



Preparing for an Emergency

Business Grab Bag

Preparing for an Emergency - Business Grab Bag

It may be useful to prepare a grab bag with essential items, in the event of your business premises being evacuated following an incident. Any grab bag may be required at short notice, so should be kept in a secure and easily accessible place. The following essential items will aid your response:

These key items could easily fit in a small bag.

	A copy of your business continuity plan (see www.civilcontingencinesservice.co.uk for more information)		Stationery (to record essential information)
	A copy of key contact information (staff/customers/suppliers, etc) who may be affected by the evacuation		Building plans/map
	Copies of any other essential documentation (insurance policy, etc)		Torch (wind-up ideally, if not include spare batteries)
			Portable radio (wind-up ideally, if not include spare batteries)
			Company cards/spare cash

Preparing for an Emergency - Business Resilience Tips

A business continuity plan is a key document for any business, big or small. By planning for the incidents your organisation may face, the recovery of normal operations will be quicker and stronger.

As part of your business continuity planning process you should:

IDENTIFY – Consider the risks your organisation faces.

MINIMISE – Take action to reduce the impact/likelihood of the identified risks.

PLAN - Develop a business continuity plan, based on the risks faced by your company and on the worst case scenario. It should identify vital equipment and materials. A plan demonstrates the strategy for the organisation to recover from an incident as quickly as possible.

PRACTICE – Ensure that your plan is regularly tested. Rehearse different scenarios to prepare for the worst.

REVIEW – Your business continuity plan should be regularly updated to ensure it is reflective of the risks faced by your organisation.

The following, additional items, may be useful to your response:

- Hi-Visibility Jackets
- Emergency Blankets
- First Aid Kit
- Mobile Phone Charger(s)
- Water and snacks

Additionally you can:

CREATE – Establish and update a list of key contacts (staff, customers, suppliers, etc). Keep this list in a safe place with your business continuity plan. Have a copy kept away from the business premises, which can be used when there is no access to the premises.

REINFORCE – Important information should be backed up, ideally both with paper and electronically. Where possible, restoration data should be on an IT system outside of the business premise(s). Ideally paper documents should be kept in fireproof/waterproof storage.

UNDERSTAND – Are you insured? Identify what insurance you have and what it covers. Follow the policy to ensure it isn't made void. Keep copies of your policy secure and away from the business premises.

GRAB BAG – Create an emergency pack that will contain key information to help you respond to an emergency. The other side of this card outlines potential contents. Include anything you think is necessary. Content should be regularly updated.

LOCATION – Consider alternative accommodation, as an incident could affect access to your current premises.