

◀ BUSINESS CONTINUITY: IMPROVING RESILIENCE FOR YOUR BUSINESS ▶

FAIL TO PREPARE...

Business Continuity Planning (BCP) or Business Continuity Management is the process of identifying parts of your business that you cannot afford to lose and developing a plan to protect and maintain those areas if an incident were to occur. The main aim is to help your business return to 'business as usual' as quickly as possible following an unexpected event - this can cover severe weather, terrorism, fire or any other significant interruption.

...PREPARE TO FAIL

Businesses who have not effectively planned for these events can struggle to get back to business as usual after suffering from an unexpected event. Of the 20% of businesses who are impacted by fires, floods, power failures, terrorism or hardware/ software disasters:



80% will fail in just over a year



43% will never re-open



93% of those who experience significant data loss are out of business within 5 years

ASK YOURSELF

For disruption to your business as a result of any unexpected events, are you willing to:

**Accept the risk,
do nothing?**

and

**Outsource to
another supplier?**

or

**Cease activity or
move to another
location?**

Or should you mitigate the risk and improve your resilience through developing and implementing a Business Continuity Plan?

FACTORS TO CONSIDER IN BCP

There are two key steps to take before starting on your Business Continuity Planning process:



Check your insurance cover - do you know exactly what you are covered for (and what you're not)?



Assess the risks - what hazards or threats might your business be susceptible to? How likely are these to happen, and what would it mean if they did?

DEVELOPING A BUSINESS CONTINUITY PLAN

There are 5 stages to developing your Business Continuity Plan:

Analyse your risks

What do you do, and what do you need to do it? A Business Impact Analysis can help clearly define these criteria.

Design the plan

How can you protect yourself? What information might you need from suppliers or staff? How will you communicate? What procedures will you follow? How will you ensure data security?

Implement the plan

Put in place all the things you identified in the design stage. What is practical and affordable? Some things will be easy, others more difficult. You may need to revisit the design phase to re-think some elements.

Validate and train

Make sure your staff know the plan and their role in implementing it. Test all aspects of the plan as if it were a real emergency. What worked well and what didn't? If you identify issues, revisit the design stage and re-think those aspects of your plan.

Embed

Make sure that all your staff know the plan and their role in it.

Business Continuity Plans do not have to be long and complex!

They are designed to be of maximum benefit in an emergency or disaster situation where speed of response may be important to protect your staff or your business.

For more information on designing and producing your BCP, visit:

<https://www.gov.uk/government/publications/business-continuity-planning>

<https://www.kentprepared.org.uk/page1.aspx?p=15&t=2>

