

Business Location

Have you identified any particular risks to your business? i.e. flood, fire, loss of power, loss of vehicles, equipment, telephones or loss of staff

Have you identified and considered the risks from your surrounding area and other businesses? i.e. major roads, industrial sites, neighbours, utilities

Insurance

Have you checked your insurance policy to ensure it will cover your business for those risks in the event of an emergency?

Does your insurance cover; disruption to business, cost of repairs, hiring equipment, leasing accommodation, vehicles and equipment?

Further information on Business Continuity including a BC Booklet that contains a Plan Template and the full version of this Assessment can be found at the Essex Resilience Forum website www.essexresilience.info or contact Rochford District Council Emergency Planning & Business Continuity Service

The information contained in this document is for information and guidance only and is not intended to replace detailed guidance and planning specific to you and your business, you should consider whether you need to obtain this.

To the extent permitted by law, Rochford District Council excludes any liability arising from the use of this guide.

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www.bbc.co.uk/threecounties
www.afp.com/english/home
 Suzanne Forster, Cumbria

Information courtesy of London Prepared Web Site & BS25999

This leaflet is issued by

Rochford Council Emergency Planning and Business Continuity Service
 You can contact us in the following ways:

By post:

Emergency Planning & Business Continuity Service
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 SS4 1BW

By telephone:

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By email:

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Visit our website:

<http://www.rochford.gov.uk>



**If a disaster strikes
 could YOU
 still continue to trade**

Business Continuity Assessment

**If you would like this
 information in large print,
 Braille or another language,
 please contact 01702 546366**

Business Continuity put simply is about...

Preventing, Surviving & Recovering from a Crisis

This is a quick assessment for you to see how far you have got with your Business Continuity Planning.

Why Conduct Business Continuity

- Good Business Practice
- Business Survival
- Reputation
- Financial Loss
- Loss of Contracts and/or Staff
- Contractual requirement

A 'Crisis' could include:

Natural	Storms, floods (including internal), heavy snowfalls, fires, hurricanes, earthquake
Technological	IT, explosion, industrial accidents, toxic release, radiation, transport accidents.
Social	Epidemics, poisoning of food or water
Environmental	Pollution, contamination or air, land or water
Hostile Acts	Terrorism, riots, war

General Assessment
Have you considered Business Continuity?
If so, do you have a Business Continuity Plan?
Are your staff aware of their roles in your Business Continuity Plan?
Have you prepared an Emergency Pack?
Buildings/Facilities
Do you have emergency evacuation procedures for your building?
Do you regularly practice emergency evacuation drills?
Do you have access to alternative workspace to use in an emergency?
People
Do you have staff information on file, i.e. staff contact details?
Are up to date and accessible copies of this information stored off site?
Have your staff been given specific roles to do in the event of an emergency and who is in charge?
Do you have arrangements to cover staff with unique and critical skills?
Are staff trained in evacuation?
Physical Security
Do you have a regularly maintained security system?
Do you carry out end of day inspections? i.e. everyone has left, equipment secure?

Paper Documents
Do you maintain a copy of important business documents?
Are these documents regularly copied and stored away from the business premises?
Company Equipment
Have you identified your key equipment?
Do you regularly update an inventory of your company equipment?
IT/PC System
Is your business dependent on a PC?
If so, do you regularly backup/copy your business PC files and store them offsite?
If so, have you tested this back up of your PC files?
Suppliers
Have you identified who your key suppliers are?
Have you identified alternative sources for key supplies?
Do you have up to date contact details for all your suppliers?
Customers
Do you have up to date contact details for your key customers?
Are you able to contact your customers during an emergency?

It's your business
– protect it!!