



LLR Resilience Forum

Leicester, Leicestershire and Rutland

Business continuity questionnaire

All businesses need steps in place to ensure they can cope with unexpected disruptions, caused by events like flooding, utility failure or cyber attack.

Complete our business continuity questionnaire to see how well your business is prepared for key risks.

Management

Is there a Senior Manager who is responsible for business continuity?

Do you have a crisis/ incident management team?

Risk Awareness

Do you have a copy of your local [Community Risk Register](#)?

Have you consulted the Environment Agency flood maps for your area?

Have you checked to see if any risks could impact your business, and thought about how you could reduce the likelihood or impact of those risks?

Operations

Do you have spares/ duplicates for critical equipment?

Are critical documents scanned or stored off site?

Can you conduct key operations without IT?

Do you have alternative ways of working if IT or communication systems are down?

Facilities

Do you have arrangements in place to use alternative premises in an emergency?

Can staff work from home and, if so, have they practised this to confirm that everything does work?

Do you have back-up power for your building(s)?

IT

Have you identified and prioritised critical systems/ applications?

Is data backed up off-site? And are the back-ups regularly updated?

Can you access key systems remotely?

Do you have UPS on any servers?

Do you have strict password policies?

Are all staff trained on cyber and information security?

Staff

Do you have emergency contact details for all staff?

Do your staff know how to contact you in an emergency?

Are your staff aware of the procedures in the event of an emergency or incident impacting the business?

Media

Do you have access to all your social media?

Do you monitor social media for any negative comments?

Have senior managers undertaken media training?

Website

Do you have access to amend and update your website?

Finance

Is cash available on site for use in an emergency?

Do you have Business Interruption insurance?

Do you have cyber insurance?

This questionnaire has been compiled with the support of industry experts at Cambridge Risk Solutions as part of our Risk Ready Businesses project.

More information to help you strengthen your business resilience can be found on the [Local Resilience Forum \(LRF\) website](#).

