

Business Continuity Management

With the summer holiday lull still with us, now may be a good time to check your business continuity arrangements and make sure they are still fit for purpose. People move on and procedures change so it doesn't take long for details and actions to become out of date. Below are some hints and tips for managing the BCM process.

The last Forum event was:

Supply Chain Resilience

For a summary and a copy of the presentations, go to our website

http://www.suffolkresilience.com/business_continuity/business_continuity_forum.html

Use the Methodology

Assess your processes as an auditor would and use the BS25999 or BCI good practise guide as a benchmark. <http://www.thebci.org/gpg.htm>

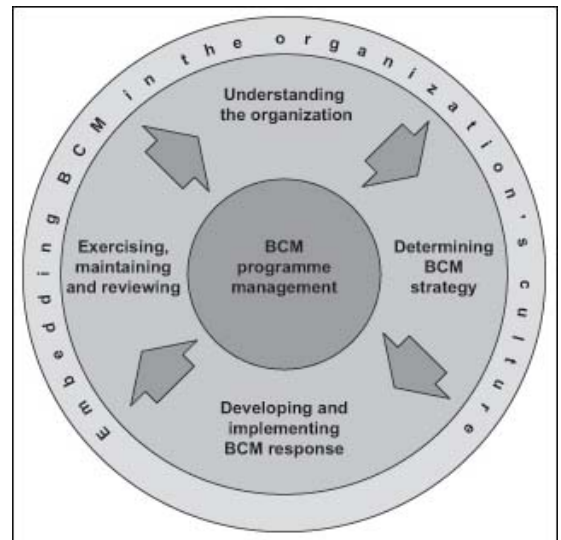
Start with your BCM policy. All documents should flow from how you have stated the company will manage its business continuity process.

Document your management process to include a list of BC documents with master file location, revision dates, owner and/or author and notes to describe what the document is for. A template is available for download on the web site. <http://www.suffolkresilience.com/>

Document Management

There is nothing worse than not knowing whether you have the latest version of a document or not. If your company doesn't have a standard to follow, consider:

- Document information table on the front page to include version number, author and next review date.
- A history table to record the changes.
- The file path and page numbers in the footer.



Test Schedule

Keep a list of your plans and schedule a test against each using a pre-determined test cycle. Plan well ahead and get the dates in peoples calendars. Test against topical subjects such as swine flu may result in loss of staff.

The Forum's Next Workshop

A Flood Fair on Thursday October 22nd Hotel Elizabeth, Felixstowe.
See following page for details on how to book.

How to Plan and Run an Exercise Tuesday January 12th 2010

BT Adastral Park – Martlesham Heath IP5 3RE

- Why run an exercise?
- What types of exercise are there?
- How can you make your exercise realistic?
- How do you build a test scenario?

Business Impact Assessment March 2010 Date & venue TBA

- What the BIA needs to achieve.
- Identifying functions and threats.
- Data gathering methods.
- BIA methodology.



Suffolk Resilience Business Continuity Forum - Flood Fair In Conjunction with the Suffolk Chamber of Commerce and the Environment Agency

Hotel Elizabeth, Felixstowe, Suffolk. IP11 7DX - October 22nd 2009 - 09:30 – 13:00

Flood Fair Trade Stands

Flood protection products
Environment Agency
IT resilience
WAR sites
Insurance advice
Emergency Planning

To book your FREE place, e-mail
lesley.pretlove@suffolk.gov.uk

For more details on this or any of our other free forum events call Lesley on 01473 264099

Forum Event - Flood Planning, Resilience and Business Recovery

- 09:30** Registration and coffee
- 10:00** Welcome introduction
- 10:10** The affects of a wide spread flood on a business community and the regeneration opportunities offered. - Speaker TBC
- 10:40** Questions from the delegates
- 10:50** BREAK
- 11:00** Insurance presentation - Speaker TBC
- 11:20** Hints and tips on producing a flood plan – Carol Mayson Environment Agency Confirmed
- 11:40** Forum discussion on economic recovery after a widespread flood – Suffolk Chamber/Joint Emergency Planning Unit/SCDC Economic & Development Team. Panel confirmed
- 12:00** Buffet lunch, networking and view trade stands
- 13:00** Close

Incidences of flooding in the UK are on the increase. Suffolk had a near miss with the tidal storm surge in November 2007, the same year large parts of Yorkshire and the West Country disappeared under flood waters.

The forum event will give you a chance to hear first hand from an area that experienced this devastation and how they used the opportunity to regenerate. Following on will be an opportunity to have your say in forming the strategy in Suffolk to go beyond 'recovery' and achieve longer-term regeneration and economic development. The discussion session will consider some of the following areas:

- What assistance will be required to enable businesses affected by an emergency to resume trading as soon as possible?
- How to identify the immediate support needs for businesses and their employees?
- What would be required in the development and implementation of a regeneration strategy for the business community, linked to a Council Regeneration Vision?
- To suggest what arrangements would provide pro-active communication networks to encourage co-operation and business involvement.

Who should attend?

Strategic business leaders, Managers, Emergency Planners and anyone who is interested in flood protection and economic recovery.

For advice on any aspect of Business Continuity, please call us...Rick Thornton 01473 260439
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