

Insert Company Logo Here

## Business Impact Analysis and Business Continuity Plan

Team

Department

Organisation

## Part One – Purpose of the Plan

Business Continuity Management (BCM) is a holistic management process that identifies potential threats to an organisation and the impacts to business operations that those threats might cause. This process helps organisations to build resilience and to give them the capability to provide an effective response. This aims to safeguard the interests of an organisation’s key stakeholders, reputation, brand and value-creating activities.

The process of analysing activities and the effect that business disruption may have on them is known as a Business Impact Analysis.

Events likely to lead to business disruption could include:

- Denial of access to premises
- Unable to leave premises
- Disruption to utilities
- Disruption to fuel supply
- Disruption to supply chain
- Industrial action
- Infectious diseases
- Loss of ICT Services and/or telecommunications
- Loss of key skills/expertise
- Severe Weather

Completing a Business Impact Analysis and then planning for continuity, should these events occur, will initially enable the recovery of your organisations deliverables in a prioritised manner. Sufficient preparation and completion of a Business Continuity Plan will subsequently enable the organisation to return to normal operations in a structured manner.

Other Corporate documents that support this Service Level Business Continuity Plan include:

- Health and Safety Arrangements
- *(please include any additional documents that your organisation would refer to)*

These documents can be found at **xxxxxxx**.

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## Part Two – Roles and Responsibilities

<b>Plan Owner</b>	
<b>Person Responsible for updating the Plan</b>	
<b>Recovery Manager</b>	
<b>Deputy Recover Manager(s)</b>	

It is important that contact details for all members of staff are maintained and stored in accordance with the General Data Protection Regulation (2016). Contact details can be found at Appendix A.

Arrangements should be in place to share key messages with members of staff and stakeholders. Your organisation's cascade arrangements can be found at Appendix B.

### Plan Activation, Escalation and Stand-Down

The Business Continuity Plan should be activated by the responsible Manager when significant disruption is either threatened or occurring. In their absence, or in events where the level of disruption poses a threat to more than one setting, this should be escalated to the responsible Senior Manager.

The Business Continuity Plan can be stood down by the Manager or Senior Manager responsible, or when activities are able to operate at normal levels.

### Testing and Using the Plan

It is recommended that Business Continuity Plans are tested on an annual basis. A record of the test should be recorded in your Plan (see Appendix C).

Following a Business Continuity incident, a debrief should be carried out by the organisation and a summary of this, including lessons learned, should be stored.

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**Part Three – Business Overview**

<b>No.</b>	<b>What is your organisation's role and core business function?</b>	<b>Who are the stakeholders?</b>
1.		

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**Part Four – Organisation Activities**

**Recovery Timescale**

<b>Cannot Fail</b>	<b>Within 24 hours</b>	<b>Within 48 hours</b>	<b>Within 7 days</b>	<b>More than 7 Days</b>
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Activity No.	Your key activities	Why do you need to resume this activity?	Recovery Timescale (use timescales and colour codes above)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

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Activity No.	Your key activities	Why do you need to resume this activity?	Recovery Timescale (use timescales and colour codes above)
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

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**Part Five – Critical Functions**

(Key priorities identified above that cannot fail, cannot fail within 24 hours and cannot fail within 48 hours)

In order to fulfil the critical functions and key priorities, the resources required to continue your activities to a minimum acceptable level are:

Critical/Priority Function	People	Vehicles/Transport	Software & Data/Info	Hardware & Equipment	Suppliers

There may be items of equipment or valuables that your organisation requires to deliver the identified activities. Further information can be found at Appendix C.

Should your organisation be unable to operate from their usual location, there will be some activities that you can continue to deliver from a pre-arranged alternative.

In the event of unavailability of the office, the pre-arranged recovery locations are as follows:

Critical Function	Usual workplace / delivery of function	Pre-arranged recovery location

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**Part Six – Threats**

<b>What internal/external threats are there to your critical activities?</b>	<b>What is the impact <u>on critical activities</u> if they happen without any controls in place?</b>	<b>What can you do to reduce the threat?</b>
Denial of access to premises		
Unable to leave premises		
Disruption to utilities		
Disruption to fuel supply		
Disruption to supply chain		
Industrial action		
Infectious diseases		
Loss of ICT Services and/or telecommunications		
Loss of key skills/expertise		
Severe Weather		

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**Appendix A – Contact Details (Staff, Stakeholders & Customers)**

Alternative contact methods must be consistent throughout the team but should enable managers to contact all members of staff should other methods fail.

<b>Position/Job Title</b>	<b>Name</b>	<b>Work Contact Number</b>	<b>Personal Contact Number</b>	<b>Alternative Contact (Email/Address/WhatsApp Group/Emergency Contact)</b>

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**Appendix B – Cascade & Notification Procedure**



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**Appendix C – Testing Record**

Test Number	Test Date	Type of Test (e.g. Desktop, Live)	Test Location	Test Facilitated By	Date Risk and Resilience Team Provided With Feedback Form

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## Appendix D – Salvage List

The Salvage List should contain details of items that are crucial to you fulfilling your Critical Activities, items that are of significant value or items that would be difficult to replace in the short-term period following a business continuity incident.

Item	Location

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