

## Contingency Plan

### **WMR WASTE SOLUTIONS & GRS ROADSTONE CRAWLEY OFFICES, CRAWLEY BUSINESS CENTRE DISASTER RECOVERY PLAN**

1. **Accommodation**
  - Work with Needspace to relocate office functions to another location.
  - Key staff functions to take over Boardroom on Ground Floor or
  - Key staff functions transfer to home offices (DC, MM & PW all have home Laptops)
  - Staff that to work from home on VPN computer links.
  - Staff to work from Crawley office utilising spare space. Company to provide coach transport.
  - Medium term: Transfer operation to City Business Centre, Horsham, available to rent.
  
2. **Telephones**  
*OneByte – Tel: 0203 857 4760*
  - Head office numbers to be redirected to designated Mobiles. (Ops, Sales, Finance etc)
  - OneByte to redirect numbers accordingly.
  
3. **Computers**  
*Moot Systems Online*
  - Moot to set up and ready back-up servers.
  - Database to be restored from off-site backups.
  - Moot to supply and set up network and email server (standard Microsoft network). Reinstall from image backups.
  - Moot to set up email and files at Crawley offices.
  - New PCs and temporary cabling to be supplied or arranged by Moot.
  
4. **Company Statement**
  - Company statement to confirm to customers and suppliers that WMR Waste Solutions are still operational and new address/ procedures for correspondence etc.
  
5. **Order Processing and Delivery Tickets**
  - Telephone and write to Subcontractors to request copy tickets if necessary.
  - Instigate manual (PW) Purchase Orders process.
  
6. **Bank**
  - BACS payments are internet based. Arrangements to relocate card reader and card from the Crawley Offices.
  - Chequebook and paying in books to be ordered.  
In meantime, suppliers on cheque to be contacted for BACS details.
  
7. **Insurance**  
*Denovo Risk Solutions (Broker) & AXA*
  - Business Continuity cover is maintained with cover for increased cost of working.
  - Insurance brokers, Denovo, Damian Hayes, to be notified and cover and approval for increased cost of working to be confirmed for management decision making.