

# How to Create Your ICE Plan

Traditional Business Continuity Plan templates available on the internet cover every potential risk, and every size of business.

Which means they are cumbersome to complete, with a lot of irrelevant detail, and therefore tend to be ignored by most small businesses.

At ICE Vault we aim to help small businesses focus their efforts on the MOST LIKELY emergency their business is likely to face..... that something happens to you as 'the boss'.

Now, before you say there's nothing that anyone could do if something happened to you, please keep reading!

We have developed a system to help you capture the information you need, find someone to implement it if required, and store it securely online - ICE Vault.

We also offer a unique system of granting access to the person who needs it *only when* they need it.

However, if you want to put together a plan yourself, here is our 3 step ICE Plan guide for you.

## Step 1

Gather the information about your business *in one place*.

Things like.....

- Tax number, VAT number & company registration number.
- Your previous tax returns.
- Insurance details such as Liability or Keyman.
- Important business contact details, ie accountant etc.
- Information about your premises (if you have one) including lease, insurance, mortgage/ landlord details and utility account details.
- Details of your suppliers and customers.
- A list of your bank accounts and a note of who (besides you) has access to them.
- Contact details for your staff.
- Details of technology contracts - everything from Mobile Phones to software licences and domain name registration details.
- Social Media account details, and who can administer the accounts, apart from you.

Now, you will already have all the above information, but it is likely spread about between traditional filing, online and (worst of all) buried in your email.

Wouldn't it make life easier if you had it all in one place? Even if there is never an emergency, I bet you have had to go on the hunt for at least one of these bits of info in the last few weeks.....

And if something happened to you, how much easier would having all this information in one place make things?

## Step 2

Collate all this information and store it securely online, and in a way that you can access it from any location.

Laptop broken? Doesn't matter, you can access it from another computer.  
Can't get to the office? Doesn't matter, you can access it from your home.

Ideally you should store and sort it in a way that is easy to search, and has clear instructions for someone else to understand.

## Step 3

### **Now this is important!**

You should find someone you trust who would be able to help out if something happens to you, and make sure they can access this information when needed.

We call this person your 'Keyholder'

You need to have a chat to this person *now*, and make sure they understand what you need them to do, In Case of Emergency.

Now, you may be thinking that the business needs you and nobody else could help if you weren't there.

However we believe that even in the smallest businesses there is something that could be done.

Even if it's just making some calls to customers or suppliers on your behalf to make them aware of the situation, it could be a massive benefit to your ongoing business when you are back on your feet.

In today's communication hungry world nothing can ruin a company's reputation faster than radio silence.

And if you have died? Not a nice thing to think about, but we all should.

It will make things *a lot* easier for your loved ones or whoever is dealing with your estate if they have access to this information in one place.

Isn't that something that you would like to do?

And that's basically it!

If that sounds quite daunting please check out [ICEVault.co.uk](https://ICEVault.co.uk) - we will take you through the system step-by-step, store your plan online, and then grant access to your key holder as needed.