

SHEET 1 : SIMPLIFIED BUSINESS IMPACT ASSESSMENT (BIA)

1. List your organisations Key Functions in priority order.

Key Functions (Priority Order)	
1.	
2.	
3.	
4.	
5.	
6.	

2. Using the guidance set out below undertake a Business Impact Analysis of your department, filling in your answers to the following questions on the blank BIA Pro-forma (Sheet 2) under the relevant headings :

PEOPLE	PREMISES	PROCESSES	PROVIDERS	PROFILE
Key Staff : What staff do you require to carry out your key functions?	Buildings : What locations do your department's key functions operate from? (Primary site, alternative premises)	IT : What IT is essential to carry out your key functions?	Reciprocal Arrangements : Do you have any reciprocal agreements with other organisations?	Reputation : Who are your key stakeholders?
Skills / Expertise / Training : What skills / level of expertise is required to undertake key functions?	Facilities : What facilities are essential to carry out your key functions?	Documentation : What documentation / records are essential to carry out your key functions, and how are these stored?	Contractors / External Providers : Do you tender key services out to another organisation, to whom and for what?	Legal Considerations : What are your legal, statutory and regulatory requirements?
Minimum Staffing Levels : What is the minimum staffing level with which you could provide some sort of service?	Equipment / Resources : What equipment / resources are required to carry out your key functions?	Systems & Communications What systems and means of communication are required to carry out your key functions?	Suppliers : Who are your priority suppliers and whom do you depend on to undertake your key functions?	Vulnerable Groups : Which vulnerable groups might be affected by failing to carry out key functions?

SHEET 2 : BIA PRO-FORMA FOR YOUR DEPARTMENT (Function.....)

PEOPLE	PREMISES	PROCESSES	PROVIDERS	PROFILE
Key Staff :	Buildings :	IT :	Reciprocal Arrangements :	Reputation :
Skills / Expertise / Training :	Facilities :	Documentation :	Contractors / External Providers :	Legal Considerations :
Minimum Staffing Levels :	Equipment / Resources :	Systems & Communications	Suppliers :	Vulnerable Groups :

SHEET 3 : CONSIDERATIONS FOR INCREASING YOUR ORGANISATIONS RESILIENCE

PEOPLE	PREMISES	PROCESSES	PROVIDERS	PROFILE
<p>Key Staff :</p> <p>Can staff be contacted out of hours?</p> <p>Could extra capacity be built into your staffing to assist you in coping during an incident.</p>	<p>Buildings :</p> <p>Could you operate from more than one premise?</p> <p>Could you relocate operations in the event of a premise being lost or if access to the premise was denied?</p>	<p>IT :</p> <p>Is data backed-up and are back-ups kept off site?</p> <p>Do you have any disaster recovery arrangements in place?</p>	<p>Reciprocal Arrangements :</p> <p>Do you have agreements with other organisations regarding staffing, use of facilities in the event of an incident?</p>	<p>Reputational Damage :</p> <p>How could reputational damage to your organisation be reduced?</p> <p>How could you provide information to staff and stakeholders in an emergency (e.g. press release)?</p>
<p>Skills / Expertise / Training :</p> <p>Could staff be trained in other roles?</p> <p>Could other members of staff undertake other non-specialist roles, in the event of an incident.</p>	<p>Facilities :</p> <p>Are any of your facilities multi-purpose?</p> <p>Are alternative facilities available in the event of an incident?</p>	<p>Documentation :</p> <p>Is essential documentation stored securely (e.g. fire proof safe, backed-up)?</p> <p>Do you keep copies of essential documentation elsewhere?</p>	<p>Contractors / External Providers :</p> <p>Do you know of alternative contractors or are you reliant on a single contractor?</p> <p>Do your contractors have contingency plans in place?</p> <p>Could contractors be contacted in the event of an incident?</p>	<p>Legal Considerations :</p> <p>Do you have systems to log decisions ; actions ; and costs, in the event of an incident?</p>
<p>Minimum Staffing Levels :</p> <p>What is the minimal staffing level to continue to deliver your key functions at an acceptable level ?</p> <p>What measures could be taken to minimise impacts of staff shortfalls?</p>	<p>Equipment / Resources :</p> <p>Could alternative equipment / resources be acquired in the event of an incident / disruption?</p> <p>Could key equipment be replicated or do manual procedures exist?</p>	<p>Systems & Communications</p> <p>Are your systems flexible?</p> <p>Do you have alternative systems in place (manual processes)?</p> <p>What alternative means of communication exist?</p>	<p>Suppliers :</p> <p>Do you know of suitable alternative suppliers ?</p> <p>Could key suppliers be contacted in an emergency?</p>	<p>Vulnerable Groups :</p> <p>How could vulnerable groups be contacted / accommodated in the event of an incident?</p>

SHEET 4 : USING BUSINESS IMPACT ANALYSIS TO BUILD A PLAN

	BIA Identifies your requirements for continuing your key functions	Business Continuity Plan Documents how your requirements identified in the BIA can be achieved
<p>PEOPLE</p>	<ul style="list-style-type: none"> • Key Staff • Key Skills • Expertise / competence required • Minimum staffing levels required to continue / recover key functions 	<ul style="list-style-type: none"> • Notification / invocation procedure / protocol • Management structure for dealing with an incident • Information and advice to staff (response procedures) • Key staff / contact list (including out of hours details) • Multi skill training in key areas • Reciprocal Arrangements to cover staff short falls • Home working • Staff welfare issues
<p>PREMISES</p>	<ul style="list-style-type: none"> • Key facilities • Key Equipment • Key Resources • Specialist Equipment • Security / restrictions • Alternative sites • Alternative facilities 	<ul style="list-style-type: none"> • Loss / damage assessment • Site security • Relocation arrangements / protocol • Inventories of equipment / resources and details of how to recover these • Salvage, site clearance and cleaning arrangements
<p>PROCESSES</p>	<ul style="list-style-type: none"> • Key processes • Critical periods • Key IT systems / applications • Key documentation / data • Record keeping requirements • Key communication requirements 	<ul style="list-style-type: none"> • Action cards for recovery of key processes • Checklists • Copies / Back-ups / safe storage (recovery procedure) • Contingency procurement arrangements • Documented manual procedures • Data recovery procedures
<p>PROVIDERS</p>	<ul style="list-style-type: none"> • Key dependencies (supply and receipt) • Key suppliers • Key contractors / service providers / suppliers • Reciprocal arrangements in place with other organisations 	<ul style="list-style-type: none"> • Contact details for key providers / contractors / suppliers / support services • Alternative suppliers (required for key functions) • Alternative providers (required for key functions) • Alternative contractors (required for key functions) • Resilience capability of suppliers / providers / contractors to business disruption • Third party business continuity arrangements
<p>PROFILE</p>	<ul style="list-style-type: none"> • Key stakeholders • Legal / statutory / regulatory requirements • Vulnerable groups 	<ul style="list-style-type: none"> • Communication strategy / plan / procedures • Stakeholder liaison (regulator, clients, unions) • Media liaison • Public information / advice • Notification of at risk groups / alternative care arrangements