

# Disaster

Will your business survive?

**80%**

of businesses affected  
by a major incident  
close within 18 months

[www.businesscontinuityuk.net](http://www.businesscontinuityuk.net)



A Guide on  
**Business  
Continuity  
Planning**

**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:

- ✓ **Fuel shortage**
- ✓ **Fire**
- ✓ **Storms and floods**
- ✓ **Bomb threat/Terrorism**
- ✓ **Theft**
- ✓ **Computer failure**
- ✓ **Contamination of products**
- ✓ **Power failure**
- ✓ **Detrimental publicity**
- ✓ **Loss of premises or staff**
- ✓ **Lobbying by pressure groups**
- ✓ **Technical or environmental failure**

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

- ✓ **Loss of income**
- ✓ **Loss of reputation**
- ✓ **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 such as a bomb threat or fire but are generic and could 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
- Staff focus
- Arrangements to train and test your staff
- Description of your premises including a plan with the location of Emergency equipment i.e. Fire extinguishers, Fire escapes

### **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.

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

### **Preparing for Emergencies**

Business Continuity Institute / [www.thebci.org](http://www.thebci.org)

### **Police**

For advice and guidance relating to Business Continuity and the Police please contact North Wales Police CTSA (Counter Terrorism Security Adviser) e-mail on [ctsa@nthwales.pnn.police.uk](mailto:ctsa@nthwales.pnn.police.uk)

### **Fire**

For advice and guidance relating to fire hazards and legislation requirements please contact your local Area Safety Officer on  
Flintshire & Wrexham 0300 1233249  
Conwy & Denbighshire 01745 352777  
Gwynedd & Ynys Mon 01286 662999

### **Flood**

Ring Floodline 0345 988 1188 or visit [www.naturalresources.wales/flooding](http://www.naturalresources.wales/flooding) to check if your business is in a Flood plain and register for the Flood warning direct system if it is (telephone alert of imminent danger of flooding)

### **Business**

[www.gov.uk/guidance/resilience-in-society-infrastructure-communities-and-businesses#business-continuity](http://www.gov.uk/guidance/resilience-in-society-infrastructure-communities-and-businesses#business-continuity)

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

### **Conwy County Borough Council**

Bodlondeb, Bangor Road, Conwy LL32 8DU

**Telephone 01492 576534**

Website: [www.conwy.gov.uk](http://www.conwy.gov.uk)

### **Gwynedd Council**

Caernarfon, Gwynedd LL55 1SH

**Telephone 01492 576534**

Website: [www.gwynedd.llyw.cymru](http://www.gwynedd.llyw.cymru)

### **Denbighshire County Council**

County Hall, Ruthin, Denbighshire LL15 1YN

**Telephone 01352 702124**

Website: [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk)

### **Flintshire County Council**

County Hall, Mold, Flintshire CH7 6NG

**Telephone 01352 702124**

Website: [www.flintshire.gov.uk](http://www.flintshire.gov.uk)

### **Wrexham County Borough Council**

Lambpit Street, Wrexham LL11 1AR

**Telephone 01352 702124**

Website: [www.wrexham.gov.uk](http://www.wrexham.gov.uk)

### **Isle of Anglesey County Council**

Swyddfa'r Sir, Llangedfni, Anglesey LL77 7TW

**Telephone 01492 576534**

Website: [www.ynysmon.gov.uk](http://www.ynysmon.gov.uk)