### P5. S2.T2 Developing a business continuity plan

|  |
| --- |
| Brief description |
| Develop contingency plans to protect workers and assets can make MEs more resilient to shocks and crisis. A contingency plan may allow to continue to perform the most critical operations of a ME, which will help reduce short- and long-term losses to businesses. A contingency plan should be a process of reflection through which entrepreneurs identify the risks to which they are exposed, identify their key assets -both human and material- and their critical activities and how to avoid possible disruptions, recognize and protect their key documents and information, know their customers, suppliers, contacts, stakeholders, etc. and analyse the company's finances to identify how to deal with a crisis situation.  |
| Tips  |
| * Contingency plans should be pilot with the participation of employees often to make sure they work and teams are aware of what-to-do in the event of a disaster.
* The plans should be updated periodically and revised whenever there are substantial changes in the company.
* Building bonds with community, government and outside agencies can help recover quickly from a disaster.
* The plan should contain at least information concerning risk analysis and impacts on the ME, actions in order to face the disaster or crisis, recovery (identify and implement steps to recover critical ME functions), and training required in order to implement the plan, among others.
 |
| Tools  |
|  P5.S2.T2a Workshop in a BoxGDPC has developed this workshop designed for business owners and managers. Though this workshop, NSs will provide key information about disaster preparedness and how to implement contingency plans within their businesses. It includes all the materials needed to implement the workshop, NSs just need to customize to their local partners, language and dates. Or visit GDPC [**BPI Workshop-in-a-Box Resource Page**](https://preparecenter.org/resources/business-preparedness-initiative-bpi-workshop-box) to access all materials. |  |
| Atlas: Ready for Business AppBPI provides a mobile application (Atlas: Ready for Business) that business owners and managers can use to assess their level of preparedness for natural and man-made disasters. Utilizing this free tool, business owners or managers learn to improve their preparedness at their own pace. * iOS/Apple Store [here](https://preparecenter.org/activity/atlas-ready-business/)
* Android/Google Play [here](https://preparecenter.org/activity/atlas-ready-business/)
 |
| References |
| * UNDRR Quick Risk Estimation (QRE) Tool: [Businessqre](https://www.businessqre.net/)
* [Business continuity planning for small and medium enterprises (ilo.org)](https://www.ilo.org/employment/Whatwedo/Instructionmaterials/WCMS_115048/lang--en/index.htm)
* [COVID-19 small business continuity and recovery planning toolkit | PreventionWeb](https://www.preventionweb.net/publication/covid-19-small-business-continuity-and-recovery-planning-toolkit-0)
* [Disaster Planning – DISASTERSAFETY.ORG](https://disastersafety.org/business-protection/ofb-ez/)
 |