

## Could you cope?

Using the checklist below, consider whether your business could continue running if faced with just one of these situations:



**CHECKLIST** ✓

- No access to premises*
- IT disruption*
- Loss of utilities*
- Loss of key suppliers*
- Lack of key staff*
- Loss of telecoms*
- Key documents destroyed*

## Keep your business working



Local authorities can offer general advice on Business Continuity Management.

Visit our website

[www.gloucestershire.gov.uk/bcm](http://www.gloucestershire.gov.uk/bcm)

or email

[businesscontinuity@gloucestershire.gov.uk](mailto:businesscontinuity@gloucestershire.gov.uk)

## Further Information

- [www.thebci.org](http://www.thebci.org)
- [www.ukresilience.gov.uk](http://www.ukresilience.gov.uk)
- [www.preparingforemergencies.gov.uk](http://www.preparingforemergencies.gov.uk)

## Working in Partnership



# Is your business prepared for the unexpected?

Information for businesses and voluntary organisations

- Fire
  - Computer theft
  - Flooding
  - Power failure
- ...could your business cope?

A Business Continuity Plan could help your business prepare and recover more quickly.

## Disclaimer

This document is for information and guidance only. It is not intended to replace detailed guidance and planning specific to you and your business. You should consider whether you need to obtain this.

Emergencies outside your control could happen at anytime. Regardless of the type or size of your organisation, continuation of your day-to-day business activities is essential.

## What is Business Continuity Management?

Effective Business Continuity Management identifies your critical activities and the resources you rely on.

It ensures you have alternative arrangements in place so you can continue to operate in a disruption or recover more quickly.

It helps your staff clearly understand specific roles during or after a disruption.



Power supplies were compromised during the county's floods during July 2007. Many businesses realised they didn't have Business Continuity Plans in place.

**KEEP YOUR  
BUSINESS  
WORKING**

## Putting a plan in action

Steps to consider...

- Understand the essential activities involved in running your organisation.
- Identify the internal and external risks to your business. For example a large number of staff are absent due to ill health, loss of key supplier due to administration.
- Consider your timescale and alternative arrangements to get your business back up and running.
- Consider the minimum resources you need for recovery (including staff, equipment, premises).
- Develop a plan – keep a copy off site or at home.
- Train your staff to be aware of the plan and their roles and responsibilities.
- Test, maintain and review your plan.

## The benefits of a plan

- Helps you maintain 'business as usual'
- Reduces the potential for financial loss
- Helps maintain your good reputation
- Builds staff confidence
- Avoids bad publicity
- Makes good business sense

**We are still  
OPEN FOR  
BUSINESS**

*For help and advice with compiling your Business Continuity Plan visit [www.gloucestershire.gov.uk/bcm](http://www.gloucestershire.gov.uk/bcm)*