Guidance Notes: Business C **P) – how prepared are you?**

1. Introduction

These Guidance Notes are desi s in understanding and planning for incidents, large or small, that ct on their organisation. BCP (or Business Continuity Manageme ed), sets out a framework and a process to enable companies to business during events or incidents.

An incident, such as those set o ccidental) can cause major disruption to a business and car ious publicly available facts and figures suggest that if an organis ident or critical failure of its systems, a high proportion will s mpact to their business, whether this is reputational damage, loss

BCP therefore means having in lan to minimise the impact that an incident will have on a busine e the incidents that may affect a business and planning for them, otion to customers and employees to a minimum and d o enable the business to keep running, “as normal”.

The Civil Contingencies Act 200 nce of BCP and whilst this Act is primarily concerned with front blic sector and their BCP arrangements, the Act also reco nesses to maintain BCP procedures and requires local a P to commercial and voluntary organisations. Local councils an therefore produced useful literature on the topic. These Gu lo not aim to replicate this literature, rather to condense an mation into the real issues of importance to small businesses well as these Guidance Notes, we have produced a checklist a an be used as the basis for businesses creating a BCP.

2. Potential Incidents

The following are the typical inci mall business:

- Severe weather
- Theft or vandalism
- Fire
- Loss of utility
- IT system failure
- Disruption to fuel supplie
- Restricted access to pre
- Illness of key staff
- Outbreak of disease or i
- Malicious attack
- Disasters/incidents affec
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And any of these could happen i weekend or in the holidays.

Whether only some or all of thes ular business, each should be given consideration, if only to ide ntial risk.

Note -This is not a comprehensi s will need to give thought to the specific incidents that it could fa

3. Five Steps to BCP

There are generally five acknow

- Acceptance of business
- Understanding your busi ks to it
- Developing a strategy to
- Developing and impleme
- Testing and regularly rev

4. Acceptance of business co

It is essential that BCP has the s ers and is actively promoted by them within an organisation. BC a normal part of business operations so that it becomes en ss and remains current. It is also advisable that an individual for BCP within an organisation.

5. Understanding your busine s to it

This is the key element to BCP. e of your business, you can build your BCP around this. The usinesses will need to ask are:

- What are my key produc
- Who and what is require hin what time frame?
- What could affect my bus nal)? For example, loss of staff, loss of systems (IT and t s of, or access to, premises, loss of key suppliers and tc?
- What is the maximum len e a disruption to each of my key products/services?
- What resources will be re activities and within what time frame?

6. Developing a strategy to de

Having identified the risk, the bu develop a strategy for meeting it. It should identify what needs t om and where?

This will often involve taking an i…es, technology, information, suppliers, partners and stakehol… within each group how loss can be mitigated, what actions shoul…re these actions should take place, i.e. on site or at a differen…

Examples of this would be:

Information:

- ensure data is backed up…
- ensure essential docume…y (fire proofed and in a safe); and
- ensure copies of essenti…t elsewhere.

*Technology**:***

- maintain the same techn…s to ensure that will it not be affected by the same bus…
- hold older equipment as …ent or for spares.

Suppliers:

- store additional supplies …
- multi-source materials &…iers;
- encourage or require sup…d business continuity capability; and
- impose significant penalt…racts.

7. Developing and implementi…

Once the plan has been develop…CP is to implement the plan. The plan(s) can be as simple or com…meet the needs of the organisation. For a small organis…h addresses all the key points should be sufficient. The plan sh…

- set out its purpose and s…
- be “owned” and maintain…esponsible for updating and maintaining it;
- list the roles and respons…involved in its implementation;
- set out who should invok…at circumstances;
- include contact details fo…nd
- set out the procedures to… of an incident and at each phase following the incid…

8. Testing and updating the pl

It is essential to update your pla each time something changes, for example, changes in supplie

It is also essential that the plan i e workable. Involve all the relevant staff and allow them to th their roles and what to expect in the event of an incide