The 10 minute plan

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) card 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. This responsible person and their contact number can be written in the blank section of the ICE card.

www.kirklees.gov.uk/emergencyplanning

Emergency Contacts

Emergency Services......... **999**
Police (non-emergency) ... **101**
NHS 111............................**111**
Environment Agency........ **0345 988 1188**
Northern Gas................... **0800 111 999**
Northern Power Grid........ **0800 375 675**
Yorkshire Water **0345 1242 424**
Kirklees Council
Switchboard.................... **01484 221000**

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10 mins to complete

Business Continuity

Get ready for the unexpected

What would you do if your business was disrupted?
Don't wait for the unexpected to happen! Complete this 10 minute plan and make your business more resilient.

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

10 most important things for keeping the business running	Can they be easily replaced	
	Yes ☐	No ☐
	Yes ☐	No ☐
	Yes ☐	No ☐
	Yes ☐	No ☐
	Yes ☐	No ☐
	Yes ☐	No ☐
	Yes ☐	No ☐
	Yes ☐	No ☐
	Yes ☐	No ☐
	Yes ☐	No ☐

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2) Could your business still operate if:

- Electricity was lost for 48 hours?
- 40% of your workforce were absent at the same time?
- You were unable to access your premises for a week?
- You lost your main IT system for 24 hours?
- Your suppliers or sub-contractors were unable to fulfil their responsibilities?
- You lost water in your premises for 5 days?
- Your essential equipment suddenly stopped working?
- You were the victim of theft / vandalism?
- Your computer systems were hacked?

3) Thinking about steps 1 and 2, list 10 things you can do to increase the resilience of your business?

	Top 10 steps to take	Actioned
1		☐
2		☐
3		☐
4		☐
5		☐
6		☐
7		☐
8		☐
9		☐
10		☐

4) Who would you need to contact if your business was disrupted? *Think about staff, customers, suppliers etc.*

	Top 10 people or organisations to tell	
	Name	Contact details
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		