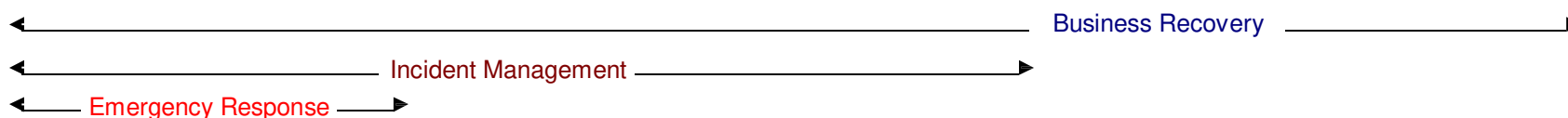


BUSINESS RECOVERY TIMELINES



TIMELINE	24 HOURS	WITHIN 2 DAYS	WITHIN 5 DAYS	WITHIN 2 WEEKS	WITHIN 4 WEEKS
Recovery Steps Departments	Emergency Response	Incident Management		BUSINESS RECOVERY	
Management Team	Alert entire site. Call Management Team meeting. Begin Documenting information. Apply the Immediate Response Plan	Decide on relocation; communicate and action it	Complete initial relocation	Review long term relocation arrangements	Review permanent relocation
Human Resources	Confirm employee numbers. Procedures for Fatalities and injuries implemented	Hold briefings with senior managers	Complete all personnel arrangements for relocation	Establish recruitment requirements and action	
Sales/Project Management		Brief other managers and request impact assessment	Complete review of production plans. Review customer contracts	Complete equipment and supply orders from plan	
Insurable Risk Services	Notify Loss Adjustors. Loss Adjustors co-ordinate involvement with nominated person	Loss Adjustors attend, co-ordinate investigation activity, initial assessment of liability	Provisional report to insurers on liability. Initial assessment of proposed mitigation and costs	Obtain insurers confirmation that relevant policies will be upheld.	Update report to insurers with firm reserve. Detail action taken to date. Progress supplier's claim activities.
Product Support		Undertake Impact Assessment	Contact Key business partners to reassure	Update Key business partners	Contact Key business partners to review proposed production schedule
Communications	Provide Internal briefing	Provide Internal briefing and external communications	Complete all external briefings	Update all briefings	Update all briefings
Manufacturing	Ensure equipment is closed down.	Commence clean-up and salvage activities. Undertake Impact Assessment	Formulate restart plan	Restart all possible operations at relocation site	Implement production alternatives where possible
Procurement		Undertake Impact Assessment	Contact suppliers to negotiate supply schedule delays	Negotiate and place orders for replacements.	Ensure delivery schedules are being met
Security	Call Emergency Services Secure Site whilst managing access by contractors	Complete the reinstatement of site security and any at relocation sites	Maintain security at all sites involved		
Site Management	Review relocation options with Management Team	Meet with utility providers to confirm immediate needs	Have necessary resources available	Review longer term service requirements	
Information Services		Initiate back up plan for essential systems	Have completed full plan implementation	Complete installation of non-standard hardware at relocation site	