

Threats to your business' survival

Could your business cope with disruption due to:

- **Loss of access to your premises** (fire or flooding at or adjacent to your premises, cordons from local incidents, Landlord/Tenant disputes)?
- **Loss of staff** (major disruption to fuel or transport, severe weather and industrial action, widespread outbreak of disease)?
- **Loss of key systems** (power failures, loss of gas or water supplies, Telecoms or IT failures, breakdown of important equipment)?
- **Loss of key suppliers/contractors** (any break in the supply chain, suppliers going into administration, loss of couriers or maintenance contractors)?

The loss of any of these could jeopardise the future viability of your business, particularly in the current economic climate.

Business Continuity Management is part of Business Survival

It's not a complex subject and doesn't necessarily take up vast resources and time. Time spent now can prevent disruption turning into disaster for your business.

Simply put, Business Continuity can be done by:

- **Knowing and understanding your business**
 - What activities are important in your business?
 - Where is it vulnerable?
- **Deciding what to do**
 - Accept the risk
 - Insure against the risk
 - Reduce the risk
 - Outsource the risk
 - Plan for the risk
- **Document what you are going to do in a Business Continuity Plan**
- **Test your plan and procedures**
 - Discuss simple scenarios or walk through what you would do
- **Review it regularly**
 - Check the details are up to date
 - Make sure staff are aware of any changes
 - Ensure focus on the priorities of the business.

If you are thinking of developing Business Continuity procedures there are a variety of services available to you, many of which are free of charge. The organisations listed overleaf all have information or support to offer businesses, particularly small and medium enterprises.

Business Continuity – It's like insurance, if you need it and haven't got it, it's too late.

Business Continuity – Where to get Advice

Local Authority – Emergency Planning / Business Continuity Teams

Norfolk County Council 01603 222016/01603 222016

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Breckland Council 01362 695333

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Broadland District Council 01603 431133

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North Norfolk District Council 01263 513811

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Norwich City Council 0844 980 3333

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South Norfolk Council 01508 533633

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Borough Council of King's Lynn and West Norfolk 01553 616200

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Federation of Small Businesses 01953 498915

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www.fsb.org.uk/eastanglia

Useful Links

Business Continuity 10 Minute checklist –

<http://www.londonprepared.gov.uk/downloads/businesscontinuity/assessingyourrisk/10-minute.pdf>

Guidance and Templates for Business Continuity Planning

<http://www.normit.org/etool/index.html>

Cabinet Office Emergency Planning and Business Continuity Information

<http://www.cabinetoffice.gov.uk/ukresilience.aspx> and

<http://www.direct.gov.uk/en/Governmentcitizensandrights/Dealingwithemergencies/Preparingforemergencies/index.htm>

Business Continuity Toolkit – developed by Cabinet Office

http://www.direct.gov.uk/en/Governmentcitizensandrights/Dealingwithemergencies/Preparingforemergencies/DG_175927

Business Continuity Institute

<http://thebci.org/>

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