



The 5 minute crisis management plan

Get ready for the unexpected.

Running a business is not always predictable. What would happen if your business was involved in an emergency? Don't wait for the unexpected to happen! Complete this five minute plan and make your business more resilient. Share the plan with your staff when its finished.

1) Who are the people that will take charge in an emergency?
What are their contact details?

Name	Contact Details

2) Where can they work from?
A big room with a desks, phones and a storage cupboard is ideal.

Location	Key Holder Contact



3) You don't want to be hunting for papers or equipment in an emergency. What is it that the co-ordinators will need straightaway?
If you can't grab it quickly, keep a copy in a cupboard in the incident room.

	Top ten things needed straight away	Should this be gathered in advance?
1		Yes <input type="checkbox"/> No <input type="checkbox"/>
2		Yes <input type="checkbox"/> No <input type="checkbox"/>
3		Yes <input type="checkbox"/> No <input type="checkbox"/>
4		Yes <input type="checkbox"/> No <input type="checkbox"/>
5		Yes <input type="checkbox"/> No <input type="checkbox"/>
6		Yes <input type="checkbox"/> No <input type="checkbox"/>
7		Yes <input type="checkbox"/> No <input type="checkbox"/>
8		Yes <input type="checkbox"/> No <input type="checkbox"/>
9		Yes <input type="checkbox"/> No <input type="checkbox"/>
10		Yes <input type="checkbox"/> No <input type="checkbox"/>

4) The best way to manage an emergency is to get the right people in the same place at the same time and work through it together.
Who will you need to call?

	Top ten people needed in an emergency	Contact details
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

