

**Title:** Business Continuity Plan

**Policy Type:** Means

**Policy No.:**

**Review Date:**

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**PURPOSE :**

The purpose of this policy is to ensure that all library personnel, customers, assets and facilities are safeguarded during an emergency or disruption to library operations and to ensure that guidelines are in place to direct continuity of critical business processes and crucial data systems.

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**SCOPE:**

This policy applies to all situations where Library assets, facilities, personnel, services and customers using the library are affected because of a business interruption. The Business Continuity Plan deals with the four distinct phases of integrated emergency management: risk mitigation, preparedness, response and recovery.

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**DEFINITIONS:**

*Business Continuity* means the uninterrupted availability of all key resources supporting essential business functions.

*Business Continuity Plan or BCP* means a collection of procedures and information that directs decisions and actions in the event of a business interruption, emergency or disaster.

*Risk Mitigation* means includes actions taken to eliminate or reduce the degree of risk to human resources, capital assets and technology systems.

*Preparedness* means the actions taken in advance of an emergency to develop operational capacities and facilitate an effective response in the event an emergency occurs.

*Response* means the actions taken immediately before, during or directly after an emergency occurs, to minimize damage, reduce risk to lives and enhance the effectiveness and speed of recovery.

*Recovery & Evaluation* means activities initiated to return vital systems to minimum operating standards and long-term activity designed to return functionality to normal or improved levels. Evaluation includes actions taken to debrief the response and identify improvements that could be made to processes or systems.

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**POLICY STATEMENT:**

It is the policy of the London Public Library that

# LONDON PUBLIC LIBRARY POLICY



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1. the Library have a Business Continuity Plan which contains appropriate operational policies, guidelines, measures and procedures to safeguard the health, safety and welfare of staff and customers and to protect property within the library facilities when an emergency occurs which threatens continuity in business operations. The BCP must address: risk mitigation, preparedness, response and recovery & evaluation;
  2. the CEO ensures that the BCP is developed, maintained and annually tested.
  3. the CEO acts with the authority provided through the Delegation to the Chief Executive Officer Policy of the Board to ensure the continuity of business operations and the response to emergencies;
  4. the CEO advises the Board on major business interruptions and engages the Board where governance action is required.
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**INQUIRIES:**

Chief Executive Officer

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**KEYWORDS:**

Disaster planning; emergency response

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**RELATED DOCUMENTS:**

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**DOCUMENT CONTROL:**

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