

Could you be next?

Consider the effect of these on YOUR business:

- Power failure.
- Denial of access to premises (permanent or temporary).
- Fire.
- Hazardous neighbouring premises or hazardous activities nearby.
- You can't supply your customers.
- Flooding.
- Your supplies or delivery failure, and you have to rely on a third party for a service.
- Temporary high-level staff losses.
- IT / telephony failure.
- and the list goes on...

What a Business Continuity Plan is for:

- **Customers** – helps them feel more secure with you as a supplier. A BCP may even be a contractual requirement. It also protects your future business
- **Investors / stakeholders** – demonstrates prudent business management
- **Staff** – gives them confidence that your business is well run and their job is safe from major disruption
- **Finance** – could save you money on insurance premiums and give greater long-term financial stability.

Plan, Prevent, Recover and Restore



www.blrf.org.uk

Survival is not compulsory...

...having a continuity plan makes business sense!

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This leaflet will help businesses, partnerships, voluntary organisations, sports clubs and amateur societies prepare for the unexpected.



PREPARING FOR EMERGENCIES

Every organisation needs some level of business continuity planning – from small owner-managed businesses to large multi-national companies.

A small-business continuity plan can be as straightforward as storing copies of key business information away from the workplace in a secure location. Bigger companies may need more planning.

Before ignoring this leaflet consider the following:

Buncefield Oil Depot fire:

Businesses could not access their sites even when buildings were not damaged. 25,000 employees were unable to work or were working from alternative locations. Many businesses were underinsured or inappropriately insured. Total cost to businesses £1billion.

(SDPL report)

A flu pandemic

is likely to reduce your workforce by up to 50% for prolonged periods.

(Department of Health).



What if you don't plan for the worst?

- Loss of income, customers, contracts and reputation.
- Financial, legal and regulatory penalties.
- Human resources problems.
- Complete failure of business.

Using this checklist, consider whether your business could continue if:

- the electricity supply failed?
- the IT networks went down?
- the telephone network went down?
- key documents were destroyed in a fire?
- staff could not gain access to the building for days, weeks or months?
- you had casualties or other significant staff shortages?



Now what do you think? Could your business continue?

Read 'Expecting the unexpected', downloadable free from www.mi5.gov.uk.

Start developing a business continuity plan (BCP) now.

Get a BCP template from www.bllrf.org.uk – click GET READY.

Check the British Standard for Business Continuity (BS 25999) by visiting www.bsstandards.co.uk.

Review your BCP at least once a year **and when:**

- a major security incident occurs in your business;
- a major security incident occurs in your neighbourhood;
- you change your business practice;
- you receive information about threats.

Get contact details for:

- your local police;
- your local authority emergency planning department;
- your local business forum.

They can provide valuable information to help you plan your response to an emergency.

Did you know?

Nearly 1 in 5 businesses suffer a major disruption every year.