

How prepared are you?

**Business Continuity
advice for commercial
and voluntary
organisations**



Be prepared

Business Continuity (BC) planning is about identifying those parts of your business that you cannot afford to lose, and planning how to maintain these if an incident occurs.

Any incident, large or small, whether it is natural, accidental or deliberate, can cause major disruption to your organisations. But if you plan now, rather than waiting for it to happen, you will be able to get back into your business in the quickest possible time.

See the benefits

Effective BC arrangements will:

- Reduce the chance of disruption to your service or production
- Minimise impact if disruption happens
- Reduce the financial losses you incur
- Prevent loss of business to competitors
- Enhance your reputation and build customer confidence
- Build staff confidence
- Ensure that you comply with legal requirements

Consider the risks

Your Business Continuity planning arrangements should include:

- Loss of staff
- Loss of systems (IT & telecoms)
- Loss of utilities e.g. water, gas, electricity
- Loss of, or access to, premises
- Loss of key suppliers
- Disruption to transport
- Crime

Safeguarding your organisation

BC planning is simpler than you might think. To implement it you will need to consider the following questions:

- What are your organisation's key products and services?
- What are the critical activities and resources required to deliver these?
- What are the risks to these critical activities?
- How will you maintain these critical activities in the event of an incident (loss of access to premises etc)?

Where can I find further information or advice?

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clevelandemergencyplanning.info

www.thebci.org

www.ukresilience.gov.uk

www.londonprepared.gov.uk

www.go-ne.gov.uk

www.the-eps.org

www.environment-agency.gov.uk