



# BE READY

## Business Continuity Checklist

Anything that affects your ability to maintain production and services may have a serious impact on your business reputation and its finances. The way in which you plan for and respond to events such as fire, flooding, vandalism, loss of utilities, etc., will determine how quickly and to what level your business can recover and thrive. Planning in this way is known as Business Continuity Management. KRF are looking to support businesses by providing information on how to reduce the impact of a disruptive event. The following websites will guide you to business continuity advice:

[www.kentprepared.org.uk](http://www.kentprepared.org.uk)

[www.thebic.org.uk](http://www.thebic.org.uk)

[www.bitc.org.uk](http://www.bitc.org.uk)

Your Local Authority website

<p><b>BUSINESS LINKS</b></p> <ul style="list-style-type: none"> <li>• Do you have a Business Continuity Plan (BCP)?</li> <li>• Do you belong to any support networks? Please list them:</li> <li>• Does your insurance cover you in the event of flooding, fire, theft &amp; fraud?</li> <li>• Have you heard of business interruption insurance?</li> </ul>	<p><b>Yes No</b></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Recommendations/advice</b></p> <ul style="list-style-type: none"> <li>• Forming a local business group allows smaller businesses to support one another in times of crisis.</li> <li>• Business interruption insurance or business income insurance covers the loss of income suffered after a disaster related disruption or closure of business facility or due to the rebuilding process after a disaster.</li> </ul>
<p><b>ECONOMY</b></p> <ul style="list-style-type: none"> <li>• Do you have accounts in place with alternative suppliers, in the event of transportation delays or supplier problems/failures?</li> <li>• Do you know who you would need to communicate with such as staff, customers, suppliers, etc., in crisis – how to contact them and what you would tell them? Public messaging considerations, social media.</li> </ul>	<p><b>Yes No</b></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Recommendations/advice</b></p> <ul style="list-style-type: none"> <li>• Having alternative suppliers helps to ensure you can maintain normal business without having to set up new suppliers without warning.</li> <li>• Ensure you understand any contractual obligations or statutory compliance you have that may be affected in order to avoid fines or loss of business.</li> </ul>
<p><b>RESOURCES &amp; RESILIENCE</b></p> <ul style="list-style-type: none"> <li>• Are staff within your business multi-skilled? Could they backfill for other members of staff in the event of sickness?</li> <li>• Do you have flexible working policy, including the option of home working and more flexible hours?</li> <li>• Do you have alternative premises which you could use in an emergency?</li> <li>• Have you asked your suppliers if they have contingency plans?</li> <li>• Can you spread the risk by storing essential supplies and buffer stock at different locations?</li> </ul>	<p><b>Yes No</b></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Recommendations/advice</b></p> <ul style="list-style-type: none"> <li>• Up-skilling staff not only gives you resilience to cover absence but also makes staff feel valued.</li> <li>• Having the ability to work remotely (where possible) allows work to continue in the case of serve disruption or during periods of inclement weather.</li> <li>• Do your suppliers have contingency plans? If not do you have alternative suppliers?</li> <li>• Consider reciprocal arrangements with local businesses to split storage of raw materials and finished products, share facilities/tools in the short to medium term.</li> </ul>



# Emergency

<p><b>EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>If your equipment i.e. computers/vehicles/tools were lost or destroyed can they be easily replaced?</li> <li>Is essential equipment stored at different locations to spread the risk?</li> <li>Have you established delivery timescales for replacing critical assets in the event of suffering a major loss of equipment?</li> <li>Do you have a salvage plan?</li> <li>Do your suppliers have Business Continuity plans to support you?</li> </ul>	<p style="text-align: center;"><b>Yes No</b></p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Recommendations/advice</b></p> <ul style="list-style-type: none"> <li>Consider holding older equipment for emergency use, or salvage spares.</li> <li>Salvage plans can give guidance to fire crews for particular assets that are most valuable or important to you and your business. Having clear information stating what the item is and where it is located can be very useful. Depending on the risk to firefighters this may be acted upon. If possible put highly valued assets/documents near to an entrance or exit.</li> </ul>
<p><b>ACCESS</b></p> <ul style="list-style-type: none"> <li>Do you hold a list of contact details for all employees that can be accessed without entering your premises?</li> <li>Can you contact essential staff even out of normal working hours?</li> <li>Do you hold a list of important contacts, such as insurance, landlord details, suppliers, customers?</li> <li>Do you have local key holders readily available?</li> </ul>	<p style="text-align: center;"><b>Yes No</b></p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Recommendations/advice</b></p> <ul style="list-style-type: none"> <li>Have a list of important contacts and useful numbers which you can access off-site. Utilise Cloud based storage and removable hard drives.</li> <li>Organise key holders who are local to your business to give easy access in case of an emergency.</li> </ul>
<p><b>DATA</b></p> <ul style="list-style-type: none"> <li>Is your essential information available even if you cannot get to your places of work if the power is out?</li> <li>Do staff have remote access to emails or electronic information?</li> <li>Have you recorded and archived serial numbers, product keys and software licenses of company software?</li> <li>Do you regularly check backup data to ensure it is complete?</li> <li>Do you scan important documents and archive paper records off-site?</li> <li>Do you have up-to-date, robust Internet Security and Antivirus software?</li> </ul>	<p style="text-align: center;"><b>Yes No</b></p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Recommendations/advice</b></p> <ul style="list-style-type: none"> <li>Store hard copies of important information securely, either in a fireproof safe or an alternative premise.</li> <li>Recording software license keys, etc., will ensure you are able to reinstall the program without having to pay for licenses again.</li> <li>Regularly back up data should your files and documents get hacked or corrupted using cloud based storage.</li> <li>Follow the Government's 10 Steps to Cyber Security: <a href="http://ncsc.gov.uk">ncsc.gov.uk</a></li> <li>Consider the use of fire Proof safe for storage of paper documents and removable hard drives.</li> </ul>
<p><b>YOUR BENEFITS</b></p> <ul style="list-style-type: none"> <li>Identify potential opportunities and risks to your business</li> <li>Clear actions which can be rapidly implemented to restore services</li> <li>Significantly shorten the time it takes to restore service delivery</li> <li>Reduce financial loss. Reduce reputational loss. Speed return to a new norm, retain customers and community resilience.</li> </ul>		