

Advice & Assistance

The Cleveland Emergency Planning Unit will help (*free of charge*) businesses produce a generic Business Continuity Plan (BCP) and take them through the process of Business Impact Analysis (BIA).

If specific information is required the unit will assist by signposting the business to specialist organisations such as those listed below:

See also:

- www.thebci.org
- www.ukresilience.gov.uk
- www.mi5.gov.uk
- www.londonprepared.gov.uk
- www.go-ne.gov.uk
- www.businesslink.gov.uk
- www.necc.co.uk

Experience from the Bishopgate and Manchester bombs plus the fuel crisis of 2001, has shown that organisations that have a Business Continuity Plan in place, are more likely to stay in business and recover quickly in the event of an emergency than those who do not.



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Is your Business worth it?

Business Continuity Planning



Could your business cope in a crisis?

Its 10 o'clock at night, you are at home just settling down to watch your favourite TV programme when the phone rings it's, the police. There has been a fire/explosion/flood at your business premises.

On your arrival you can see the building is severely damaged, it's quite apparent that the situation is serious, some of your staff are also on site and appear to be confused, everyone wants to know what to do next.

Some hard decisions will have to be made, and made quickly.

For instance:

- What do you tell your staff?
- How do you inform your customers?
- How will you meet deadlines?

The list of questions grows, and so do levels of uncertainty and anxiety. Time to refer to your **Business Continuity Plan (BCP)**. You don't have one! Now things are going to get really tough.

The choice, as they say, is yours! Failing to plan is planning to fail!

So what is Business Continuity Planning?

Quite simply its a management tool used to:

- Reduce the likelihood of business disruption;
- Minimise the impact when disruption happens;
- Ensure the safety of staff in an incident;
- Enable the delivery of key business objectives.

A business continuity plan is a framework of actions to follow if a disruptive incident occurs.

40% of businesses experiencing a disaster never recover.

Why do we need it?

We need to:

- Be able to provide a continuous and effective service;
- Maintain staff safety;
- Comply with legal requirements;
- Minimise the effects of any disruption to services and restore full services within an acceptable time scale.

What is the plans objective?

To enable management and staff to respond in a controlled manner to any disruption caused by internal or external factors.

