Business Continuity Capability and Readiness Assessment Checklist

A User Guide

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Philippine Preparedness Partnership

Edwin M. Salonga
Country Program Manager, Philippines
Asian Disaster Preparedness Center (ADPC)

An indicator of a thriving local economy is the presence of a vibrant micro, small, and medium enterprise (MSME) sector. It plays a significant role in developing the Philippine economy as it creates jobs and stimulates economic development, especially in far-flung areas. As of 2020, MSMEs comprise 99.51% of all business enterprises operating in the country, generating 62.66% of the total employment in the Philippines. With less capacity compared to their larger business counterparts, however, MSMEs bear the brunt of disasters.

The ongoing COVID-19 Pandemic highlights the need for businesses to put in place mechanism to ensure continuity of operations so that they can better prepare for, respond to, and recover from disruptions arising from hazards of natural and man-made causes. This MSME Business Continuity Plan (BCP) Capability and Readiness Assessment Checklist seeks to aid MSME owners and managers on how to ensure business continuity when disasters strike. Moreover, the checklist strives to promote awareness of business continuity and its processes towards building business resilience.

As the Secretariat of the Asian Preparedness Partnership (APP), the Asian Disaster Preparedness Center (ADPC) commends the individuals and organizations that developed this MSME BCP Capability and Readiness Assessment Checklist. We fully support the efforts of the Philippine Preparedness Partnership (PHILPREP) in strengthening the capacity of MSMEs towards achieving institutional and community resilience. We need to continue working together in building safer, disaster-resilient, and climate change-adaptive sectors and communities in the Philippines and beyond.

Loreine B. Dela Cruz
Executive Director
Center for Disaster Preparedness (CDP)

The MSME sector in the Philippines accounts for 99.56% to Philippines' total registered businesses and it employs about 63.19% of the labor force. The sector also has a significant role in promoting economic growth, employment, trade, and innovation. Furthermore, the MSME sector is a key stakeholder in providing goods and critical services to the affected community as well as in helping in the recovery process in disaster situations. MSMEs, however, continue to belong to one of the most vulnerable sectors due to natural and human-induced hazards.

In order to supplement the significant role of MSMEs in disaster response and overall national development, there is a need to ensure its sustained operation regardless of the situation. The MSME BCP Capability and Readiness Assessment Checklist is meant as a guide to aid MSME towards accomplishing and formulating a business continuity plan or improving upon an existing one and has been developed through rigorous consultations with local partners with an in depth understanding of their sector's challenges such as lack of income, tight cash flow, inability to apply and pay for loans, all the while facing the aggravating effects of compounding disasters. Through ensuring that local businesses persist in the face of disasters and calamities, communities are able to reduce its effects and "build back better".

Undersecretary Ricardo B. Jalad
Administrator, Office of Civil Defense (OCD)
Executive Director, National Disaster
Risk Reduction and Management Council
(NDRRMC)

This Micro, Small and Medium Enterprise Business Continuity Plan Capability and Readiness Assessment Checklist is another knowledge product realized through the cooperation of the various agencies and organizations under the Asian Preparedness Partnership – Philippine Preparedness Partnership (APP-PhilPrep). This guide serves to aid MSME owners and managers on how to self-accomplish business continuity capability and the readiness assessment checklist.

We commend the project team and organizations whose cooperation gave birth to this valuable document. This is another proof of the effectiveness of multi-sector cooperation in the development of ways and means that seek to strengthen our disaster risk reduction and management (DRRM) system via the reinforcement of the capacities of sectors that play critical roles in the country's march towards resilience and progress.

We assure our partners that the National Disaster Risk Reduction and Management Council (NDRRMC), together with the Office of Civil Defense, will continue to support all efforts to safeguard the wellbeing of our citizens, especially the vulnerable, against the threat of hazards and disasters.

May this very significant document inspire and motivate our MSMEs to be relentless in the effort to ensure the stability and resilience of their organizations as part of their contribution to the national effort to build safer, adaptive, resilient, and prosperous Filipino communities.

Mabuhay!

Rene S. Meily
President
Philippine Disaster Resilience Foundation
(PDRF)

MSMEs are the beating heart of the Philippine economy and are also among the most vulnerable to different hazards. One way for them to better prepare themselves is by creating a Business Continuity Plan (BCP). This plan ensures that they will be prepared for emergencies and able to deliver their goods and services even in the midst of a crisis.

The MSME BCP Capability and Readiness Assessment Checklist is a simple, practical guide for businesses to assess how effective their BCPs are. The tool aims to help not only MSMEs but also organizations who develop programs to support them. The checklist seeks to assess and evaluate the quality of BCPs and the impact of programs and technical assistance. The data gathered will inform the decisions of MSME preparedness enablers as they craft future interventions.

The Philippine Disaster Resilience Foundation (PDRF) and the other members of the Philippine Preparedness Partnership (PHILPREP) have collaborated on drafting this tool to enhance the resilience of MSMEs against all threats and assist them in reopening their businesses. If we can all work together, we have the opportunity to protect MSMEs and give those affected by a disaster a chance to rebuild their lives and recover their future.

Dr. Alfredo Mahar Francisco A. Lagmay
Executive Director
University of the Philippines Resilience Institute
(UPRI)

The University of the Philippines Resilience Institute joins the Philippine Disaster Resilience Foundation in celebrating the launching of practical knowledge by publishing tools that can be used by our co-workers in enhancing the rebuilding of businesses and communities affected by disasters.

The loss of livelihood is one of the devastations that a community may experience during a disaster. It is therefore imperative that there are systems in place to ensure that business can continue as usual or can resume quickly to provide essential services to a disaster-stricken community and jump-start it's economy. The Business Continuity Capability and Readiness Assessment Checklist serves not only as a review of an enterprise's existing Business Continuity Plan (BCP) but also serves as a guide for businesses in crafting one. With this tool, MSMEs, which are vulnerable to disasters yet are capacitating elements of a community's economy, can be equipped with the knowledge and be supported by structures that promote resilience to disasters.

We congratulate PDRF and the Philippine Preparedness Partnership for their support.

ABOUT

ABOUT THIS GUIDE

This guide, divided into two parts, is meant to aid Micro, Small, and Medium Enterprise (MSME) owners and managers on how to self-accomplish the business continuity capability and readiness assessment checklist. The first part is intended for MSMEs who have an existing business continuity plan (BCP), while the other is intended for those who do not have one yet.

ABOUT THE CHECKLISTS

The formulation of the items in the checklists was scientifically informed by the results of the research conducted by the Social Development Research Center of De La Salle University-Manila. The said research involved group interviews with selected MSMEs from Luzon, Visayas, and Mindanao who encountered disasters and emergency situations in the past. Key informant interviews were also conducted with local disaster risk reduction management officers as well as Department of Trade and Industry representatives. Two validation workshops were likewise held in order to solicit feedback and suggestions to further enhance the said tools. In addition, the checklists were also circulated to PDRF partners for comments. This manual contains instructions in accomplishing the checklists. It likewise includes scoring as well as interpretations of results.

The business continuity capability and readiness assessment has two objectives. For those with an existing BCP, the tool will serve as an internal audit and quality check regarding the contents, processes, procedures, and protocols being observed by MSMEs in ensuring business continuity amidst the aftermath of a disaster. The checklist also serves as a guide on how to better improve such a plan.

The other objective relates to MSMEs who do not have an existing BCP. The checklist will help them assess their readiness in coming up with their own BCP and shall also serve as a menu of protocols, procedures, and processes that they can adopt if these are not existing in the organization.

The self-assessment covers **the 10 Cs in Business Continuity Management.** These elements were identified based on a desk review and primary data collection.

1

Conventions: This refers to documented models, frameworks, norms, protocols, policies, and processes (e.g., BIA, Risk Analysis) that are in place to ensure that the BCP being implemented is meeting quality standards. The BCP likewise needs to be consistent with the principles and the mission-vision of the MSMEs. It also covers the knowledge and appreciation of MSMEs regarding the BCP.

2

Conditions: This involves access to disaster-related information, identification of business risks and hazards that might affect one's business, identification of critical areas of operations that need to continue or be restored based on priorities, assessment of disaster of impacts relative to one's business, potential and experience disasters, and conduct of regular inspection of the business sites.

3

Customers: This relates to the practice of preparing a telephone directory of customers as well as a policy or mechanism ensuring safety of customers when disasters, events, shocks (man-made or otherwise) happen during business hours.

4

Crews: This refers to the identification of BCP champions or dedicated persons to implement the BCP, maintenance of a telephone director of employees and their family members, a system to ensure that their human resource is able to provide backup with an equal level of competency when employees are unable to report, identification of role and functions of the different employees, discussion among the employees and their employer regarding their BCP, mechanisms ensuring protection and safety of employees in the workplace especially during disasters, and training and orientation regarding the contents of the BCP.

5

Costs: This covers the enrolment of MSMEs in insurance for disasters and pandemic purposes, a clear saving mechanism for emergency not only for one disaster but also for possible succeeding ones, ability of MSMEs to identify persons/individuals/lending institutions that they could

borrow money from, and a list of government support that is available that they could hopefully access.

6

Chains: This refers to the presence of alternative sources or suppliers of raw materials, ability to figure out demand chain transportation requirements, possession of transportation assets that could help in the delivery of products and services when face-to-face arrangement is impossible, and ability of partners and suppliers to deliver or bring their materials to your business site.

7

Controls: These are control mechanisms ensuring safety and avoiding accidents, ability to shift to work-from-home arrangement, provision of safety protocols such as signage and notices, ability to prepare back-up copies of important documents that are to be placed in separate locations, a system ensuring control of hoarding and other incidents that could possibly happen after a disaster, and ability of the company to access or procure medicines, vaccines, and health care services for the employees and the business owners.

8

Collaborations: This measures the ability of MSMEs to network with other businesses through associations, the presence of BCPs among business partners and suppliers, and ability to communicate the need for BCP among neighboring business establishments.

9

Capacity: This requires BCPs to contain a list of assets including medical supplies, medical and hygiene kits, cleaning supplies and other paraphernalia to ensure workplace safety, ownership of sustaining infrastructures like a generator set, a system or an arrangement that allows the MSMEs to delay payments or arrange reasonable terms with suppliers, landlords (for rental), and utility companies, ability to use data on financial performance before, during, and after a disaster for evidenced-based decision making, assessment plan to ensure functionality of BCP, and documentation of impacts of previous disasters that affected the business.
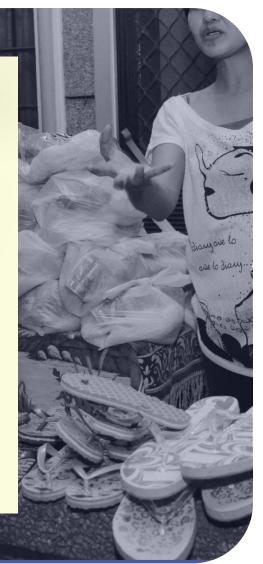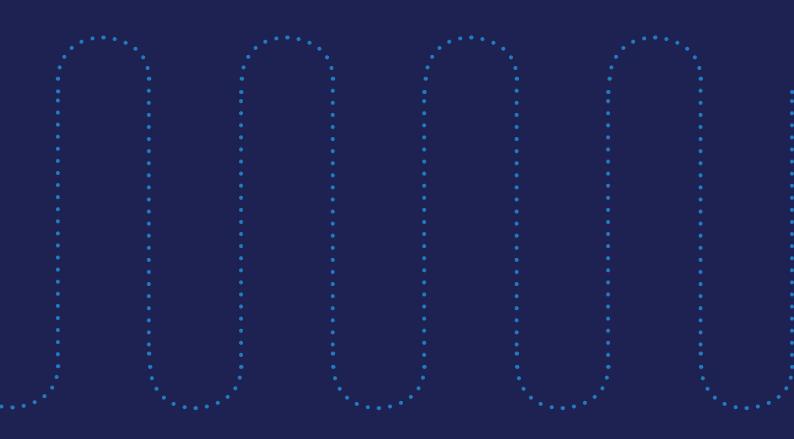
10

Coping: This is the ability of the MSMEs to recover and continue the businesses by identifying alternative sites or satellite sites that can be used in case disruption happens in the main business site, possession of a separate site that can be used temporarily if disaster/pandemic disrupted the business, and ability to shift or use different modalities in the supply and demand chain such as online selling and door-to-door delivery.

What is a **Business Continuity Plan?**

"A plan describing the policy, systems, procedures, etc. by which enterprises can avoid suspension of their critical business or can recover the critical business quickly if it is interrupted, even when contingencies arise, including natural disasters such as major earthquakes, communicable disease pandemics, terrorist acts, serious accidents, disruption of supply chains and abrupt changes in business environment, or they can recover business quickly if their business is interrupted."
(Japanese Government Business Continuity Framework)

Business Continuity Capability Checklist for MSMEs
with Existing BCP

INSTRUCTIONS

This checklist may be accomplished by the MSME owner or manager. To make it participatory, however, this form can also be accomplished as a team composed of the MSME owner, manager, and employees. This checklist contains 64 items. It will ascertain whether procedures, protocols, and resources are a) present (completed), b) in the process of completion (underway), or c) absent. Items that are completed will receive 2 points while items that are marked underway will receive 1 point. Items that are absent are given no points.

Completed	2
Underway	1
Absent	0

Kindly read each of the items and put a check mark ✓ in the appropriate column indicating the actual status of the different procedures, protocols, and resources needed for a business continuity plan. Also, indicate the point/s per item in the last column (see example below). After accomplishing the items, kindly total your score. A table of scoring and a table of interpretation are presented at the end of the checklist for you to better understand your score.

Example:

Items	Status			Points
	Completed	**Underway**	**Absent**	
Conventions				
1. Does your BCP contain protocols to ensure non-transmission of a virus within your site/space/company/ establishment?	✓			2
2. Does your BCP contain protocols to ensure that your company/business will be able to recover following a typhoon?		✓		1
3. Does your BCP contain protocols to ensure that your company/business will be able to recover following a flooding?			✓	0

Items	Status			Points
	Completed	**Underway**	**Absent**	
Conventions				
1. Does your BCP contain protocols to ensure non-transmission of a virus within your site/space/company/ establishment?				
2. Does your BCP contain protocols to ensure that your company/business will be able to recover following a typhoon?				
3. Does your BCP contain protocols to ensure that your company/business will be able to recover following a flooding?				
4. Does your BCP contain protocols to ensure that your company/business will be able to recover following an earthquake?				
5. Does your BCP contain protocols to ensure that your company/business will be able to recover following a fire?				
6. Does your BCP contain protocols to ensure that your company/business will be able to recover following a pandemic/endemic/epidemic?				
7. Does your BCP contain protocols to ensure that your company/business will be able to recover following a volcanic eruption? (If you think this is not applicable, leave this item blank.)				
8. Does your local government unit (LGU) have a business continuity framework or guide?				
9. Does your BCP contain processes that are in place to facilitate return to work once the company/business has bounced back from the disaster/ pandemic?				

Items	Status			Points
	Completed	**Underway**	**Absent**	
10. Do you conduct Business Impact Analysis?				
11. Do you consider a BCP as beneficial to your company or business?				
12. Do you know what constitutes a BCP?				
13. Does your company have its own articulation of the concept of business continuity?				
14. Do you have sufficient skills to carry out qualitative or quantitative research on business impact analysis and risk assessment?				
15. Do you have a system of securing your important business documents if disasters strike?				
16. Do you conduct BCP content review and update (i.e., annually or as need arises especially after a disaster) for continuous improvement?				
17. Do you regularly (i.e., annually) exercise or test your BCP?				
18. Is your BCP guided by or part of a larger Business Continuity Management?				
Conditions				
19. Do you have access to data in relation to the different vulnerabilities and hazards in your area?				
20. Does your BCP contain a listing of possible disasters or hazards that may threaten your business?				
21. Does your BCP contain a listing of critical areas of operations that must be continued or restored based on priorities?				

Items	Status			Points
	Completed	**Underway**	**Absent**	
22. Does your BCP contain assessments of the impacts of disaster on your business?				
23. Does your BCP contain assessments of risks resulting from disasters or a pandemic?				
24. Does your BCP contain a list of potential risks that might affect your business as a result of a pandemic or a disaster?				
25. Does your BCP contain a provision on check-ups of buildings, production sites, or business establishments for possible damages resulting from a disaster?				
Customers				
26. Does your BCP contain a directory of your loyal customers?				
27. Does your BCP contain a mechanism or policy to ensure that your customers are protected during a disaster that might happen during business hours?				
Crews				
28. Does your BCP contain a list of dedicated person/s that will be responsible for workplace health and safety?				
29. Does your BCP contain a list of dedicated person/s that will be able to serve as the disaster/pandemic manager?				
30. Does your BCP contain a telephone number/address book (or a communication tree) with contact information on your employees and their family members in case of emergency?				

Items	Status			Points
	Completed	Underway	Absent	
31. Does your BCP contain a system to ensure you have enough human resource backups with the same level of competency when there is absenteeism as a result of a pandemic/disaster?				
32. Does your BCP contain a list of employees who can carry out the activities in your business continuity plan?				
33. Do you discuss BCPs among your employees?				
34. Does your BCP contain a mechanism or policy to ensure that your crews are protected during a disaster that happens during working hours?				
35. Do you train your employees or crews on the contents of your BCP?				
36. Does your BCP contain a plan for disaster leaves and salary and emergency loans?				
Costs				
37. Does your BCP contain insurance for your business?				
38. Does your BCP contain a savings mechanism in case of emergency?				
39. Does your BCP contain a list of persons/entities that you can borrow money from in order for you to be able to continue your business?				
40. Does your BCP contain a list of government support (e.g., financial support) that you can access in times of disaster/pandemic?				

Items	Status			Points
	Completed	**Underway**	**Absent**	
Chains				
41. Does your BCP contain a list of alternative sources/suppliers of raw materials in case your original source can no longer provide them?				
42. Does your BCP contain information regarding alternative means to deliver your goods to your customers?				
43. Does your BCP contain a list of transportation-related assets to allow you to deliver your goods and services?				
44. Does your BCP contain information related to the capacity of your business partners/suppliers to bring or deliver the raw materials to you?				
Controls				
45. Does your BCP contain a work-from-home arrangement plan when going to the workplace is impossible?				
46. Does your BCP contain a plan for provision of signage on safety protocols inside and outside your store/site?				
47. Does your BCP contain a mechanism to prepare back-up copies of important business documents that are stored in separate locations?				
48. Does your BCP contain a system to ensure that your clients/customers do not resort to hoarding?				
49. Do you have a protocol for responding to accidents, commotions, or troubles that might take place at your business site?				

Items	Status			Points
	Completed	**Underway**	**Absent**	
50. Do your employees have HMOs (Health Maintenance Organizations)?				
51. Does your company have access to vaccination, or can it facilitate access to vaccination, or does it have the ability to procure vaccination for the employees?				
Collaborations				
52. Are you a member of any business association (e.g., chamber, MSME organizations)?				
53. Do your business partners/ suppliers have their own business continuity plan?				
54. Do you communicate with neighboring business establishments to encourage them that they also need to have measures in responding to disaster or avoid disaster from happening?				
Capacity				
55. Does your BCP contain a list of assets including medical supplies, medical and hygiene kits, cleaning supplies and other paraphernalia to ensure workplace safety?				
56. Does your business own a generator set?				
57. Does your BCP contain a system or an arrangement that will allow you to delay payments or arrange reasonable terms with your suppliers, landlords (for rental), and utility companies?				

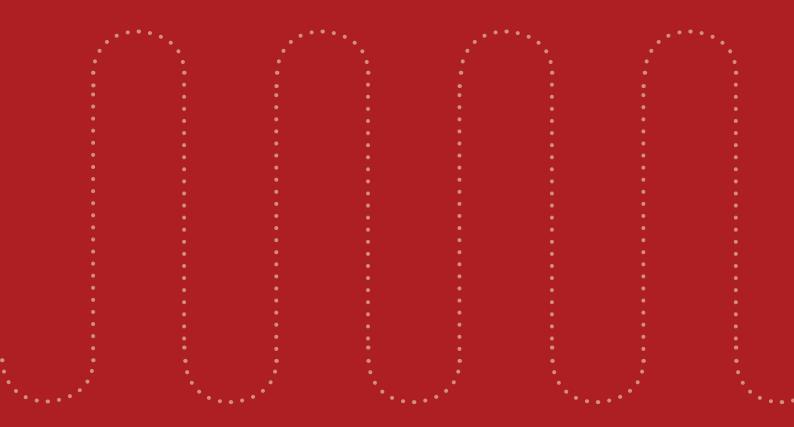| Items	Status			Points
	Completed	Underway	Absent	
58. Does your BCP contain a system or an arrangement that will allow you to delay payments or arrange reasonable terms with your clients or customers?				
59. Does your BCP contain data on financial performance before, during, and after a disaster has affected your business?				
60. Does your BCP contain an assessment plan for your BCP in terms of its functionality?				
61. Does your BCP contain documentation of impacts of previous disasters on your business?				
Coping				
62. Does your BCP contain a list of alternative sites or satellite sites that you currently operate for your business?				
63. Do you have a potential area/site that you can use in case your current site is temporarily unavailable due to the pandemic/disaster?				
64. Do you think your business can shift to operating online if face-to-face interaction is not allowed (social distancing is required)?				
Total				

After accomplishing the tool, kindly add the total points. The following are the interpretations of the results.

Score	Status of BCP	Interpretation
1-32	**Beginning** (Review or Development Stage)	The plan hardly contains procedures, processes, and resources needed to be able to continue business operations after a disaster. This is an indication that the organization/company may face difficulties in bouncing back and in continuing its business operation after a disaster.
33-64	**Developing** (Review or Development Stage)	The plan contains some procedures, processes, protocols, and resources needed for the business to continue its operations following a disaster. However, the organization needs to further improve the business continuity plan to make it adequate.
65-96	**Accomplished** (Mentorship Stage)	The plan contains most procedures, processes, protocols, and resources needed for the business to continue its operations following a disaster. However, the organization needs to further improve the business continuity plan to make it adequate.
97 and above	**Exemplary** (Exercise and Testing Stage)	The plan contains almost all if not all procedures, processes, protocols, and resources needed for the business to continue following a disaster. This will help the company/organization to continue business operations as quickly as possible after a disaster.

OVERALL ASSESSMENT

▶ If your score falls between 1 and 64, it is highly recommended that you attend a training or retrain to develop and review your current business continuity plan. You can consult the Department of Trade and Industry or the Philippine Disaster Resilience Foundation for appropriate capacity building and training activities or mentorship program to check or validate your plan. If your score is between 65 and 96, it means that your current business continuity plan contains most elements necessary for BCP.

▶ However, your organization/company needs to incorporate procedures, processes, and protocols that are lacking. If your score is 97 and above, your BCP adheres to the standards

▶ However, any item you answer with "underway" or "no" indicates that such as an arrangement has to be in place at the soonest time possible to make your BCP as comprehensive as possible.

Business Continuity Capability Checklist for MSMEs without Existing BCP

INSTRUCTIONS

This checklist may be accomplished by the MSME owner or manager. To make it participatory, however, this form can also be accomplished as a team composed of the MSME owner, manager, and employees. This checklist contains 63 items. It measures the level of readiness of a company/ organization to be able to craft an adequate business continuity plan. This assessment tool will ascertain whether procedures, protocols, and resources are present or absent. Items that are marked as present (yes) will receive 1 point while items that are marked absent (no) are given no points. After accomplishing the tool, kindly add the total points.

Yes	1
No	0

Kindly read each of the items below and put a check mark ✔ in the appropriate column indicating whether or not procedures, protocols, and resources needed are present or absent. Some items will also look into knowledge on BCP and skills requirement needed for a company or organization to be able to craft an adequate business continuity plan.

Example:

Items	Yes	No	Points
Conventions			
1. Do you have protocols to ensure non-transmission of a virus within your site/space/company/establishment?	✔		1
2. Do you have protocols to ensure that your company/business will be able to recover following a typhoon?		✔	0

Items	Yes	No	Points
Conventions			
1. Do you have protocols to ensure non-transmission of a virus within your site/space/company/establishment?			
2. Do you have protocols to ensure that your company/business will be able to recover following a typhoon?			
3. Do you have protocols to ensure that your company/business will be able to recover following a flooding?			
4. Do you have protocols to ensure that your company/business will be able to recover following an earthquake?			
5. Does your BCP contain protocols to ensure that your company/business will be able to recover following a fire?			
6. Does your BCP contain protocols to ensure that your company/business will be able to recover following a pandemic/endemic/epidemic?			
7. Does your BCP contain protocols to ensure that your company/business will be able to recover following a volcanic eruption? (If this is not applicable, please leave this item blank.)			
8. Does your LGU have a business continuity framework or guide?			
9. Do you have processes that are in place to facilitate return to work once the company/business has bounced back from the disaster/pandemic?			
10. Do you conduct Business Impact Analysis?			
11. Do you consider a BCP as beneficial to your company or business?			
12. Do you know what constitutes a BCP?			
13. Does your company have its own articulation of the concept of business continuity?			

14. Do you have sufficient skills to carry out qualitative or quantitative research on business impact analysis and risk assessment?			
15. Do you have a system of securing your important business documents if disasters strike?			
Conditions			
16. Do you have access to data in relation to the different vulnerabilities and hazards in your area?			
17. Do you have a listing of possible disasters or hazards that may threaten your business?			
18. Do you have a listing of critical areas of operations that must be continued or restored based on priorities?			
19. Do you conduct assessments of the impacts of disaster on your business?			
20. Do you conduct assessments of risks resulting from disasters or a pandemic?			
21. Do you know the potential risks that might affect your business as the result of a pandemic or a disaster?			
22. Do you conduct check-ups of your buildings, production sites, or business establishments for possible damages resulting from a disaster?			
Customers			
23. Do you keep a directory of your loyal customers?			
24. Do you have a mechanism or policy in place to ensure that your customers are protected during a disaster that might happen during business hours?			
Crews			
25. Do you have a dedicated person that will be responsible for workplace health and safety?			

Items	Yes	No	Points
26. Do you have a dedicated person that will be able to serve as the disaster/pandemic manager?			
27. Do you have a telephone number/address book (or a communication tree) with contact information of your employees and their family members in case of emergency?			
28. Do you have a system in place to ensure you have enough human resource backups with the same level of competency when there is absenteeism as a result of the pandemic/disaster?			
Items	**Yes**	**No**	**Points**
29. Do you have a group of employees who can carry out the activities in your business continuity plan?			
30. Do you discuss BCPs among your employees?			
31. Do you have a mechanism or policy in place to ensure that your crews are protected during a disaster that happens during working hours?			
32. Do you train your employees or crews on the contents of your BCP?			
33. Do you have a plan for disaster leaves and salary and emergency loans?			
Costs			
34. Do you have insurance for your business?			
35. Do you set savings for emergencies?			
36. Do you think you will be able to borrow money in order for you to be able to continue your business?			
37. Do you think you can access government support (e.g., financial support)?			
Chains			
38. Do you have other alternative sources/suppliers of raw materials in case your original source can no longer provide them?			

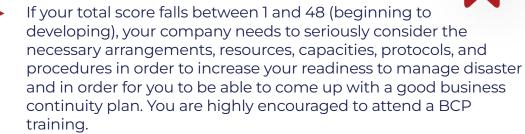|			
39. Do you have alternative means to deliver your goods to your customers?			
40. Do you have transportation-related assets to allow you to deliver your goods and services?			
41. Do your suppliers have the means to bring or deliver the raw materials to you?			
Controls			
42. Do you have a work-from-home arrangement plan when going to the workplace is impossible?			
43. Do you provide signage about safety protocols inside and outside your store/business sites?			
44. Do you have a mechanism to prepare backup copies of important business documents that are stored in separate locations?			
45. Do you have a system to ensure that your clients/customers do not resort to hoarding?			
46. Do you have a protocol for responding to accidents, commotions, or troubles that might take place at your business site?			
47. Do your employees have HMOs?			
48. Does your company have access to vaccination, or can it facilitate access to vaccination, or does it have the ability to procure vaccination for the employees?			
Collaborations			
49. Are you a member of any business association (e.g., chamber, MSME organizations)?			
50. Do your business partners/suppliers have their own business continuity plan?			
51. Do you communicate with neighboring business establishments to encourage them to also have measures in responding to disaster or avoid disaster from happening?			
Capacity			

52. Do you have a stockpile of medical supplies, medical and hygiene kits, cleaning supplies and other paraphernalia to ensure workplace safety?			
53. Does your business own a generator set?			
54. Do you have a system or an arrangement that will allow you to delay payments or arrange reasonable terms with your suppliers, landlords (for rental), and utility companies?			
55. Do you have a system or an arrangement that will allow you to delay payments or arrange reasonable terms with your clients or customers?			
56. Do you keep records of your financial performance before, during, and after a disaster?			
57. Do you assess your BCP in terms of its functionality?			
58. Do you document impacts of previous disasters on your business?			
59. Do you conduct emergency drills regularly (i.e. at least twice a year)?			
Coping			
60. Do you have alternative sites or satellite sites that you currently operate for your business?			
61. Do you have a potential area/site that you can use in case your current site is temporarily unavailable due to a pandemic/disaster?			
62. Do you think your business can shift to operating online if face-to-face interaction is not allowed (social distancing is required)?			
Total			

After accomplishing the tool, kindly add the total points. The following are the interpretations of the results.

Score	Level	Interpretation
1-22	Beginning	Most procedures, protocols, resources are not present and the company/organization needs to increase its knowledge and skills to be able to identify the necessary ingredients of a business continuity plan. The company needs to consider the gold standards of a business continuity plan that are indicated in the checklist. The company/organization needs to document all of these in a business continuity plan.
23-48	Developing	There are already a few procedures, protocols, resources, knowledge, and skills present in the company/organization that are needed for a business to continue its operations following a disaster. What the company needs to do is to improve their protocols and procedures and to allocate more resources to ensure that these are adequate for them to be able to continue business operations following a disaster. The company/organization needs to document all of these in a business continuity plan.
49 and above	Satisfactory	Most procedures, protocols, resources, knowledge, and skills that are needed for a business to be able to likely continue its operations following a disaster are already present in the company/organization. What the company needs to do is to document all of these in a business continuity plan.

OVERALL ASSESSMENT

▶ If your total score falls between 1 and 48 (beginning to developing), your company needs to seriously consider the necessary arrangements, resources, capacities, protocols, and procedures in order to increase your readiness to manage disaster and in order for you to be able to come up with a good business continuity plan. You are highly encouraged to attend a BCP training.

▶ If your score is more than 48, you already have the necessary arrangements, resources, capacities, protocols, and procedures. Any "no" answer indicates that this element is lacking and should be seriously considered when you come up with your business continuity plan.

▶ Regardless of your score, you may accomplish the PDRF Business Continuity Capability and Assessment Checklist (for MSME without BCP) to guide you in crafting your BCP.

EPILOGUE

In an effort to build disaster resilience among communities and businesses, the Philippine Disaster Resilience Foundation (PDRF), along with its partner organizations, conducted a study to assess the capability and readiness of MSMEs in crafting a business continuity plan (BCP). The study found that many MSMEs do not yet have a BCP. To address such a gap, this tool was designed for the MSMEs to be aware about how ready they are to craft their own BCPs or to help those who already have existing BCPs to improve such plans.

Specifically, this tool is designed in order for MSMEs to be better informed about the resources (infrastuctural, human, and physical), processes, and organizational arrangements that should be put in place in order to be better prepared and to ensure that businesses can immediately resume operations following a disaster. In particular, it is hoped that this tool can guide MSMEs in terms of crafting their business continuity plan.

MSMEs whose scores indicate that they are not quite ready to craft a BCP should seriously address gaps in terms of putting processes and arrangements in place and of investing in resources (physical, human, infrastructural) to improve disaster resilience and preparedness. May this tool inform you of the necessary elements needed to devise a better business continuity plan!

USEFUL LINKS

Sikap
https://sikap.com.ph
SIKAP is a resilience hub for MSMEs, who were greatly impacted by the pandemic. MSMEs can access information on the latest business continuity and recovery tips, reference materials and other toolkits, and training opportunities and e-learning sessions provided by government agencies and private organizations

Guidance on Emergency Response Planning
https://www.pdrf.org/wp-content/uploads/2021/04/2021-06_Emergency_Response_Planning_Guide.pdf

PDRF's iADAPT
https://iadapt.pdrf.org/
iADAPT is PDRF's eLearning solution that aims to equip Filipinos with the right set of tools, skills, and resources they need to be confidently ready to face any type of disaster.

The MSME Guise to Disaster Resilience
https://iadapt.pdrf.org/resources/msme-guide-to-disaster-resilience/

Katatagan In A Box App

Payong App