



Business Continuity Management System

With you, for you
Making the most of West Sussex

Planning for disruptive events

Identify 3 worst case scenarios

- Identify:
 - The type of the incident (e.g. loss of building / IT / Telephony, staff absence, supplier bankruptcy)
 - The day of the week (Sunday, Monday etc)
 - The worst possible (Easter bank holiday, Christmas day, school holiday)
 - Time (Morning, Out of Hours)
 - Place
- Place scenarios in a “hat” and pick one randomly
- Walk through first scenario using your Business Continuity Plan
- If time permits use remaining 2, or run through at a later date

Further exercise ideas

- Industrial action / Severe weather / major road accident disrupts supplies and stops staff getting into work.
- Keyholder woken at 05:00. Loss of IT (or other business critical) equipment following a burglary at your office
- Virus attack - No internet / email access for 48 hours
- Loss of a key member of staff – lottery win! or illness
- Supplier failure: bankruptcy / warehouse fire / tsunami
- Road works cause localised loss of power / water / telephony at a peak time.

Follow this with consideration of

- how you would protect your reputation?