**Start Up Business Continuity Template- Winter pressures-**

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*Who are you?*

**Where is this document held?**

|  |
| --- |
| **Online:** |
| **Physical:** |

**Business Continuity-**

*A Business Continuity Plan needs to be drawn up with much consideration that includes defined purpose, scope, governance and process that is integrated into organisational culture. This template is aimed as a quick start to consider mitigating actions for risks and threats for the winter period. The aim of Business Continuity is to accept disruption and build resilience to restore business as usual working in an acceptable time frame and at the same time engaging and communicating with everyone who might be affected by disruptions*

*Initially you will consider* ***Strengths- Weaknesses- Opportunities- Threats***

*Your plan will analyse disruptions that may occur, particularly regarding* ***Power-People-Premises-Providers-Process -Address the Effect of disruption and not the Cause-***

*Business Continuity Plans give an opportunity to look inwards at their own practices in a holistic way. Within your own business you should consider:*

***Critical Staff/ Equipment***

***Staff Roles and contacts***

***Utilities***

***Supply Chains***

*This is not an exhaustive list*

***-There almost certainly will be a budgetary consideration in your plans, alongside any reputational damage that may occur due to lack of forethought and planning-***

*Keep the plan concise and relevant- it should be adaptable to any change*

*Validate your plan with a short uncomplicated exercise and make necessary changes-*

**Take ownership of your business by mitigating disruption.**

**First- Look at your business-**

What are your essential functions? What makes you, you?

What would happen if you lost one or more of the above?

Who do you need to maintain the essential functions? How will you contact them?

What essential staff and equipment do you need in order to maintain essential functions?

*This plan can be activated by* ***anyone*** *who is aware and concerned about the functionality on day-to-day business. You are reminded to communicate your concerns to top managers and direct focus to this plan.*

***A decision log can be included to highlight reasoning and specific actions.***

***This plan should contain analytical responses prior to any disruption.***

**Second- Consider your Maximum Tolerable Period of Disruption (MTPD)-**

What is your short/ medium/ long term period? How long can a disruption continue before you lose essential functions?

What actions will you take and how will they help?

**Power Outage-**

|  |  |  |
| --- | --- | --- |
| **Time** | **Responses and Actions** | **Impact** |
| **Short Term**  **Hours** |  |  |
| **Medium**  **Days** |  |  |
| **Long**  **Weeks** |  |  |

**Staffing-**

|  |  |  |
| --- | --- | --- |
| **Time.** | **Responses and Actions** | **Impact.** |
| **Short Term**  **Hours** |  |  |
| **Medium**  **Days** |  |  |
| **Long**  **Weeks** |  |  |

**Loss of premises**

|  |  |  |
| --- | --- | --- |
| **Time** | **Responses and Actions** | **Impact** |
| **Short Term**  **Hours** |  |  |
| **Medium**  **Days** |  |  |
| **Long**  **Weeks** |  |  |

**Stakeholder/ Suppliers.**

|  |  |  |
| --- | --- | --- |
| **Time** | **Responses and Actions** | **Impact** |
| **Short Term**  **Hours** |  |  |
| **Medium**  **Days** |  |  |
| **Long**  **Weeks** |  |  |

**Loss of ICT**

|  |  |  |
| --- | --- | --- |
| **Time** | **Responses and Actions** | **Impact** |
| **Short Term**  **Hours** |  |  |
| **Medium**  **Days** |  |  |
| **Long**  **Weeks** |  |  |

**Third- Test the plan-**

A short test of your plan will validate it and will point out any obvious flaws-

**Fourth- Keep the plan where you can find it-**

Completed templates should be kept in a hard copy and in an accessible device by managers, to be referenced during a disruption