Business Continuity and your business:

A number of incidents occur which may have an effect on your business this may range from fire, flood, utilities failure or transport failure. Research has shown that business who are affected by a period of disruption are more likely to survive and recovery if they have a plan. Assess what risks may affect your business and reduce them where possible.

Finally, would your staff members know what to do in an emergency? Make sure you share this information with all your staff.

An hours preparation now could be the difference between your business's surviving or not.

Is your business prepared?

What if…..?

Staff Contact Details

Name	Phone Number
……	……
……	……
……	……
……	……
……	……
……	……
……	……
……	……
……	……
……	……
……	……

Key Suppliers

Name	Phone Number
……	……
……	……
……	……
……	……
……	……
……	……
……	……
……	……
……	……
……	……
……	……

CITY OF YORK COUNCIL

READY TOGETHER
York and North Yorkshire
Local Resilience Forum

Further Information

Websites:

www.emergencynorthyorks.gov.uk/
www.gov.uk/prepare-for-a-flood
www.thebci.org

Radio:
Stray FM,
Capital FM,
Minster FM,

Social Media
@NYorksPrepared
@YorkPrepared

Electric _____
Gas_____
Water_____
Local Authority_____

Insurance Details:
Company_____
Claims number_____
Policy number_____

Ensure all key staff have a copy of this BCP

Keep this with you at all times in your wallet

Review annually or after an incident

HAS THE INCIDENT IMPACTED ON YOUR KEY FUNCTIONS?

ASSESS WHAT HAS BEEN IMPACTED

INITIATE ALTERNATIVES & COMMUNICATE

BUSINESS AREAS	**Staff** Available staff and key roles/skills required	**Premises** Where do you work from?	**ICT/ Data** What ICT & key records/documents do you haverequire?	**Suppliers / Customers** Who do you rely on? Who relies on you?	**Resources** What equipment/stock/machinery/ vehicles do you require?	**Other key considerations** …… …… …… ……
HINTS AND TIPS	• What minimal staff could you function with? • Recruit via agency? • Reciprocal arrangements • Rotas • Ex staff	• Know utility shut off valve points • Local Risks – assess and mitigate against if possible • Could you function without premises? • Work from home or alternate premises? • Can you function on line? • Reciprocal arrangements	• Do you back up data? • Do you keep copies of key documents off site / scan to electronic version? • External ICT supplier?	• Do your suppliers have BC plans? • Do you have backup suppliers just in case? • Do you have contact details for your customers?	• Make sure resources aren't vulnerable to loss • Alternative methods without equipment …manual work around? • Is equipment rented … get replacement? • Could you hire ? • Old stock of equipment as a back up • Reciprocal arrangements	…… …… …… …… …… …… …… …… ……
ALTERNATIVES	…… …… …… …… …… …… ……	…… …… …… …… …… …… ……	…… …… …… …… …… …… ……	…… …… …… …… …… …… ……	…… …… …… …… …… …… ……	…… …… …… …… …… …… ……