**Business Continuity Plan Guidance Notes**

**1. Background**

The Civil Contingencies Act 2004 requires that local authorities’ provide advice and assistance to those undertaking commercial activities and to voluntary organisation in relation to business continuity planning in the event of emergencies.

Business continuity planning is also seen as:

* a way of building community resilience,
* a way of helping local organisation to help themselves,
* a way of reducing the economic impact of emergencies

**2. Methodology**

The following steps are suggested methods to help you produce your plan:

* **Understand your business** by deciding which parts of the business are crucial in keeping you going. This will help you during a period of disruption when resources might be limited and you need to concentrate them in the areas where they might have the greatest impact.
* **Access the risks** to your business and decide how likely such event will happen. Should the incident happen, what impact it will have on your business? Undertaking a risk assessment will help to identify the actions you can take to reduce the impact to your business.
* **Develop a strategy and plan** based on your business and risks involved. For any risk that you are unable to accept, you need to have a business continuity plan. Use the templates provided as a guide to help you develop your plan
* **Test and review the plan** by making sure that all your staff members are aware of the plan and they understand their roles in the plan. You also need to test and update the plan regularly.

**3. Validation Requirements**

The Civil Contingencies Act 2004 makes clear that no plan is valid until tested and revised. It is also a requirement to ensure there is a continuous cycle of testing and revision as a part of the validation process.

The type, frequency and method of testing and validation will be determined by the nature of your business. The information recorded in your plan should be updated immediately following an incident or a test.

**4. Circumstances for activating the plan**

The Plan should be activated in response to an incident causing significant disruption to the delivery of your normal business. Examples of circumstances triggering activation of the Plan could include (the list if not exhaustive):

* loss of most members of your staff
* loss of critical systems e.g. IT failure
* denial of access or damage to your building through fire or flood
* loss of your major supplier

**5. Emergency Pack Contents**

As part of the recovery plan for your business key documents and records should be held off-site at {location} in an emergency pack. This pack may be retrieved in an emergency to aid in the recovery process of your business.

The contents of the emergency pack can comprise of the following:

| * **Documents:** * A copy of your Business Continuity Management Plan * Insurance policy * Premises plan (for emergency services) showing locations of:   + main water stop-cock   + switches for gas and electrical supply   + any hazardous material   + items that would have priority if salvage becomes a possibility |
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| * **Equipment:** * Spare keys * Torch and batteries | * **Records:** * Computer backup flash drive * Financial records |
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**6. Further Information**

If you have any questions, please contact: **London Borough of Lambeth**

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**Business Continuity Process**

**Incident occurs**

Assess the nature and the impact the incident will have on your business

Incident will have a major impact on your business/service

Incident has little or no impact on your business/service

Continue to monitor the situation

* Activate your Business Continuity Management Plan
* Contact relevant people
* Identify key tasks

Take action to manage your business during the incident

Identify and arrange your new/temporary accommodation needs and relocate.

Inform people on your contact lists of new/temporary arrangements.

Identify your IT needs and make arrangements for activation

Continue to run your business

**Review and update your Business Continuity Management Plan.**