
Business Continuity Management Policy

1. POLICY STATEMENT

- 1.1 British Transport Police (BTP) will operate a comprehensive Business Continuity Management (BCM) programme in order to fulfill its obligations under the Civil Contingencies Act 2004 (CCA 2004) as a Category 1 responder, in line with good business practice.

- 1.2 BTP will assess, plan and review strategies for dealing with risks that could impact on its ability to perform any functions and operate a BCM programme aligned with British Standard BS25999.

2. OVERVIEW

- 2.1 The purpose of this policy is to introduce processes and procedures that will enable BTP to manage a BCM programme that will:

- 2.1.1 Help to understand the Organisation

Undertake on an annual basis a Business Impact Analysis (BIA) in accordance with a BTP specific template. This will enable the organisation to regularly review its critical activities/resources within the BCM programme.

- 2.1.2 Determine appropriate BCM Strategy

A comprehensive Standard Operating Procedure (SOP) will allow BTP to progress its BCM programme through an Area and FHQ Department-based strategy whilst aligning BTP with the British Standard BS25999.

2.1.3 Develop and Implement a BCM response

The BCM programme will ensure fully developed Business Continuity plans and associated arrangements for the management of incident(s), continuity and recovery issues are in place to deliver the frontline critical functions and support services of BTP.

2.1.4 Provide Continuous Exercising, Maintenance and Review of all plans.

This provides BTP with validated BCM arrangements through a series of tests, exercise, reviews of all plans and they are kept up to date through a regular audit regime that supports its BCM Programme.

2.2 This policy applies in England and Wales and Scotland.

3. DEFINITIONS

3.1 “Business Continuity” is defined as “The ability to maintain operations/services in the face of a disruptive event”. (*UK Government ‘Preparing for Emergencies’*)

3.2 A “Disruptive event” is “defined as any unplanned interruption to the business operations of the organisation”.

3.3 “Business Continuity Management” is defined as “the framework an organisation puts in place to ensure essential functions can continue during and after a disaster”. It is linked to Business continuity planning which seeks to prevent interruption of mission-critical services, and to re-establish full operating functionality as swiftly and smoothly as possible.

4. APPLICABLE DATE, MONITORING AND REVIEW

- 4.1 This policy is applicable as from 02 June 2010
- 4.2 This policy will be reviewed in line with changes to applicable legislation or every 3 years from applicable date, whichever is earlier.

5. OWNERSHIP

- 5.1 This policy is owned by the Assistant Chief Constable Operations.
- 5.2 Any queries regarding this policy should be directed to the Force Business Continuity Manager in the first instance:

Civil Contingencies Unit
Force Headquarters
25 Camden Road
London
NW1 9LN

6. ASSOCIATED DOCUMENTS

- 6.1 Business Continuity Management SOP (SOP/192/09).