

Disaster

Will your business survive?

65%

of small to medium Enterprise's do not have a plan to cope with potential disruption risks to their business operations

The Federation of Small Businesses, 2018

A Guide on Business Continuity Planning



Why is it important, what to do
and where to go for help

Business Continuity Planning

Business Continuity is anticipating crises that could affect your business and planning for them to ensure that the business can continue to function in the event of an emergency.

It is important in the event of a disaster, man made or natural, that as many businesses as possible continue functioning and recover quickly. This advice is intended to help businesses to do that.

Why prepare Business Continuity Plans?

In the event of an emergency having a business continuity plan allows you to return to normal working in the shortest possible time.

Organisations, large or small can be struck by disasters such as:

- ✓ Business Interruption, logistics disruption
- ✓ Cyber crime, IT failure, data breach
- ✓ Fire, Explosion
- ✓ Storms and floods
- ✓ Fuel shortage
- ✓ Crime, Terrorism, Civil Unrest
- ✓ Contamination of products
- ✓ Power failure
- ✓ Loss of reputation or brand value
- ✓ Loss of premises or staff
- ✓ Changes in legislation & regulation
- ✓ Technical or environmental failure

... resulting in your business failing and leading to one or more of the following

- ✓ Loss of income
- ✓ Reputational damage
- ✓ Loss of customers and key suppliers
- ✓ Financial, regulatory and legal penalties
- ✓ Human resource problems
- ✓ Impact on insurance policies
- ✓ Complete failure of the business

The plans are not specific to an emergency but are generic and can contain arrangements to:

- ★ Identify key personnel
- ★ Identify key skills
- ★ Work from home
- ★ Transfer within the building
- ★ Transfer to alternative location
- ★ Alternative resources
- ★ Fulfill existing commitments
- ★ Provision of back up copies, paper electronic based

Produce a Business Continuity Plan

Follow this 5 step guide to create a business continuity plan

Step One - Analyse your Business

Analyse which parts of your business are essential to its operation. Think about:

- ✓ Staff
- ✓ Premises
- ✓ IT Systems
- ✓ Suppliers
- ✓ Customers
- ✓ Timescales
- ✓ Partnerships

Step Two - Assess the risks

Ask yourself the following questions

- ✓ What is likely to happen?
Fire, power failure, theft
- ✓ How will it affect my business?
Loss of revenue, closure of premises

Step Three - Develop your strategy, write the plan

When you have decided from your risk assessment what is important to the survival of your business you can write your plan

What do you put in?

- ✓ What the plan is to achieve and how it will work
- ✓ Structure of your crisis team and the roles of each member
- ✓ Essential check lists
- ✓ Arrangements to train and test your staff
- ✓ Description of your premises including a plan with the location of Emergency equipment

Step Four - Develop your plan

Once developed your plan should be reviewed regularly to keep it up to date. It should be changed when you move offices, change suppliers, key personnel retire or you expand the business.

Step Five - Rehearse your plan

Train your staff in the contents of your plan so everyone is fully aware of their responsibilities. Rehearse your plan with a test scenario. Amend your plan if the rehearsal highlights any weaknesses.



To guide you in following the above steps, you can access our free Business Continuity Management Checklist template as a downloadable document here: www.nwc-reps.org.uk

For more information and advice on Business Continuity Planning please browse the following websites

Businesses

Business Continuity Institute:
www.thebci.org **UK Government:**
<https://www.gov.uk/government/publications/preparing-for-emergencies>

Police

For advice and guidance relating to Business Continuity and the Police, find your local neighbourhood contact at
www.north-wales.police.uk
For advice on Counter Terrorism please visit:
www.act.campaign.gov.uk

Fire

For advice and guidance relating to fire hazards and legislation requirements:
<http://www.nwales-fireservice.org.uk/>

Flood

www.naturalresources.wales/flooding to check if your business is in a Flood plain and register for the Flood warning direct system

North Wales Councils Regional Emergency Planning Service (NWC-REPS)

Tel: 01352 702124

Email: enquiries@nwc-reps.org.uk

Website: www.nwc-reps.org.uk



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Disclaimer: This guidance is provided as general information about business continuity. It is not intended to replace detailed guidance and planning for your business.