

Preparing for the unexpected

Business Continuity planning



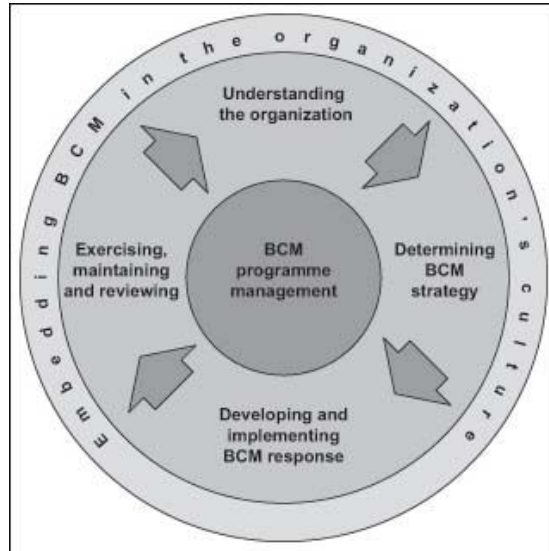
Warrington Borough Council is promoting the good practice of business continuity planning to local businesses and the voluntary organisations as part of the duties under the Civil Contingencies Act 2004.

The aim is to achieve increased resilience for local businesses and to ensure minimal disruption to the community in an emergency situation.



What is Business Continuity Management (BCM)?

Business continuity management is a process that helps manage the risks to the smooth running of an organisation or delivery of a service, ensuring it can continue to operate to the extent required in the event of a disruption.



[Source: *Business Continuity Institute, 2008*]

What do you mean by a disruption?

This can be any event, which disrupts your business functioning, ranging from day-to-day disruptions like computer application problems and unexpected peaks in customer traffic to major one-off events like building fires, data-destroying viruses and even full-scale disasters.

Did you know?

Nearly 1 in 5 businesses suffer a major disruption every year!

Without a recovery plan, you have less chance of survival.

[Source: Expecting the Unexpected, Business Continuity in an uncertain world, guidance document produced by the Office for the Deputy Prime Minister, June 2004]

What is a business continuity plan?

The plan should consist of information to be used in the event of any disruption to your business. This will enable everyone involved to respond in a timely, confident manner to minimise the disruption and enable quicker recovery for your business

Do all businesses need a business continuity plan?

Yes, no matter the size of your business it is better to be prepared. Disasters don't just happen to large businesses.

What do I need to do?

Compiling a business continuity plan does not have to cost a fortune.

Step 1 Analyse your business

What is essential to the running of your business?

Who are your key customers and suppliers?

Are there any 'single points of failure'?

What could affect these functions? Consider the following:

- IT & communications failure (including data loss)
- premises disruption or loss
- staff availability
- utilities disruption

Step 2 Determine your business continuity strategies.

Consider how you could prevent or reduce the impact of these events.

Step 3 Develop your plan.

Write down what you would do if a disruption occurs – how and who would respond. Involve as many people as you can to ensure awareness, ownership, and a good sound plan.

Step 4 Rehearse and update the plan

Make sure it all works and employees know their roles.

Test what you have written down and amend it after the testing and exercising.

Planning pays off

Half of organisations have activated their plan at least once in the last year and 1 in 10 have activated their plan more than three times during the past year.

[Source: Continuity Central, 2008 Business Resiliency Survey]

94% of those who have invoked their plans agree that they had reduced disruption

[Source: Chartered Management Institute, Business Continuity Survey 2008]

Remember to train staff. Test and update your plan regularly.

Don't just file it and forget it. You could need to use it today!!!



Where can I find further information on business continuity?

In order to assist you the Government have prepared a business continuity management toolkit, available from: www.preparingforemergencies.gov.uk/bcadvice/bcm_toolkit_active1.pdf

Or to assess where your business is up to, you can also use this “**10-minute self assessment checklist**”: www.londonprepared.gov.uk/businesscontinuity/assessingyourrisk/10minassessment.jsp

You can also get further information from:

www.warrington.gov.uk/council/emergencyplanning

www.thebci.org

www.preparingforemergencies.gov.uk/

www.londonprepared.gov.uk

Note/Disclaimer:

This guidance is provided as general information about planning for emergencies; it is not intended to replace detailed advice and planning specific to your business. You should consider whether you need to obtain this. Warrington Borough Council has produced this leaflet with the intention to be a helpful guide to business continuity planning; it should not be seen as a substitute for your own detailed advice. You would be well advised to draw up plans with the benefit of independent advice specific to your business needs

Business continuity management

“ *A holistic management process that identifies potential impacts that threaten an organisation and provides a framework for building resilience with the capability for an effective response that safeguards the interests of it's key stakeholders, reputation, brand and value creating activities*

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[Business Continuity Institute]

If you have any queries regarding business continuity planning, please contact Warrington Borough Council's Emergency Planning Unit on:

01925 442657

