

What is Business Continuity Planning cont'd?

Business Continuity Planning will enable a business or organisation to:

- Identify critical systems and information in advance of an event, so that an informed decision can be taken on the extent to which management and production systems should be protected.
- Define the roles and responsibilities of individual members of staff - both in terms of responding to and recovering from an emergency.
- Identify the minimum resources required to maintain a minimum acceptable service to clients.



How to develop a Business Continuity Plan?

A Business Continuity Plan will enable a business to respond in a controlled manner to any disruption caused by internal or external factors. There are five key stages that make up the Business Continuity Planning Cycle.

1. ANALYSE YOUR BUSINESS

Make a list of the critical services in priority order and consider where you may be vulnerable. The process will determine:

- What are the key activities of your business?
- Which key staff and systems are necessary for the delivery of that product or service?

2. ASSESS THE RISKS

Identify both internal and external risks that your business faces. Consider this effect:

- What can go wrong?
- How will a risk affect delivery of your product or service?

3. DEVELOP YOUR STRATEGY

Your strategy will determine:

- How you can reduce and even eliminate risks.
- How you recover from disruptive incidents.

4. DEVELOP YOUR PLAN

A simple generic plan will provide:

- A list of actions to enable you to continue your services.

5. REHEARSE AND MAINTAIN YOUR PLAN

- Test the plan to identify problems.

Involve your employees in the planning and testing process and provide training for everyone.

Plan today Trade tomorrow

for: Local Businesses and Voluntary Organisations



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What would happen?

If your business, organisation or association was involved in an emergency or major disaster? Every business activity is at risk of disruption from a variety of threats, which vary in magnitude from minor through to catastrophic incidents. These can include fire, flood, loss of utilities and/or access to premises, loss of staff, loss of critical data or IT systems or a combination of disruptions. Have you considered what sort of penalties may be imposed if your business failed to provide a critical service that you are contracted to provide to a client?



What Risks should you plan for?

How could your critical services continue during:

- a loss of power for 24 hours?
- a loss of power over a prolonged period?
- a loss of premises or key staff?

How would your business function without computers or telecommunications for:

- one day?
- one week?
- one month?

Which of your critical services would be jeopardised if your building was evacuated for a week with all access denied?

- How about a month?
- How many staff would be needed to enable you to undertake critical tasks and how would you accommodate them?
- Have you an alternative building in which to work effectively? Is this sufficient? Can staff work from home?



How would you continue to deliver your service if:

- A quarter of your staff were absent through illness or a critical production team became unavailable?
- A computer virus or theft resulted in the loss of critical information such as customer contacts, contract details, payroll database?
- How long can you manage without specialist software, equipment or stationery and how long would it take to replenish stocks?
- Your business premises became unavailable?

A Business Continuity plan should answer all the above questions, and others, tailored specifically to suit your business requirements.

What is Business Continuity Planning?

Business Continuity is about making sure you are better prepared to identify the possible impact on your business or service and how to respond to such an emergency.

It provides a planned response - combined with effective measures to reduce interruption and minimise losses. Such measures will include systems for identifying and co-ordinating the actions of staff required to respond to and recover from a service interruption.

Business Continuity Planning is a tool used to:

- Reduce the likelihood of service disruption.
- Minimise the impact if disruption happens.
- Ensure the safety of staff during an incident.
- Enable delivery of key business objectives.
- Minimise the effects of any disruption to services and restore business within an acceptable time scale.
- Comply with statutory or legal requirements.

Local Authority Advice & Assistance

The promotion of Business Continuity Planning is a responsibility placed on all local authorities by the Civil Contingencies Act 2004. Councils can assist the business and volunteer communities by providing initial Business Continuity information and advice on where further assistance can be obtained.

Further Information

To request this information in other formats please contact the Northumberland County Council Resilience Team

Tel: 0845 600640

email: eplan@northumberland.gov.uk

Useful Web-sites:

www.northumberland.gov.uk
www.twepu.gov.uk

