

- Cyber Security
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## Frequently asked questions on Business Continuity Plans

### **What is a Business Continuity Plan?**

A Business Continuity Plan (BCP) is a primary set of instructions of what to do, and when to do it, when declaring an incident. It should contain important named contacts, both internal and external, including telephone numbers and job functions. It should also set out clear roles, responsibilities and a list of a series of actions which will ensure that key business activities continue in the most difficult circumstances. There should be paper copies available which are stored in more than one location, together with any emergency supplies such as torches etc. The BCP is prepared after reviewing the company strategy relating to crises and disasters and after carrying out a risk assessment.

### **How does a Business Continuity Plan differ from a Disaster Recovery Plan?**

A Disaster Recovery Plan traditionally refers to IT recovery of data and related operational aspects, while a business continuity plan details all of the important activities needed to keep the business running. It should include processes to keep disruption, to customers, suppliers and employees, to a minimum and show how to bring the business back to full operation within a given timescale. Depending on how complex your BCP is it may also contain disaster recovery and business resilience information.

### **What type of incidents are usually covered in business continuity management?**

An incident or crisis can threaten the survival of a business at any time. The most likely incidents to plan for include:

- Severe weather and transport disruption
- Theft and vandalism
- Fire or flood
- Loss of utilities, including heat, light and power
- IT systems failure
- Restricted access to premises
- Long term sickness and pandemics affecting staff

### **How long will it take to create a Business Continuity Plan?**

This would depend on the size of your business or company and its complexity. A typical plan for an SME normally takes three to five days. The smaller the size of your business generally the less time it will take to create. Camtek CSI can either carry out this work for you or provide external or in-house training workshops to give you the techniques to carry this out for yourself.

### **How much will it cost to create a Business Continuity Plan?**

The cost will be relatively small compared with the cost of recovering from an unplanned crisis. The price of not planning could be a lot higher than many companies anticipate. A typical cost would be in the region of £2,500 - £5,000 for an external consultant to prepare a plan after carrying out a risk assessment. A recent Chartered Management Institute survey put the average cost of recovering from a major crisis at more than £50,000.

### **Is my business too small to invest in a Business Continuity Plan?**

No, even a sole trader is advised to have systems in place to be able to continue to work in case of theft, fire, flooding, IT and utility failures. Any incident, no matter how small, is capable of impacting your business and profitability. If you are involved with tendering for contracts with central or local government or similar institutions they will require you to have a BCP as you will be in their supply chain which will in turn affect their recovery. You may also need one if you are a business that has to be compliant by legislation e.g. financial, legal and accountancy services.

### **But I don't think I can afford to engage someone to create a plan for me?**

You should have a BCP to show you are protecting your stakeholders, customers and suppliers against your business having to close. If your business requires statutory compliance you may legally need one, and if you are a charity that looks after children or provides elderly care, then you owe it to your carers and end users to ensure your business can resume as soon as possible. If you are a first responder then you are required to have a BCP under the Civil Contingencies Act 2004. The Companies Act 2006 requires all company directors to exercise reasonable care, skill and due diligence in managing their company.

If you wish to prepare a plan you should seek advice as to the minimum items you should cover in such a plan. Important areas to cover include recovery of IT, facilities and utilities as well as the need for a temporary workplace for your key staff.

Operating in London and the South East, Camtek CSI assist firms in issues relating to cyber-security, business continuity/disaster recovery and digital forensics. We can carry out a risk assessment of your company to identify potential threats which may impact on your company's ability to successfully operate during a period of crisis, and develop a business continuity plan for you.

For more information please visit our website at [www.camtekcsi.com](http://www.camtekcsi.com) or email us at: [enquiries@camtekcsi.com](mailto:enquiries@camtekcsi.com)

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