

LSE Business Continuity

“Battle Bag” suggested contents

The battle bag should contain reference information and a small stock of supplies for use by the Local Business Recovery Team. Local Business Recovery Plans should name an individual or postholder responsible for maintaining the contents of the bag and ensuring that it is available for use during an incident,

Documents

- The LSE Major Incident Initial Response Plan (*formerly known as the CIERP*)
- The Local Business Recovery Plan(s) for the Office and Division or Department
- Contact details of the members of the local Business Recovery Team including their mobile phone and home numbers
- Contact details of other members of staff identified as essential to business recovery including mobile and home numbers
- Laminated copies of plans of the location of office(s) (*if available*)
- Most up to date in-house list of members of staff of the Office and Division or Department and their offices
- Memory stick containing information most relevant to dealing with the immediate aftermath of an incident, transition to business recovery and progression to resumption of working as normal

Tools to help you and your team

- Master / Fire keys
- TO-DO check list based on Local Business Recovery Plan
- Multiple copies of the Assessment and Incident form (*copies included with standard Local Recovery Plan template and/or available from Veronique Mizgailo, ext 5415*)
- A4 writing pads
- Pens
- Hi-Visibility vests
- Torch / batteries
- Disposable camera
- Whistle or Air Horn
- Loud hailer
- Small First Aid kit
- Dictaphone / batteries
- Small Radio
- Clingfilm
- mobile phone, spare battery and charger

The bag should be stored in a locked and secure location with access only permitted via master key or similar.

It is suggested that the battle bag itself is security tag locked (similar to the type of security tags used on float or cash bags) to safeguard the sensitive information contained within the bag.

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