

>Insert Company Logo Here<

>Insert Company Name Here<

BUSINESS CONTINUITY PLAN

Date	
Version	
Author	
Address	
Telephone (Landline/Mobile)	
E-mail	

Plan Approval

Approved By (Please print)	
Signature	
Date	

1.0 Distribution Record

Copy 01	
Organisation	
Contact	
Location	

Copy 02	
Organisation	
Contact	
Location	

Copy 03	
Organisation	
Contact	
Location	

Copy 04	
Organisation	
Contact	
Location	

Copy 05	
Organisation	
Contact	
Location	

Copy 06	
Organisation	
Contact	
Location	

Copy 07	
Organisation	
Contact	
Location	

References and related documents

Lancashire Community Risk Register - http://www.lanmic.org.uk/crr.asp

2.0 Disclaimer

This Business Continuity Plan template is provided merely as basic guidance to assist local businesses and voluntary agencies help their organisation become more resilient.

Organisations who specialise in business continuity planning exist throughout the United Kingdom and there may be other formats or methods of business continuity planning which are more suitable for particular businesses or organisations.

Whilst the Lancashire Resilience Forum has made every effort to ensure that the material contained in this template is accurate it disclaims all liability, to the fullest extent permitted by law, for any loss or damage alleged to have arisen from the use of the template.

3.0 Introduction

Disruptions come in all shapes and sizes and no organisation is immune. Examples of causes of disruption that could affect your business are fires, floods, technology failure, supplier failure and business crime. On a wider scale, as we often see in the press events such as terrorism, pandemics and fuel protests do occur.

Business Continuity Management does look to minimise the risks of these incidents occurring through Risk Assessment, however if they do occur then the consequences could affect your:

- Buildings and Facilities
- Staff
- Technology and Communications
- Data
- Supply Chain
- Equipment

The above assets are valuable to a business and if one or more of those assets is affected then the smooth running of your business could be at risk.

4.0 Aim

Business Continuity Planning is the process of planning for the unexpected. This plan will provide >**Name of Business**< with guidelines to minimise the effects of unexpected disruptions or emergencies.

5.0 Objective

- To define and prioritise the critical functions of your business
- To analyse the emergency risks to your business
- To detail the agreed response to an emergency
- To identify key contacts during an emergency

6.0 Management Statement

This plan will be reviewed regularly to ensure that all critical aspects of the company's work and activities are covered.

In the event of any procedures being amended, it is the responsibility of each manager to inform the plan author of the necessary amendments to this plan, which will then be incorporated and distributed to all plan holders.

7.0 Business Impact Analysis *(Please repeat this section for each critical function you identify)*

Critical Function:	
---------------------------	--

If this critical function failed, what would be the impact?

Time:	Impact of critical function failure:
24hrs	
48hrs	
1 week	
2 weeks	
2 weeks +	

Who is dependent upon your service? *(List key customers/stakeholders)*

Who do you depend upon to deliver your critical function?

(List partners/suppliers/stakeholders)

Time:	What equipment/data do you require to deliver this critical function?	
	Equipment/data	Number of Units
24hrs		
48hrs		
1 week		
2 weeks		
2 weeks +		

Time:	What skills do you require to deliver this critical function?	
	Skills / Functional Roles	Number of Units
24hrs		
48hrs		
1 week		
2 weeks		
2 weeks +		

Where will this function relocate to if access were denied to the normal place of operations?

8.0 Critical Function Priority List

Number	Critical Function	To be recovered within: (e.g. cannot fail/within 24hrs etc)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

9.0 Hazard Identification List

Hazard	Likelihood	Impact	Risk Matrix Score (L/M/H)	Mitigation in Place	Mitigation Required
Fire					
Flooding					
Crime Activity					
Loss of Key Staff (e.g. Pandemic Flu, Lottery Win)					
Telephone Failure					
Loss of Electricity					
IT Failure					
Loss of Data					

Risk Matrix Score

Impact	High	Medium	High	High
	Medium	Low	Medium	High
	Low	Low	Low	Medium
		Low	Medium	High
		Likelihood		

For information regarding hazards located in Lancashire please view the Community Risk Register produced by the Local Resilience Forum for Lancashire. This can be viewed electronically via the following internet address:

<http://www.lanmic.org.uk/crr.asp>

12.0 Notification Tree

>Insert a) in hours b) out of hours flow diagram of how your notification and cascade of information for your organisation will work. <

LOG SHEET

Date

Sheet Number

of

Serial No.	Time	From	To	Incident or Occurrence	Action Taken

Signed:

Print Name:

Notes to assist with completion of Business Continuity Plan

Disclaimer:

This Business Continuity Plan template is provided merely as basic guidance to assist local businesses and voluntary agencies help their organisation become more resilient.

Organisations who specialise in business continuity planning exist throughout the United Kingdom and there may be other formats or methods of business continuity planning which are more suitable for particular businesses or organisations.

Whilst the Lancashire Resilience Forum has made every effort to ensure that the material contained in this template is accurate it disclaims all liability, to the fullest extent permitted by law, for any loss or damage alleged to have arisen from the use of the template.

Page 1

Insert your company log and name in the spaces provided. Complete the blanks in the table e.g. date, version number, author etc. This will allow you to ensure you have control over ensuring everyone on your distribution list has an up to date copy and same version of your plan. A space also exists for a signature of someone in your organisation to approve the plan.

Page 2

Distribution List

All recipients of the plan should be listed.

References and related documents

Any documents referred to or any that have a bearing on your plan should be listed as a cross-reference. Such documents might include health and safety policies, building evacuation procedures or other emergency procedures.

A link has already been input into this table to point you in the direction of Lancashire's Community Risk Register. Please either click the link or insert the web address into your web browser to find out more about the Community Risk Register for Lancashire.

Page 4

This page states the Introduction, Aim, Objective and Management Statement for the plan. These can be altered to fit in with your organisation.

Pages 5 and 6

Business Impact Analysis

A business impact analysis is an assessment of the impacts upon your business in the event of you losing certain critical components to your organisation.

The business impact analysis in this document has catered for one critical function, you will need to duplicate section 7.0 of the plan if you identify more than one critical function.

Critical functions will be different for each organisation. Critical functions can vary from paying staff wages to delivery of a product to a customer.

Page 7

Critical Function Priority List

Following identification of your critical function in your business impact analysis you can now use this information to prioritise those functions. This can then be used during an emergency to assist your decision making when compiling an action plan to determine which function should be reinstated first.

Page 8

Hazard Analysis

A hazard analysis looks at the risk associated with certain events. This helps you to prioritise the risks to you and your business and address the higher risks as priority.

In the first table look at all the possible hazards associated with your business. A few examples have been given, but there will be more. You should also consider hazards identified in the Community Risk Register.

In the 'likelihood' column insert high, medium or low according to how you perceive the likelihood of such an incident happening. In the impact column you will need to assess what the impact on your business would be again using, high, medium or low.

Using the Risk Matrix Score table on the same page complete the next column with the relevant score.

When you have completed the process you will have identified what are the highest risks to your business and you could address these first.

The 'Mitigation in Place' column should be completed with any details you have taken to reduce the risk of such an event affecting your business. The final column 'Mitigation Required' should include any steps you have identified which you could take in order to reduce the risk even further.

Page 9

Key Contacts and Staff Contact Details

Maintenance of a list of key contacts, both within and external to your business is critical. This should include other companies who may be able to assist you in times of an emergency.

Page 10

Notification Tree

This page has been left blank so you can input a flow diagram for how you want the notifications and communications to work for your organisation during an emergency.

You may want to consider a flow diagram for an emergency inside and outside working hours.

Page 11

Emergency Response Check List

This page outlines a basic checklist for when an emergency occurs. You will need to expand and tailor this list significantly to cater for your organisations requirements.

Action by Management Team

You may want to develop a list of actions that you want your management team to carry out during an emergency. Actions should be flexible as each emergency may bring with it a set of different circumstances.

Page 12

Log Sheet

Any of your staff involved in responding to an incident affecting your business should maintain a record of actions they have taken. This may assist with subsequent insurance claims, investigations or de-briefs.