

Business Continuity Exercise

**Surrey County Council
Emergency Management Team**



SURREY

Introduction

Once your organisation has developed a Business Impact Analysis (BIA) and a Business Continuity Plan (BCP) it is essential that these are reviewed and validated through a programme of testing and exercising.

The exercising programme needs to assess the potential impacts of different identified risks on your service dependencies i.e. **the 7 Ps**:

- People
- Premises
- Processes
- Providers
- Profile
- Performance
- Programme

To support you in this validation process, this exercise worksheet will focus on the dependency **premises** using a generic scenario. Please feel free to adapt the scenario to best fit your organisational needs. **This worksheet should take approximately 1 hour to complete.**

If you have any queries in completing this worksheet please contact the Surrey County Council Emergency Management Team on: scemt@surreycc.gov.uk.

Aim

The aim of this worksheet is to provide organisations with a generic scenario that they can use to help validate their BIA and BCP arrangements against a specific dependency.

Objectives

1. Exercise BIAs and BCPs against a scenario that impacts a specific key dependency
2. Determine roles and responsibilities within your organisation in a specific incident scenario
3. Identify any gaps and inter-dependencies in your existing business continuity arrangements.

Pre-requisites

Before discussing this worksheet scenario in your organisation, participants need to have familiarised themselves with their current BIA and BCP.

Scenario

Organisation Dependency: Premises

Fictional scenario date and time (please amend to fit your organisations needs)

Date: Monday 11th May 2015, 10:00am

Weather: As seen today

At 09:00 this morning (Monday 11th May) the fire alarms went off in your office/premises and everyone in the building was evacuated as normal (if you have staff based in a number of different locations consider the location where the majority of key staff are based).

It is now 10:00 am and Surrey Fire and Rescue Service have just informed you that whilst the fire is now under control, smoke damage has impacted large areas of the building. It is likely to be at least a week before the building can be safely reoccupied.

Looking at the questions below, please discuss with your fellow Recovery Team members (the managers within your organisation that would implement your business continuity arrangements should an incident happen) and record your feedback to capture any lessons identified. The questions are likely to take approximately 1 hour to complete.

1. It is now 10:00 am. What would be your Recovery Team priorities at this point? Where would they meet to discuss these?
2. What information and / or support (if any) do you as the Recovery Team require at this stage?
3. Have you pre-identified a back up location(s) for key staff and service users (if relevant)? If so, where is it and are staff familiar with its location?
4. If you have one, when was the backup location last checked to ensure it meets your requirements and do you have the relevant contact details in your BCP?
5. Looking at your BIA, consider what equipment and resources your key staff need to have access to now to be able to carry out their critical functions e.g. medical supplies, a log book, personal records, contact numbers, a laptop, mobile telephone, car keys etc. Is this section up to date in your BIA? Do you have emergency grab bags available for key staff?
6. At this point you do not know the full extent of the damage. Are there any critical items of equipment/resources/documents etc. in your office/premises that you couldn't access from an alternative building?

7. If so, what actions would you now take to mitigate their loss? Have these recovery actions been recorded in your BIA?
8. Who would inform staff that weren't in the building that day?
9. Who else would you need to inform of the incident and in what priority order? Has it been identified who would contact these different stakeholders?
10. Are the key contact details in your BCP up to date, when were they last checked?
11. Are there any sections of your BIA and BCP you are now going to update following this scenario? If so, which sections?