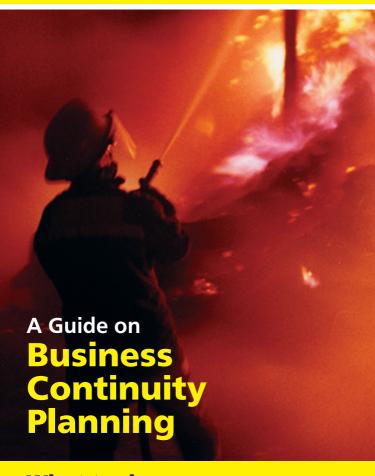
Disaster

Will your business survive?

80%

of businesses affected by a major incident close within 18 months

www.businesscontinuityuk.net



What to do and where to go for help

Business Continuity Planning

Business Continuity is anticipating crises that could affect your business and planning for them to ensure that the business can continue to function in the event of an emergency.

It is important in the event of a disaster, man made or natural, that as many businesses as possible continue functioning and recover quickly. This advice is intended to help businesses to do that.

Why prepare Business **Continuity Plans?**

In the event of an emergency having a business continuity plan allows you to return to normal working in the shortest possible time.

Organisations, large or small can be struck by disasters such as:

- ✓ Power failure
 ✓ Detrimental publicity
- ✓ Loss of premises or staff
- ✓ Lobbying by pressure groups✓ Technical or environmental failure

... resulting in your business failing and leading to one or more of the following

- √ Loss of income
- ✓ Loss of reputation
- ✓ Loss of customers and key suppliers
- ✓ Financial, regulatory and legal penalties
- √ Human resource problems
- ✓ Impact on insurance policies
- ✓ Complete failure of the business

The plans are not specific to an emergency such as a bomb threat or fire but are generic and could contain arrangements to:

- ★ Identify key personnel
- ★ Identify key skills
- ★ Work from home
- ★ Transfer within the building
- ★ Transfer to alternative location
- ★ Alternative resources
- **★** Fulfill existing commitments
- ★ Provision of back up copies, paper electronic based

Produce a Business Continuity Plan

Follow this 5 step guide to create a business continuity plan

Step One - Analyse your Business

Analyse which parts of your business are essential to its operation. Think about:

- Staff
- Premises
- IT Systems
- Suppliers
- Customers
- Timescales
- Partnerships

Step Two - Assess the risks

Ask yourself the following questions

- What is likely to happen?
 Fire, Power failure, Theft
- How will it affect my business?
 Loss of revenue, closure of premises



Step Three - Develop your strategy, write the plan

When you have decided from your risk assessment what is important to the survival of your business you can write your plan

What do you put in?

- What the plan is to achieve and how it will work
- Structure of your crisis team and the roles of each member
- Essential check lists
- Staff focus
- Arrangements to train and test your staff
- Description of your premises including a plan with the location of Emergency equipment i.e. Fire extinguishers, Fire escapes

Step Four - Develop your plan

Once developed your plan should be reviewed regularly to keep it up to date. It should be changed when you move offices, change suppliers, key personnel retire or you expand the business.

Step Five - Rehearse your plan

Train your staff in the contents of your plan so everyone is fully aware of their responsibilities. Rehearse your plan with a test scenario. Amend your plan if the rehearsal highlights any weaknesses.

For more information and advice on Business Continuity Planning browse the sections on the following websites

Preparing for Emergencies

Business Continuity Institute /www.thebci.org

Police

For advice and guidance relating to Business Continuity and the Police please contact North Wales Police CTSA (Counter Terrorism Security Adviser) e-mail on ctsa@nthwales.pnn.police.uk

Fire

For advice and guidance relating to fire hazards and legislation requirements please contact your local Area Safety Officer on Flintshire & Wrexham 0300 1233249 Conwy & Denbighshire 01745 352777 Gwynedd & Ynys Mon 01286 662999

Flood

Ring Floodline 0345 988 1188 or visit www.naturalresources.wales/flooding to check if your business is in a Flood plain and register for the Flood warning direct system if it is (telephone alert of imminent danger of flooding)

Business

www.gov.uk/guidance/resilience-in-society-infrastructure-communities-and-businesses#busines-continuity

North Wales Councils Regional Emergency Planning Service (NWC-REPS)

Conwy County Borough Council

Bodlondeb, Bangor Road, Conwy LL32 8DU

Telephone 01492 576534

Website: www.conwy.gov.uk

Gwynedd Council

Caernarfon, Gwynedd LL55 1SH

Telephone 01492 576534

Website: www.gwynedd.llyw.cymru

Denbighshire County Council

County Hall, Ruthin, Denbighshire LL15 1YN

Telephone 01352 702124

Website: www.denbighshire.gov.uk

Flintshire County Council

County Hall, Mold, Flintshire CH7 6NG

Telephone 01352 702124

Website: www.flintshire.gov.uk

Wrexham County Borough Council

Lambpit Street, Wrexham LL11 1AR

Telephone 01352 702124

Website: www.wrexham.gov.uk

Isle of Anglesey County Council

Swyddfa'r Sir, Llangefni, Anglesey LL77 7TW

Telephone 01492 576534

Website: www.ynysmon.gov.uk











