

Business Continuity Planning Self Assessment Template



PREPARATION
RECOVERY
BUSINESS
CONTINUITY
ORGANISATION
OPERATE

DISASTER
STANDARD
SECURITY
PLAN
PROCEDURES
RESILIENCE
PLANNING
INCIDENT

MANAGEMENT
RISK

Published by: Welsh Local Authorities Civil Contingencies Group

Endorsed by: Welsh Local Government Association

CAN YOU AFFORD NOT TO HAVE A PLAN?

Every business is at risk of disruption and the risks come in many forms. Some like severe weather, flooding, fuel shortages and flu pandemic are usually preceded by warnings whereas short notice events, such as fires, utilities and technology failures, give less time to think. A quick response is usually required but in a predetermined way.

The impacts of disruption, which threaten the resources on which businesses depend, are far outnumbered by the types of events that may cause them. Businesses need to have a clear understanding of the minimum resource requirements to deliver the essential parts of the business and how long they have to recover. They need to be able to prioritise, redeploy assets, and to know how to ask for help.

Business continuity is about improving resilience to disruption from localised or widespread incidents so that businesses can continue without interruption or be recovered in minimum time.

Such planning might avoid:

- Failure of your business.
- Human resource issues.
- Financial, legal and regulatory penalties.
- Loss of reputation or customers.
- An impact on insurance premiums.

80% of businesses without a business continuity plan that are hit by a major incident either never re-open or close within 18 months.

Nearly 1 in 5 businesses suffer disruption every year.

Business continuity provides a planned response and puts measures in place to reduce interruption and minimise losses.

The aim of this self assessment template is to assist you in quickly highlighting issues you need to consider to help prepare for an emergency that may disrupt your business.

If you don't have a business continuity plan this template will help you to outline issues you need to consider to enable you to prepare for an emergency that may disrupt your business. If you do have a plan then it may help you to identify any issues that you haven't previously considered.

An effective plan can make your business more attractive to customers as many now require suppliers to have a business continuity plan. The planning process may improve your business and having a business continuity plan may also reduce your insurance premiums.

Help us to help you by completing this template to see if your business is prepared for an emergency.

Remember a business that has planned for a crisis is more likely to survive than a business who says:

'IT WON'T HAPPEN TO ME'.

This self assessment template is based on a document produced by Oxfordshire County Council and Oxfordshire Fire and Rescue Service and has been published with their kind permission.



WHAT DO YOU DO ON A DAY TO DAY BASIS?	Yes	No	Don't Know
Have you considered the impact of direct risks on your business? <i>(IT or equipment failure, loss of power, fire, staff absence, supply chain failure etc.)</i>			
Have you considered the impact of external risks? <i>(Theft, flood, fire from a neighbouring property, denial of access to your property)</i>			
PERSONNEL <small>(People are the greatest asset and investment to most businesses. During a crisis staff may need to lead or carry out many of the tasks required. Involving them in the planning and testing of the plan can strengthen your business.)</small>	Yes	No	Don't Know
Do you have a list of employees' telephone numbers?			
Do you have a list of key contacts' telephone numbers?			
Do you have up to date job descriptions and a hierarchy chart for your business including temporary and contract workers?			
Do you have personal information for all staff, including temporary or contract workers?, i.e. next of kin			
Are these details held in more than one secure location (preferably one off site)?			
PERSONNEL DURING A DISRUPTION	Yes	No	Don't Know
Do your staff know who is in charge and how to contact them during a crisis?			
Do your staff know what to do in an incident; have you shared the plan?			
Have your staff been assigned specific roles in the event of a disruption?			
Do you have an out of hours contact procedure for staff and key contacts?			
Do you have staff with first aid or medical training?			
Do you have alternative working arrangements—work from home, second premises etc.?			
Do you have specific staff with critical skills; do other staff know how to carry out these skills?			
Are these details held in more than one secure location (preferably one off site)?			
BUILDINGS <small>(Buildings are usually the greatest physical asset of any business.)</small>	Yes	No	Don't Know
Do you have a fire risk assessment?			
Do you have a floor/site plan for your building?			
Are the plumbing, heating and air conditioning systems checked on a regular basis?			
Do you carry out end of day checks after everybody has left?			
Do you ensure all appliances are turned off?			
Do you check that all doors and windows are locked?			

BUILDING FACILITIES DURING A DISRUPTION	Yes	No	Don't Know
Do you have a list of key contacts for building/equipment maintenance—electricity, gas, water, telephones, lifts etc.?			
Are you and your staff familiar with the location of mains switches and valves?			
Do you have fire safety procedures and do you have regular fire drills?			
Do you have an evacuation procedure for your building and are staff trained and familiar with it?			
Do you have primary and secondary evacuation points?			
Do you have generator backups?			
Do you have an alternative location you could use during a crisis?			
COMPANY EQUIPMENT (Many businesses rely on specialist equipment or vehicles.)	Yes	No	Don't Know
Do you have someone who is accountable for assets in your business?			
Do you have controls over the movement of company equipment?			
Do you have a regular inventory of your equipment?			
Do you have current maintenance contracts for your equipment?			
SECURITY (Internal and external security is important. Theft, malicious damage etc. can all affect the ability of your business to function.)	Yes	No	Don't Know
Do you have a security system installed?			
Do you have a security policy?			
Do you have an entry and exit procedure policy for staff/visitors/customers/contractors?			
Are contractors fully checked (company as well as each individual)?			
Do you check references fully?			
Do you regularly check the integrity of external fences, gates and doors?			
Does anyone else have access to your property/site?			
PAPER DOCUMENTS (As with electronic data it is important to protect data held in hard copy. This data is vulnerable to fire, flood, theft, loss etc.)	Yes	No	Don't Know
Do you copy, scan or back-up your information?			
Do you store paper copies in a fire and flood-proof lockable containers?			
Do you have copies at an off site location?			
Is someone responsible for the upkeep of your files and accounts?			
Do you have a clear desk policy?			

INFORMATION TECHNOLOGY (IT is central to many businesses and threats to computers and systems is well known. It is important that staff are informed of any dangers and any systems to protect your IT)	Yes	No	Don't Know
Is IT critical to your business?			
Do you regularly back-up your information?			
Do you hold a copy of the back-up off site?			
Do you have IT maintenance staff or maintenance contractors?			
Do you have and have you tested an IT disaster recovery plan?			
Is your antivirus up to date?			
Are computer errors and logs monitored?			
Are there IT security policies and procedures in place?			
Are all staff aware of email and internet usage policies? Are mobile phones and devices included?			
Do you know how many platforms/servers/applications or operating systems support critical business functions?			
Is your system part of a larger network?			
Do you know how long it would take to recover IT functions?			
Are laptops, memory sticks and mobile phones password encrypted?			
SUPPLIERS & CUSTOMERS (A business can be affected by events out of its control: disruption to suppliers or customers could affect your business. Assessing the risk and putting procedures in place could minimise the effect of disruptions. Good communications with your suppliers/customers will enable you to respond better in a crisis.)	Yes	No	Don't Know
Do you have the correct contact details for your suppliers and customers?			
Are these held in more than one location, preferably one off site?			
Do you see your key suppliers/customers business continuity plans? (They may require you to have a plan)			
Do their plans require you to reduce or increase your business in response to their crisis?			
Do you have key customers that you would need to be in constant contact with during a crisis?			
If one of your key suppliers or customers went out of business would it affect your business?			
LOCATION (Is your business part of a complex, is it near an industrial estate, on a flood plain etc.?)	Yes	No	Don't Know
Have you considered the types of risk that might occur due to the actions/operations of other businesses located nearby?			
Have you thought about risks associated with the environment?, i.e. water, climate?			
Do you have regular contact with neighbouring businesses?, i.e. local business forum?			
Do you have contact details for the local businesses in your area?			

INSURANCE (Premiums may be reduced if you can demonstrate robust business continuity plans)	Yes	No	Don't Know
Do you have sufficient insurance to pay for disruption to business?, i.e. cost of repairs, hire of temporary staff, lease of temporary accommodation and equipment?			
Do you have copies of insurance details in more than one location to enable you to contact them immediately disruption occurs?			
Can you reduce your premiums by having a plan or putting any measures in place to reduce the risk of disruption such as flood barriers?			

EMERGENCY 'GO BAG' (It's worth considering putting together a 'Go Bag' to hold items needed in a crisis. It should contain enough information and equipment to start the recovery process for your business. It needs to be easily accessible and ideally replicated in an off site location.)

ITEM	Included	
	YES	NO
Business recovery plan		
Fire procedure		
Employee contact details		
Key suppliers contact details		
Contact details for key customers		
Site plan and Fire plan		
Back up disks/memory sticks etc.		
Laptop		
Contact details for emergency services		
Contact details for key services i.e. IT, phones, power etc.		

ITEM	Included	
	YES	NO
First aid kit		
Mobile phone with credit		
Camera & spare batteries		
Torch		
Dust masks		
Tape measure		
Whiteboard & pens		
Spare keys for building & vehicles		
Stationery including pads, pens, pencils		
Megaphone if your business covers a large site		

BUSINESS CONTINUITY PLAN

The next stage is to write a Business Continuity Plan (BCP). The information gathered when completing this assessment will help to identify areas to be addressed in your plan. A business continuity plan combines all the information from the assessment to give an overview of how your business responds to a crisis at every level of the organisation. It outlines the responsibilities and actions of your staff and highlights the risks most likely to affect the business. By testing the plan, staff can become familiar with what may be required and give an input to improvements that may benefit the business. Regularly reviewing your plan will ensure that changes to staff, suppliers or external factors can be included. A plan is a living document and needs to be regularly reviewed and tested.

MORE INFORMATION

Although Local Authorities have a duty under the Civil Contingencies Act 2004 to promote business continuity, it cannot write your plans for you (you know your business and critical process best). However, there are many sources of information to help you. Please look at the Welsh Local Authorities Civil Contingencies Group '[Business Continuity Planning – Can you afford a weak link?](#)' booklet for more advice.