

Spook Weekly Management Report W/C 13/10/2008 for ABC Company Limited

1.0 INTRODUCTION

Welcome to the Spook Weekly Management Report for ABC Company Limited. This report is designed to illustrate event activity and audit information regarding the Spook installation at the data centre in ABC Company's Head Office over the given period.

Report Sections:

Floor Plans: A Visio™ diagram of the installation showing sensor friendly names and positions of sensors.

Contact Procedure: The emergency contact procedure Spook Console will follow should an alarm condition be detected.

Alarm Summary: Listing each alarm received during the period, with a time and date stamp for each event.

Sensor Charts: Individual charts for each sensor over the given period.

3.0 EMERGENCY CONTACT PROCEDURE

3.01 Escallation Process

Alarm Stage 1 Time: 1 x Full Poll								
Spook Support 24/7								
Alarm Stage 2 Time: 5 Minutes			Alarm Stage 3 Time: 5 Minutes			Alarm Stage 4 Time: 10 Minutes		
E-Mail 24/7	SMS 24/7	Telephone All other times	E-Mail 24/7	SMS 24/7	Telephone All other times	E-Mail 24/7	SMS 24/7	Telephone All other times
spook@ abc.com	Richard Williams	0207 284 5446	spook@ abc.com	Richard Williams	0207 284 5446	spook@ abc.com	Richard Williams	0207 284 5446
	David Clark			David Clark			Richard Williams 07788982233	
	Richard Foster			Richard Foster			David Clark 07899098765	
	Kerry Adams			Kerry Adams			Richard Foster 0770156789	
	Chris Rochester			Chris Rochester			Richard Foster 0770156789	
Spook Support 24/7			Spook Support 24/7			Spook Support 24/7		

4.0 SPOOK ALARM SUMMARY

If there has been any alarm activity during the week, this will be recorded in the table below. If there is no table, this is because there has been no record of any alarm conditions during the period.

For commentary on any alarms please refer to the relevant incident reports that will have been posted separately to you under my SPOOK documents.

Critical Alarms

Please note an incident report will also be published for each of these conditions and posted to mySpook under my SPOOK documents.

- High Temperature
- Smoke
- Water Ingress
- Mains Power Outage
- UPS On
- Generator On

Non-Critical Alarms

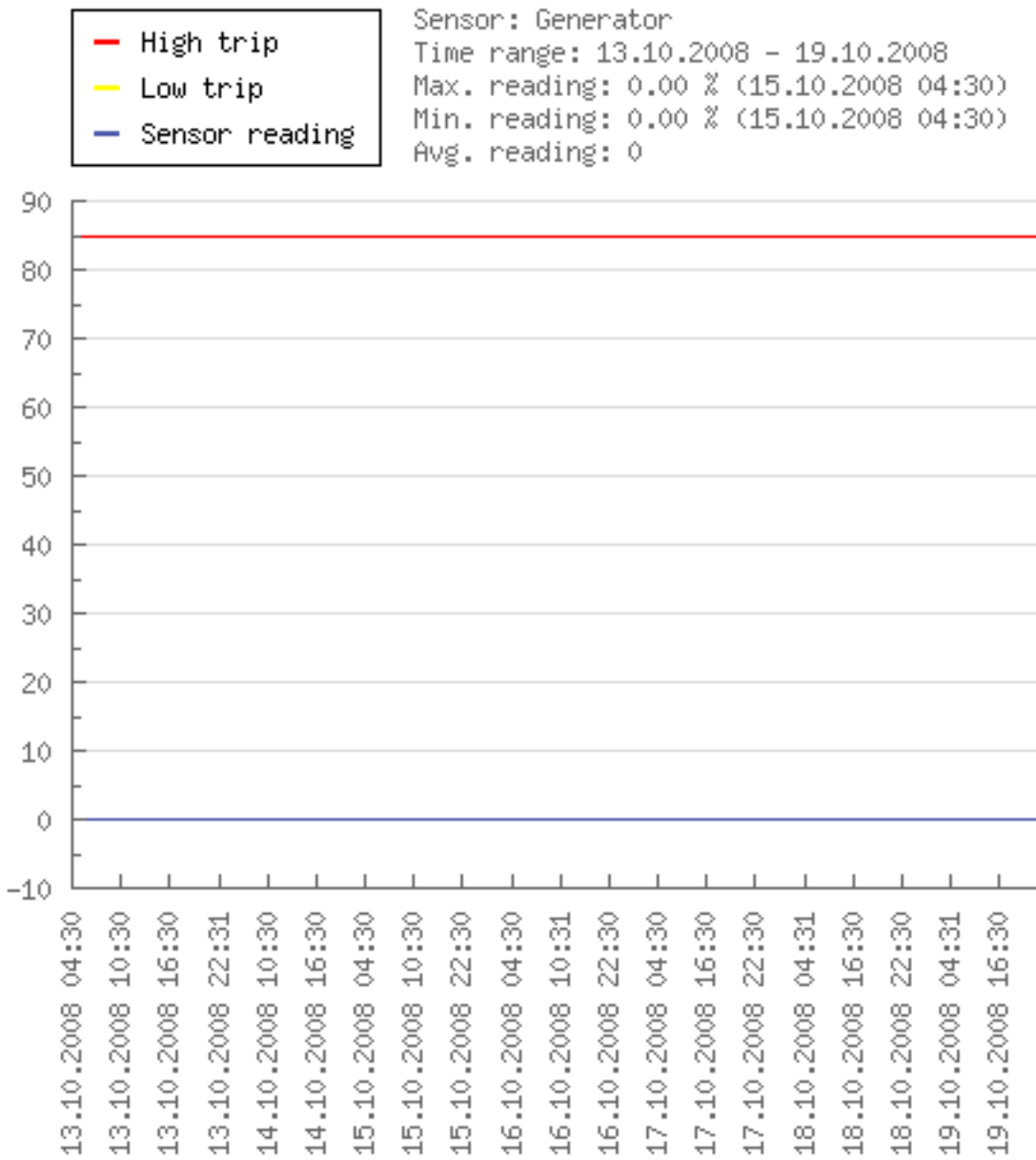
Please note that although these alarms will not be contacted in the second line response process, all sensors will be charted in the Spook Weekly Management Report for full audit and trend analysis.

- Humidity High
- Humidity Low
- Temperature Low
- Rapid Change
- Amber Alerts
- IP Ping (if subscribed to)

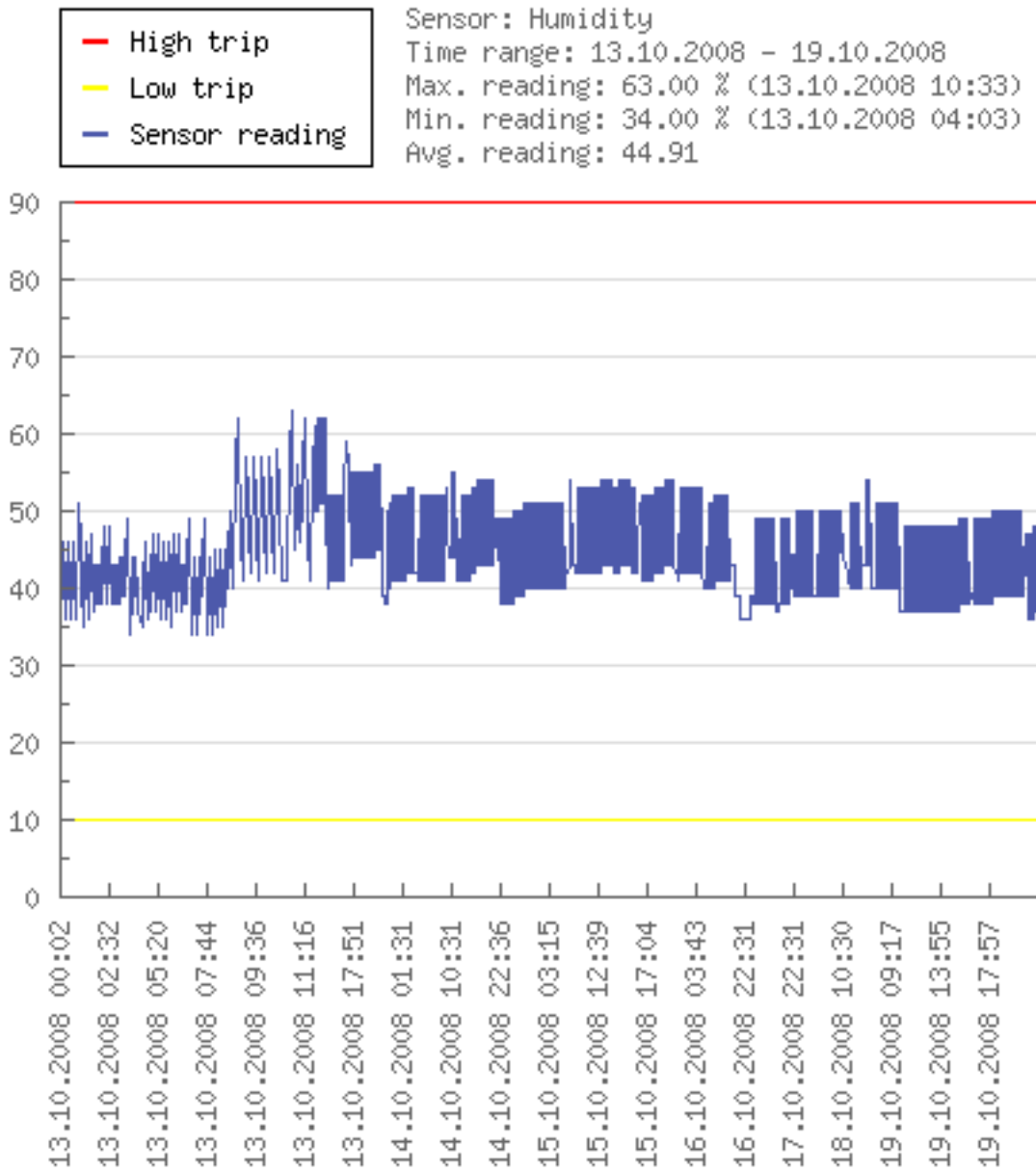
5.0 INDIVIDUAL SENSOR CHARTS

Please refer to the individual charts for all activity during the period.

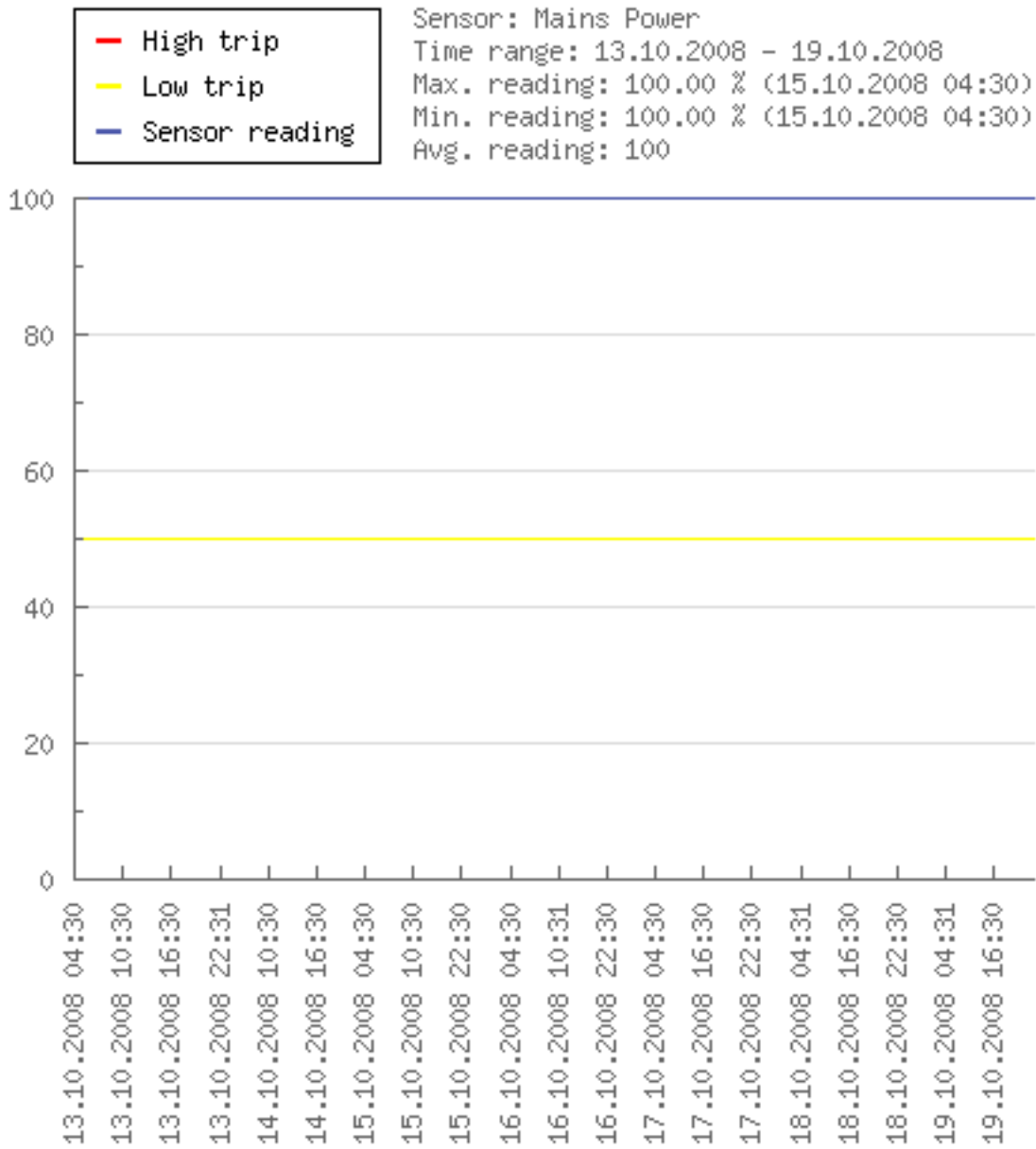
5.01 Generator



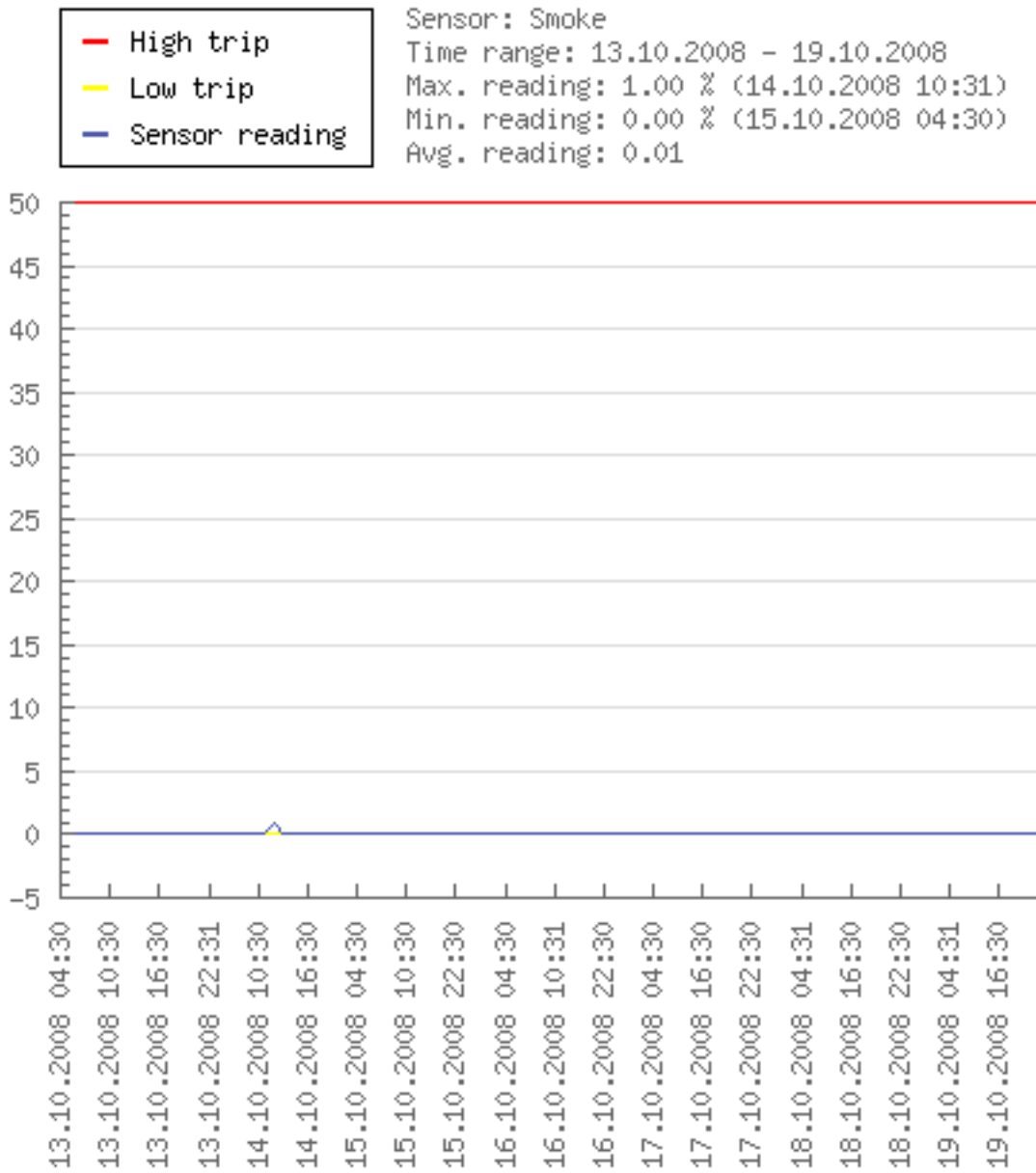
5.02 Humidity



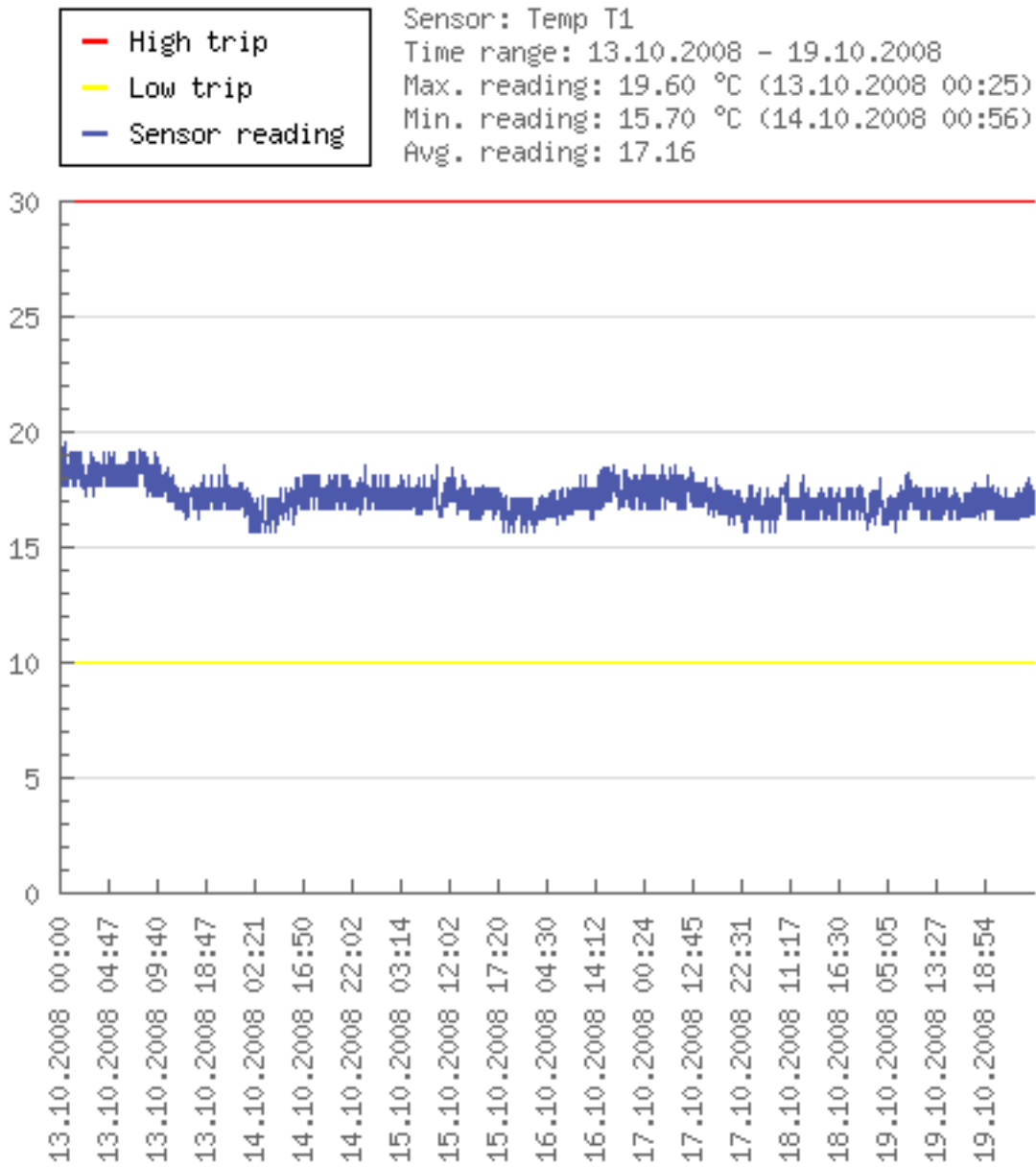
5.03 Mains Power



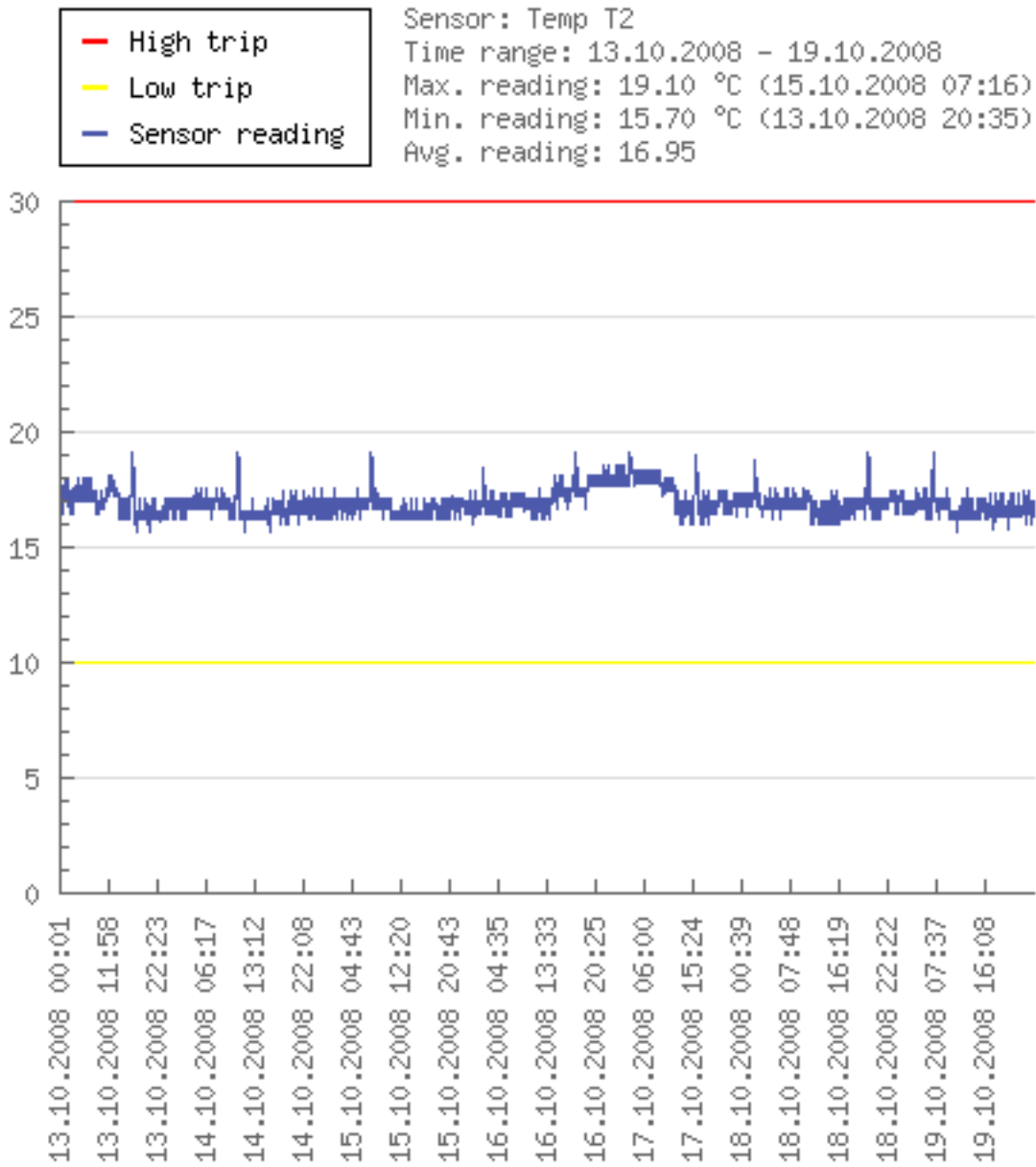
5.04 Smoke



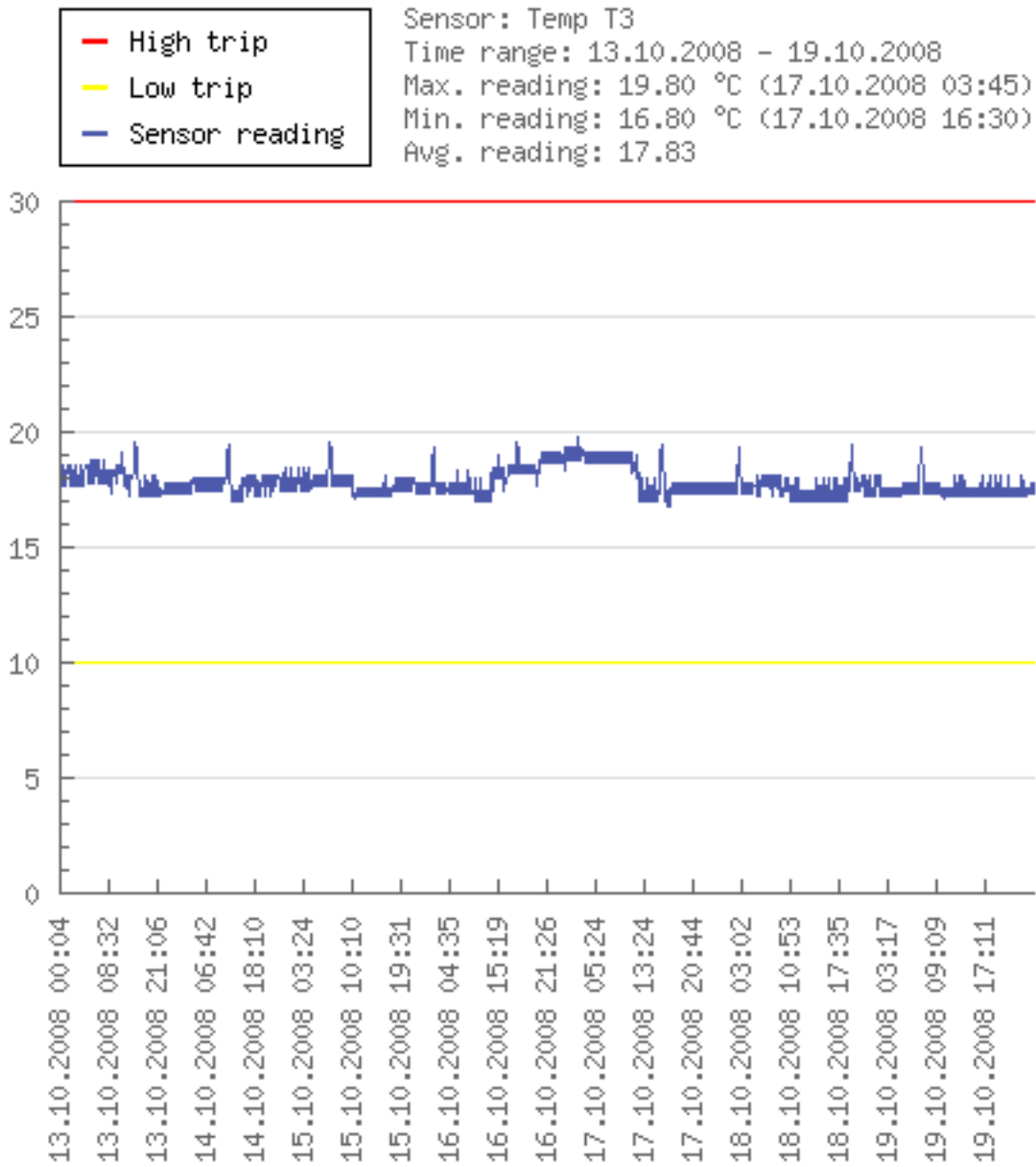
5.05 Temp T1



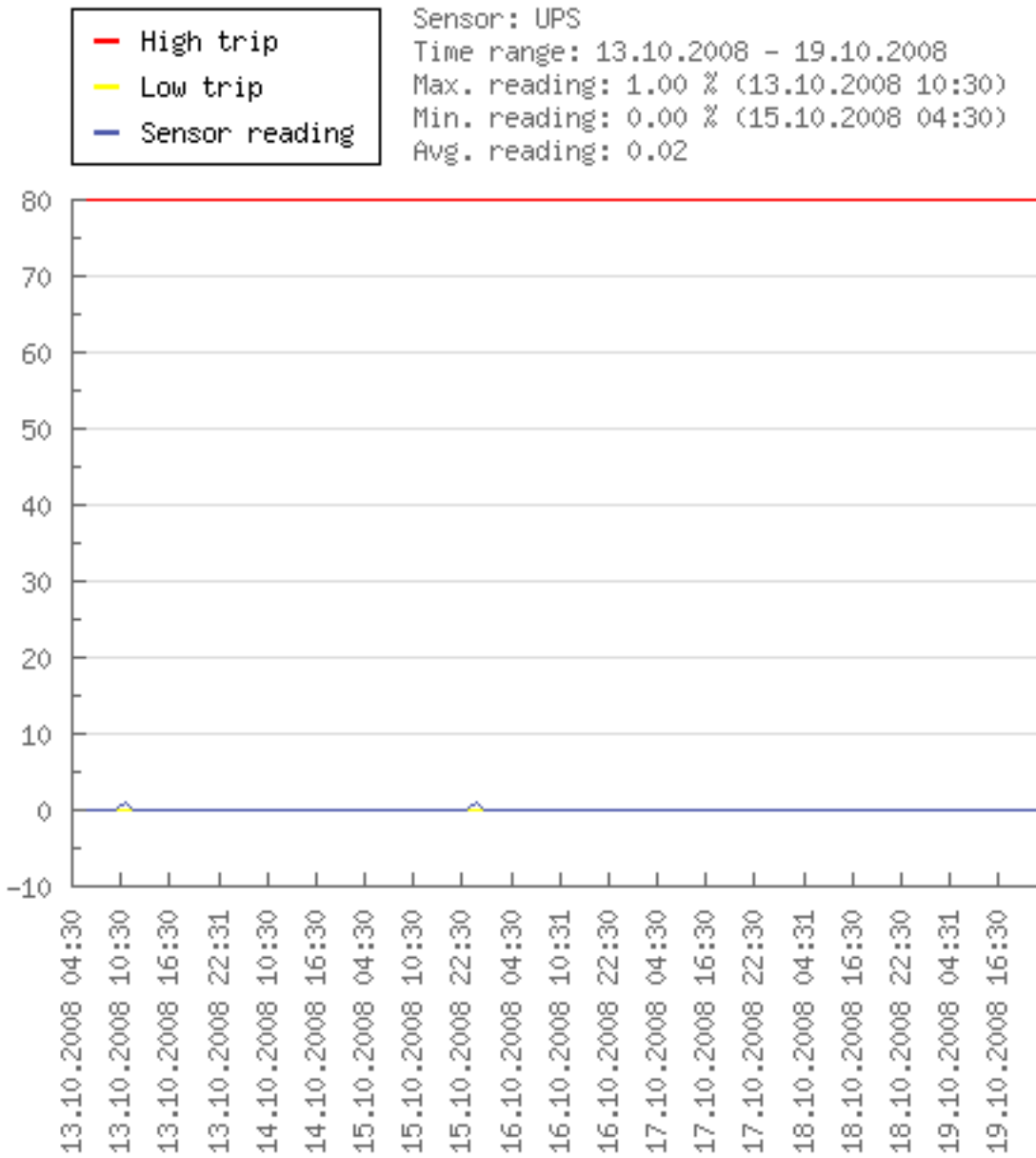
5.06 Temp T2



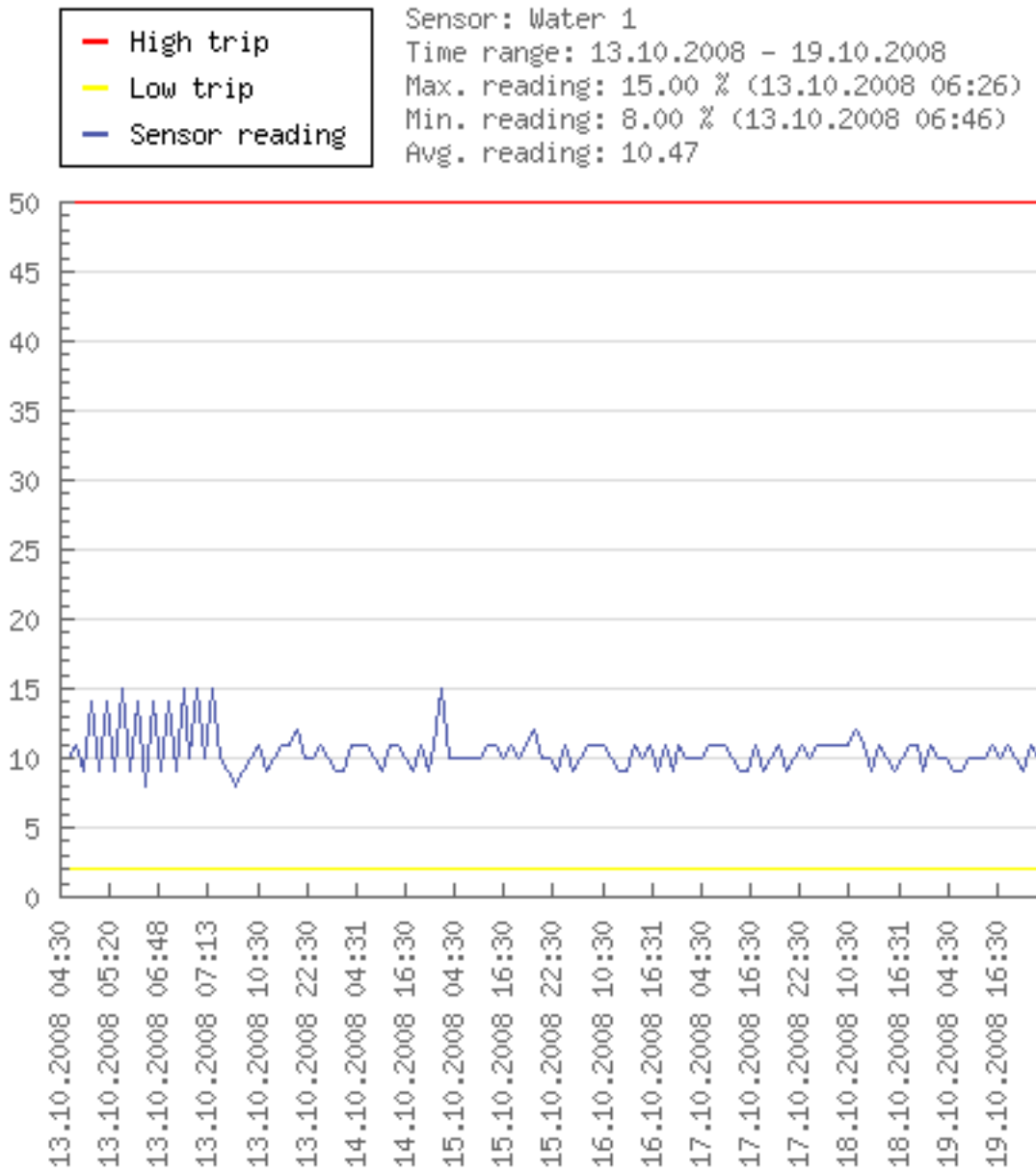
5.07 Temp T3



5.08 UPS



5.09 Water I



5.01 Water 2

