

## **Appendix C – Introduction to the Corporate Business Continuity Toolkit**

All critical functions are required to have written, comprehensive Business Continuity Plans in place.

A Corporate Business Continuity Toolkit has been created to assist managers with business continuity planning, and to ensure consistency across the organisation. The documents within the toolkit are basic templates which can be adapted by managers to suit their needs.

The toolkit is available on the intranet:

[http://intranet/need\\_to\\_know/auditriskmgt/bc/Pages/H\)BusinessContinuityToolkit.aspx](http://intranet/need_to_know/auditriskmgt/bc/Pages/H)BusinessContinuityToolkit.aspx)

It consists of:

### **1. Business Continuity Risk Assessment**

This document is the 'first step' - assisting managers to:

- Identify what they have already done regarding business continuity planning
- Consider which activities are critical
- Consider the resources required to support critical activities
- Consider potential risks to their service delivery
- Undertake any further action required to manage those risks

After completing the Risk Assessment, managers should be better equipped to create or review their Business Continuity Plan.

### **2. Basic Action Plan Template**

This provides managers with a simple action plan template to record any outstanding actions regarding business continuity planning, encouraging them to detail action owners and deadlines for each outstanding action.

### **3. Business Continuity Plan Template**

This document provides a comprehensive template for managers to fill in and use as their Business Continuity Plan.

It contains:

- Procedures to take in the event of an incident
- Clear command & control structure
- Roles & Responsibilities
- Key Contact Details.

The template is split into sections to account for the impact of different risks (e.g. action to take for large numbers of staff being absent differs from action taken in the event of building loss).

#### **4. Loss of Premises: Initial Action Checklist**

This is a short Aide Memoir to guide managers through initial actions to consider during the first couple of hours if a building becomes unusable.

#### **5. Suppliers & Contractors: Contingency Options Analysis**

This document encourages managers to consider and record potential contingency options in case their key supplier / contractor is unable to deliver.

It prompts managers to:

- Weigh up "pro's and con's" for each option
- Undertake cost benefit analysis
- Determine which option(s) to take forward as the most realistic and effective.

#### **6. Business Continuity Desktop Test Template**

This is a basic PowerPoint template to guide managers through a Desktop Test of a Business Continuity Plan