

## Incident Management Planning

Following on from our [summer bulletin](#) on managing the BCM process, we are going to take a look this time at **Incident Management Planning**. The topic of the next forum event is how to test the organisations BC arrangements and as the IMP is the first plan to be invoked, it makes sense to give it a health check now. A well rehearsed IMP should help limit the impact of an incident and give staff and management confidence to cope at a time of stress and uncertainty. This plan is invoked before the Business Continuity Plan

## The Incident Management Plan

The first and immediate set of actions in response to an incident that helps to limit and contain the impact. Once the incident is under control, decisions can be taken to invoke (if needed) the relevant Business Continuity Plan.

The IMP should contain:

- A clear set of actions designed to protect people and premises that will help bring the situation under control as swiftly as possible with minimum impact.
- Actions to cover in and out of business hours.
- Stakeholder contact list, (insurance, suppliers, utilities, key customers, landlord etc.)
- Staff contact list (needs regularly updating).
- Roles and responsibilities (share the burden).
- Log sheet (for reference, audit or possible enquiry)

## Battle Box or Grab Bag

Everything you need to manage an incident should be kept together in an easy to grab-and-go secure container, which incidentally should be duplicated at another site.

Items to include will vary according to the type of business and the use intended. For example, you may need items to carry out damage assessment, (hard hats, torches etc.) or you might require the box to contain essential business items that are required to support a business unit at another location. It should always contain the BCP and IMP. A fuller list of suggested contents can be found on the London Prepared site.

<http://www.londonprepared.gov.uk/downloads/businesscontinuity/makingplans/emergencypack.pdf>

The last Forum events were:

### Flood Fair - Felixstowe

Unfortunately, we are unable to provide copies of the presentations from this event held on Oct 22<sup>nd</sup> 09.

### Residential Care Sector Event Preparing for Emergencies

You can find downloads and a copy of the presentations on our website:

[http://www.suffolkresilience.com/business\\_continuity/business\\_continuity\\_forum.html](http://www.suffolkresilience.com/business_continuity/business_continuity_forum.html)

## Site Plan

If the emergency services attend your incident, they will find a plan of the premises very useful especially if the following are marked:

- Utility cut off points.
- Fire panel location.
- Location of any stored hazards (chemicals, accelerants, gas cylinders etc.)
- Areas where the building construction could endanger fire fighters, (Asbestos, pits, mezzanine floors etc.)
- Areas that need protecting (e.g. server rooms, key plant areas, cash areas).
- Lift shafts



## Forthcoming Forum Events

If you have any suggestions for future forum events please give Lesley Fayers a call on 01473 264099 or email [Lesley.fayers@suffolk.gov.uk](mailto:Lesley.fayers@suffolk.gov.uk)

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

Hubble 2, BT Adastral Park – Martlesham Heath

Our thanks to BT for hosting this event for the forum. There are still a few places left; please contact Lesley Fayers to reserve a place. See following page for the poster.

### Business Impact Assessment March 2010 Date & venue TBA

If any one can offer a venue for this morning event in late March, please contact Lesley Fayers.

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

## Planning a Business Continuity Exercise

A half day workshop looking at the skills, knowledge and resources required to successfully test an organisation's Business Continuity Plan.

Topics will include:

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

Venue:  
**Hubble 2,  
BT Adastral Park,  
Martlesham Heath,  
Ipswich,  
Suffolk,  
IP53RE.**

**Tuesday January 12th 2010**

**Time: 09:30 Registration and Coffee**

**Workshop: 10:00 – 13:00**

This event is free but must be booked.

Please call or email Lesley Fayers to reserve your place.



### Economic Strength through Resilience

Suffolk Resilience Business Continuity Forum is a free forum for Suffolk businesses and voluntary organisations to provide help and advice on how to develop their business continuity arrangements.

Half day workshops on business continuity topics are held once a quarter and are free to attend.



### Who should attend?

Risk Managers, Health & Safety Managers and anyone with Emergency Planning or Business Continuity responsibilities

The Suffolk Joint Emergency Planning Unit is a local authority organisation that provides business continuity advice to Suffolk organisations. It works along side other emergency services under the auspice of Suffolk Resilience to provide a combined emergency response to any community wide major incident.

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Email: [lesley.fayers@suffolk.gov.uk](mailto:lesley.fayers@suffolk.gov.uk) or visit our web site [www.suffolkresilience.com](http://www.suffolkresilience.com)

Follow the links for business continuity