

Chapter 6 Business Continuity Management

Revision to *Emergency Preparedness*

Chapter 6 (Business Continuity Management) of *Emergency Preparedness, Revised Version*

Summary

- The Act requires Category 1 responders to maintain plans to ensure that they can continue to exercise their functions in the event of an emergency so far as is reasonably practicable. The duty relates to all functions, not just their emergency response functions ([paragraphs 6.1 – 6.13](#)).
- Category 1 responders must have regard to assessments of both internal and external risks when developing and reviewing business continuity plans (BCPs) ([paragraphs 6.14 - 6.16](#)).
- Business continuity plans may take the form of generic plans - which set out the core of a Category 1 responder's response to any BCM event - or specific plans dealing with particular risks, sites or services ([paragraphs 6.17 - 6.19](#)).
- There must be a clear procedure for invoking the business continuity plan ([paragraphs 6.20](#)).
- BCPs must include arrangements for exercises for the purpose of ensuring the plan is effective, and arrangements for the provision of training to those involved in implementing the plan. Plans must be reviewed and kept up to date ([paragraphs 6.21 - 6.28](#)).

- Category 1 responders are required to publish aspects of their BCPs insofar as making this information available is necessary or desirable for the purposes of dealing with emergencies ([paragraph 6.29 - 6.31](#)).
- The British Standard for Business Continuity (BS25999) is widely acknowledged as industry best practice. It provides a generic framework that is applicable across the public, private and voluntary sectors. ([paragraphs 6.43 - 6.107](#)).

WHAT THE ACT AND THE REGULATIONS REQUIRE

Scope of the duty

- 6.1. The Act requires Category 1 responders to maintain plans to ensure that they can continue to perform their functions in the event of an emergency, so far as is reasonably practicable.¹
- 6.2. The duty to maintain plans relates to all the functions of a Category 1 responder, not just its civil protection functions. For Category 1 responders to help others in the event of an emergency, they first need to be able to keep their own crisis response capabilities going. However, Category 1 responders also need to be able to continue to deliver critical aspects of their day-to-day functions (e.g. law enforcement, looking after vulnerable people, attending minor fires) in the event of an emergency, if the impact on the community is to be kept to a minimum.

¹ s.2(1)(c)

6.3. It may, therefore, be helpful to think of the business continuity management (BCM) duty in the Act as being separated into two strands. In practice, the Act requires Category 1 responders to maintain plans to ensure that they can:

- o continue to exercise their civil protection functions: The legislation requires Category 1 responders to maintain plans to deal with emergencies (see Chapter 5) and put in place arrangements to warn and inform the public in the event of an emergency (see Chapter 7). The BCM duty requires Category 1 responders to maintain plans to ensure that they can deliver these capabilities when they are required.
- o continue to perform their ordinary functions: Category 1 responders perform a range of functions that are important to the human welfare and security of the community and its environment (e.g. provision of health care, detection of crime, fighting fires). This is particularly true in an emergency situation, where operational demands often increase and the operating environment can become more challenging. The legislation requires Category 1 responders to make provision for ensuring that their ordinary functions can be continued to the extent required.

6.4. Organisations should not only look at the resilience of internal structures and processes, but also those of organisations they rely on, or deliver services through.

6.5. The Act requires Category 1 responders to put in place plans to ensure that they can continue their functions in the event of an emergency.² This requires them to ensure that those organisations delivering services on their behalf (e.g. contracted-out services) or capabilities which underpin service provision (e.g. information technology and telecommunications providers) can deliver to the extent required in the event of an emergency. This is because services remain part

² s.2(1)(c)