

# Business Continuity Planning

The Civil Contingencies Act 2004 Section 4(1) and Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005 Part 7 requires local authorities to provide advice and assistance to those undertaking commercial activities and to voluntary organisations in relation to business continuity management (BCM) in the event of emergencies (as defined by the Act).

## What is Business Continuity Management (BCM)?

Business Continuity Management is a pre-planned process that ensures that businesses and service providers are able to survive and recover from unexpected & disruptive events affecting their daily operations. Major incidents, high levels of staff absenteeism (whatever the cause) and utility failures e.g., electricity, gas and water will test an organisation's ability to manage its business.

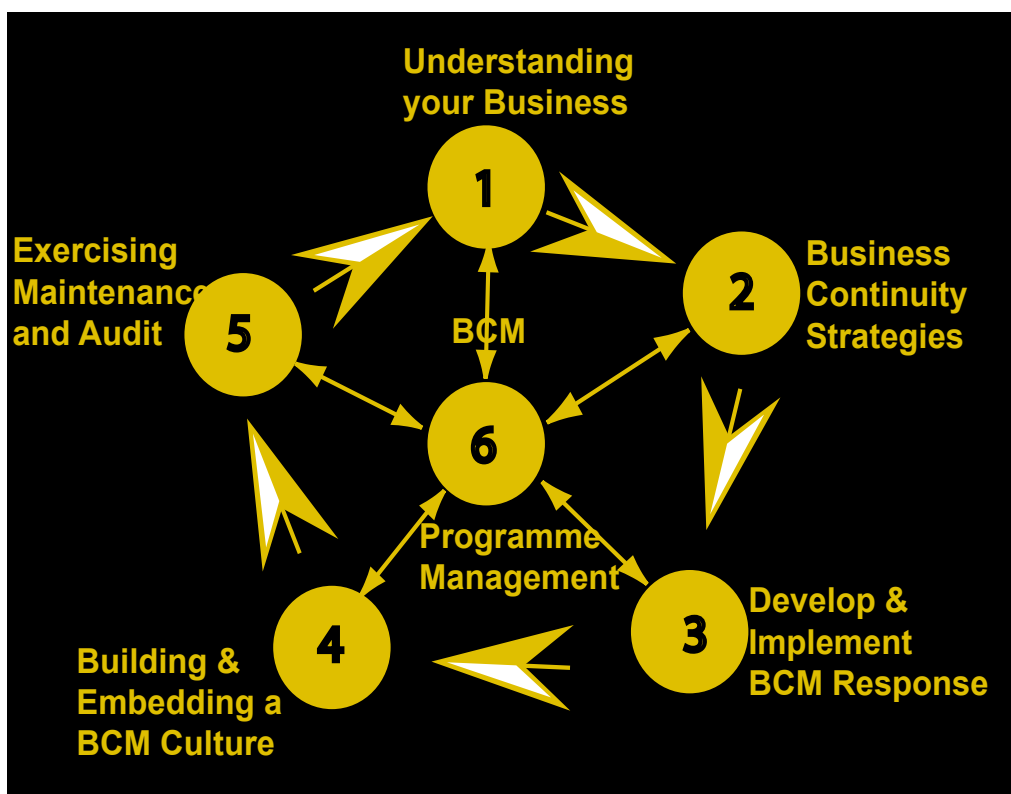
It provides the strategic framework for improving an organisation's resilience to interruption. Its purpose is to facilitate the recovery of key business systems and processes within agreed time frames.

It is an ongoing process that helps organisations anticipate, prepare for, prevent, respond to and recover from disruptions, whatever their source and whatever aspect of the business they affect.

The inability to respond to such events can have a catastrophic effect on any business. According to the National Audit Office, 80% of businesses affected by a serious incident either never reopen or cease trading within 18 months; this highlights the necessity for Business Continuity Management & Planning. (BCM & BCP)

## What is involved in Business Continuity Planning?

There are six stages in the BCM cycle which include: understanding your business, BCM strategies, developing a BCM response, embedding the culture, followed by exercising, maintaining and auditing. The BCM cycle is illustrated below and is a continuous programme as the business evolves.



## Where can I find out more?

For more information on the BCM cycle please visit the [Business Continuity Institute](#)

[\*Expecting the Unexpected\*](#) provides practical advice for businesses: checklists and templates on risk assessment, business continuity and emergency response.

To assist businesses in developing and reviewing influenza pandemic plans, the Government has developed a checklist: [Pandemic Flu Checklist for Businesses](#).

It identifies important and specific activities which organizations can do to prepare for a pandemic.

More general guidance is also provided by the Government to practitioners, visit <http://www.ukresilience.info/>.

## Useful Links

The websites listed below provide businesses/organisations with useful information on BCM and further business advice or guidance if required.

### **Cabinet Office**

[Business Checklist for Flu Pandemic Planning \(PDF\)](#)

### **UK Resilience**

<http://www.ukresilience.info/preparedness/businesscontinuity/index.shtm>

<http://www.ukresilience.info/index.shtm>

### **London Prepared**

[Business Continuity Advice](#)

Includes a 10 minute self assessment questionnaire and BC planning guides depending upon number of staff employed from 10 or fewer up to 250+

### **HM Government - Preparing For Emergencies**

[Business Continuity Advice](#)

### **Business Continuity Institute**

[Good Practice Guidelines](#)

[Expecting the Unexpected \(PDF\)](#)

### **Business Link**

[Prepare Your Business for Disaster](#)

### **MI5 Security Service**

[Security Advice - Business Continuity](#)

### **Environment Agency**

[Flood Preparation Guide for Businesses](#)

### **Business Eye**

[www.busesseye.org.uk](http://www.busesseye.org.uk)

