Cheshire
Fire & Rescue Service

Managing Business Continuity

What would happen if your business suffered a fire or other emergency?

Almost 1 in 5 businesses suffer some sort of disruption every year, be it fire, flood or other emergency.

cheshirefire.gov.uk/business-safety

It's important to have a simple but effective plan to build resilience against any emergency or disaster. Here's a simple business continuity plan checklist for you to use.

Business operations

- [ ] Compile a list of your company's locations and the departments, people, IT and non-IT for each of those locations.
- [ ] Assess which dependencies feed into and are produced from your operational processes.
- [ ] Consider any rules and regulations governing your business operations.
- [ ] Determine the minimum level at which your business can operate, and then identify departments and/or processes which need to be restored first after an interruption.
- [ ] Evaluate the minimum resources needed to keep your critical processes running.
- [ ] Establish your recovery time objectives (RTOs).
- [ ] Create a list of any natural and every day disasters that could affect your business.
- [ ] Classify events as high, medium or low likelihood. Create fully detailed plans for high events. As event likelihood decreases, plans can become more general, but you should cover every possible event.
- [ ] Confirm your insurance coverage.
- [ ] Store an off-site copy of your business continuity plan in a secure, disaster-proof location.
- [ ] Communicate your plans with vendors, suppliers, employees, partners, etc.

Cost analysis

- [ ] Quantify the potential costs of downtime or a total business failure.
- [ ] Assess the cost of downtime per hour for each department.
- [ ] Weigh the cost of downtime versus the cost of specific recovery solutions.

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