contact details of all relevant personnel are included in each of the plans. Generally APP carry a proportion of standby, mobile IT equipment and have access to a number of office locations which could be put in place quickly.

Incident Response Checklist

A copy of the *APP Response Checklist* (included in Appendix B) should be utilised if an incident occurs. This specifies who to contact, who should make contact, how and when, and also holds contact numbers for staff, stakeholders and the emergency services. The checklist also provides details of the actions to be taken to provide business continuity, by whom and when and details of how *business as usual* will be restored.

Scenario Based Information

The remaining Appendices (C, D & E) included as part of this plan cover a number of potential scenarios considered to be the most likely incidents that could occur within APP’s line of business. An action tracker covering what needs to be done, how, by whom and when, as well as details of how *business continuity* and return to *business as usual* will be achieved is in place.

Scenarios covered are;

Appendix C: *Evacuation of our premises and safeguarding our staff*

Appendix D: *Infrastructure incident – IT, phones, mains power, water, sanitary*

Appendix E: *Staff incident – accident, sickness, turnover, lack of resource*

Supporting Documents

- Appendix A – Incident Communication Plan
- Appendix B – APP Response Checklist
- Appendix C – Evacuation of our premises and safeguarding our staff
- Appendix D – Infrastructure incident – IT, phones, mains power, water, sanitary
- Appendix E – Staff incident – accident, sickness, turnover, lack of resource

Previous Versions

V1 – November 16 (*Updated APP version*)
V1.1 – June 17 (*Concise version for bidding*)