

A number of incidents occur which may affect your ability to trade.

This will range from flood, fire, power failure to a major terrorist incident.

Research shows that:

- 80% of businesses affected by a major incident close within 18 months.
- 90% of businesses that lose data from a disaster are forced to shut within two years.
- 58% of UK organisations were disrupted by 9/11. One in eight was seriously affected.

The risk to your company can be considerably reduced by taking the time to develop a simple Business Continuity Plan and keeping it with you or keeping it somewhere other than your place of business.

This guide is intended for use by Sole Traders and companies with a small number of staff.

For larger organisations and more information go to <http://www.londonprepared.gov.uk/businesscontinuity> or consult your local authority emergency planning team.

If you use computers you will be able to store this information on a CD or memory stick, providing you store it away from your normal place of work.

Business Continuity Plan for

Name of Company

Telephone

Address

Details of insurance

Buildings

Policy number

Company

Claims telephone number

Contents

Policy number

Company

Claims telephone number

Indemnity

Policy number

Company

Claims telephone number

Staff contact details

Name/Position

Telephone

Email

Customer details

Name/Company

Telephone

Email

Supplier details

Name/Company	Telephone	Email	Supplying

Consider having alternative suppliers in case they are affected by the same incident. It is always worth asking suppliers if they have a plan to continue supplying you in the event of an incident and get a copy from them.

Support services (e.g. Local Authority, window boarding service, locksmith, utilities etc.)

Name/Company	Telephone	Email	Service

Useful contacts

Name	Telephone	Email

Security note: When recording confidential, personal details please ensure that you keep this information in a safe, secure place to avoid the risk of fraud or any breaches of legislation.

Don't forget to backup any computers to a remote location or store information off site on a CD or memory stick.

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