

Business Continuity Plan

Date: _____

Introduction

Business continuity and planning is just as important for small companies as it is for large corporations. Plans need to be simple but effective, comprehensive but tailored to the needs of the organisation. Employers have a responsibility to their staff for their safety and security, and we all share the desire to ensure that any disaster or incident – whether natural or otherwise – has a minimal effect on the economic well-being of the country.

The Rt Hon David Blunkett (Expecting the Unexpected, 2004)

It is also essential that senior management fully supports business continuity management (BCM). Someone in senior management needs to have ownership of BCM. This means they need to be a 'champion' of BCM, from the planning work through to making sure everyone in that organisation adopts the results as normal business practice.

(Expecting the Unexpected, 2004)

Aim

To prepare a business/organization to facilitate the mitigation and management of the effects of an emergency.

Objectives

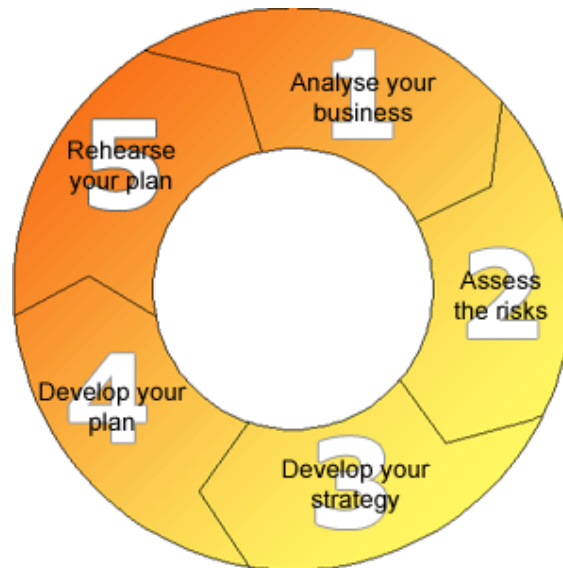
To define and prioritise the Mission Critical functions of a business/organisation

To analyse and assess the emergency risks to a business/organization

To develop an agreed strategy to respond to an emergency effecting a business/organisation

Where to begin?

You can compose an effectual business continuity plan in a relatively short period and for little expenditure. This is a five-step guide to help businesses commence business continuity planning.



To help you match your plan to your business' working processes, you may find it useful to follow these key steps.

Step 1: Analyse your business

Step 2: Assess the risks

Step 3: Develop your strategy

Step 4: Develop your plan

Step 5: Rehearse your plan

Who to speak to and why

The Board and Senior Management Team

- Will they support BCM?
- Who will own BCM at a senior level?
- What do they agree is essential to the running of the business?
- What do they believe would be a worst-case scenario?

Heads of department

- How essential is the department's work to the running of the business? (Ask them to please be objective. This question is about practicalities, not profile.)
- What equipment, IT and other systems does the department need to be able to function?
- Who else inside or outside the business does the department need to be able to carry out their work?
- Who else in the organisation depends on this department?
- Who in the department is essential? (Again, ask them to be objective: the answer to this question may be about how one job fits in with another, not about how senior a manager someone is.)
- Are there any service level agreements, legal or regulatory obligations on the department?
- Do they already have business continuity plans for their department?

Facilities managers

- If your organisation has more than one site, each site will need its own business continuity plan, although they should all be based on the same principles. Find out from the facilities managers how each site operates.

Anyone else?

- Double check the practicalities. People who have keys, phone numbers, etc, may not work in the high-risk areas, such as IT, but your business cannot continue without them. Some vital people may not even appear on your payroll, for example your security team.