



BROLLY BUSINESS CONTINUITY PLAN

Business Continuity Plan

BROLLY PRODUCTIONS CIC

Last updated

17th March 2020

How to Use This Plan

In the event of a disaster which interferes with BROLLY's ability to conduct business from its office, this plan is to be used by the responsible individuals to coordinate the business recovery. The plan is designed to contain, or provide reference to, all of the information that might be needed at the time of a business recovery.

Objectives

The objective of the Business Continuity Plan is to coordinate recovery of critical business functions in managing and supporting the business recovery in the event of a disruption or disaster. This can include short or long-term disasters or other disruptions, such as fires, floods, earthquakes, explosions, terrorism, tornadoes, extended power interruptions, hazardous chemical spills, and other natural or man-made disasters.

A disaster is defined as any event that renders a business facility inoperable or unusable so that it interferes with the organization's ability to deliver essential business services.



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The priorities in a disaster situation are to:

1. Ensure the safety of employees and visitors in the office buildings.
2. Mitigate threats or limit the damage that threats can cause
3. Have advanced preparations to ensure that critical business functions can continue.
4. Have documented plans and procedures to ensure the quick, effective execution of recovery strategies for critical business functions.

The BROLLY PRODUCTIONS Business Continuity Plan includes procedures for all phases of recovery as defined in the Business Continuity Strategy section of this document.

Scope

The scope of this plan is focused on localised disasters such as fires, floods, and other localized natural or man-made disasters. This plan is not intended to cover major regional or national disasters such as regional earthquakes, war, or nuclear holocaust.

The Responsibilities of the Artistic Directors

- Periodically review the adequacy and appropriateness of its Business Continuity strategy.
- Assess the impact on the BROLLY PRODUCTIONS Business Continuity Plan of additions or changes to existing business functions, BROLLY PRODUCTIONS procedures, equipment, and facilities requirements.

Alternate Business Site

In the event of a disaster or disruption to the office or storage facilities, material should be moved as below:

Primary Location	Alternate Business Site
29 Summerlee Gardens	25 Bryanstone Road
London	London



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N2 9QN	N8 8TN
UK	UK

Recovery Plan Phases

The activities necessary to recover from a BROLLY PRODUCTIONS facilities disaster or disruption will be divided into four phases. These phases will follow each other sequentially in time.

1. Disaster Occurrence

This phase begins with the occurrence of the disaster event and continues until a decision is made to activate the recovery plans. The major activities that take place in this phase include: **emergency response measures, notification of the ARTISTIC DIRECTORS, damage assessment activities, and declaration of the disaster.**

2. Plan Activation

In this phase, the Business Continuity Plans are put into effect. This phase continues until the alternate facility is occupied, critical business functions reestablished, and computer system service restored to BROLLY PRODUCTIONS. The major activities in this phase include: **assembly of the recovery team, implementation of interim procedures, and relocation to the secondary facility/backup site, and re-establishment of data communications.**

3. Alternate Site Operations

This phase begins after secondary facility operations are established and continues until the primary facility is restored. **The primary recovery activities during this phase are backlog reduction and alternate facility processing procedures.**

4. Transition to Primary Site

This phase consists of any and all activities necessary to make the transition back to a primary facility location.



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Vital Records Backup

All vital records for BROLLY PRODUCTIONS that would be affected by a facilities disruption are maintained and controlled by BROLLY PRODUCTIONS. Some of these files are periodically backed up and stored on online cloud storage as part of normal BROLLY PRODUCTIONS operations.

Restoration of Hardcopy Files, Props and Set

In the event of a facilities disruption, hardcopy, props and any set materials located in the BROLLY PRODUCTIONS office may be destroyed or inaccessible. In this case, the last backup of critical records would be transported to the secondary facility.

The following can be exposed to loss:

1. Any files stored on-site in file cabinets.
2. Information stored on local PC hard drives.
3. Any work in progress.
4. Received and un-opened mail.
5. Documents in the office.
6. Props
7. Set

Online Access to BROLLY PRODUCTIONS Computer Systems

In the event of a facilities disruption, IT facilities will be transferred to any alternate business site location.

Post Distribution

During the time that BROLLY PRODUCTIONS department operations are run from the secondary facilities, post will have to be delivered to that location.



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Responsibilities of Business Continuity Coordinator

BROLLY PRODUCTIONS' Business Continuity Coordinator is **RACHANA JADHAV**

In the event of a disaster, the Business Continuity Coordinator is responsible for ensuring that the following activities are successfully completed:

- Declare a disaster and start the Business Continuation process to recover BROLLY PRODUCTIONS's business functions at an alternate site.
- Alert BROLLY PRODUCTIONS's other ARTISTIC DIRECTORS that a disaster has been declared.
- Provide on-going support and guidance to personnel.
- Work with BROLLY PRODUCTIONS's other ARTISTIC DIRECTORS to authorise the use of the alternate recovery site selected for re-deploying critical BROLLY PRODUCTIONS resources.
- Coordinate, submit, and track any and all claims for insurance.
- Arrange for the availability of necessary equipment.
- Track all costs related to the recovery and restoration effort.
- Determine where replacement props, set and supplies should be delivered, based on damage to the normal storage areas for the materials.
- Take appropriate actions to safeguard ALL relevant equipment from further damage or deterioration.
- Coordinate the removal and safe storage of other materials as necessary.
- Coordinate relocation to the new/repaired permanent site.
- Assure that post is redirected to the proper location as required.
- Manage the IT disaster response and recovery procedures.
- Assist, as required, in the acquisition and installation of equipment at the recovery site.
- Ensure that equipment and supplies are delivered as requested.
- Participate in testing equipment and facilities.
- Participate in the transfer of operations from the alternate site as required.



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Recovery Procedures

The Recovery Procedures are organized in the following order: recovery phase, activity within the phase, and task within the activity.

PHASE 1: Disaster Occurrence

Assess the situation

- After a disaster occurs, quickly assess the situation to determine whether to immediately evacuate the building or not, depending upon the nature of the disaster, the extent of damage, and the potential for additional danger.

Note: If the main office is total loss, not accessible or suitable for occupancy, the remaining activities can be performed from the Emergency Operations Center (EOC), after ensuring that all remaining tasks in each activity have been addressed. This applies to all activities where the Main Office is the location impacted by the disaster. The location(s) of the EOC are designated in **Appendix D - Emergency Operations Center (EOC) Locations**. The EOC may be temporarily setup at any one of several optional locations, depending on the situation and accessibility of each one. Once the Alternate site is ready for occupancy the EOC can be moved to that location.

Notify Directors

- Business Continuity Coordinator informs the members of the BROLLY PRODUCTIONS management team. Depending upon the time of the disaster, personnel are instructed what to do (i.e. stay at home and wait to be notified again, etc.)

Preliminary Damage Assessment

- Determine responsibilities and tasks to be performed by the BROLLY PRODUCTIONS Management Team or employees.
- Facilitate retrieval of items (contents of file cabinets -- petty cash box, contracts, etc.) needed to conduct the preliminary damage assessment.



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PHASE 2: Plan Activation

Relocation to Alternate Site

- Make arrangements to commute or travel to the alternate site.
- The BROLLY PRODUCTIONS Business Continuity Coordinator needs determine if access can be gained to the primary (damaged) site to retrieve vital records and other materials if the authorities grant access. This will be dependent upon the nature of the disaster and the extent of damage.
- If allowed access to the primary site to retrieve vital records and other materials, **perform some pre-planning to determine what is most important to retrieve**. This may be necessary since the time you may be allowed access to the primary site may be minimal.
- Depending on the amount of vital records and other materials you are able to retrieve from the primary site, make arrangements to transport this material to the alternate site
- Travel to alternate site.

PHASE 3: Alternate Site Operations

Alternate Site Processing Procedures

- Communicate with stakeholders regarding the disaster and check phone contacts.
- Acquire needed vital documents
- Access missing documents and files and reconstruct, if necessary
- Set up operation

PHASE 4: Transition to Primary Operations

Relocating Personnel, Records, and Equipment Back to Primary (Original) Site



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- Determine when BROLLY PRODUCTIONS will be scheduled for relocating back to the primary site.
- Communicate this schedule to all BROLLY PRODUCTIONS personnel.
- Inventory vital records, equipment, supplies, and other materials, which need to be transported from the alternate site to the primary site.
- Pack, box, and identify all materials to be transported back to the primary site.

END OF POLICY