



CLEVEDON CARE

Business Emergency Plan



In the event of an emergency during office hours and we have to leave the premises, the only items that need to be taken are the **Diary & Mobile phone**.

- Volunteers to temporarily relocate to work from home until we are able to assess the situation **(COMMITTEE & DOC)**
- Landline phone will be diverted to a mobile or landline as appropriate so that calls can still be taken **(CHAIR)**
- Facebook & Website to be updated to reflect the current situation **(PUBLICITY OFFICER & CHAIR)**
- Committee, Drivers & DOs updated on logistics **(SECRETARY)**
- Master log sheet to be printed/emailed to the DOs for use **(SECRETARY)**.
- Database to be provided to DOs to refer to as a double check of clients' information **(SECRETARY)**.
- Drivers' cards and clients' cards to be updated when access to the office is available. If they are destroyed then new cards should be created based on the information from the Drivers and new calls taken **(DOC & DOs)**

Where the emergency has occurred outside of office hours and we cannot access the office, in addition to the above, as we will have no Diary, we will therefore need to create a Diary from information that Drivers will have of jobs they are due to do.

- Drivers to be contacted via WhatsApp and direct for those not on WhatsApp to ask them to provide information on the jobs they have been given so that a list can be created of the current jobs outstanding.

The Chair and committee will assess the situation and decide on action required for temporary and permanent planning.