Contingency planning checklist

Do you have plans in place to cope with the following situations? (Some of these may not be relevant to every business.)

Unpredicted staff shortages (particularly of key staff)
- Illness over an extended period of time.
- Injury leading to inability to carry out normal duties.
- Resignation.
- Death.

Unpredicted customer demand/busy periods
- Extra staff required.
- Extra products needed quickly.

Emergencies etc
- Accidents in the workplace.
- Power failure.
- Fire.
- Flood, storm or similar natural disaster.
- Riot, war, act of terrorism.

Criminal acts
- Theft.
- Vandalism/wilful damage.

Computer problems
- System ‘down.’
- Loss of data (through theft or computer failure).
- Computer virus.