

**QUESTIONNAIRE
PROPERTY PROTECTION & BUSINESS CONTINUITY PLANNING**

In considering the questions below, it is appreciated that smaller businesses and service providers will not generally have the capacity to produce detailed business continuity plans or be able to commit large amounts of time, money and other resources to property protection. Therefore, it may be helpful to consider these matters within the context of the size and nature of your organisation, i.e. if you are very small, any plans need only be very brief and any measures taken, limited - this is entirely appropriate.

1 What is the nature of your business?

| MANUFACTURING | SERVICE |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

2. What is the size of your business (total number of employees across all sites)?

| EMPLOYEE NUMBERS | |
|------------------|--------------------------|
| Less than 10 | <input type="checkbox"/> |
| 11 -100 | <input type="checkbox"/> |
| 101 - 250 | <input type="checkbox"/> |
| More than 250 | <input type="checkbox"/> |

PROPERTY PROTECTION

3. Has your premises any specific property protection measures over and above life safety requirements? (Property protection can include active and passive fire safety ¹measures or security against arson)

| YES | NO | UNSURE |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If no/unsure please proceed to Question 5

4. If yes to question 3, what were the drivers to ensure better property protection?

| PLEASE INDICATE ALL THAT APPLY | |
|---|--------------------------|
| Insurance requirement | <input type="checkbox"/> |
| Reduced insurance premiums | <input type="checkbox"/> |
| Competitive advantage (supply chain assurance) etc. | <input type="checkbox"/> |
| Improved business continuity | <input type="checkbox"/> |
| Inherited when taking over the building | <input type="checkbox"/> |
| Other – please state below | <input type="checkbox"/> |
| | |

¹ Active measures are for example linking your automatic fire detection system to a remote alarm-receiving centre, installing sprinklers etc. Passive measures may be extra fire resistance and separation over and above that required for life safety purposes.

5. If you have had any building work carried out in the last 5 years that required Building Regulations approval, were you made aware by either Building Control, an architect, specifier, contractor or any other body of the benefits of installing additional property protection measures, over and above those measures required to ensure life safety?

| YES | NO | NOT APPLICABLE |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

6. If you have not yet installed any property protection measures, have you considered the need for specific property protection measures?

| YES | NO | UNSURE | N/A |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7. Are you aware of guidance that is available to responsible persons on property protection?

| YES | NO | UNSURE |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If no/unsure please proceed to Question 9

8. If the answer to question 7 is yes, please indicate which guidance below

| PLEASE INDICATE ALL THAT APPLY | |
|--|--------------------------|
| Fire Risk Management in the Workplace | <input type="checkbox"/> |
| Guide to Business Resilience (INFIREs/FPA) | <input type="checkbox"/> |
| The Prevention and Control of Arson (Adair Lewis) | <input type="checkbox"/> |
| Guide to Building Fire Protection (LPC & FPA) | <input type="checkbox"/> |
| The LPC Design Guide for the Fire Protection of Buildings 2000 (LPC & FPA) | <input type="checkbox"/> |
| Fire Risk Management in the Workplace (Adair Lewis & William Dailey) | <input type="checkbox"/> |
| Other – please name below | <input type="checkbox"/> |
| | |

9. Have you experienced a fire at your premises in the last five years?

| YES | NO |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

BUSINESS CONTINUITY PLANNING

9. Do you know what a business continuity plan is?

| YES | NO |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

If no, please proceed to question 12

10. Are you aware of the benefits of producing a business continuity plan?

| YES | NO | UNSURE |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

11. Have you produced a Business Continuity Plan?

| YES | NO |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

11a. If the answer to question 11 is yes, what were the drivers for producing a business continuity plan?

| PLEASE INDICATE ALL THAT APPLY | |
|---|--------------------------|
| Insurance requirement | <input type="checkbox"/> |
| Reduced insurance premiums | <input type="checkbox"/> |
| Competitive advantage (supply chain assurance) etc. | <input type="checkbox"/> |
| Regulatory requirement | <input type="checkbox"/> |
| Inherited when taking over the business | <input type="checkbox"/> |
| Other – please state below | <input type="checkbox"/> |
| | |

12. Have you suffered a significant unplanned disruption to your business in the last five years?

| YES | NO |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

If no please proceed to Question 13

12a. If yes and you had an existing business continuity plan, how effective was your plan in minimising disruption and restoring normal services?

| VERY EFFECTIVE | EFFECTIVE | NOT EFFECTIVE |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

12b. If yes and you did not have a business continuity plan, did this hinder recovery?

| YES | NO |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

13. Are you aware of guidance that is available to responsible persons on business continuity management?

| YES | NO | UNSURE |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If no/unsure please proceed to Question 14

13a. If yes to question 13, please indicate which below

| PLEASE INDICATE ALL THAT APPLY | |
|---|--------------------------|
| Guide to Business continuity Planning for Industrial Risks (Aviva) | <input type="checkbox"/> |
| Business Continuity Guide For Small Businesses (AXA Insurance) | <input type="checkbox"/> |
| Business For Tomorrow A Business Continuity Guide For Small Businesses (AXA Insurance) | <input type="checkbox"/> |
| Business Continuity Management Practice Guide (FSA) | <input type="checkbox"/> |
| The Business Continuity Institute Good Practice Highlights 2010 | <input type="checkbox"/> |
| Business Resilience (A Guide To Protecting Your Business and Its People) (FPA/InFiReS) | <input type="checkbox"/> |
| Business Continuity Management (Preventing Chaos In a Crisis) (DTI 1999) | <input type="checkbox"/> |
| Business Continuity Management Fact sheets (Various) (DTI 2004) | <input type="checkbox"/> |
| 'Business Security Measures', Fire Protection Yearbook 2002, ch.2, M. Gale (ed.) (Fire Protection Association) 2002. | <input type="checkbox"/> |
| Business as Usual: Maximising Business Resilience To Terrorist Bombings (Home Office) 1999 | <input type="checkbox"/> |
| Dealing With Disaster, 3rd edition, Cabinet Office, (Brodie Publishing) 2003. | <input type="checkbox"/> |
| Disasters and Emergencies: Managing The Response, W.R. Tucker, (Institution of Fire Engineers) 1999. | <input type="checkbox"/> |
| Expecting The Unexpected: Business Continuity in an Uncertain World, Business Continuity Institute/London First/National Counter Terrorism Security Office (ACPO) 2003. | <input type="checkbox"/> |
| Fire Risk Management in the Workplace: A Guide For Employers, 2nd edition, Adair Lewis and William Dailey (Fire Protection Association) 2002. | <input type="checkbox"/> |
| FPA Workplace Fire Safety Logbook (includes record forms on CD) (Fire Protection Association) 2003. | <input type="checkbox"/> |
| Guide to Business Continuity Management PAS 56 (British Standards Institution) 2003. | <input type="checkbox"/> |
| British Standard 25999-1 & 25999-2 Business Continuity Management | <input type="checkbox"/> |
| The Prevention and Control of Arson, Adair Lewis (Fire Protection Association) 1999. | <input type="checkbox"/> |
| Other – please state below | <input type="checkbox"/> |
| | |

14. Would you be happy for your insurance company to make your local Fire and Rescue Service aware of any particular risks to your business continuity should you suffer a fire or other emergency (e.g. a particular piece of equipment that is vital to production/service delivery that would benefit from early salvage in case of an emergency)?

| YES | NO |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

15. Would you like your Fire and Rescue Service to offer advice and support on property protection and business continuity planning, in addition to existing advice and support on life safety?

| YES | NO | UNSURE |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

16. Are there any general comments that you would like to make in relation to this questionnaire or any other fire safety related matter?

17. Are you happy to be contacted to discuss your replies further?

| YES | NO |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

If yes, please give contact details below

| | |
|---------------------------------|--|
| Name of Business / Organisation | |
| Contact Name | |
| Contact tel no: | |
| E-mail address: | |

Useful Links

More information is available from:

- Your insurance broker or company
- Fire Protection Association: www.thefpa.co.uk
- Association of British Insurers: www.abi.org.uk
- Association of Insurance and Risk Managers: www.airmic.com
- Business Continuity Institute: www.thebci.org
- Emergency Planning Society: www.emergplansoc.org.uk
- Department of Trade and Industry: www.dti.gov.uk
- Home Office: www.homeoffice.gov.uk
- Institute of Risk Management: www.theirm.org
- UK Resilience (Civil Contingency Secretariat): www.ukresilience.info
- Survive: www.survive.com
- British Damage Management Association: www.bdma.org.uk
- Continuity Insurance and Risk: www.cirmagazine.com
- Continuity Central: www.continuitycentral.com

Specific advice on counter terrorism measures can be found at:

- www.mi5.gov.uk
- Via the Counter Terrorist Security Advisor at your local police force