

PILLAR 2: RESPONSE (DURING DISRUPTION)

TOOL 1: ACTIVATE THE BUSINESS CONTINUITY PLAN

ACTION	PERSON RESPONSIBLE
Confirm staff safety	
Activate emergency communication	
Secure business premises	
Protect equipment and assets	
Contact key suppliers if necessary	

TOOL 2: PROTECTION ACTIONS DURING DISRUPTION

AREA	ACTIONS
People	Confirm staff safety and communicate with employees
Facilities	Secure buildings and infrastructure where possible
Equipment	Protect machinery and electronic equipment
Inventory / stock	Move stock to safe locations if possible
Business records	Protect physical and digital records

TOOL 3: EMERGENCY COORDINATION (LARGE BUSINESSES) - EMERGENCY RELIEF SUPPLY MAPPING

Reference: Annexure 1 – Emergency Relief Supply Mapping Database

Large businesses should use the database (Annexure 1) to identify which essential goods and services they can supply during a disaster response, and register their capacity with FCEF / FBDRRC to enable rapid private-sector mobilisation.

TOOL 4: BUSINESS IMPACT SELF-CHECK

IMPACT AREA	DESCRIPTION	ESTIMATED IMPACT
Infrastructure damage		
Equipment damage		
Inventory loss		
Staff availability		
Loss of income		
Operational disruption		

TOOL 5: INITIAL RECOVERY PLANNING

RECOVERY STEP	PERSON RESPONSIBLE	PRIORITY
Inspect business premises		
Document damage		
Contact insurance		
Inform suppliers and customers		
Plan reopening timeline		