



The CSW Resilience Team 5 minute Business Continuity Assessment

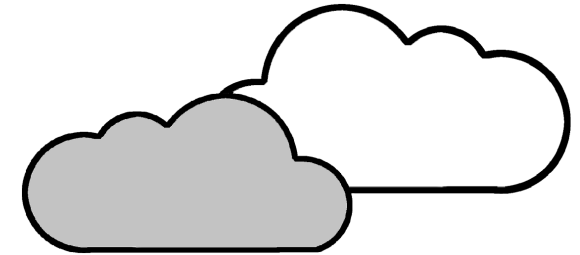
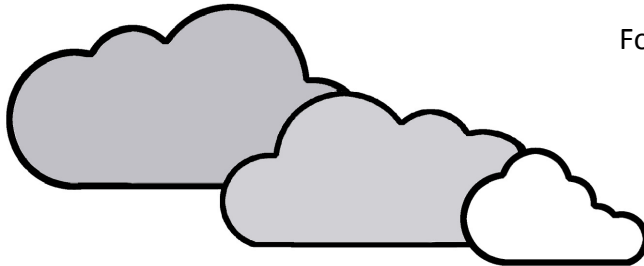
This is a quick assessment for you to see how far you have got with business continuity planning. The assessment has been split into sections for ease of reference; ideally you should have all of these criteria fulfilled. If you answer no to any of the questions consider what actions you could take to improve your businesses resilience.

For more information and support with business continuity planning:

Call us on **0121 704 6032**

Visit our website: CSWprepared.org.uk

Or email us at CSWRT@warwickshire.gov.uk



Initial Questions	YES	NO
Do you have a Business Continuity Plan (BCP)?		
If no contact CSWprepared.org.uk/contact-us for help and support		
If yes, have you tested your plan within the last 12 months?		
Is the plan documented clearly and easily accessible?		
General Assessment:	YES	NO
Have you made a list of all key contacts' employee telephone numbers?		
Have you prepared a Grab Bag?		
If no visit: CSWprepared.org.uk/grab-bag for a few ideas		
Building Facilities:	YES	NO
Do you have generator backup systems in place?		
Do you have an alternative building to use in an emergency?		



Personnel:	YES	NO
Do you and your staff know what to do in an incident / business disruption?		
Have your staff been given specific roles to do in the event of a crisis?		
Do you have any 'irreplaceable' staff i.e. with critical and unique skills?		

Paper and Electronic Documents:	YES	NO
Do you copy/backup your information?		

IT:	YES	NO
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 IT functions?		

Suppliers & Customers:	YES	NO
Do your key suppliers and customers have a business continuity plan?		

Location:	YES	NO
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		

Insurance:	YES	NO
Do you have sufficient insurance to pay for disruption to business, cost of repairs, hiring temporary employees, leasing temporary accommodation and equipment.		

