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# Disaster Recovery

## **Back Ups**

All work in progress is backed up regularly throughout each day and the back up external hard drive taken off-site at the end of each day (usually by the Studio Manager).

Finished jobs are filed on DVDs kept on the premises and copied onto hard drives or DVDs and stored off-site (primarily in the MD's home).

## **Recovery Plans**

### **Nature of Disaster: Recovery procedure**

#### **Theft of equipment**

Purchase new equipment same day from Apple Store in Solihull

#### **Electrical destruction**

Connect simple telephones stored on premises. Purchase new computers as necessary, as above.

#### **Premises beyond use**

Relocate to annex of MD's house. Purchase any new computers as necessary, as above.

#### **Loss of two or more staff**

Use of freelancers with whom we maintain relationships.

#### **Death of MD or FD**

Remaining director to take over.

#### **Death of both MD and FD**

Studio Manager to take charge.

Signed



Michael Taite  
Managing Director

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