Introduction to Business Continuity Planning
Business Continuity Planning

- Ensure continuity and survival of your organization in the event of an emergency event

- Essential elements:
  - Risk identification and prevention/mitigation before an emergency occurs
  - Preparing to respond to an emergency
  - Preparing to recover from an emergency
Why Have a Business Continuity Plan (BCP)?

- Safeguard human life
- Continue to deliver your core business services
- Minimize confusion and enable effective decision-making during a time of crisis
- Reduce dependency on certain staff for critical operations
- Minimize loss of data and assets
- Facilitate timely recovery
- Ensure continued regulatory compliance
Basic Steps

1. Assess and reduce risks
2. Assess the business impact
3. Prioritize critical functions
4. Develop strategies to deliver critical functions
Hazard Identification and Risk Assessment (HIRA)

- **Hazard**: The danger inherent in an activity that is otherwise deemed beneficial, combined with an undesirable event.
- **Likelihood**: Chance of whether or not the undesirable event will occur.
- **Consequence**: Impact of the undesirable event.
Step 1: Hazard Identification and Risk Assessment (HIRA)

- Identify potential hazards
  - Meteorological, Technological, Accidents, Disease
- Develop magnitude of consequences
- Develop scale of likelihood
- Create matrix:

  \[ \text{Risk} = \text{Consequence} \times \text{Likelihood} \]
<table>
<thead>
<tr>
<th>L4</th>
<th>4</th>
<th>8</th>
<th>12</th>
<th>16</th>
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</thead>
<tbody>
<tr>
<td>L3</td>
<td>3</td>
<td>6</td>
<td>9</td>
<td>12</td>
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<tr>
<td>L2</td>
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<td>1</td>
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<td>C1</td>
<td>C2</td>
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</tbody>
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**Likelihood**

**Consequence**

- **High Risk**
- **Medium Risk**
- **Low Risk**
Step 2: Business Impact Assessment (BIA)

- To communicate the inherent vulnerabilities of the business units, business processes and systems that comprise your organization
  - Identify critical business functions and workflow
  - Identify interdependencies
  - Determine qualitative and quantitative impacts of a disruption
  - Establish recovery time objectives (i.e. maximum down time to minimize impacts)
### SAMPLE BIA

<table>
<thead>
<tr>
<th>Activity</th>
<th>Delivered By</th>
<th>Provided To</th>
<th>Dependencies</th>
<th>Minimum Functionality</th>
<th>RTO</th>
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</thead>
<tbody>
<tr>
<td>Snow plowing of County Roads</td>
<td>Snowplow drivers</td>
<td>County residents</td>
<td>■ Fuel</td>
<td>10 Snowplows</td>
<td>&lt; 4 hours</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>■ Vehicle Maint.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ambulance Services</td>
<td>Paramedics</td>
<td>County residents</td>
<td>■ Trained staff</td>
<td>14 Ambulances</td>
<td>&lt; 4 hours</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>■ Dispatch</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>■ Trained supr.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>■ Fuel</td>
<td></td>
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<td>■ Vehicle Maint.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>■ Roads Maint.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>■ Ambulance Supplies</td>
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</tbody>
</table>
Step 3: Prioritize Critical Functions

- Identify critical business functions by Recovery Time Objective
- Identify mitigation strategies to take action on immediately
- Develop response plans for each critical function
- Develop recovery strategies for each critical function