

The 5 Minute Business Grab Bag

If you needed to leave your building quickly, and couldn't get back in for a few days, what would you miss the most? Think about gathering some essentials together and keeping them in a grab bag, securely stored, that can be easily grabbed on your way out. The things that you will need to take with you will depend on your business. The list below might be helpful to get you going, but take five minutes to think through exactly what you would need.



IT

- Laptop
- Back-up discs/secure memory sticks of key information
- Pool mobile phone/chargers etc

Building Information / Access

- Spare building keys and access cards
- Information on security and fire alarms
- Landlord's address, mobile and business telephone numbers
- Building site plan showing location of gas, electric and water shut off points

Contact Information

- Contact details for your staff, including home address and next of kin
- Contact details for agency workers
- Contact details for third party suppliers and customers
- Contact details for insurance and utility providers with policy/reference numbers

Key Information

- Copies of contracts held with suppliers
- Key procedure notes and work instructions
- Business continuity plan and supporting procedures
- Teleconferencing codes
- Letterhead, standard letters and forms, rotas
- Standard notices / standard contracts
- Key financial and banking information
- Latest stock and equipment inventories
- Formulas / trade secrets

