**Business Continuance -**

**Task 2**

1. Look into the Manchester City Council Business Continuity Plan attached and try to describe what each section supposed to represent.

[Manchester Continuity Plan Template](http://www.manchester.gov.uk/downloads/download/5701/business_continuity_plan_template)

**People & communities -**

Students - See if you’re eligible for council tax reduction

Older people - events, things to do & local contacts

Helping Hands: debts, bills and borrowing - borrow money safely.

Immigration and asylum seekers - Asylum seekers & refugees.

Community and voluntary groups - voluntary organisations

Be a ‘community guardian’ & improve your area - community guardians

Crime, antisocial behavior & nuisance - Report antisocial behaviour, deal with a dispute or conflict, tackle a noise problem.

Emergencies - prepare for an emergency :business, schools, What to do in a terror attack.

1. What business continuity plan does a college have?

* Backup servers
* Web-based guardian
* Insurance
* Backup storage