

Where can I find further Information?

Business Continuity Institute	www.thebci.org
UK Resilience	www.ukresilience.info
The Emergency Planning Society	www.the-eps.org
The Institute of Risk Management	www.theirm.org
Global Continuity	www.globalcontinuity.com
Environment Agency	www.environment-agency.gov.uk
Business Link - York & North Yorkshire	www.here4business.co.uk

BCP Advice from your Local Authority

City of York Council

Tel: (01904) 551003
emergency.planning@york.gov.uk

Craven District Council

Tel: (01609) 532246
emergency@northyorks.gov.uk

Hambleton District Council

Tel: (01609) 532246
emergency@northyorks.gov.uk

Harrogate Borough Council

Tel: (01423) 556014
emergency.planning@harrogate.gov.uk

North Yorkshire County Council

Tel: (01609) 532246
emergency@northyorks.gov.uk

Richmond District Council

Tel: (01609) 532246
emergency@northyorks.gov.uk

Ryedale District Council

Tel: (01609) 532246
emergency@northyorks.gov.uk

Scarborough Borough Council

Tel: (01723) 232323
emergency.planning@scarborough.gov.uk

Selby District Council

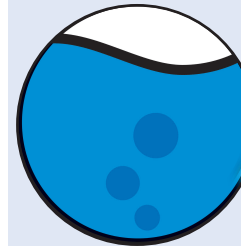
Tel: (01609) 532246
emergency@northyorks.gov.uk

For more information about Business Continuity Planning please visit the NYLRF website: www.nysp.org.uk (our BCP portal).

On request, we will translate our information into any of the following formats: large print or on c.d. rom, audio cassette, written using symbols or braille, another language, help with sign language



Explosion



Flood



Fire



Biohazard



Heavy Snow



Radiation



Storm

Business Continuity

Is your business prepared for the worst?

- How long could your business cope without access to your premises?
- How long could your business last without power, a phone line, computers or mains water?
- Could you work with only 50% of your workforce?
- What would your business do if a supplier failed to deliver?



Why have a Business Continuity Plan?

Business Continuity is a planning process which aims to manage risks and ensure minimum disruption to your business in the event of a major incident.

Having a structured, well developed and rehearsed Continuity Plan will help your business return to normal as quickly as possible when you are faced with an emergency.

Without an effective Continuity Plan an incident such as:-

- Severe weather
- Fire
- Theft
- Loss of a supplier
- Adverse publicity
- Power failure
- Loss of key personnel

Could result in the following:-

- Loss of business
- Damage to reputation therefore loss of customers
- An impact on insurance payments
- Loss of staff
- Loss of property

Your plan may need to take into account:-

- Working from home
- Staff working in different roles
- Moving location
- Sourcing a new supplier / contractor
- Payment or time off allowed for extra work undertaken

Disasters have no boundaries; whether you are a small business, large business or social enterprise you may be affected. It is essential that in the event of a major incident, critical functions are maintained and employees understand what is expected of them. Simply being able to contact your staff at all times may just be enough for your business to continue to operate.

Putting together your Business Continuity Plan (BCP)

1. Understand your business and objectives.

- Do you operate over multiple sites?
- Where do you see your vulnerable areas?
 - Technology.
 - Suppliers.
 - Human Resources.
 - Timescales.

2. Analyse the risk and develop a strategy.

- List all known risks or threats to your business.
- Identify all critical functions / services and prioritise them.
- Can you reduce the likelihood or mitigate the effects of any known risk?
- What effect will it have on your business?
- Can you accept some of these risks?

3. Develop a plan.

- There are three approaches.
 - Accept the risks and change nothing.
 - Attempt to reduce risks by making mutual arrangements with suppliers, contractors to help during and/or after an incident.
 - Reduce all the risks and deal with threats yourself.
- Prepare a simple plan to enable you to continue to operate your critical functions.

4. Raise awareness of your plan and develop a BCP culture.

- Discuss your plan with staff involved in critical functions.
- Give roles and responsibilities to staff.
- Ensure all staff are aware of continuity procedures and know what to do in an emergency.
- Think BCP when making business decisions.

5. Exercise and maintain your plan.

- Review and re-evaluate your plan.
- Simulate a situation to test your plan.
 - Table top exercises and information can be added as the scenario develops, to a round table discussion.
 - Communications test. With or without warning, send messages through your business.
 - Live, real time exercise involving staff.