

BUSINESS CONTINUITY PLAN

David Lockhart, Director of Loss Control
Poole & Kent Company of Florida
President of the ASSP South Florida Chapter

WHAT IS A BUSINESS CONTINUITY PLAN?

A business continuity plan (BCP) is a document that consists of the critical information an organization needs to continue operating during an unplanned event.

POTENTIAL RISKS OR THREATS

Natural Disasters

Man-made disasters

Accidents

Failure of utility

Results of sabotage

Cybersecurity attacks

STEPS IN DEVELOPING A BUSINESS CONTINUITY PLAN

Identify the scope of the plan

Form your business continuity team

Conduct a business impact analysis (BIA)

Strategizing and Planning

Compilation of Documentation

Implementation and Testing

IDENTIFY THE SCOPE OF THE PLAN

Define the scope and objectives of the plan being made.

- ☐ Scope: What area's will be covered in the plan?
 - ☐ Operations
 - ☐ Accounting
 - ☐ Estimating

- ☐ Objectives: What do we want this plan help us achieve?
 - ☐ Reduce the impact
 - ☐ Business
 - ☐ Human
 - ☐ Reputation

FORM YOUR BUSINESS CONTINUITY TEAM

What are the roles?

- ☐ Management
- ☐ Program Coordinator
- ☐ Information Officer
- ☐ Representatives from the business unit

Members?

- ☐ Member of senior management
- ☐ IT
- ☐ Accounting
- ☐ Operations
- ☐ Key personnel

CONDUCT A BUSINESS IMPACT ANALYSIS

Risk Assessment

☐ Events

Earthquake, Epidemic, Flooding, Arson, Bomb Threat, IT Vulnerability, Civil Disorder ...

- ☐ Potential Results

- ☐ Probability (1,2,3)

- ☐ Duration of Impact (1,2,3)

- ☐ Impact (1,2,3)

- ☐ Weight (1,2,3)

- ☐ Mitigating Controls

- ☐ Recommended Improvements

COMPILATION AND DOCUMENTATION

This is where you write your plan. (first draft)

Test the recovery plans, strategies.

Adjust your plan. (second draft)

Retest

Finalize your plan.

IMPLEMENTATION AND TESTING

The plan must now be communicated to those who have assigned roles, and train them in their role.

Testing the system by drills or scenario exercises.

Business Continuity Team assess whether the plan will be effective or not.

ADJUSTMENTS AND IMPROVEMENTS

Program may need to be adjusted due to:

Evaluation and testing

Deficiencies in the strategies

Change in the roles and members

New equipment

Change in location

QUESTIONS?

THANK YOU!

Several white lines of varying lengths and thicknesses are positioned in the bottom right corner of the slide, creating a dynamic, abstract graphic element.

