



Then there are of course all the usual unpredictable possibilities. The enormous number of extra people using an infrastructure which in many ways is already creaking at the seams may lead to failure of electricity, gas, water or telecommunications. Would you be able to cope in such circumstances?

Crowds facilitate the spread of bacteria and viruses; is your pandemic planning up to date? Of course there are many reasons why staff might not be available. As well as all the usual explanations, some may simply be tempted to absenteeism in order to watch what the UK has the honour to host – either in person, on television, or streamed over the internet. Incidentally the last method has the potential to muscle in on your bandwidth; if that happens during the period in question, it will be too late to order more!

Terrorist attack

The Olympic Games are also an obvious terrorist target, so the probability of an attack is higher than it otherwise would be. This might not be a bomb – these days a cyber attack could be just as disruptive. How long could your organisation survive without the internet and email?

There are likely to be increased security checks, especially around the Olympic venues and on transport systems, which themselves will slow progress. Indeed, you should consider increasing your own physical security at this time. Who can walk in and out of your reception unchallenged? Ensure any required security personnel are booked in advance – these may be difficult to secure at short notice during the Olympic period.

Do not be totally reliant on mobile phones to contact your staff in the event of an incident. If there is a major incident, the networks may become jammed, or even switched over to sole use of the emergency services.

Working from home

Identify staff who live within the hubs of Olympic activity. It may be that you consider that staff working from home may be a good solution. Do not forget that this will frequently mean more personal and/or client data outside the usual information security controls provided within your organisation. Consideration should be given to implementing additional controls where necessary. If your staff are working from home, it is still your responsibility to ensure that their



working environment is safe and appropriate.

Other potential solutions may include meetings and seminars out of town, shift work, 24-hour work options, temporarily operating from alternative sites, laid on travel, use of video and/or telephone conferencing, Skype, relocation of IT support, etc. Only you will know what will work for your organisation. Where possible bring forward or push back moveable critical activities. Plan particularly for critical operations that can't be moved. That way you will be prepared for the worst, and will survive when your competition may find themselves in difficulties.

Training for the event

Be prepared, get testing and get training. It doesn't matter how good you think your plan is because if you haven't tested it, it might not be as good as you think it is. An effective plan is rehearsed, tested and staff trained so that they too know what they need to be doing to minimise the impact of work disruption over the Olympic period.

Can we help?

Kingston Smith Consulting has specialist experts who can help you make sure that your day to day business continuity arrangements are both fit for purpose and cost effective. We can also assist in your planning to ensure that your organisation doesn't get burnt by the Olympic Torch when the Games come to London in 2012. This *is* going to happen. You need to think about it *now!*

About Kingston Smith Consulting LLP

Kingston Smith Consulting is the specialist consulting practice associated with the top 20 accountancy firm Kingston Smith LLP. Kingston Smith was originally formed in 1923 and the firm has grown to its current position through organic growth and mergers. Kingston Smith is a member of KS International which is an association of independent accounting firms in over 50 countries around the world.

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