

Nearly 1 in 5 Organisations Suffer a Serious Disruption Every Year



Are You Prepared?

Business Continuity advice for commercial and
voluntary organisations in West Yorkshire

A joint partnership between the West Yorkshire Local
Authorities



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It does not matter if you are a market trader, voluntary organisation or a global institution. The fact is that continuing your day-to-day activities is vital to your organisation's success.

Major emergencies can happen quickly and without warning. They have the potential to threaten and disrupt your business, sometimes with serious consequences.

Business Continuity Management is designed to help you to protect your organisation's essential activities and resources from such disruptions.

Can Emergencies Affect You?

Ask yourself:

- How long could you cope if there was a power cut or the phones went dead? How long would it be before a small inconvenience becomes a major problem?
- What if an incident prevented delivery to a key customer? Would they give you another chance or would they go elsewhere?
- How would a major incident affect your staff's morale? Would they stand by you or look to move on? What impact would their departure have on your business?
- How would serious damage to your premises affect your business? How easy would it be to contact your regular customers to let them know the situation? How long would you be able to fulfil your orders? How would this affect your reputation?

A Community Risk Register has been developed jointly by the West Yorkshire Local Authorities and Key Partners, which details the main risks for the West Yorkshire area. Details can be found on the West Yorkshire Police website - www.westyorkshire.police.uk

What Is Business Continuity Management?

Business Continuity Management is about identifying what aspects of your organisation's activities and resources are essential; and planning how your business would continue in the event of an emergency, thus ensuring that your business can and will SURVIVE.

“80% of businesses affected by a major incident either never re-open or close within 18 months.”

“90% of businesses that suffer a significant loss of data go out of business within two years.”

What Are The Benefits?

Considering business continuity early on, rather than considering the situation when an emergency occurs, will help prepare you to offer 'business as usual' in the quickest possible time.

It is essential to withstand serious incidents such as flooding and fire, and quickly re-open as normal. Even a relatively short interruption to normal activity can damage customer relationships and your reputation beyond repair.

Business Continuity may involve making contingency plans for the sudden loss/unavailability of:

- Worksites
- Staff / Skills
- Suppliers / Partners
- Specialist Equipment
- Technology and Communications
- Data / Information

Where Can I Find Further Information?

Organisation	Web Address
UK Resilience	www.ukresilience.info/index.shtm
The Business Continuity Institute	www.thebci.org
The Emergency Planning Society	www.the-eps.org
Continuity Central	www.continuitycentral.com
Global Continuity	www.globalcontinuity.com
The Institute of Risk Management	www.theirm.org
Survive	www.survive.com
London Prepared	www.londonprepared.gov.uk
MI5	www.mi5.gov.uk
The West Yorkshire Emergency Planning Officers' Forum	www.wyepoforum.org.uk

For More Advice Contact Your Local Authority

City of Bradford MDC Emergency Planning Officer

☎ 01274 432011

✉ emergency.planning@bradford.gov.uk

🌐 www.bradford.gov.uk

Calderdale MBC Emergency Planning Officer

☎ 01422 393107

✉ emergencyplanning@calderdale.gov.uk

🌐 www.calderdale.gov.uk

Kirklees MC Emergency Planning Officer

☎ 01484 226418

✉ emergency.planning@kirklees.gov.uk

🌐 www.kirklees.gov.uk

Leeds City Council Emergency Planning Officer

☎ 0113 247 4341

✉ emergencyinfo@leeds.gov.uk

🌐 www.leeds.gov.uk

City of Wakefield MDC Business Continuity Officer

☎ 01924 305048

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If you require this leaflet in another language or format please contact your Local Authority.