



LOTHIAN & BORDERS
COMMUNITY JUSTICE AUTHORITY

BUSINESS CONTINUITY PLAN

This Plan is for use in the event of an incident affecting Lothian & Borders Community Justice Authority Office in Peebles, during a major incident. It details the procedures to follow and it is possible to use all or some of the Continuity Plan dependent upon the incident.

Location: Scottish Borders Council Office, Rosetta Road, Peebles EH45 8HG

Business Continuity Co-ordinator: Sally Crighton, PA/Administrator

Plan Owner: Chris Hawkes, Chief Officer

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Business Continuity Co-ordinatorSally Crighton Administrator

SIGNED



Date.....4/8/10.....

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Scope & Objectives

Lothian & Borders Community Justice Authority (LB CJA) is a strategic organisation, funded by the Scottish Government to develop strategy and policy in partnership with a range of partner organisations (Appendix 1). LB CJA does not provide any operational services to the public but it does have a range of administration and management processes which must be maintained at all times.

The Plan identifies the strategy and actions that are necessary to maintain these processes and also ensure the structure of LB CJA is preserved along with its main lines of communication following any major incident.

LB CJA is one of eight CJAs in Scotland and the Plan includes the actions that will be necessary to ensure the CJA network is not affected by any local risk.

Any national risks which may affect the Scottish Government and/or all eight CJAs at the same time are not included in this Plan.

Plan of Action

Each CJA staff member (Chief Officer, Strategic Development Coordinator, PA/Administrator, SPS/CJA Liaison Manager) will hold a copy of the Business Continuity Plan which will be reviewed and updated on a half yearly basis. The Business Plan (omitting confidential contact information) will be posted on the LB CJA website.

In the event of any staff being unavailable due to an incident occurring, it is accepted that any other staff member can fulfil any action detailed in this plan.

A copy of this plan and a back-up of files will be held remotely from the office by the Chief Officer and this will be kept up to date following each 6 monthly review.

A grab bag (Appendix 5) will be maintained by the PA and kept in the Administration Office to be grabbed in the event of an office evacuation if the situation permits.

LB CJA BUSINESS CONTINUITY PLAN

**CJA Team : Chris Hawkes, Chief Officer (CO), Angela Gentile, Strategic Development Officer (SDO),
Sally Crighton, PA/Administrator (PA), Jim Dustan, SPS/CJA Liaison Manager (LM)**

What needs to be done	Actions	Comments
<p>1. Office Premises not available (no access/no utilities available): Remote working (1 week – 1 month)</p>	<ul style="list-style-type: none"> • PA or other to phone/text Team building is not available • CO (work from home) home working facilities (email only) • SDC (work from home) home working facilities • PA – Liaise with Scottish Borders Council HQ to provide daily update to Team & establish period of unavailability • PA add News Update to website • PA text/email contact list • PA/CO/SDC/LM rearrange any planned Peebles Office meetings • PA liaise with Scottish Borders Council re possible temporary accommodation and IT access at another site 	
<p>2. Office Premises not available (no access) : (1 month or more)</p>	<ul style="list-style-type: none"> • As above plus • CO to liaise with Scottish Borders Council Business Continuity Team to establish alternative premises for Rosetta Road staff • If no other Scottish Borders Council site available establish temporary lease accommodation • Team meeting to be convened in week 1 by CO to review all processes & workload to establish if any deadlines cannot be met. • Arrange for weekly meeting / update at agreed venue and time 	<p>Lease paid annually in advance – consider refund claim or offset against temporary accommodation</p> <p>Use SPS facilities where available</p>

What needs to be done	Actions	Comments
3. Office Premises not available (building & contents destroyed) (No IT system)	<ul style="list-style-type: none"> • Emergency team meeting convened – to be arranged by person first aware of incident (all Team to be present) • CO obtain update from Scottish Borders Council Business Continuity Team • Communication to full Contact List (from personal email address) • Team meeting to be convened in week 1 by CO to review all processes & workload to establish if any deadlines cannot be met. • Arrange for weekly meeting / update at agreed venue and time • Identify alternative office premises • PA to make Contents Insurance Claim • Purchase replacement equipment 	Use SPS facilities where feasible
4. Transport unavailable	<ul style="list-style-type: none"> • Rearrange meetings where possible • Utilise public transport if available • Work from home 	If lease car unavailable, courtesy car is provided/Notify AA insurance of any claim
5. Personnel Unavailable	<ul style="list-style-type: none"> • For short term periods (up to 3 months) notify all contacts and rearrange meetings: <ul style="list-style-type: none"> • If CO unavailable, SDC will take on deputising role • If SDC unavailable, cover will be provided by the team on a needs only basis • If PA unavailable, CO to consider short term agency cover • If LM unavailable, CO will liaise with Scottish Prison Service to discuss alternative arrangements • For periods of absence of 3 months plus: <ul style="list-style-type: none"> • If CO unavailable, SDC will liaise with Convenor and Members to agree action plan • If SDC unavailable, CO will consider alternative arrangements for cover with Convenor, Members and Duty to Cooperate partners • If PA unavailable, CO will organise replacement cover • If LM unavailable, CO will arrange for cover from Scottish Prison Service • All partners to be advised 	CJA Administration budget will need to be reviewed to identify any potential underspend to cover agency workers. CJAs will need to be informed and support requested

What needs to be done	Actions	Comments
5. Personnel Unavailable – continued/	<ul style="list-style-type: none"> • If any member of staff is injured or dies whilst employed by the CJA <ul style="list-style-type: none"> • Senior Team member or Convenor will contact next of kin • Company Insurance Policy will be invoked • Senior Team member will contact Scottish Borders Council HR to request full range of support • Actions as above (absence for 3 months plus) will be used as guide for future planning 	
6. Emergency Evacuation of the CJA Office	<ul style="list-style-type: none"> • The PA / Team member on site will take the Grab Bag if possible • A check of personnel and all visitors will be made by senior team member • Actions as listed in 1/2/3/5 will be put into operation depending on situation 	
7. Partner organisation unavailable	<ul style="list-style-type: none"> • If any duty to cooperate or statutory partner organisation is unavailable the CO will advise all other partners and seek advice from the relative governing body e.g. COSLA – Local Authorities • The CO will advise Members • The CO will review the Area Plan and Action Plan to identify any actions that may be necessary 	

Appendix 1 – LIST OF KEY CONTACTS

Organisation	Name	Email Address/other details	Contact Number	Mobile Number/other
Lothian & Borders CJA	Cllr John Muir	john.muir@westlothian.gov.uk	01506 281737	07768852464 Convenor
	Cllr Sandy Scott	sandyscott@scotborders.gov.uk	01835 840632	Deputy Convenor
	Cllr Paul Edie	paul.edie@edinburgh.gov.uk	0131 529 3172	Member
	Cllr Margot Russell	Margot.russell@midlothian.gov.uk	0131 271 3087	Member
	Cllr Kenny McLeod	Kmcleod1@eastlothian.gov.uk	01620 827016	Member
	Chris Hawkes	chcja@scotborders.gov.uk	01721 726315	07801794276
	Angela Gentile	agcja@scotborders.gov.uk	01721 726349	07827083239
	Sally Crighton	sccja@scotborders.gov.uk	01721 726314	07825732347
	Jim Dustan	james.dustan@sps.pnn.gov.uk	0131 244 8631	07747040181
Scottish Government	Bridget Campbell	Bridget.campbell@scotland.gsi.gov.uk	0131 244 8491	Director
	Wilma Dickson	Wilma.dickson@scotland.gsi.gov.uk	0131 244 5434	Deputy Director
	Ian Donaldson	ian.donaldson@scotland.gsi.gov.uk	0131 244 3511	Head of Service
	Maurice Williams	Maurice.williams@scotland.gsi.gov.uk	0131 244 5439	Finance – Sect 27
	Carol McKegney	Carol.mckegney@scotland.gsi.gov.uk	0131 244 4349	Finance – CJA Admin
	Susan Edington	Susan.Edington@scotland.gsi.gov.uk	0131 244 3532	General
	Stan McLeod	stan.mcleod@scotland.gsi.gov.uk	0131 244 3255	OM – Custodial Sentence Mgt
	Bruce Sutherland	Bruce.Sutherland@scotland.gsi.gov.uk	0131 244 5427	Effective Practice Unit – LSCMI PCC
	Julie Gracie	Julie.gracie@scotland.gsi.gov.uk	0131 2442670	Communications
City of Edinburgh Council	Michelle Miller	Michelle.miller@edinburgh.gov.uk	0131 553 8520	CSWO
	Ron Lancashire	Ron.lancashire@edinburgh.gov.uk	0131 553 8238	CJSW
	Harry Robertson	Harry.robertson@edinburgh.gov.uk	0131 553 8237	CJSW
	John Tyson	John.tyson@edinburgh.gov.uk	0131 553 8337	CJSW
	Graeme Stenhouse	Graeme.stenhouse@edinburgh.gov.uk	0131 529 5209	Finance Mgr
	Cllr Jenny Dawe	Jenny.Dawe@edinburgh.gov.uk	-	CPP
	Norma Cuthbertson	Norma.cuthbertson@edinburgh.gov.uk	0131 469 3816	CPP
East Lothian Council	Murray Leys	mleys@eastlothian.gov.uk	01620 827577	Acting Head
	Patricia Kaminski	pkaminski@eastlothian.gov.uk	01620 827827	CJSW
	Veronica Camponile	vcampanile@eastlothian.gov.uk	01620 827475	CPP
	Cllr Paul McLennan	pmclennan@eastlothian.gov.uk	01620 827334	CPP

Organisation	Name	Email Address/other details	Contact Number	Mobile Number/other
East Lothian Council cont/	Ian Patterson	ipatterson@eastlothian.gov.uk	01620 827827 (switchboard)	Housing
Midlothian Council	Colin Anderson	colin.anderson@midlothian.gov.uk	0131 271 3605	Director
	Eibhlin McHugh	Eibhlin.McHugh@midlothian.gov.uk	0131 271 3318	CJSW manager
	Ian Neil	ian.neil@midlothian.gov.uk	0131 271 3831	CJSW
	Anita Anderson	Anita.Anderson@midlothian.gov.uk	-	Housing
	Forbes Mitchell	Forbes.Mitchell@midlothian.gov.uk		Head of Business Transformation
	Cllr Alex Bennett	Alex.bennett@midlothian.gov.uk	0131 271 3013	CPP
Scottish Borders Council	Andrew Lowe	alowe@scotborders.gov.uk	01835 824000	Director
	Marian Gray	mgray@scotborders.gov.uk	07835 825086	CJSW
	David Cressey	Dcressey@scotborders.gov.uk	01835 825080	Housing
	Cathie Fancy	Cfancy@scotborders.gov.uk	01835 825169	Housing
	Douglas Scott	Dscott@scotborders.gov.uk	01835 825 155	New Ways
	Dave McDougall	sglendinning@scotborders.gov.uk c/o sarah glendinning	01835 826542	New Ways
West Lothian Council	Ian Quigley	ian.Quigley@westlothian.gsx.gov.uk	01506 771755	Head of Service
	Tim Ward	Tim.ward@westlothian.gov.uk	01506 281235	CJSW
	Siobhan Mullen	siobhan.mullen@westlothian.gsx.gov.uk		Housing
	Karen Cawte	Karen.cawte@westlothian.gov.uk	01506 774035	CPP
	Cllr Peter Johnston	peter.johnston@westlothian.gov.uk	01506 281713	CPP
Visitors Centre HMP Edinburgh	Kerry Watson	Kerry.Watson@salvationarmy.org.uk	0131 444 3095/3098	
NHS Lothian	Phil Mackie	phil.mackie@lhb.scot.nhs.uk	0131 536 9292	07966 380 265
NHS Borders	Dr Eric Bajjal	P/A Sheila Patterson sheila.patterson@borders.scot.nhs.uk	01896 825560	
	Julie Murray	julie.murray@borders.scot.nhs.uk	01896 825562	
Victim Support	Alan McCloskey	Alan.McCloskey@victimsupportsco.org.uk	0131 662 5404	07921 251624
SACRO	Tom Halpin	thalpin@national.sacro.org.uk		
	Keith Simpson	ksimpson@national.sacro.org.uk	0131 624 7268	07967 028431
	Simon McLean	smclean@lothiancjs.sacro.org.uk		
Includem	Angela Morgan	angela.morgan@includem.co.uk	0141 7633860	
	Norman Brown	norman.brown@includem.co.uk	0141 7633860	07970469497
Venture Trust	Greg Barton	Greg@venturetrust.org.uk		
	Tory Harper	Victoria@venturetrust.org.uk	0131 228 7703	

Organisation	Name	Email Address/other details	Contact Number	Mobile Number/other
Action for Children	Fiona Steel	Fiona.Steel@actionforchildren.org.uk	01415509010	07788583031
Scottish Prison Service	Jim Dustan	James.dustan@sps.pnn.gov.uk	0131 244 8631	07747 040 181
	Eric Murch	Eric.Murch@sps.pnn.gov.uk		
	Nigel Ironside	Nigel.Ironside@sps.pnn.gov.uk	0131 444 3003	
Lothian & Borders Police	Bob Paterson	robert.paterson@lbp.pnn.police.uk	0131 311 3215	
	Iain Livingstone	iain.livingstone@lbp.pnn.police.uk	0131 311 3357	
Lemon Digital Design	Alan Milne	info@lemondigitaldesign.com	01721 724232	
Bordnet	Douglas Hardie	Douglas@bordernet.co.uk	01896 823624	
Lark Insurance	Tomas Pepper	Tomas.pepper@larkinsurance.co.uk	01622 350 796	
SBC IT	Helpdesk	besadmin@scotborders.gov.uk	01835 824000 ext 5384	
SBC Payroll	Gary Alexander	Galexander@scotborders.gov.uk	01835 824000 Ext: 5324	
SBC HR	Lorna Aitken	laitken1@scotborders.gov.uk	01835 826676 Ext: 5480	
Anderson Strathern	John Kerr	john.kerr@andersonstrathern.co.uk	0131 625 7240	
Baker Tilly	Kelly Adams	kelly.adams@bakertilly.co.uk	0131 659 8304	
Charles Gray Accountants	Charles Gray	enquiries@charlesgray.fsnet.co.uk	01721 723366	
Newbattle Abbey College	Gill Hamilton	gillh@newbattleabbeycollege.ac.uk	0131 663 1921	
Capital Solutions (Photocopier)	Douglas Russell	drussell@capital.solutions.co.uk	01896 757811	07970 607 024
Neopost			0845 880 0000	
Lyreco	Bill Payer	0845 723 1220	Scotland.sales@lyreco.com	

Appendix 2 – PROCESSES

1. CJA Admin Finance

Duplicate records are held by Charles Gray Accounts in respect of all invoices paid by cheque (invoices passed to Mr Gray as near date of receipt as feasible), credit card (statement received monthly) and petty cash (reconciled approx every 2 months).

The CJA Admin office maintains a paper file (CJA Admin Budget 2009 – 2010) and computer files. The Quarterly Tracker excel spreadsheet is updated at the time each invoice is processed. The Petty Cash excel spreadsheet is updated at the time money is paid or petty cash cheque is cashed.

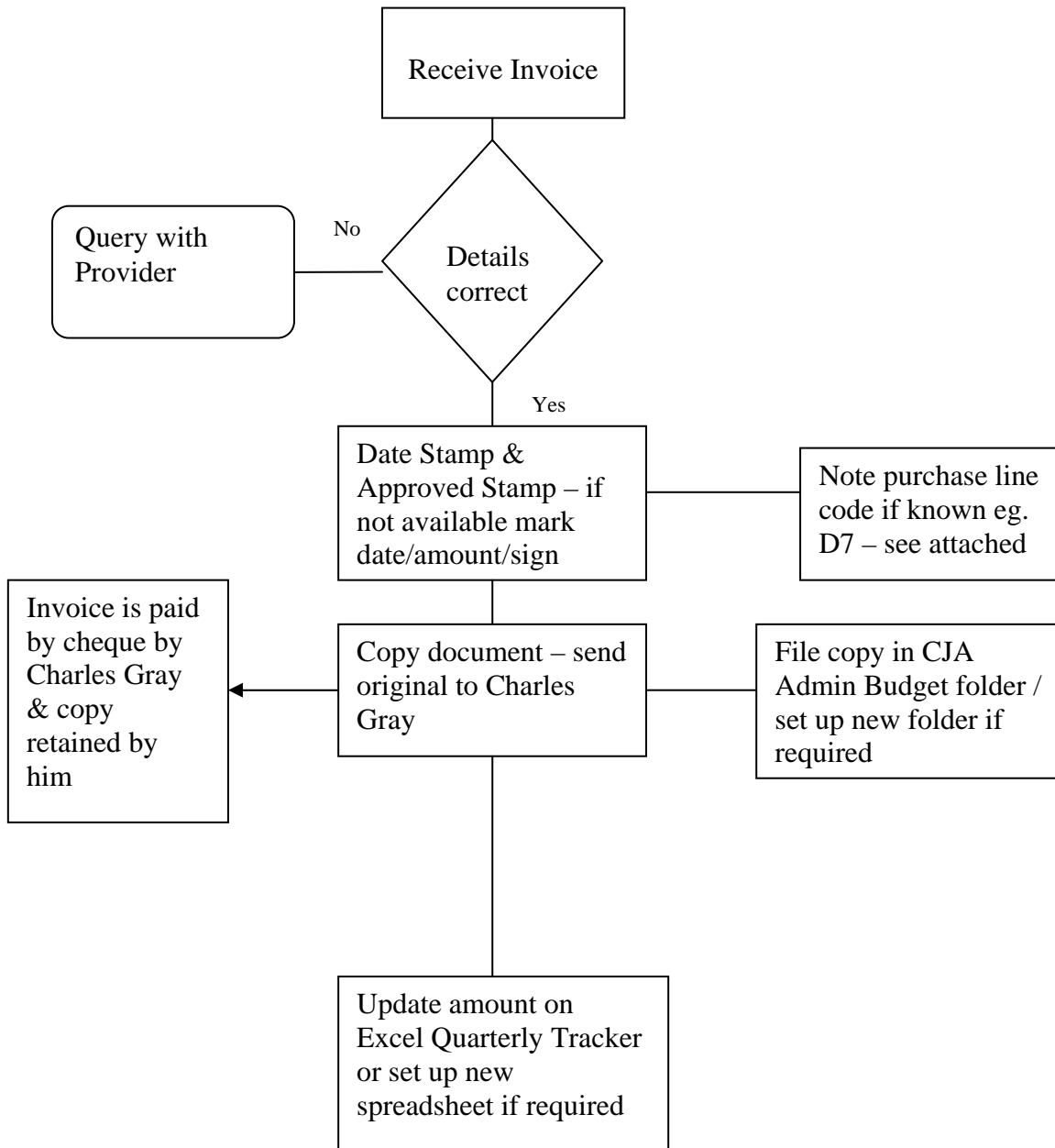
In the event of a major fire or other incident that would prevent access to the paper files, the backup information can be recovered from Charles Gray Accountants (except for those invoices that have been received but not processed – on receipt of the reminder notice, any outstanding payment can be dealt with).

The administration processes to be followed either on return to the original CJA office or to a new location are included in this Appendix.

2.1 Invoice Administration

BANK ACCOUNT DETAILS:

- Bank of Scotland 'Not for Profit' – contact Lynn Fraser (0131 658 4422)
- Sort Code xx-xx-xx / Account xxxxxxxx
- Account Name: Lothian & Borders Community Justice Authority
- Cheque signatories: Charles Gray & Sally Crighton

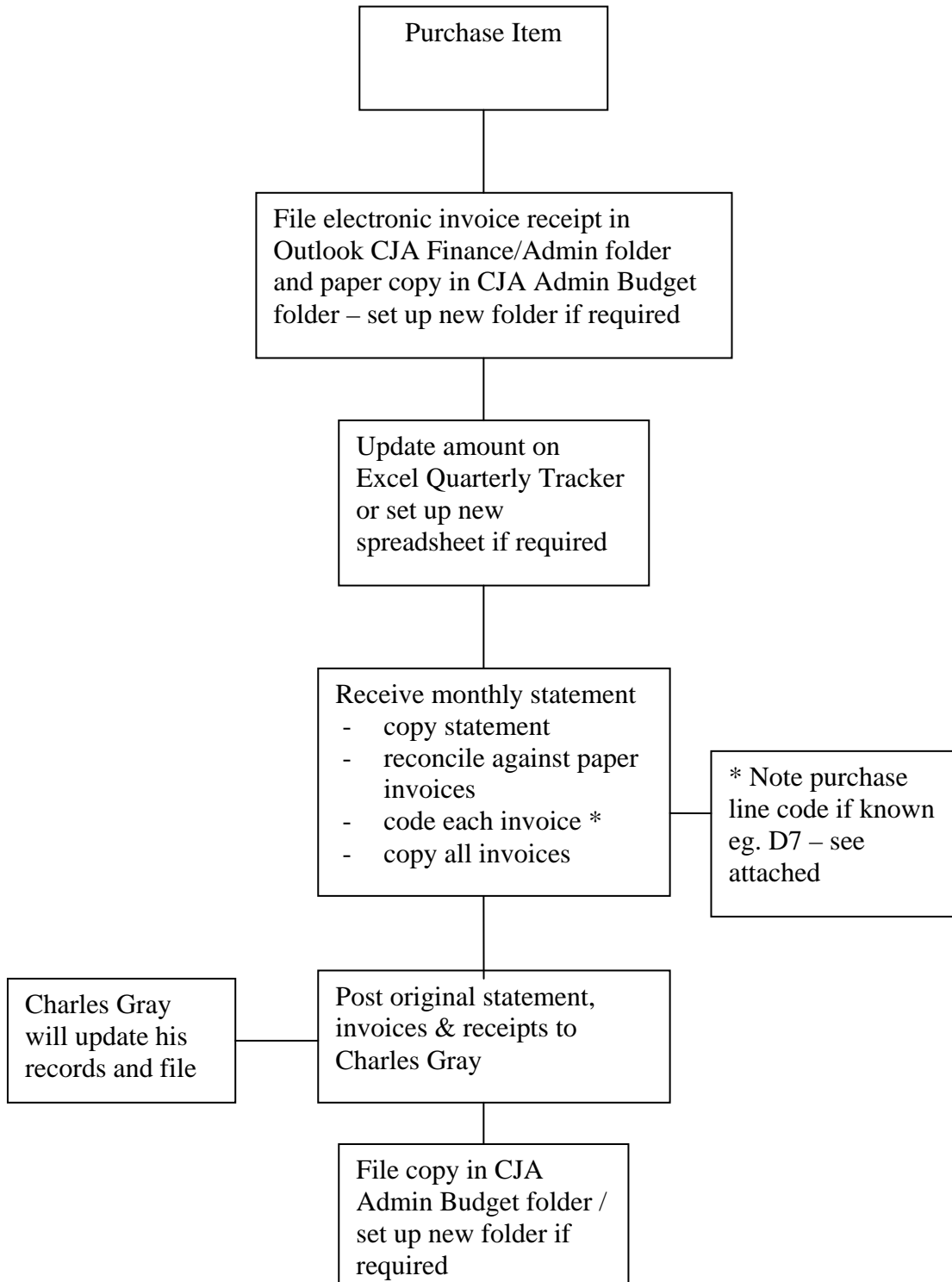


Accountant – Charles Gray, 37 High Street, Peebles EH45 8AN / 01721 723366

2.2 Credit Card Administration

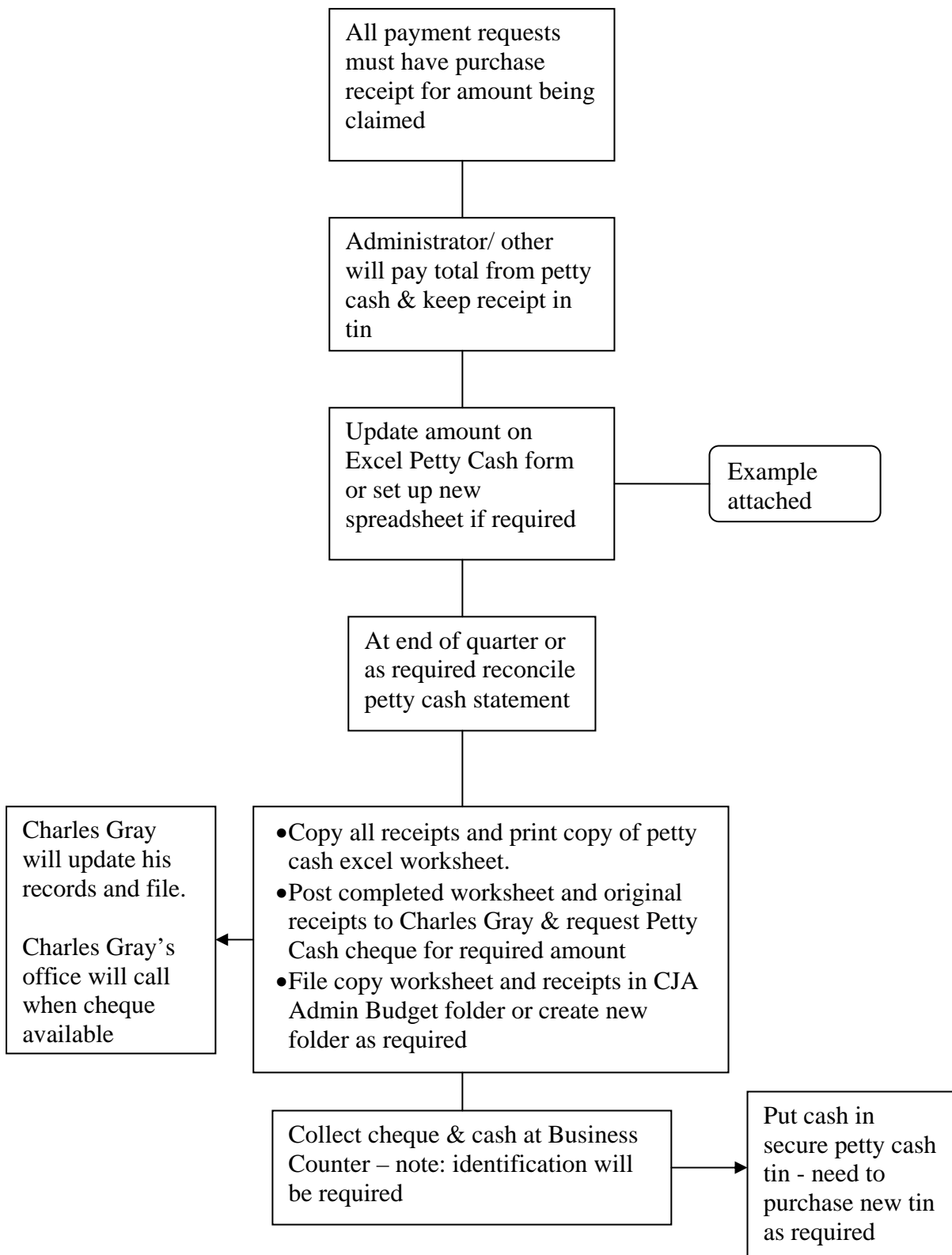
CREDIT CARD DETAILS:

- Bank of Scotland Card Services – General Enquiries 0845 300 0323
- Lost or Stolen 0845 300 0344
- Master Account Number (Company ID) – xxxxxxxx
- Two Company Credit cards (Master card) are held by the Chief Officer and Administrator. The purchase limit of each card is £1000 and the account is paid monthly by direct debit.



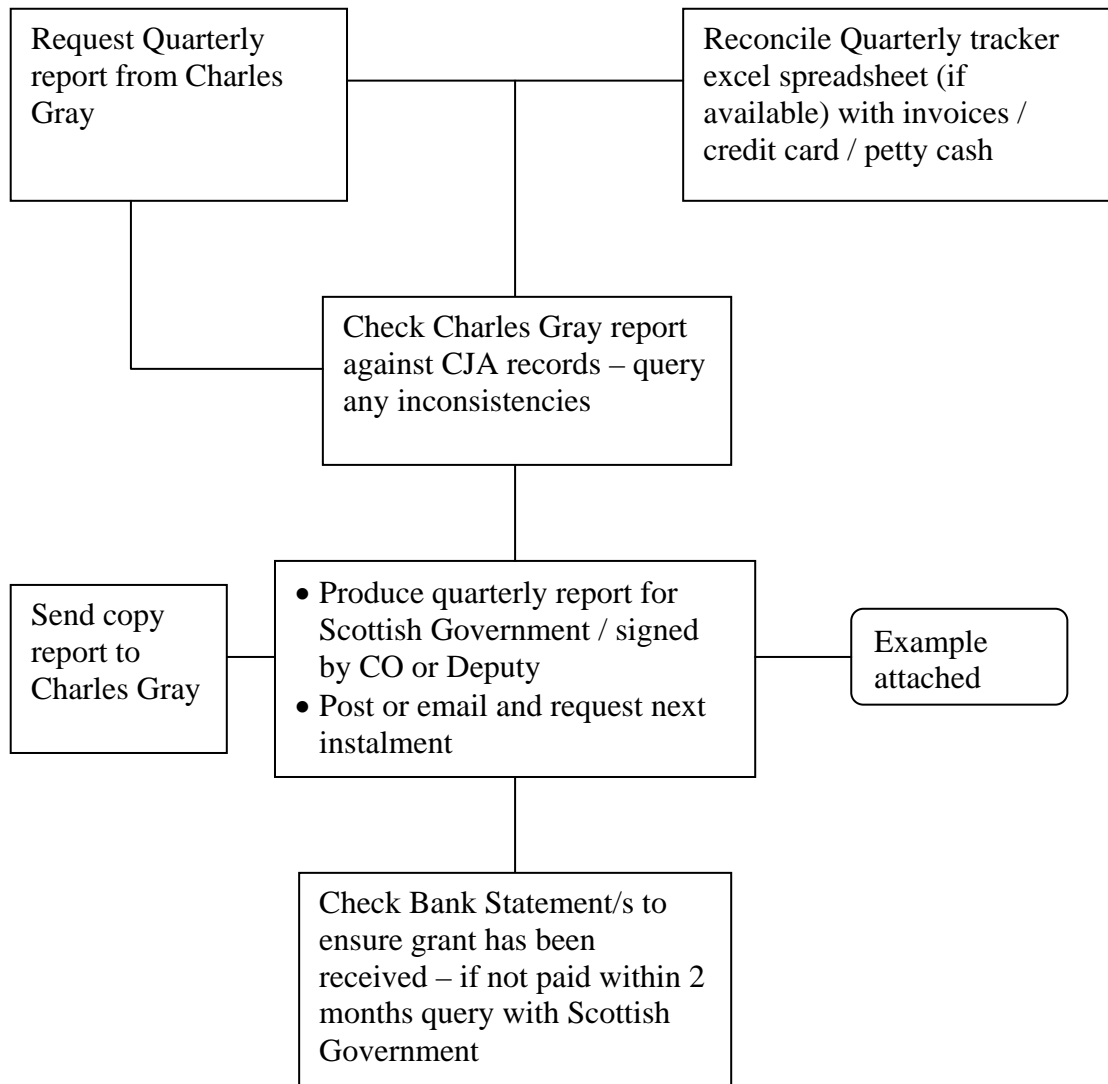
2.3 Petty Cash

The CJA Petty Cash tin is kept locked in the Administrators desk. The Administrator holds the key. Petty Cash cheques are provided by Charles Gray on request (cheque written out to cash) and can be cashed at any Bank of Scotland (nearest branch to the CJA office is High Street, Peebles).



2.3 Quarterly Reports

The Scottish Government require quarterly reports a maximum of 6 weeks after the end of each financial quarter. This report should detail the actual expenditure of that quarter and the estimated expenditure for the following quarter (Quarter 4 report is the end of year report which is produced by 30 June and sent to both Scottish Government and the CJA Finance Manager as part of the statutory accounts process).



APPENDIX 3 – POLICIES SUMMARY

- 1. Car Lease (Chief Officer)**
GE Capital Solutions 0870 444 9020
Customer Number: xxxxxxxx
- 2. Car Insurance (Chief Officer)**
AA – Customer Service Helpline 0870 1600 137
Policy Number xxxxxxxxxxxx
- 3. CJA Office (Building)**
Leased by Scottish Borders Council
Contact: Susan Shaw, Solicitor 01835 824000 ext 6618
Buildings Insurance cover and responsibility for fabric of building is wholly that of Scottish Borders Council
- 4. CJA Contents Insurance Cover**
LARK INSURANCE BROKING GROUP
Claims Assistance (9am-5pm) Lark Claims Team 020 7543 2800
Claims Assistance (outside office hours) Zurich Claims Line 0845 3002 055
Major Losses outside office hours – GAB Robin 0870 606 1234
- 5. CJA Directors & Officers Cover (for Members & Chief Officer)**
LARK INSURANCE BROKING GROUP
(AIG)
Claims – as above
- 6. CJA Group Personal Accident & Business Travel Insurance**
(Chief Officer, Strategic Development Coordinator, Administrator)
LARK INSURANCE BROKING GROUP
(RSA)
- 7. Franking Machine**
Neopost
Contract is paid quarterly in advance.
Other annual costs: Rate chip / Ink
www.neopost.co.uk
- 8. Scottish Borders Council IT**
Neil Cameron, Account Manager 01835 826519
Service Level Agreement covers all IT network support (£1175 annually)
- 9. Scottish Borders Council HR**
Lorna Aitken HR Advisor
Agreed rate of £55/hr for all HR support 01835 826676 Ext: 5480
- 10. CJA Admin Accountant**
Charles Gray, 37 High Street, Peebles EH45 8AN / 01721 723366
- 11. Lyreco**
Lyreco rep: Bill Payer
Online ordering www.lyreco.co.uk
Tele Ordering: 0845 723 1220, Email: Scotland.sales@lyreco.com

APPENDIX 4

LOTHIAN & BORDERS CJA - REGISTER OF ASSETS

MAJOR ITEMS	VALUE	VAT	LOCATION	Ref code
Senator Jigsaw desk - right hand	£221.50	£38.76	Room 2	LBCJA1
Senator Jigsaw desk - right hand	£221.50	£38.76	Room 3	LBCJA2
Senator Jigsaw desk - left hand	£221.50	£38.76	Room 3	LBCJA3
Senator Jigsaw desk - left hand	£221.50	£38.76	Room 1	LBCJA4
Jigsaw Wave desk	£165.00	£28.88	Room 2	LBCJA5
Workstation (small table)	£109.50	£19.16	Room 2	LBCJA6
Pedestal 800 deep	£145.00	£25.38	Room 2	LBCJA7
Pedestal 600 deep	£113.70	£19.90	Room 2	LBCJA8
Pedestal 600 deep	£113.70	£19.90	Room 1	LBCJA9
Pedestal 600 deep	£113.70	£19.90	Room 3	LBCJA10
Pedestal 600 deep	£113.70	£19.90	Room 3	LBCJA11
Senator Enigma Chair	£280.50	£49.09	Room 1	LBCJA12
Senator Enigma Chair	£280.50	£49.09	Room 2	LBCJA13
Senator Enigma Chair	£280.50	£49.09	Room 2	LBCJA14
Senator Enigma Chair	£280.50	£49.09	Room 3	LBCJA15
Senator Enigma Chair	£280.50	£49.09	Room 3	LBCJA16
Senator Adjustable Circular Table	£242.50	£42.44	Room 1	LBCJA17
Senator Isis Meeting Chair	£95.00	£16.63	Room 1	LBCJA18
Senator Isis Meeting Chair	£95.00	£16.63	Room 1	LBCJA19
Senator Isis Meeting Chair	£95.00	£16.63	Room 1	LBCJA20
Senator Isis Meeting Chair	£95.00	£16.63	Room 2	LBCJA21
Bisley Cabinet	£339.45	£59.40	Room 2	LBCJA22
Bisley Cabinet	£339.45	£59.40	Room 3	LBCJA23
9 standard shelves (not labled) £8.50 each	£76.50	£13.39	Rooms 2&3	
Senator Sideboards	£212.00	£37.10	Room 3	LBCJA24
Senator Sideboards	£212.00	£37.10	Room 3	LBCJA25
Multi Printer/Copy/Fax HP Officejet 7310	£319.00	£55.83	Room 2	LBCJA26
Tassimo Coffee Machine	£80.00	£14.00	Room 2	LBCJA27
Peach Document Binder	£10.00	£1.75	Room 2	LBCJA28
Paper Cutter	£8.00	£1.40	Room 3	LBCJA29
Laptop	£300.00	£52.50	Room 1	LBCJA30
Projector	£700.00	£122.50	Room 1	LBCJA31
Shredder	£600.00	£105.00	Room 2	LBCJA32
Blackberry phone	£262.00	£45.85	Chief Officer	
Complete Workstation - Monitor, Keyboard, Mouse, Hard drive, Phone	£762.00	£133.35	Room 1	18126/18055
Complete Workstation - Monitor, Keyboard, Mouse, Hard drive, Phone	£762.00	£133.35	Room 2	19099/19096
Complete Workstation - Monitor, Keyboard, Mouse, Hard drive, Phone	£762.00	£133.35	Room 2	18124/18056
Complete Workstation - Monitor, Keyboard, Mouse, Hard drive, Phone	£762.00	£133.35	Room 3	18125/18057
Complete Workstation - Monitor, Keyboard, Mouse, Hard drive, Phone	£762.00	£133.35	Room 3	19098/19097
Kettle (replaced by - LBCJA40)	£5.00	£0.88	Room 3	LBCJA33/40
Cash Box	£6.50	£1.14	Room 2	LBCJA34
First Aid Box	£10.00	£1.75	Room 2	LBCJA35
BT Paragon 45 answer phone	£39.95	£6.99	Room 2	LBCJA36
Laptop	£700.00	£122.50	Room 1	LBCJA37
Projector Screen	£180.00	£31.50	Room 1	LBCJA38
Laminator	£125.00	£21.88	Room 3	LBCJA39
Small filing unit	£95.00	£16.63	Room 1	LBCJA41
Portable magazine display rack	£50.00	£8.75	Room 3	LBCJA42

MAJOR ITEMS	VALUE	VAT	LOCATION	Ref code
Display stands x 2	£200.00	£35.00	Room 3	LBCJA43+44
Portable CJA display stands x 2	£200.00	£35.00	Room 3	LBCJA45+46
Dictaphone	£484.00	£84.70	Room 3	LBCJA47
Ring Binder (Fellowes)	£45.00	£7.88	Room 2	LBCJA50
Photocopier (Ricoh Aficio 2020D)	£750.00	£131.25	Room 2	LBCJA51
Samsung Netbook & vodafone internet remote link	£350.00	£61.25	Held by Chief Officer	
Fan Heater	£25.00	£4.38	Room 3	LBCJA52
Mobile document organiser	£96.00	£16.80	Room 3	
HP Laserjet A3 Printer	£1,650.00	£288.75	Room 1	LBCJA54
MP620 Canon Printer	£110.00	£19.25	Homeworking/Angela Gentile	LBCJA48
Desk Top Shredder	£40.00	£7.00	Homeworking/Angela Gentile	LBCJA49
Laptop (Asset 21608)	£550.00	£96.25	Homeworking/Angela Gentile	
Trexus Tambour Door Cupboard + 5 shelves	£327.00	£57.23	Homeworking/Angela Gentile	
Bolero Executive Operator Chair (black)	£172.00	£30.10	Homeworking/Angela Gentile	
Stapler			Homeworking/Angela Gentile	
2 hole Punch			Homeworking/Angela Gentile	
Calculator			Homeworking/Angela Gentile	
Blackberry	£136.00	£23.80	Homeworking/Angela Gentile	
Total assets	£17,400.15	£3,045.03		

Appendix 5 – GRAB BAG

In the event of a major evacuation of the building the team member/s who are located in the CJA Office will exit the building (with their own safety as a priority) and if possible take the Grab Bag which is located in Office 2 (PA/Administrator Office) behind the door.

The Grab Bag contains:

- A copy of this Business Continuity Plan
- Copy of key insurance & lease documents
- 3 x monthly paper copy of Chief Officer diary
- First Aid Box
- Paper & Pens