

Business Continuity One-Pager

Not a binder. One page answering what happens if you cannot work from your usual place, on your usual systems.

What would stop us trading

List the three things whose loss would hurt most within 24 hours.

1. _____
2. _____
3. _____

For each one

	How long could we cope without it	What is the fallback	Who arranges it
1			
2			
3			

If the office is unavailable

- Where does everyone go, or do they work from home: _____
- How do we tell staff: _____
- How do we tell clients: _____
- Can everyone access what they need from elsewhere today, without help? Yes / No

If systems are unavailable

- What is the manual fallback for taking orders or payments: _____
- Where is the client contact list held outside the affected system: _____
- Who is authorized to speak publicly: _____

The test

Pick a Tuesday. Ask one person to work for a morning as though the office were unavailable and see what they cannot do. Everything they hit is a gap worth fixing, and finding it that way costs a morning instead of a quarter.

Reviewed on: _____ **Next review:** _____

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