

Business Continuity

Plan and Recover



Buncefield disaster

Business Continuity and You

- ▶ Understand your business and key business objectives
- ▶ Identify key activities and staff working within those areas
- ▶ Identify the potential threats and plan for recovery
- ▶ Assess the risk both internal and external to your organisation
- ▶ Calculate the impact of business disturbance
- ▶ Review the results and develop your preparedness
- ▶ Plan to reduce the likelihood and impact of disruption
- ▶ Train staff and exercise their knowledge
- ▶ Exercise the plan and adapt as necessary
- ▶ Audit the results, monitor and review regularly, make any necessary changes

Organisations and websites that can help...

- ➔ **Business Continuity Institute**
www.thebci.org
- ➔ **UK Resilience** - www.ukresilience.info
- ➔ **The Home Office**
www.homeoffice.gov.uk
- ➔ **MI5** - www.mi5.gov.uk
- ➔ **Foreign & Commonwealth Office**
www.fco.gov.uk
- ➔ **London Prepared**
www.londonprepared.gov.uk
- ➔ Secure in the knowledge
- ➔ Expecting the unexpected

Links to these sites can be found on Swindon Borough Council website at **www.swindon.gov.uk**
Go to business then Business Continuity.

Or contact:

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Should you require information in another format please contact Customer Services on 01793 463725

Business Continuity in the community

Be prepared...

This leaflet is produced for those who are involved in business, partnership, voluntary organisations, sports clubs or amateur societies.



Business Continuity

Plan, Recover and Restore

If you own or manage a business you need an up-to-date 'Business Continuity Plan' in place to help your business cope in the case of an emergency or disruption.

What is Business Continuity?

Business continuity is about the protection and prevention measures that you can put in place against crime, the consequences of a natural disaster, electronic attack, acts of terrorism and other events that would have an impact on your business.

It is also about making sure your business or organisation is prepared in the event of an emergency and is able to continue to operate, when the normal daily routine does not apply.

- ▶ How would you continue to operate?
- ▶ Would it be 'Business as usual'?
- ▶ Do you provide critical services to your customers?
- ▶ How long will it take to recover?

Why Business Continuity

National or local emergencies, incidents or events may impact on your ability to deliver products or services to your customers and could result in:

- ▶ A complete failure of your business
- ▶ Loss of income / premises
- ▶ Loss of reputation and / or customers
- ▶ Financial, legal and regulatory penalties
- ▶ Human Resource issues
- ▶ An impact on your insurance premiums
- ▶ Litigation against an individual or organisation

Did you know?

Nearly 1 in 5 businesses suffer a major disruption every year

Where do I start?

You can do much to reduce the vulnerabilities of your business by taking time to review your preparedness to deal with emergencies and put simple and often-inexpensive continuity measures in place.

From the basics of identifying where your business is vulnerable to making sure you have suitable IT security such as passwords, and making sure your key suppliers have plans in place to continue business if they are affected.

Start by reviewing any plans you already have in place.

You may already have an effective plan, but...

- ✓ Are your staff aware of it and properly trained?
- ✓ When was it last reviewed and tested?
- ✓ How long will recovery take?

If you do not have a plan follow Business Continuity and You shown overleaf and check out the information sites relevant to Business Continuity Planning.

Having a tried and tested plan will ensure your business or organisation suffers the least possible disruption to its critical services and most importantly continues to operate.

Consider...

80% of businesses affected by a major incident without a business continuity plan either never re-open or close within months.

Could you be next?

With no recovery plan, you have less chance of recovery and survival

In delivering your critical services some business risks you should plan for are:

- ▶ How could each of your critical services operate without utility services? for example loss of power for 24 hours or more...
- ▶ How could you function without telecommunications and / or computers for a day, week, month or longer?
- ▶ How would you function if your building was evacuated or access denied for a day, week, month...
- ▶ What staff are needed to deliver critical services: What equipment will they have? Where will they work?
- ▶ Do you have alternative premises to work from?
- ▶ Is it sufficient and can staff work from home?
- ▶ What happens if you lose a high number of staff through sickness or maybe a lottery win?
- ▶ How long can you go without special software and stationery?
How long would it take to restock?

Your plan should answer the above questions and others tailored to suit your business or organisation. Check out the information sites relevant to Business Continuity Planning for further guidance.