



The 5 minute plan

Get ready for the unexpected.

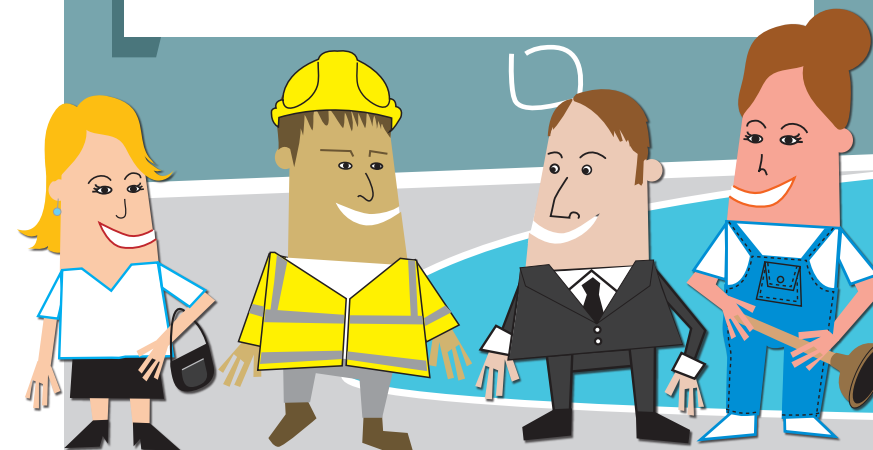
Running a business is not always predictable. What would happen if your business was involved in an emergency? Don't wait for the unexpected to happen! Complete this five minute plan and make your business more resilient.

1) What are the ten 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

2) Would they still work if:

- Electricity went down for three days?
- 40% of your staff were absent at once?
- You lost water for between 1 day and 2 weeks
- Your usual suppliers were severely disrupted
- You were denied access to your building(s) for up to two weeks
- Schools were closed for 2 weeks
- There was a widespread loss of communications between three and five days
- Key roads, bridges, footpaths, railway lines, airports or shipping were closed
- You were the victim of theft / vandalism?



3) Thinking about steps 1 and 2, what are the ten things you now want to do to increase the resilience of your business?

Top 10 steps to take

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

4) Who are the top ten people you would want to tell about a disruption to the business? Are their contact numbers readily to hand? Think about staff, customers suppliers etc.

Top 10 calls to make

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

