

West Preston Baptist Church Business Continuity Plan

Section 1 - Objectives

The objectives of this plan are to:

- Define and prioritise critical business functions
- Detail immediate responses to a critical incident
- Detail strategies and actions to be taken to enable WPBC to stay operational when an event/emergency causes a disruption

Glossary

Business Continuity Planning	A process that helps develop a plan to manage the risks to a business, ensuring that it can operate to the extent required in the event of a crisis/disaster.
Business Continuity Plan	A document containing all the information required to ensure that the business can resume critical business activities should a crisis/disaster occur.
Business Impact Analysis	The process of gathering information to determine basic recovery requirements for your key business activities in the event of a crisis/disaster.
Key Business Activities	Those activities essential to deliver outputs and achievement of business objectives.
Recovery Time Objective (RTO)	The time from which you declare a crisis/disaster to the time that the critical business functions must be fully operational in order to avoid serious financial loss.
Resources	The means that support delivery of an identifiable output and/or result. Resources may be money, physical assets, or most importantly, people.
Risk Management	The process of defining and analysing risks, and then deciding on the appropriate course of action in order to minimise these risks, whilst still achieving business goals.

Section 2 - Risk Management Planning

WPBC's risk management plan is outlined in the Workplace Safety policy. The risk management plan should include risk assessments covering potential events that could cause disruption to operations, asking questions such as 'what could cause disruption to the activity', 'how serious would disruption be', and 'how could risk of disruption be reduced or eliminated'.

Risk assessment related to the Business Continuity Plan are:

1. Disruption risk assessment – outlines risk management of events that could cause disruption to normal operations (e.g. fire or property damage, burglary, government restrictions)
2. Insurance assessment – outlines what insurance coverage WPBC has and what we are not covered for
3. Data storage and security risk assessment – outlines risk management in relation to data storage and security (see also Record Keeping Policy)

Section 3 - Business Impact Analysis

As part of the Business Continuity Plan WPBC undertakes a Business Impact Analysis which uses information in the Risk Management Plan (Section 2) to assess the identified risks and impacts in relation to critical activities and determine basic recovery requirements.

Critical activities may be defined as primary business functions that must continue in order to support your church.

The Business Impact Analysis identifies:

- Critical business activities
- What the impact to WPBC would be in the event of a disruption
- How long would the church survive without performing a given activity

Part of the Business Impact Analysis involves assigning Recovery Time Objectives (RTO) to each activity. The RTO is the time from which a crisis/disaster is declared to the time that the critical business function must be fully operational in order to avoid serious negative impacts.

The Business Impact Analysis is required to be performed annually along with the review of Risk Assessments.

Section 4 - Incident Response Plan

The Incident Response Plan prepares WPBC for a timely response to critical incidents. It prepares key personnel to provide an effective response to ensure minimal disruption to operations in the event of emergency. The Incident Response Plan consists of the following:

1. **Immediate Emergency Response Checklist (attachment):** This is an attachment to the Emergency Management Policy and provides prompts immediate actions to be taken in the event of an emergency.
2. **Evacuation Procedures:** This is covered in the Emergency Management Policy.
3. **Assignment of Roles and Responsibilities:** In the event of an emergency or event that has the potential to cause ongoing disruption to business activities, the Deacons will assign roles and responsibilities for managing specific needs in relation to business continuity. As an example, during the COVID-19 pandemic, a COVID-safe committee was appointed, whose role was to ensure that WPBC adhered to all government-imposed rules. COVID-safe wardens were also appointed to communicate and enforce rules during church services.
4. **External Contacts List (attachment):** Contains details for emergency services and external suppliers/stakeholders who may need to be contacted in the event of an emergency.
5. **Event Log (attachment):** Use the Event Log to record information, decisions and actions in the period immediately following a critical event or incident.

Section 5 - Recovery

Recovery is the return to your pre-emergency condition or ongoing adaptation to disruption. A 'Recovery Plan' is to be reviewed annually by the Deacons alongside the Risk Management Plan and Business Impact Analysis. This table should be completed with the intention of supporting recovery in 'worst case' scenarios. It can then be modified according to the actual degree of disruption. The recovery process includes:

- developing strategies to recover business activities in the quickest possible time
- identifying resources required to recover operations
- documenting your previously identified RTO's
- listing the person/s who have responsibility for each task and the expected completion date.

The External Contact List also contains details of individuals or organisations who may be essential to the recovery process.

Section 6 - Rehearse, Maintain and Review

All new staff and deacons should be provided with a copy of this Business Continuity Plan and should be familiar with the procedures outlined herein.

This plan will be reviewed annually by the Diaconate and appropriate changes made to ensure accuracy and relevance.

References and related documents

Document Title
Emergency Management Policy
Safe Church Policy
Record Keeping Policy

Document Control

Document revision	
Review Period:	12 months
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Document control					
Version number	Description	Author	Position	Approval Date:	Approved by:
1	Development of policy. Prepared in accordance with template provided by Baptist Insurance Services	Jonathan Mynard	Deacon Secretary	6/2/21	deacons
2.	Minor revisions	Cat Argyle		4/4/23	deacons