Business Continuity Completion Guide

Completion Guide

Critical Functions Priority List

- This section will be based on information you have supplied in the Business Impact Analysis document.
- The Functions shown will be placed in 'Priority Order'.

Staff Activation List

- The four teams shown are time specific. Staff that are required to re-instate a Critical Function immediately or within 24hrs, will be shown in the A Team. Functions re-instated between 1Day and 1Week, the B Team and so on.
- Where individual staff member details cannot be shown i.e. duty groups, please enter the rank / grade & minimum number of staff required, together with any specific skills needed.

Alternative Accommodation

- Identify at least one alternative office or building that you could move to, that would allow you to get your department operating again.

  Remember – If you have twenty staff, but only need five of them straight away to support a critical function, there is a significant difference in the size of premises that you need to identify.

I.T. Equipment & Systems Recovery Requirements

- Show the type of I.T equipment & systems that you need to be recovered and how many.
- In the time band columns, please specify the minimum re-instatement time for each item e.g. within 1hour. ISD will need to prioritise their efforts when bringing equipment & systems back on line, so a realistic assessment by you will assist in this process.

I.T Software Recovery Requirements

- Show the I.T Software that you need to be recovered.
- In the time band columns, please specify the minimum re-instatement time for each piece of software e.g. within 1 hour. ISD may need to prioritise their efforts when re-instating Software, so a realistic assessment by you will assist in this process.

IT Data Recovery Requirements

- Show the I.T Data that you need to be recovered and it's location on the system
- In the time band columns, please specify the minimum re-instatement time for each piece of Data e.g. within 1 hour. ISD may need to prioritise their efforts when re-instating Data, so a realistic assessment by you will assist in this process.

Airwave & Telephone Recovery Requirements

- Show the number of Airwave sets and telephones, including mobiles that you require.
- In the time band columns, please specify the minimum re-instatement time for each piece of equipment e.g. within 1 hour. ISD may need to prioritise their efforts when re-instating Airwaves & Telephones, so a realistic assessment by you will assist in this process.

Other Documents Required

- Some Departments may need to have reference to hard copies of documents e.g. procedures manuals, policy & guidance, other plans. Consider copying these documents and placing them at an alternative location.

Vehicle Requirements

- Show the type and number of vehicles that are absolutely necessary for your Department to operate and whether or not they need to be 'marked' or 'unmarked'.
- Where possible, show a specific minimum recovery time. If our vehicle fleet is seriously affected by an incident, we may need to prioritise the distribution of vehicles, so an accurate and realistic assessment by you will assist in this process.

Specialist Equipment Recovery Requirements

- Show Details of Specialist Equipment and number of items needed
- Again be specific regarding the minimum recovery times required

Further Resources Recovery Requirements

- The list shown is not exhaustive, please feel free to add any further resources that you will require

Internal Stakeholders

- These are police staff members, groups, Departments who ***rely on you*** to provide them with some level of service

External Stakeholders

- These are people, groups, or other agencies outside Nottinghamshire Police, who ***rely on you*** to provide them with some level of service

Internal Suppliers

- These are police staff members, groups, Departments who ***you rely upon*** to provide you with some level of service

External Suppliers

- These are people, groups, or other agencies outside Nottinghamshire Police, who ***you rely upon*** to provide you with some level of service.

Grab Bag

- You are required to have a grab bag situated at your alternative accommodation site, which would contain those things you and your staff would need to work with when they arrive there (stationery, CD/Floppy disc or hard copies of essential documents).