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The Contingency Planning & Disaster Recovery Guide for Businesses..

The 10 Minute Business Continuity Assessment

This Document has been designed to see how far you have reached with your current plan or to highlight any areas you may need to concentrate on in a new plan. We recommend printing off a copy of and taking this assessment before continuing onto future or advanced Business Continuity Planning.

Please see the following pages for further information:

www.KeepMeInBusiness.co.uk/Planning/

www.KeepMeInBusiness.co.uk/what_if.html

Please visit www.KeepMeInBusiness.co.uk/Newsletter/ and sign up for monthly updates on Business Continuity. It could be the difference between staying in business or ceasing trading.

90% of businesses that are affected by a significant incident are forced to close within 2 years.

Pre Assessment:	Yes	No	Not Sure
Do you have a basic Business Continuity Plan (BCP)?			
If yes, have you tested your continuity plan within the last 12 months?			
Do regularly review or edit your plan?			
Do you staff know what to do and where to go during an event?			
Was the Business Continuity Planning appointed or written by the board/owner/partners?			
Is there someone in your organization who will have responsibility for looking after a BCP?			
Is the plan documented clearly and easily accessible by anyone? E.g. The emergency services.			
General Assessment:	Yes	No	Not Sure
Do you have a list of all key contact telephone numbers?			
Do you have a list of all employees' telephone numbers?			
Can you generate reports quickly for the emergency services and other key BC staff?			
Do you have all vital computer information stored off-site?			
Do you have a caretaker or maintenance staff that is responsible for checking the buildings condition? E.g.: heating, air conditioning, power and services.			
Have you prepared a Battle Box or grab bag near an exit with a copy of your BCP in and other essentials?			
Can you communicate with all your staff quickly in the event of a disaster?			
Do have these essential items included in your Battle Box (grab bag):	Yes	No	Not Sure
Business Continuity Plan			
List of employees and their contact details. E.g.: Address, Telephone number...			
Details of IT equipment required to continue work			
Contact details for clients and major suppliers			
Building Plan and alternative site plans			
Spare keys to all doors			
Back up tapes/locations/discs of most important data			
Basic Stationery: Pens, Pencils, Note pads, Letter heads, Tapes, Spare batteries, Flip charts,			
USB Drives or Portable Storage			
First aid kit & Torch			
Mobile telephones (Pay-as-you-go with at least £20 credit)			
Dust masks			

Disposable film cameras			
What do you do on a day-to-day basis?	Yes	No	Not Sure
Create a remote or local backup of all data?			
Do you check that all doors and windows are locked and secure?			
Do you make sure that all non-essential appliances are switched off?			
Do you make sure that all important hard-copy documents your filed safely away?			
Office Building Facilities:	Yes	No	Not Sure
Do you have simple evacuation procedures for your building?			
Are the fire exits clearly marked and easy accessible?			
Do you regularly practice fire drills and evacuations?			
Do you have a plan to your building?			
Do your buildings require 24/7 access?			
Do you have fire safety procedures and equipment in place? E.g.: Fire extinguishers, First aid kits.			
Do you have a backup generator or redundant power systems in place?			
Do you have Business Continuity site to use in an emergency and do staff know where to go?			
Staff:	Yes	No	Not Sure
Do you have staff personal information on file e.g.: contact details of next of kin?			
Do you and your staff know what to do in an incident?			
Do you know where to go for advice/information/equipment?			
Does your staff know who is in charge in the time of a crisis?			
Has your staff been given specific roles to do in the event of a crisis?			
Do you have members of staff with first aid or medical training?			
Do you have any staff trained in evacuation?			
Office Security:	Yes	No	Not Sure
Is there a security system within or around your building?			
Do you have a security policy or security staff?			
Do you check references fully including temporary staff, contactors individuals?			
Do you regularly check the buildings security and condition?			

Company Equipment:	Yes	No	Not Sure
Is someone accountable for the assets of your company?			
Do you have control over the movements of company equipment?			
Have you completed a recent inventory of all your company equipment including hired equipment?			
Information Technology systems:	Yes	No	Not Sure
Are your IT systems critical to the running of your business and is all data electronic?			
Is your computer system protected?			
If you have data backup, is it Secure and 'Free From Human Error'?			
Are computer usage, errors and logs monitored and saved?			
Is an IT security policy and an IT Continuity Plan in place?			
Do you know how many platforms/servers/applications or operating systems support the critical business functions?			
Do you know how long it would take to mirror your IT functions fully?			
Can you access data while in transit or on the move 24/7 365 days a year?			
Telecommunications:	Yes	No	Not Sure
Do you have fast, fool-proof telephone switching?			
Do you record calls made or having any form of call redirection during a disruption?			
Are you aware that disaster recovery phone services can actually add daily value to your business, can protect contracts and help save you money?			
If you rely on a modern VoIP phone system will it allow you to work elsewhere if the main VoIP server is inaccessible, damaged or without power?			
Location:	Yes	No	Not Sure
Have you thought about local risks that might disrupt operations of other businesses near to you? E.g.: Buncefield.			
Have you thought about the types of risk associated with your local environment? E.g. Water supplies, climate & temperature, Air-conditions etc.			
Insurance:	Yes	No	Not Sure
Are you aware that you can receive lower insurance premiums with a BCP system in place?			
Do you have your insurance company's details in order to contact them immediately after an incident?			

Now you have a basic idea of your current Business Continuity status, you can continue onto further or advanced planning. We recommend that you should have 90% of these items in place for sound continuity plan. Any less and you should begin be review or look at starting again with a fresh BC Plan. Please see www.KeepMeInBusiness.co.uk/planning/ for further information on how to tick all the boxes.

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