

10 Minute Business Continuity Assessment

Use this assessment to establish your current Business Continuity position; it will help you to focus on your business and what you need to do to recover form everyday disruptions.

For ease of use each section has been broken down into the following areas.

Initial Assessment

General assessment

Emergency Pack

Day to day functions

Facilities

Documents

Security

Equipment

Personnel

IT

Suppliers

Customers

Location

Insurance

Each section should be completed to ensure all aspects of your business are covered.

Completion of the assessment will help in deciding whether or not you require a Business Continuity Plan (BCP)

10 Minute Assessment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Initial Assessment | YES | NO | N/A | UNSURE |
| Do you have a business continuity plan (BCP)? |  |  |  |  |
| If yes, have you exercised your plan within the last 12 months? |  |  |  |  |
| Are your staff trained in activating your plan? |  |  |  |  |
| Is the plan clearly documented and easily accessible? |  |  |  |  |
| Do you have a set of triggers to follow which activate your plan? |  |  |  |  |
| Do you regularly review your plan? |  |  |  |  |
| Has the idea of Business Continuity planning been approved by the board/owner/partners? |  |  |  |  |
| Is there someone in your organisation who has responsibility for looking after a BCP? |  |  |  |  |
| General Assessment | YES | NO | N/A | UNSURE |
| Have you made a list of all of your key contacts’ telephone numbers? |  |  |  |  |
| Have you got a list of all of your employees’ telephone numbers? |  |  |  |  |
| Do you have vital computer information stored remotely from the computer site? E.g. on back up disks or via online backups? |  |  |  |  |
| Have you familiarised all staff with the location of the mains switches and valves (i.e. for electricity, gas and water)? |  |  |  |  |
| Have you checked that all plumbing is in working order? |  |  |  |  |
| Do you check that the heating and air conditioning is working as expected on a regular basis? |  |  |  |  |
| Have you prepared an emergency pack? |  |  |  |  |
|  |  |  |  |  |
| If you have prepared an emergency pack - have you included the following essential items | YES | NO | N/A | UNSURE |
| First aid kit |  |  |  |  |
| Building site plan |  |  |  |  |
| Business continuity plan |  |  |  |  |
| Spare keys |  |  |  |  |
| List of employees with contact details |  |  |  |  |
| Details of IT providers |  |  |  |  |
| Contact details for clients and suppliers |  |  |  |  |
| Computer back-up tapes/discs |  |  |  |  |
| Stationery – both pre-printed and general |  |  |  |  |
| If you haven't already, you might also want to include these useful items: |  |  |  |  |
| Torch |  |  |  |  |
| Megaphone |  |  |  |  |
| Spare batteries |  |  |  |  |
| Tape |  |  |  |  |
| Message pads and flip charts |  |  |  |  |
| Coloured pens and pencils |  |  |  |  |
| Mobile telephones (with credit) and charger |  |  |  |  |
| Dust and toxic fume masks |  |  |  |  |
| Disposable cameras |  |  |  |  |
| On a day-to-day basis | YES | NO | N/A | UNSURE |
| Do you carry out end of day inspections to check everybody has left the premises? |  |  |  |  |
| Do you make sure that all appliances are switched off? |  |  |  |  |
| Do you check that all doors and windows are locked? |  |  |  |  |
| Do you have a clear desk policy? Is it followed? |  |  |  |  |
| Building Facilities | YES | NO | N/A | UNSURE |
| Do you have documented evacuation procedures for your building? |  |  |  |  |
| Are the fire exits clearly marked? |  |  |  |  |
| Do you regularly practice fire drills? |  |  |  |  |
| Have you identified primary (and secondary) evacuation points? |  |  |  |  |
| Do you have an up-to-date site plan for your building? |  |  |  |  |
| Does your building require 24 hour \* 7 days access? |  |  |  |  |
| Do you have fire safety procedures in place? |  |  |  |  |
| Do you have a generator backup system in place? |  |  |  |  |
| Do you have an alternative building that you could use in an emergency? |  |  |  |  |
| Paper and Electronic Documents | YES | NO | N/A | UNSURE |
| Do you copy/backup your information on a regular basis? |  |  |  |  |
| Do you have copies of your key documents at a separate location? e.g. contracts |  |  |  |  |
| Do you store your important paper documents in reinforced containers? E.g. fireproof cabinet |  |  |  |  |
| Is someone responsible for the upkeep of your files and accounts? |  |  |  |  |
| Building / Security | YES | NO | N/A | UNSURE |
| Is there a security system installed? |  |  |  |  |
| Do you have a security policy? |  |  |  |  |
| Do you give training on security? |  |  |  |  |
| Do you regularly check the integrity of external fences and doors? |  |  |  |  |
| Do you check references fully? |  |  |  |  |
| Are contractors references checked fully (i.e. company as well as each individual)? |  |  |  |  |
| Company Equipment | YES | NO | N/A | UNSURE |
| Do you have someone accountable for the assets of your company? |  |  |  |  |
| Do you have controls over the movements of your company equipment? |  |  |  |  |
| Have you completed a recent inventory of your company equipment? |  |  |  |  |
| Personnel | YES | NO | N/A | UNSURE |
| Do you have an up to date and regularly reviewed job description and hierarchy chart for your company? (include temporary and contract workers) |  |  |  |  |
| Do you have staff personal information on file i.e. communication with next of kin (include temporary and contract workers) |  |  |  |  |
| Do you and your staff know what to do in an incident? |  |  |  |  |
| Do you know where to go for advice/information? |  |  |  |  |
| Do your staff know who is in charge in the time of a disruption? |  |  |  |  |
| Have you given your staff specific roles in the event of a disruption? |  |  |  |  |
| Have you thought about dealing with people issues – relocation arrangements, etc. |  |  |  |  |
| Do you have members of staff with first aid or medical training? |  |  |  |  |
| Do you have any staff trained in evacuation? |  |  |  |  |
| Do you have any particular staff with critical and unique skills? |  |  |  |  |
| IT | YES | NO | N/A | UNSURE |
| Are your IT systems critical to the running of your business? |  |  |  |  |
| Do you have a tested IT disaster recovery plan? |  |  |  |  |
| Do you know how long it would take to recover your IT functions? |  |  |  |  |
| Is your computer anti-virus protection software up to date? |  |  |  |  |
| Are computer errors and logs monitored? |  |  |  |  |
| Are documented IT security policies and procedures in place? |  |  |  |  |
| Are all computer users fully aware of e-mail and internet usage policies? |  |  |  |  |
| Do you know what IT (platforms/servers/applications/operating) systems you use to support critical business functions? |  |  |  |  |
| Is your company IT system part of a larger network? |  |  |  |  |
| Suppliers | YES | NO | N/A | UNSURE |
| Have you got contact details for your key suppliers? e.g. electric, gas, raw materials etc. |  |  |  |  |
| Do your key suppliers have a business continuity plan? |  |  |  |  |
| Customers | YES | NO | N/A | UNSURE |
| Do you have the correct contact details for all your customers? |  |  |  |  |
| Do you have any key customers who you will need to be in constant contact with during a crisis? |  |  |  |  |
| Would it affect your business if one of your key customers went out of business? |  |  |  |  |
| Do your customers require that you have a business continuity plan? |  |  |  |  |
| Do your customers have a business continuity plan and do you feature in it? |  |  |  |  |
| Location | YES | NO | N/A | UNSURE |
| Have you thought about the types of risk that might occur due to the actions/operations of other businesses near to you? i.e. sewage works and risk of pollution |  |  |  |  |
| Have you thought about the types of risk associated with your environment? e.g. Water, climate, forestry etc. |  |  |  |  |
| Insurance | YES | NO | N/A | UNSURE |
| Do you know what your insurance policy will cover? |  |  |  |  |
| Do you have your insurance company's details in order to contact them easily at the time of the incident? |  |  |  |  |
| Do you have sufficient insurance to cover – consider:   * disruption to business (business interruption) * cost of repairs * hiring temporary employees * leasing temporary accommodation * leasing temporary equipment |  |  |  |  |

Further information:

There are a range of resources developed to assist organisations and businesses in developing comprehensive business continuity arrangements.

* [Business Continuity For Dummies](http://bit.ly/ZnmpJn) - big organisations often have dedicated business continuity or disaster recovery teams, but what about the smaller businesses? This guide provides advice tailored to small and medium sized enterprises (SMEs)
* [ISO 22301 Business Continuity Management](http://bit.ly/1kUHMqy) - this standard outlines the requirements of a management system to protect against, reduce the likelihood of, and ensure your business recovers from disruptive incidents
* [BS 65000 - Organisational Resilience](http://bit.ly/18X9rZ9) - guidance on organisational ability to anticipate, prepare for, respond and adapt to events – both sudden shocks and gradual change
* [BCI Good Practice Guidelines](http://bit.ly/1rfjux2) - provide independent body of knowledge of good Business Continuity practice worldwide
* [CPNI Advice and Guidance](http://bit.ly/1nnT3Bn) - information on developing physical, personnel and cyber security for businesses
* [ISO/IEC 27031: 2011 Information Technology Security Techniques](http://bit.ly/1pPMFck) - describes the concepts and principles of information and communication technology (ICT) readiness for business continuity
* [BS 11200 Crisis management: Guidance and good practice](http://bit.ly/UmsYvr) - offers guidance to help management plan, establish, operate, maintain and improve their organizations crisis management capability
* [PD25111 Human Aspects of BCM](http://bit.ly/1ys6zwy) - gives practical guidelines on the management of people during the continuity phase and supporting staff after recovery
* [PD25222 Guidance on Supply Chain Continuity](http://bit.ly/1lQm3Ah) - practical methods to help deliver products and services in the event of an incident affecting supply chains
* [ISO 22398:2013 Guidelines for Exercising BCM](http://bit.ly/1rfklhd) - recommends good practice for organisations to develop exercise and validation programmes