


Business Continuity and Disaster Recovery Plan

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Business Continuity and Disaster Recovery

INTRODUCTIONS

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KEY DISCUSSION POINTS FOR TODAY

- Define a Business Continuity and Disaster Recovery Plan
- A View From the Insurance Perspective – what can it mean to you
- Keep in mind one size does not fit all – it must work for you
- Initial risk assessment
- Impact determination
- Based on the assessment, is a Plan needed?
- Determine the major goals of your Plan
- What should a Plan include?
- Who can make up the internal BCDR Team?
- Continued.....






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Initial Risk Assessment

There are many potential disruptive threats which can occur at any time and affect our normal business process. We have considered a wide range of potential threats from the list below and the results of our assessment are reflected within this section ([Potential Disaster Inventory Chart](#)).

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Initial Risk Assessment

Potential disruptive threats...

1. Tornado (structural and water damage)
2. Extreme rain (water damage)
3. Flooding
4. Fire
5. Cyber attack
6. Pandemic
7. Chemical spill
8. Electronic equipment failure
9. Paper, books records
10. Utility failure

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Initial Risk Assessment

Potential disruptive threats, continued...

11. Medical emergency (employee death or serious injury)
12. Workplace violence (active shooter, etc.)
13. Bomb threat
14. Financial
15. Key customer loss
16. Injuries to public
17. Vehicle accident (employee involved in company vehicle accident)
18. Death, loss, death of company officer
19. Others.....

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Impact determination

From the list of potential disasters considered, determine which would have **greatest likelihood of severe impact** on your business. Consider both monetary and time parameters you may set.

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Potential Disaster Inventory Chart
Current as of: 2020

Location of Facility	Potential Disaster	Probability Rating	Impact Rating	Describe Impact

Probability Scale:	Impact Scale:
1= Very LOW	1= Minimal Damage
5= Very HIGH	5= Total Destruction

*Any updates to this table must be reflected in the PDF version of the full version before distributing.

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Based on the assessment, is a Plan needed?

May be dictated by others or your tolerance for risk.....

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Financial Issues / Legal Actions

It will be critical to address these and others actions in order to begin the process of restoring your facilities to the same level of capability that existed prior to the disaster.

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Asset Inventory

Depending on the severity of the incident it may be necessary to identify those assets that were involved in the disaster. Such an inventory is critical to documenting the asset's presence and condition prior to the disaster for such reference as insurance claim purposes. An inventory of assets can be maintained separately (if kept separate, indicate where) or may be maintained in the [Asset Inventory Manager](#) integrated within this BCDRP.

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Information Technology Recovery

As may be required based on the type disaster, an **IT Recovery Plan** may need to be called upon. Such a detailed plan would be developed and made available by your [IT Services](#). Such a plan should be incorporated into this overall BCDRP. You may need to purchase or lease new computer equipment and have it reloaded with data from your off-site backup facility.



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Activation of the BCDRP

The Team will be notified and assembled by the [BCDRP Coordinator](#). The Team will decide the extent to which the BCDRP will be activated. The Team's responsibilities include:

1. Assess the incident and determine level of action required.
2. Activate any specific emergency/contingency action plans, services, etc.
3. Notify relevant [Emergency Services](#).
4. Notify all relevant [External Disaster Recovery Team](#).
5. Manage disaster recovery teams.
6. Notify employees and assign duties as necessary.
7. Notify [Key Customers](#).
8. Notify [Key Vendors](#).
9. Monitor the activities of all responders and adjust accordingly.

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Communications – Internal and External

Communications internal and external to the media must be controlled during a disaster. Communications will should come from your designated [Media Spokesperson](#). The Internal Disaster Recovery Team, BCDRP Coordinator and management should coordinate all communications through the Media Spokesperson. A list of Do's and Don'ts ([Working with the News Media](#)) should be developed to help provide guidelines when addressing the Media

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Training for staff

Your Plan should describe how your BCDRP will be communicated to applicable internal management, employees and external resources. It is critical that all individuals, both internal and external to our organization know of and understand their respective roles should the BCDRP need to be activated.

When to do training:

1. Initial orientation to management, selected employees and appropriate outside resources
2. If staffing changes are made, or assigned responsibilities change
3. When changes in the BCDRP are required due to operational changes
4. Refresher training should be provided annually or as determined by management

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Testing Our Recovery Plan

Testing or exercising the BCDRP periodically ensures that you can respond promptly and correctly to an unforeseen disaster. The mock disaster exercise (rehearsal) will help those responsible for assignments within the BCDRP become familiar with those responsibilities and understand what they do coordinates with others on the [Internal Disaster Recovery Team\(s\)](#). As appropriate, involve [External Disaster Recovery Team\(s\)](#). The success of your ability to respond to a disaster efficiently is critical; you hope nothing ever happens, but periodic practice can and will help assure you are and remain prepared.




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Annual Review & Revision

It is critical that during the course of time, any operational changes be considered regarding their impact on the current BCDRP, and any necessary updates be made in a timely manner. It is recommended that a Review & Revision Log be developed to assist in tracking and documenting these important revisions.



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Annual Review & Revision

Review & Revision Log - V.13.0
ABC Client
Business Continuation Contingency eModule

Important Notice: This program and related documents, references, etc., are not intended to be comprehensive and additional requirements will apply based on the Client's specific requirements at any given time. In addition, rules, regulations, and policies may change over the course of time (with or without notice). It is the responsibility of the Client(s) to be fully aware of, and comply with, applicable compliance requirements. No liability is assumed by I.L.C. Inc. as to the use of this program.

Date	Name of Reviewer/ Reviser	Area Reviewed/Revised	Action Type	Revisions/ Any Changes Made?	Additional Notes
sort: ▾	sort: ▾	sort: ▾	sort: ▾	sort: ▾	sort: ▾
12/05/18	Example	Program	Annual Review	N/A	No changes



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Resources to help you put the BCDRP together

1. Your North Risk Partners (NRPs) Risk Advisor
2. ILC Through NRPs
3. Your Insurance Carrier
4. Your Legal Counsel
5. Your Accountant
6. Local Emergency Response Services

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Quick Recap

- Initial risk assessment
- Impact determination
- What should a Plan include?
- Who can make up the **internal** BCDR Team?
- Who can make up the **external** BCDR Team?
- Identification of Key Customers
- Identification of Key Vendors
- Asset Inventory
- Activation of the BCDRP
- Communications – **internal** and **external**
- Training for staff
- Review the Plan periodically


Keep your NRPs - Risk Advisor informed, he or she is a key member of your TEAM

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Questions?



Thank you for attending!

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North Risk Partners
Value-Added Services Hotline
(888) 667-4135

Call the hotline to get personalized advice from HR and safety professionals on a variety of topics, including state and federal compliance, employer best practices, workplace programs and more.

*You may also reach Integrated Loss Control by emailing safety@northriskpartners.com

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