

Make sure you:

- ✓ Read up on business continuity management. Most business institutes have information so check yours.
- ✓ Find out what measures your employer has taken to get back up and running after an unplanned disruption
- ✓ Get more information from the sources listed in this leaflet
- ✓ Understand what is at risk particularly if its your own business and you decide to do nothing
- ✓ Don't think "it'll never happen to me"
- ✓ Develop a business continuity management culture in your workplace to ensure that ALL staff at all levels are able and ready to respond to an emergency situation



More than 50% of companies who do not have a business continuity plan and are hit by a disaster go out of business within 12 months

Further Information

- Business Continuity Institute: www.thebci.org
- UK Resilience: www.ukresilience.info
- London Prepared: www.londonprepared.gov.uk
- MI5: www.mi5.gov.uk/output/page267.html
- London First, "Expecting the Unexpected" booklet: www.london-first.co.uk/publications/bb_2143.pdf
- British Standard for Business Continuity BS 25999-1:2006 www.bsi-global.com
- Preparing for emergencies: www.pfe.gov.uk

South Bucks District Council

Capswood
Oxford Road
Denham
Bucks UB9 4LH

Phone: 01895 837 357
Email: accessinformation@southbucks.gov.uk
Website: www.southbucks.gov.uk
Officer contact: Jenny Brooksmith

Would your business survive a crisis?



A quick guide for local businesses in South Bucks



South Bucks
District Council

Business Continuity

The main purpose of Business Continuity (BC) is to ensure continuity of a product or service delivery following an unplanned disruption to normal working. It is a process that can be applied to any business, small or large, to help manage the risks that threaten survival.

The objective is to identify hazards that may affect critical functions or activities and to ensure that these can be reduced or responded to in an effective way.



Just imagine that you turn up for work as normal and you are not able to enter your offices or work place because the police are treating it as a crime scene. What if there is

a power cut whilst you are at work and the power won't be restored for several days? How would your business cope? What would happen to your business if your customers had to go elsewhere temporarily, are you confident that they would return?

The main motivator for drawing up a BC plan is for the survival of your business. One in five businesses suffer a major disruption every year. Adopting the "it won't happen to me" is not a sensible approach as the events at Buncfield in December 2005 demonstrated all too clearly. Those businesses that had BC plans were up and running within a few days (some in a matter of hours).

A simple plan should not cost very much but it will take a modest amount of your time. Most of the basic essentials that you will need are available free of charge.

There are 4 steps to creating a BC Plan:

1. Know your business:

- What are the critical functions or activities carried out by your business? (Without these your business would cease to operate)
- Consider the importance of each function on the survival of your business
- Assess the effect of the loss of each function
- Establish how quickly each critical function could be restored and how quickly you NEED it to re-established

2. Assess the risks:

- Consider how the risks will affect your business, flooding, IT failure, Utility failure, fire, loss of premises or staff, extreme weather or transport accident

- Assess the risks to identify the higher priority risks i.e. those that are high impact and high likelihood of occurrence
- Once you have identified and assessed the risks you can make an informed decision on whether to accept or treat the risk

3. Formulate the plan:

- Develop a generic checklist of actions that may be appropriate when an emergency occurs.
- Existing disaster recovery plans will need to be incorporated and updated
- Appoint a Business Recovery Team, who should be in it?
- Plan what information will be made available and by whom to customers and suppliers
- Ensure that the Plan has high level ownership within the business

4. Test the plan:

- All staff need to be familiar with the plans and what their role is in an emergency
- Test the plan regularly
- Update your plan to take account of any lessons learned during testing