

Business Continuity Management Plan – Appendix A Template – Suggestions for an Emergency Pack

Introduction

One of the most useful actions that you can take to manage the response to an emergency is to have prepared an “**Emergency Pack**” (sometimes referred to as a “Battle Box” or “Grab Bag”) in advance.

This is particularly useful if you are denied access to your premises either temporarily or for a longer term, as it will ensure that, along with your Business Continuity Management Plan, you have the basic resources to begin to manage the recovery of your organisation.

As part of the emergency response arrangements for the organisation, it is recommended that two Emergency Packs are maintained. These will contain key documents, records and equipment that will assist you in the immediate response to an incident or emergency.

One of these packs should be held on the normal working premises. In the event of an evacuation of the premises this pack will be collected and brought out of the building by designated personnel.

The second Emergency Pack should be held off-site away from the business. This pack may be retrieved in an emergency to aid in the response process for incidents that occur outside of normal working hours, or if access to the on-site pack is denied.

Ideally, all of the “Emergency Pack” should be kept together in an easily portable container, e.g. a large holdall with a shoulder carrying strap, or a box or case on wheels.

Remember to ensure that the items in the pack are checked regularly, are kept up to date, and are still working.

And finally, make sure that you are able to repair or replace any equipment vital to your business at short notice. If you are able to, consider storing spare parts off-site.

Suggested Content

The following pages provide a suggested list of the items that you may wish to keep in your Emergency packs. The list is not exhaustive, and not everything will be applicable to your own organisation. You will be the most appropriate person to determine what should be kept in the “Emergency Pack” as you know what is most important for your own business.

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Documents / Records:

- This list
- Business Continuity Management Plan – your plan to recover your business or organisation including:
 - Log sheets to record actions, decisions and expenditure
 - List of employees with contact details – include home and mobile numbers, and even home e-mail addresses – you may also wish to include next-of-kin contact details
 - Contact details for other parts of the organisation
 - Lists of customer and supplier details, along with any other stakeholders in the organisation
 - Contact details for emergency glaziers and building contractors
 - Contact details for utility companies, local authority, health services and the emergency services
 - Insurance company details
 - Financial and banking information
- A laminated site plan of the premises (this could help in a salvage effort), including location of gas, electricity and water shut off points, and any hazardous materials
- Latest stock and equipment inventory
- Engineering plans and drawings
- Product lists and specifications, recipes, process documents, etc
- Formulas and trade secrets
- Headed stationery
- Company seals and documents
- Patents

Equipment and Resources:

- Computer back up tapes / disks / USB memory sticks or flash drives, and the software, hardware and means to restore your systems
- Spare keys / security codes
- Torch and spare batteries (or preferably a wind up torch)
- Hazard and cordon tape
- High Visibility jackets / waistcoats
- Message pads and flip chart paper
- Marker pens (for temporary signs)
- General stationery (pens, paper, etc)
- Mobile telephone or smartphone, plus charger (perhaps a wind-up version); preferably with a camera and a memory card with sufficient capacity to record evidence in support of an insurance claim
- Dust and toxic fume masks; disposable gloves, hand-wash, etc
- First aid kit
- Cash / corporate credit card for emergency expenditure