

## Glossary of terms

<b>Business continuity</b>	The capability of the organisation to continue delivery of products or services at acceptable predefined levels following disruptive incident.
<b>Crisis</b>	An unstable condition involving an impending abrupt or significant change that requires urgent attention and action to protect life, assets, property or the environment.
<b>Crisis management</b>	Coordinated activities to lead, direct and control an organisation with regard to crisis.
<b>Exercise</b>	The process to train for, assess, practice, and improve performance in an organisation.
<b>Incident</b>	An event that can be, or could lead to, a disruption, loss, emergency or crisis.
<b>Person conducting a business or undertaking (PCBU)</b>	Person conducting a business or undertaking. The model WHS Act places the primary duty of care on the PCBU. The term PCBU is an umbrella concept used to capture all types of working arrangements or structures. A PCBU can be a: company; unincorporated body or association; sole trader or self-employed person. Individuals who are in a partnership that is conducting a business will individually and collectively be a PCBU.
<b>Reaction time</b>	The time taken between the report of a fire or incident, and the departure of the emergency response crew.

<p><b>Response</b></p>	<p>Actions taken directly before, during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected. Disaster response is predominantly focused on immediate and short term needs and is sometimes called disaster relief. Effective, efficient and timely response relies on disaster risk-informed preparedness measures, including the development of the communication response capacities of individuals, organisations, communities and key stakeholders.</p>
<p><b>Recovery</b></p>	<p>Includes a period of time and activities following a crisis within which a product or service must be resumed and where resources are deployed to restore a product or service.</p>
<p><b>Resources</b></p>	<p>All assets, people, skills, information, technology (including plant and equipment), premises, and supplies and information (whether electronic or not) that an organisation has to have available to use, when needed, in order to operate and meet its objective.</p>
<p><b>Risk</b></p>	<p>The effect of uncertainty on objectives. An effect is a deviation from the expected. It can be positive, negative or both, and can address, create, or result in opportunities and threats.</p>
<p><b>Risk management</b></p>	<p>Coordinated activities to direct and control an organisation with regard to risk.</p>
<p><b>Threat</b></p>	<p>A potential cause of an unwanted incident, which can result in harm to individuals, the environment or the community.</p>

## Sources:

The Business Continuity Institute, Good Practice Guidelines, Edition 7.0

<https://www.thebci.org/certification-training/good-practice-guidelines.html>

Australian Disaster Resilience Knowledge Hub, Glossary

<https://knowledge.aidr.org.au/glossary/?wordOfTheDayId=&keywords=&alpha=&page=1&results=50&order=AZ>

Safe Work Australia <https://www.safeworkaustralia.gov.au/glossary>