



Kan Grover  
Business Continuity Officer

# Business Continuity for local businesses

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Harrow Council

# What is Business Continuity?

Business Continuity Management (BCM)  
process:

- Denial of access to building (fire, flood)
- Lack of utilities (power outage, loss of water supply)
- Non-availability of staff (fuel shortage, severe weather, flu pandemic)

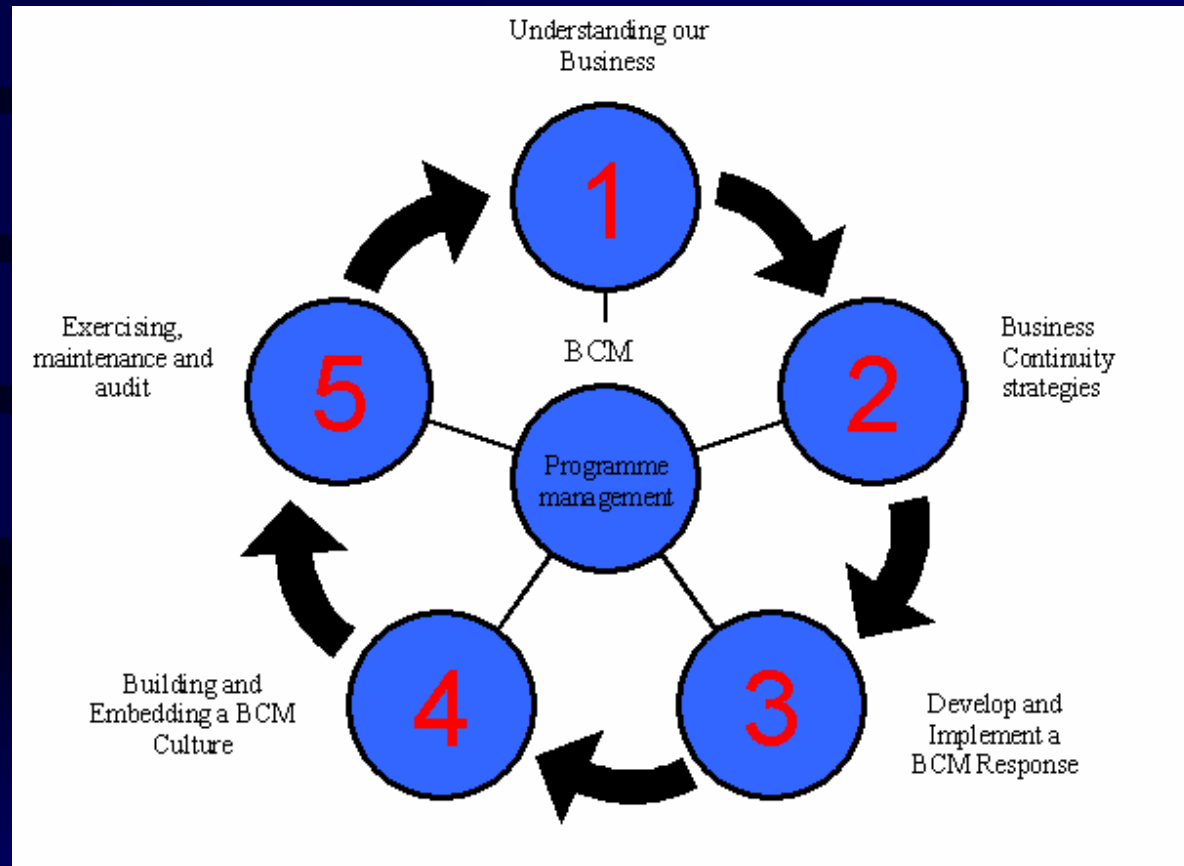
# Why do it?

- Good management practise – minimise disruption to your business
- After an incident – quick return to business as usual
- Protect your business reputation – safeguard your livelihood

# Approved process

- Based on guidance from the Cabinet Office and London Resilience Team
- Using same formula across West London
- Business Continuity Institute's Process
- British Standard PAS 56 compliant

# Business Continuity Institute's Process



# Business Impact Assessment (BIA)

- Identify your business's critical activities
- Look at key processes/ dependencies
- Plan for the following three situations:
  - (1) Denial of access to the building
  - (2) Lack of utilities/ services to the building
  - (3) Non-availability of staff

# Business Continuity Options

After conducting the BIA, different options may include:

- A full back up site – £££
- A full Business Continuity plan – ££
- An alternative list of suppliers – £
- To do nothing – cost/ benefit analysis



# Sample Business Continuity Plan

Critical activities	Key processes/dependencies	Situation (building, utilities, staff)	Contingency Plan

## Next steps...

- Start identifying your critical activities
- Update contact telephone numbers
- Visit BCM websites – see next slide
- Start drawing up a BC plan

# BCM websites

[www.ukresilience.gov.uk](http://www.ukresilience.gov.uk)

[www.londonprepared.gov.uk](http://www.londonprepared.gov.uk)

[www.pfe.gov.uk](http://www.pfe.gov.uk)

[www.thebci.org](http://www.thebci.org)

[www.axa4business.co.uk](http://www.axa4business.co.uk)

# BCM booklets

- Booklets prepared by London First, Metropolitan Police and the BCI:
- Expecting the unexpected
- Secure in the knowledge
- Copies available from [www.mi5.gov.uk](http://www.mi5.gov.uk)

It will never happen...



It will never happen here...



# Any questions?

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