

Appendix B – Business Continuity Policy: BCP Template - Background

Purpose	To provide background to the business continuity arrangements for the XX department
Key information	<p>Business Continuity Management (BCM) is defined as “a holistic management process that identifies potential threats to an organisation and the impacts to business operations those threats, if realised, might cause, and which provides a framework for building organisational resilience with the capability of an effective response that safeguards the interests of its key stakeholders, reputation, brand and value-creating activities.” (ISO 22301:2012)</p> <p>A Business Impact Analysis (BIA) will identify the most critical activities and resources that are needed to ensure a smooth delivery of service to patients within the XX department. It prioritises these activities and establishes a maximum period of tolerable disruption (MPTD) for each of them, as well as identifying solutions for each of these activities which could be used if a business continuity incident were to occur.</p> <p>A Business Continuity Plan (BCP) will ensure that staff, patients and assets are protected and are able to function quickly in the event of a disaster.</p>
Description of Service	<Describe the main services provided by the XX department>
Supporting Services	<p><List supporting services here – these could be within SFT or external networks which department XX relies upon></p> <p><If department XX is part of a national/regional network describe any interdependencies in more detail></p>
Team Structure	<Include an organisation chart with job titles only, individual names do not need to be included>
Deliverables & Standards	<p><List critical deliverables that the XX department must complete></p> <p><List critical standards that the XX department must meet></p>