

# **Business Continuity Planning – do businesses have the critical pieces in place?**

## **What is Business Continuity Planning?**

The [Business Continuity](#) Plan (BCP) (which includes all aspects of business) has come a long way since the 'back up computers' of the 1980s. The same can be said of its vital subset, [Disaster Recovery](#) (DR) (including IT/technology systems). The more businesses depend on IT and real-time information, the greater the need to prevent these systems from failing. Equally, organisations need to plan in case these systems are affected by any type of disaster such as extreme weather, fire or flooding.

## **How do Business Continuity & disaster recovery plans work?**

An effective BCP will ensure that measures are in place to minimise and eliminate threats to key personnel and facilities, create strategies to manage crisis communication and put action plans in place to protect a business's reputation post disaster. Disaster recovery involves preparing for applications, data, hardware, network communications and IT infrastructure to get back up and running. Without these, the majority of businesses cannot operate or ultimately survive.

## **Is BCP really essential?**

Ninety per cent of businesses suffering significant data loss go out of business within two years. Given that it takes 19 days to retype 20MB of lost data, you can see why some businesses without [document storage](#) plans in place just simply fail to recover. Obviously, the best way to pull through is to be well prepared for every eventuality so that business information is recoverable fast. The business that is well prepared for potential disaster, with an effective data storage and [document management](#) that incorporates document scanning and data capture, they will be equipped to withstand the worst-case scenario and be well placed to ensure continuity.

## **Business Continuity planning solutions**

Breaking BCP down can make it seem more accessible. It includes:

- Scenario assessment – assessing the impact before disaster strikes
- Resuming business – plans to get organisations back on their feet quickly if the worst does happen
- Data capture – reducing the risk that vital data will be lost in a disaster
- Employee response – preparing staff to act quickly if disaster hits
- Best practice for recovery – implementing and communicating procedure and special measures across multiple locations
- Meeting compliance requirements for safeguarding sensitive data

## **Getting the right answer to BCP**

The importance of reinstating infrastructure post disaster is clear from a business and economic point of view. It's even more critical to the survivors of a disaster – for the people employed by businesses, their livelihoods and their contribution to the economy. In the absence of a crystal ball and a bottomless pocket, the perfect BCP isn't always possible. However, failure to embark on a programme that puts the critical pieces in place is

not only risky to the wellbeing of the business, it is irresponsible. Business continuity planning is an integral part of doing good business and serving the community.

**Sources:**

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