



WEST YORKSHIRE **PREPARED**

YOUR SERVICES WORKING TOGETHER

Business Continuity PLAN

What would you do if your business was involved in an emergency?

Don't wait for the unexpected to happen! Complete this plan and make your business more resilient.

STEP 1 What are the 10 most important things you need to keep your business running?

Can they be replaced easily?

Yes No

1		<input type="radio"/>	<input type="radio"/>
2		<input type="radio"/>	<input type="radio"/>
3		<input type="radio"/>	<input type="radio"/>
4		<input type="radio"/>	<input type="radio"/>
5		<input type="radio"/>	<input type="radio"/>
6		<input type="radio"/>	<input type="radio"/>
7		<input type="radio"/>	<input type="radio"/>
8		<input type="radio"/>	<input type="radio"/>
9		<input type="radio"/>	<input type="radio"/>
10		<input type="radio"/>	<input type="radio"/>

How would your business cope in a crisis?

STEP 2 Could your business still operate if...

- Electricity went down for 3 days?
- 40% of your staff were absent at once?
- Schools were closed for 2 weeks unexpectedly?
- Your usual suppliers were severely disrupted?
- You were denied access to your building(s) for up to 2 weeks?
- You lost water for up to 2 weeks?
- There was widespread loss of communications between 3 and 5 days?
- Key roads, bridges, footpaths, railway lines, airports or shipping were closed?
- You were the victim of theft/vandalism?

STEP 3 Thinking about steps 1 and 2, what are the 10 things you now want to do to increase the resilience of your business?

	Tick when complete
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>
7	<input type="checkbox"/>
8	<input type="checkbox"/>
9	<input type="checkbox"/>
10	<input type="checkbox"/>

STEP 4 Who are the top 10 people or organisations you would want to tell about a disruption to your business? Are their contact numbers readily to hand? Think about staff, customers, suppliers etc.

	Name	Contact Details
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		



FOR MORE INFORMATION ON BUSINESS CONTINUITY, AND PREPARING AND PROTECTING YOUR BUSINESS VISIT THE BUSINESS CONTINUITY INSTITUTE AT thebci.org

OR TAKE THE 'WOULD YOU BE READY?' TEST AT wouldyoubeready.org.uk

Get ready for the unexpected

If your business faces disruption, communication in the early stages is key. In this plan you have identified the top 10 individuals or organisations you would need to contact. The In Case of Emergency (ICE) section below identifies other organisations you may need to contact. It is also important that staff know who in the business is responsible for managing business continuity. You can include their details here:

Responsible Person...

Name	Contact Details

Emergency Contacts...

Emergency Services	999
Police (non-emergency)	101
NHS 111	111
Environment Agency	0345 988 1188
Northern Gas	0800 111 999
Powercut	105
Northern Power Grid	0800 375 675
Yorkshire Water	0345 1242 424

For more information please visit
westyorkshireprepared.org.uk

 @WYRForum

 @WYPrepared

leeds.gov.uk
bradford.gov.uk
kirklees.gov.uk
calderdale.gov.uk
wakefield.gov.uk

nationalfloodforum.org.uk
westyorkshirefire.gov.uk
westyorkshire.police.uk
yas.nhs.uk
environment-agency.gov.uk



WEST YORKSHIRE PREPARED

YOUR SERVICES WORKING TOGETHER