

## **BUSINESS CONTINUITY MANAGEMENT** **ADVICE FOR BUSINESSES AND VOLUNTARY ORGANISATIONS**

Business Continuity Management is vital for businesses and voluntary organisations if they are to continue to operate in the event of an emergency. Failure to plan for such events could leave your organisation vulnerable and unable to operate for a significant period of time. It therefore makes good sense to have a robust 'Business Continuity Plan' in force to increase your resilience to such incidents.

Such emergencies could include any of the following:

- Loss of a major building or facility e.g. fire, storm damage
- Large staff absences e.g. epidemic/pandemic
- Severe Weather e.g. snow, flooding
- Loss of utilities e.g. electricity, gas, water, telephones, IT
- Major industrial incident e.g. major fire, release of chemicals

Attached is a link to HM Government website – 'Preparing for Emergencies', which has useful advice on Business Continuity. The website exists to provide information to the public, businesses and voluntary/community groups on the risks and what to do if an incident occurs.

<http://www.pfe.gov.uk/index.shtm>

If you require further assistance or wish to discuss any particular issues concerning Business Continuity, you can also contact our Business Continuity Team, who are -

Paul Eades – Risk Manager – Tel: 01437 776291

Richard Brown – Civil Contingencies Manager – Tel: 01437 775701

Ewan Davies - Emergency Planning Officer – Tel: 01437 775702

Claire Gibbs - Emergency Planning Assistant – Tel: 01437 775702