

Vail Williams Business Continuity Plan

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1 Definitions

- Business Interruption Event. An event that makes an office inaccessible due to unforeseen circumstances
- Central Services. Finance, IT, HR and Marketing
- Deputy Plan Owner. Any other nominated member of the Vail Williams Executive Board
- Emergency Incident. Any sudden or unforeseen incident which threatens the safety, security of personnel or the operational capability of the business / office requiring special measures to be taken in order either to restore safety and security levels to an acceptable standard and/or to continue to provide an acceptable level of service to customers.
- Event Log. Record of events during a Business Interruption Event
- Facilities Management Team. If the office is serviced or externally managed, there will be an outsourced team arranged by the landlord
- Fire Marshall. The current incumbent(s) holding the role within each Vail Williams office
- Incident Team. The group which organises and manages the office/business following a Business Interruption Event comprising RMP, Director of Finance, Head of IT and Head of HR
- Plan Owner. The Managing Partner
- Recovery Site. Any other Vail Williams office where the Incident Team can meet
- RMP. Regional Managing Partner. There is an RMP in place for each of Vail Williams' six Regions.

2 Introduction

- 2.1. Business continuity planning is good business practice as it helps prepare the business for unforeseen events such as an interruption to normal service, office closure or other emergency.
- 2.2. We will regularly update and test the effectiveness of our plan.
- 2.3. It is the contractual obligation of our Managed Service Provider to maintain a separate Business Continuity Plan in relation to the maintenance of our IT services. This element therefore falls outside the remit of this plan.

3 Business Continuity Strategy

- 3.1. The strategy aims to maintain a minimum acceptable level of operation until we are either able to return to the office or establish an alternative permanent location. This decision will be made by the Plan Owner and the Incident Team.
- 3.2. Staff who become aware of a Business Interruption Event should in the first instance contact the relevant Regional Managing Partner (RMP) for the office affected or failing that, the Plan Owner.
- 3.3. In the event of a disaster or emergency at one of our offices that requires implementation of the Business Continuity Plan; staff would work from home or relocate to an alternative Vail Williams office.
- 3.4. All potential members of an Incident Team are required to keep a hard copy of this Business Continuity Plan off site for ease of access in an emergency. It is recommended that each RMP also keeps a second copy in their car (where practicable) along with a high visibility jacket.

4 Plan Implementation Authorisation

- 4.1. With the exception of emergency evacuation procedures, as dictated by a landlord, no part of this plan should be invoked by any person except the Plan Owner, or in his absence, the Deputy Plan Owner. If in extenuating circumstances none of these individuals are contactable, the relevant RMP has the authority to invoke the plan within his Region, advising the Plan Owner or Deputy Plan Owner as soon as practicable thereafter.
- 4.2. In the event of implementing emergency evacuation procedures, the Incident Team will liaise with, and act in conjunction with the Facilities Management Team at the site (where applicable).

5 Recovery Priorities

- 5.1. The priority activities outlined below are deemed necessary to maintain essential services to our customers and enable us to comply with any legal or compliance requirements. In the event of an incident, the following priorities would be dealt with within 24 hours:
 - 5.1.1. Staff communication and information (Incident Team)
 - 5.1.2. Staff communication in relation to systems access (IT)
 - 5.1.3. Diversion of incoming phone calls [where necessary] (IT)
 - 5.1.4. Emergency Expense Payments (Finance)
 - 5.1.5. Insurance Broker Notification (Finance)
 - 5.1.6. Emergency Client Payments (PAM)

5.1.7. Staff welfare and general Health & Safety Issues (HR)

5.1.8. Emergency Client Communications (All Regions)

6 Roles and Responsibilities

- 6.1. The Home Office recommends a three tier system of control for the Emergency Services and this is a structure which most UK companies, Vail Williams included, have adopted.
- 6.2. The Executive Board is responsible for strategy. As such, it will take responsibility for:
 - 6.2.1. Approval and endorsement of the business continuity plan
 - 6.2.2. Representation as the public face of the company.
- 6.3. The Director of Finance will be responsible for authorising expenditure and liaising with our insurers and any affected suppliers.
- 6.4. The Head of HR will be responsible for managing all immediate staff welfare issues. In the event of an incident during working hours and for maintaining an up-to-date list of staff contact details, including personal mobile numbers for staff without a Vail Williams issued mobile phone.
- 6.5. The Incident Team (members of which are detailed under section 1) will be responsible for tactical matters in the event of an incident coordinated by the respective RMP and as such, it will conduct the following, where appropriate:
 - 6.5.1. Liaise with the Plan Owner on the decision as to whether to invoke the plan & keep them briefed on progress and developments.
 - 6.5.2. Assess the incident in conjunction with the emergency services, building facilities management, landlord and managing agents.
 - 6.5.3. Liaise with and co-ordinate fire wardens and first-aiders, at effected site, in the event of an Emergency Evacuation.
 - 6.5.4. Conduct an evacuation roll call.
 - 6.5.5. Invoke the plan with any third parties.
 - 6.5.6. Communicate the incident to business partners, customers, suppliers, regulators, and other external parties where applicable.
 - 6.5.7. Manage all logistics of the recovery such as transport, supplies, accommodation, catering, salvage etc.
 - 6.5.8. Assess the reinstatement of the office.
 - 6.5.9. Purchase any new equipment required.
 - 6.5.10. Maintain the Expenditure Log.

- 6.5.11. Maintain the Event Log.
- 6.5.12. Divert incoming telephone calls to an alternative designated office.
- 6.5.13. Make alternative arrangements for incoming post.

7 Incident Team's Initial Assessment

- 7.1. Once made aware of an incident, the Regional Managing Partner (RMP) will carry out an initial assessment to establish the seriousness of the situation.
- 7.2. The situation will be classified as one of three levels:
 - 7.2.1. Incident Level 1 - Business interruption affecting one or more Disciplines / functions, no immediate threat to safety and or property but an emergency situation that has an impact on the operations of the business. An example of this could be a local server going down or temporary loss of building services. Members of the Executive Board will be placed on alert by the Incident Team in preparedness should the incident escalate.
 - 7.2.2. Incident Level 2 - Business interruption affecting closure of the office resulting in short term closure of the building up to and including two working days and will be overcome by implementing individually tailored discipline / function emergency response plans. An example of this could be an office fire.
 - 7.2.3. Incident Level 3 - Business interruption affecting the whole company operation and/or immediate threat to safety requiring controlled evacuation ordered by the Incident Team or Police / Authorities. An example of such an incident could be terrorist attack.
- 7.3. On notification of any incident, the RMP or nominated deputy should run through the initial 'five point' checklist detailed below, remembering that staff health and welfare is always priority, capturing key elements as appropriate.
- 7.4. Five Point Checklist:

Area and Pointers	Date/time	Notes
1. Staff Welfare - RMP to take Roll Call. Injuries, fatalities, hospitalisation?		
2. Building Status - Emergency Services involvement? Damage, indicative timescales?		
3. Systems & Services - IT infrastructure damage? Services affected?		

4. Business Status - Business areas impacted? Customer facing activities?		
5. Reputation - Media attention. Partnership communication		

- 7.5. Upon completion of the initial assessment, the RMP will advise the Plan Owner of their conclusions and recommendations and await instructions.

8 Implementation of Recovery Site Plan and Recovery Process

- 8.1. If the Plan Owner judges an incident to be level 2 or 3 i.e. staff cannot access the office, then he will contact the relevant RMP who will contact other members of the Incident Team and the following procedures will be followed:
- 8.1.1. Arrange an immediate video / conference call or, if appropriate, place to meet
 - 8.1.2. Mobilise and brief Central Services staff as necessary
 - 8.1.3. Complete the Expenditure logs (example below)

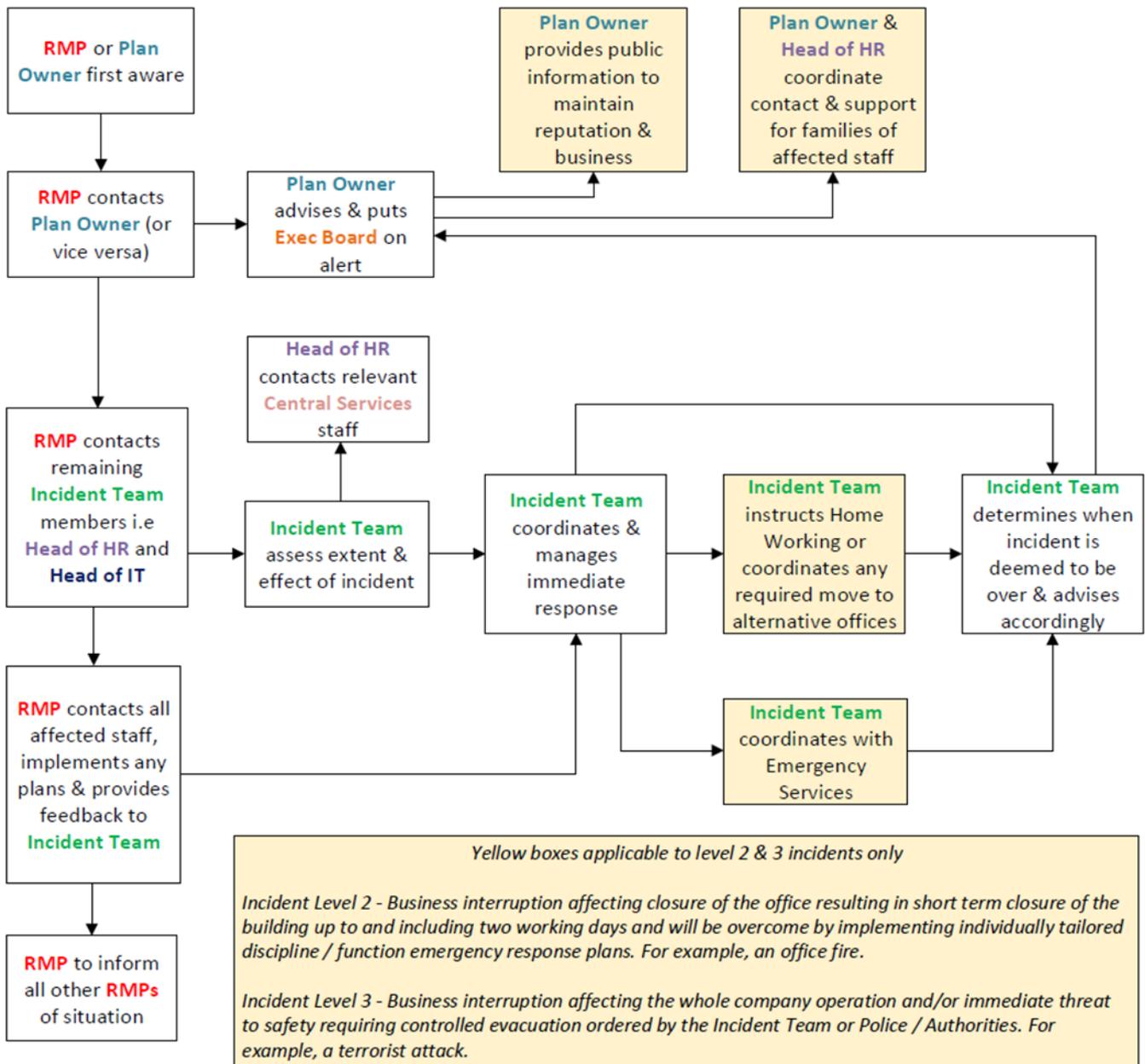
Date	Dept.	Rationale	Payee	Amount	Sign Off
<i>7 Jan 21</i>	<i>Incident Team</i>	<i>Several laptops destroyed and need urgent replacement (advised insurers)</i>	<i>PC World</i>	<i>£3,200</i>	<i>XX</i>

9 Cascade Call System

- 9.1. A small group of Vail Williams staff (including Projects Coordinators and some members of Central Services and PAM) do not have company issued mobile phones. It is the RMP's responsibility to maintain an up to date list of personal mobile numbers for these individuals within their Regions, to be shared with HR, to ensure that that they can be contacted in an emergency situation.
- 9.2. Mobile phone numbers for all other staff are available on the Vail Williams website (www.vailwilliams.com/contact) or via Vail Williams' Outlook, intranet or internal 'Hub' system. Should all of these systems be unavailable, a central hard copy list of staff contact details is maintained by HR and updated on a monthly basis.

- 9.3. The cascade call system detailed below (and shown diagrammatically under section 10) will be initiated following instructions from the Plan Owner or deputy in order to relay information to individuals:
- 9.3.1. Plan Owner to call the affected site's RMP or vice versa (if not already aware of situation)
 - 9.3.2. Plan Owner to call or text other Executive Board members
 - 9.3.3. RMP to call the two remaining Incident Team members (Head of IT and Head of HR)
 - 9.3.4. RMP to text all staff at the affected site including those without Vail Williams issued mobile phones
 - 9.3.5. RMP to email fellow RMPs with teams at the affected site to appraise them of the situation (for information only)
 - 9.3.6. Head of HR to call or text Central Services staff where relevant.

10 Business Continuity Process Flow



11 Emergency Evacuation Procedure

- 11.1. In the event of an incident or emergency at a Vail Williams office location, staff will be expected to follow the evacuation procedures established by the Landlord's Facilities Management team and displayed in the affected office.
- 11.2. Any/all instructions given by the Emergency Services must be strictly adhered to.
- 11.3. It is important that no staff member returns to the office or otherwise leaves the Assembly Point until authorised.

12 Media and Communications

- 12.1. When a major incident happens it is inevitable that the news media might take an interest. Effective media management is extremely important in order to convey an accurate picture of events and to uphold a positive view of the company. In the event of a major incident, any media interest must be addressed by the Plan Owner or Marketing Manager. Any requests to staff for an interview or comment should be politely declined and referred to the Marketing Department who will then advise the Plan Owner.
- 12.2. The Plan Owner will determine if any Clients or Suppliers need to be made aware of the situation and in consultation with the Marketing Manager, will agree the best mechanism for conveying this information such as via email, website, social media.
- 12.3. As an initial communication, Vail Williams will issue a statement based on the following:
- 12.4. Template announcement to Suppliers:

We regret that due to an incident affecting Vail Williams LLP office at [office address] on [date], we are temporarily unable to conduct business from our usual address.

Business disruption has been minimised and, until further notice, we are operating from the following address:[Nominated address]

We apologise for this inconvenience and assure you that we will make every effort to continue to provide you with a high standard of service.

If you have sent any correspondence or provided any instruction to us within the last three working days and have not received any response from us within a week, please could you resubmit your correspondence in order that we can ensure that the matter is addressed. You will be notified once business has been resumed from our normal office address.

- 12.4.1. Template Announcement to Clients:

We regret that due to an incident affecting Vail Williams LLP office at [office address] on [date], we are temporarily unable to conduct business from our usual address.

Business disruption has been minimised and, until further notice, we are operating from the following address:[Nominated address]

We apologise for this inconvenience and assure you that we will make every effort to continue to provide you with a high standard of service.

If you have sent any correspondence or provided any instruction to us within the last three working days and have not received any response from us within a week, please could you resubmit your correspondence in order that we can ensure that the matter is addressed. You will be notified once business has been resumed from our normal office address.

- 12.5. Communications with other business partners should be carefully managed and directions in this regard will be communicated by the Incident Team as matters progress and the situation unfolds.

13 Key Contacts

- 13.1. Contact details for all staff are available on the Vail Williams website, intranet and Hub. HR also maintains contact details (including personal mobile numbers) on the HR system.
- 13.2. Contact details for the key individuals detailed in this plan are also included below:

Name	Role / Job title	Phone	E-Mail
Matthew Samuel-Camps	Plan Owner /Managing Partner	07836 774298	msamuel-camps@vailwilliams.com
Kevin Cook	Deputy Plan Owner /Exec Board Member	07767 834555	kcook@vailwilliams.com
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