BUSINESS CONTINUITY PROGRAM

VERSION HISTORY				
VERSION	**APPROVED BY**	**REVISION DATE**	**DESCRIPTION OF CHANGE**	**AUTHOR**

PREPARED BY		TITLE		DATE	
APPROVED BY		**TITLE**		**DATE**	

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1. BUSINESS FUNCTION RECOVERY PRIORITIES

Used to recover essential business operations at an alternate location site. This is an offsite strategy that is put into effect by the Disaster Recovery Teams. IT functions will be restored by the Information System and IT teams based on critical business functions.

2. RELOCATION STRATEGY

3. ALTERNATE BUSINESS SITE

The alternate business site and relocation strategy will be used in the event of a disaster or disruption that inhibits the continuation of the business processes at the original business site. This strategy should include both short-term and long-term relocation sites, in the case of both types of disruptions.

4. RECOVERY PLAN

5. RECOVERY PHASES

These are the activities most needed for the business to continue, and the recovery plan should target these essential business functions. The recovery plan should proceed as follows:

A. DISASTER OCCURRENCE

A disaster is declared and decisions are made to activate the rest of the recovery plan.

B. PLAN ACTIVATION

The Business Continuity Plan is put into effect during this phase. This phase will continue until the alternate business site is secured, and the business operations are relocated.

C. ALTERNATE SITE OPERATION

This phase continues until the primary facility can be restored.

D. TRANSITION TO PRIMARY SITE

This phase continues until the business operations can appropriately be moved back to the original business site.

6. RECORDS BACKUP

7. RESTORATION PLAN

All important records that are vital to the continuation of business operations, and that would be affected by a facilities disruptions or disasters, are maintained, controlled, and periodically checked on by Disaster Recovery/IT teams. The most critical files are periodically backed up and stored at an offsite location.

8. RECOVERY TEAMS

Recovery teams are established and participants are divided into the appropriate teams, based on job role and title. Each team is given a designated team leader and all other team members are assigned to a specific role or duty among the team.

A. TEAM ROLES

Team Leader, Backup Team Leader, Team Member

B. TEAM CONTACTS

Stored in the Contact List Appendix

C. TEAM RESPONSIBILITIES

Incident Commander, HR/PR Officer, Information Technology, Finance/Admin, Legal/Contacts

D. DEPARTMENTAL RECOVERY TEAMS

Business Continuity Coordinator, EOC Communications Team, EOC Human Resources Team, EOC Administration Team, Emergency Response Team, Information Technology Recovery Team

9. RECOVERY PROCEDURES

Specific activities or tasks that should be carried out to recovery normal and critical business operations are detailed. Each strategy is described through a specific set of action activities and tasks to recover appropriately.

A. POTENTIAL RECOVERY PROCEDURE

i. Disaster Occurrence

ii. Notification of Management

iii. Preliminary Damage Assessment

iv. Declaration of Disaster

v. Plan Activation

vi. Relocation to Alternate Site

vii. Implementation of Temporary Procedure

viii. Establishment of Communications

ix. Restore Data Process and Communications with Backup Location

x. Begin Alternate Site Operations

xi. Manage Work

xii. Transition Back to Primary Operations

xiii. End Alternate Site Procedures

xiv. Relocate Resources Back to Primary Site

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