

## 4.8 Critical Vendor

Depending upon the nature of the disaster, it is feasible that vendors of critical services may also be affected. This can affect your own back-up and recovery arrangements where your department is dependent upon a particular vendor for that recovery process to be achieved successfully. It is important therefore that your own key vendor also have an effective BCP for dealing with emergencies. You should request information from your vendors to ensure they have this.

This section of the BCP should include a list of key vendors the critical services they are supplying, their normal contact information, and their emergency contact information. Further consideration should be given to vendors who would be able to provide critical services in the event of failure to deliver from one of your identified key vendors.

\*\*\* *See examples from other Plans*

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## 4.8.1 Critical Vendors

Listed below are the department / function key vendors who may need to be contacted in the event of an emergency. In the event of these regular vendors are not able to provide the services required in an emergency, an alternative list of vendors has also been identified.

### 1. REGULAR VENDORS

NAME OF VENDOR	SERVICES PROVIDED	NORMAL CONTACT DETAILS	EMERGENCY CONTACT DETAILS

### 2. ALTERNATIVE VENDORS

NAME OF VENDOR	SERVICES PROVIDED	NORMAL CONTACT DETAILS	EMERGENCY CONTACT DETAILS