

FACTSHEET – BUSINESS CONTINUITY

Nearly one in five businesses suffers a major disruption every year according to a survey by the Chartered Management Institute Business Continuity. Furthermore, around half of all businesses experiencing a disaster and which have no effective plans for recovery, fail within the following 12 months (Cabinet Office, 2006).

What are the benefits of pre-planning?

- ✓ Not having to “fire-fight” during any emergency
- ✓ Helping prepare you to offer “business as usual” as quickly as possible
- ✓ Establishing confidence in your organisation from staff, customers and suppliers
- ✓ Managing the costs associated with any disruption
- ✓ Safeguarding your business’ reputation, operations and profits.

What is business resilience and continuity management?

The ability of an organisation’s operations to rapidly adapt and respond to internal or external dynamic changes – opportunities, demands, disruptions or threats – and continue operations with limited impact to it will determine how resilient it is. Continuity management is a holistic management process that identifies potential impacts that threaten an organisation and provides a framework for building resilience with the capability for an effective response that safeguards the interests of its key stakeholders, reputation and value creating activities.

Business Continuity Management Standard

The British Standard on Business Continuity Management (BCM), BS25999, is a code of practice taking the form of guidance and recommendations and establishes the process, principles and terminology of business continuity management. The code of practice contained within Part 1 of the standard provides a basis for understanding, developing and implementing business continuity within an organisation. Part 2 of the standard is a specification document providing a yardstick that can be used to assess the suitability of

- [Preparing for Emergencies](#) is the Cabinet Office’s general website offering resources to businesses and communities
- [London Prepared](#) is a web-based resource for business continuity and provides detailed but easy to grasp instructions for carrying out BCM
- [Continuity Central](#) is a regularly updated site containing business continuity related news and information.

an organisation’s business continuity arrangements. This standard is available from the [BSI](#).

Where do I go for more guidance and information?

✓ **Small businesses:**

- General guidance and an interactive tool on risk assessment and an overview of business continuity planning can be found on the [Business Link](#) website.
- RISCAuthority, a scheme annually financed by a group of UK insurers and administered by the Fire Protection Association, offer [ROBUST](#), a free software programme specifically designed for small businesses (1-50 employees) to help create and manage an effective business continuity plan.

✓ **Flood preparation:** Floods are one of the most common and widespread of disasters. For specific information see the Environment Agency’s [Flood preparation guide for your business](#).

✓ **Disruption to fuel supplies:** Generic guidance for organisations on planning for and managing the consequences of a disruption to fuel supplies from the [Cabinet Office](#).

✓ **Fire preparation:** The Department for Communities and Local Government has produced a [5 step fire safety risk assessment checklist](#) as well as a series of guides for different business sectors and types of premises through their [website](#).

✓ **General business emergency preparation and business contingency planning** from various sources such as:

- The Cabinet Office’s 20 page guide on [How resilient is your business to disaster](#)
- The [Business Continuity Institute](#) exists to set and promote high standards of business continuity. It has an accreditation scheme for practitioners, and issues good practice guidelines for organisations wishing to carry out BCM for themselves. The BCI also maintains a register of consultants amongst other resources.