

Supplier Details

Name/Company	Telephone	Email	Supplying

It is always worth asking suppliers if they have a Business Continuity Plan, and get a copy from them.

Support Services Details (eg. Local Authority, window boarding services, locksmith, utilities etc.)

Name/Company	Telephone	Email	Supplying

It is always worth asking support services if they have a Business Continuity Plan, and get a copy from them.



Business Continuity

Name of Company _____

Telephone _____

Address _____

Useful Contacts

- Thames Water: 0800 714 614
- SGN (Gas): 0800 912 1700
- UKPN: 0800 783 8838
- Environment Agency: 0370 850 6506

- Emergency: 999
- Police Non-Emergency: 101
- NHS Non-Emergency: 111
- Southwark Council : 020 7525 5000
- Terrorist Hotline: 0800 789 321
- British Transport Police Text: 61016

Staff Contact Details

Name/Position	Telephone	Email

Staff may not always wish to supply personal details. Consider how you can reach all of your staff.

Customer Details

Name/Position	Telephone	Email

You may not have all of your customers details, and customers may not always wish to supply personal details. Consider how you can reach all of your customers.

Details of Insurance

Buildings	Contents	Indemnity
Policy number	Policy number	Policy number
Company	Company	Company
Claims telephone number	Claims telephone number	Claims telephone number

Useful Notes:

More Information Online:

<http://www.2.southwark.gov.uk/businesscontinuity>

<http://www.londonprepared.gov.uk/businesscontinuity>

Security note: When recording confidential, personal details please ensure that you keep this information in a safe, secure place to avoid the risk of fraud or any breaches of legislation