



Business Continuity Basic Checklist

- Have you made a list of important telephone numbers (customers, clients, suppliers, employees)?
- Do you store your vital computer information on back up disks or servers away from your premises?
- Do you have an asset register?
- Do you and your staff know the location of stopcocks, valves and electrics mains switch?
- Have you considered alternative arrangements in order to continue operations (locations, suppliers, equipment etc.)?
- Do you have an emergency pack that includes a plan of the site, spare keys and contact details?
- Is it stored in a safe place that is known by your key personnel?

Contact Details

**Dumfries and Galloway Council
Safety & Resilience Team**

Tel: 0303 333 3000

www.dumgal.gov.uk/businesscontinuity

Business Gateway, Dumfries and Galloway

Tel: 01387 808738

www.bgdumgal.com

Further Useful Information

Cabinet Office

www.ukresilience-in-society

The Business Continuity Institute

www.thebci.org/




Business Continuity Planning


**Advice for Businesses
and Voluntary Sector in
Dumfries and Galloway**

Experience shows that businesses are far more likely to survive a disaster if they have thought about it in advance, and planned accordingly.

- Protecting the future and reputation of a business, whatever the size, has to be the number one priority for every business.
- The smaller your business, the more important it is to have a contingency plan in place.
- Any incident, no matter how small, is capable of impacting on your business and affecting profitability.
- Even a sole trader is advised to have systems in place to be able to continue their work in case of theft, flooding, fire, IT and utility failures.



Every year 1 in 5 businesses face a major disruption of service.



It is estimated that only 50% of businesses without a business continuity plan will survive the 12 months after being affected by a disaster.

What is a Business Continuity Plan?


A Business continuity Plan will identify all the requirements which are essential to keeping your business running. It will be a set of instructions of what to do at a time of crisis and should set out clear roles and responsibilities. It will list the actions that will allow key business activities to continue in the most difficult circumstances.

Types of Risk:

- Floods/storms/high winds
- Fire
- Loss of premises
- Loss of telecommunications
- Loss of power
- Disruption to fuel supplies
- Loss of/reduction in staff

Possible Effects

- Failure of business
- Loss of Income
- Damage to reputation
- Loss of customers
- Legal/regulatory penalties
- Loss of trained employees
- Increased insurance penalties



1 in 10 businesses that have suffered a major disaster will cease trading as a direct result.