

**Business Continuity**

**Recovery Action Plan Meeting Record**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date:** |  | **Time:** |  | **Location:** |  |

|  |  |  |
| --- | --- | --- |
| **Present:** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Item** | **Action** | **Responsibility** | **Timescale** | **Status** |
| **Time** |
| 1.Impact Analysis | 1. Review Impact Analysis form
2. Brief team on nature, severity and forecast impact of disruption
3. Identify and complete any information gaps
 |  |  |  |  |
| 2. Recovery management | 1. Review recovery priorities
2. Determine support requirements
 |  |  |  |  |
| 3.Confirm roles | 1. Agree roles and responsibilities of response team during the disruption
2. Revise roles (if required,) and determine if additional staff or resources are required
3. Warn/inform additional and off-duty staff of additional resource requirements
4. Stand down staff not immediately required
 |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Item** | **Action** | **Responsibility** | **Timescale** | **Status** |
| **Time** |
| 4.Confirm key contacts | 1. Establish main points of contact for on-going information updates (internal and external partners, supply chain, etc.)
 |  |  |  |  |
| 5.Welfare issues | 1. Clarify injuries to staff, visitors or third parties
2. Confirm location(s) of injuries
3. Identify immediate support and assistance requirements
4. Identify middle and long term support and assistance requirements
 |  |  |  |  |
| 6.Communications Strategy | 1. Confirm nominated Communications spokesperson
2. Identify and agree media strategy
3. Identify and agree which external stakeholders to inform
4. Identify external regulatory bodies to inform
5. Agree when and how to contact NoKs, relatives and friends
 |  |  |  |  |
| 7.Legal and insurance situation | 1. Determine levels of insurance cover available
2. Contact insurers to report incident
3. Decide if legal action or advice is required
4. Contact RHN Solicitors
 |  |  |  |  |
| 8.Record keeping | 1. Ensure Event Log, SitReps and Action Logs are maintained throughout BC incident
2. Retain all written records
 |  |  |  |  |
| 9.Next meeting | 1. Identify date, time, venue and attendees for next Recovery meeting
 |  |  |  |  |