

Fire

Snow  
& Ice

Could your  
business survive  
these?

Flooding

Prolonged  
Staff Absence

Loss of  
Utilities

Evacuation

Pandemic  
Flu

## Simple Steps to Business Continuity

There are risks that we all face, including businesses. These are impossible to guard our homes and businesses from but it is possible and useful to think and plan to keep your business going.

This Guide has been produced by the Staffordshire Civil Contingencies Unit on behalf of the Staffordshire Resilience Forum.

For useful advice, templates and contact details please visit [www.staffordshireprepared.gov.uk](http://www.staffordshireprepared.gov.uk) Advice for Businesses.

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In 2005 the Buncefield Oil Depot explosion resulted in over 400 businesses being affected; premises, stock and data were lost and in total 79 people were made redundant.

Every year 1 in 5 businesses suffer a major disruption and 1 in 10 of these cease trading. Don't let that be your business...prepare a Business Continuity Plan!

**In order to protect your business we are asking you to take the following six steps over the next 12 months**

Steps	Complete	Date	Review Date
<b>Prepare a battle box</b> (see suggested contents list below)			
<b>Identify the critical activities for your business that need to continue during an emergency, such as payroll</b> , then identify the employees or other input to support that activity and ensure that they are not a Single Point of Failure (SPOF), ie, a part of a system that, if it fails, will stop the entire system from working. If necessary, train other staff in these procedures so they can act as a backup when others are absent.			
<b>Store backup data off site</b> but ensure that all staff know the secondary location.			
<b>Check if your staff can work remotely</b> in the event that bad weather, evacuation, etc, prevents them from coming to their place of work. Do they need access to the servers, can they access emails, etc. Ensure that all staff have access to each other's work and stored documents.			
<b>Your organisation is only as good as those on whom it depends.</b> Discuss with your suppliers and sub-contractors whether they have a robust Business Continuity Plan in place and how this may affect your business.			
<b>Put a date in your diary</b> to review these six steps every 6 to 12 months.			

Experience shows that businesses are far more likely to survive if they have thought about it in advance and planned accordingly.

Over 600 businesses were affected by the Manchester bomb, 1996, many of these did not resume trading.

Make sure your Battle Box is secure and kept off site.

## Preparing a Battle Box

Documents to include:

Item	Tick Here
Business Continuity Plan – <b>your plan to recover your business</b>	
List of employees with contact details – <b>obtain as much information as you can, even email addresses and next of kin details</b>	
List of customer and supplier details	
Insurance company details	
Financial and banking information	
Contact details, including account numbers, for utility companies	
Latest stock and equipment inventory	
Formulas and trade secrets	
Headed stationery	
Building site plan, including location of gas, electricity and water shut off points	
Engineering plans and drawings	
Local Authority contact details	

Equipment to include:

Item	Tick Here
Computer back up discs, USB sticks, etc.	
Spare keys / security codes	
Wind up torch	
Stationery	
Disposable camera (useful for recording evidence in an insurance claim)	

This list is not exhaustive, there may be other documents and equipment that are specific to your organisation which need to be included.

Check your Battle Box every 6 to 12 months as per the six steps!



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