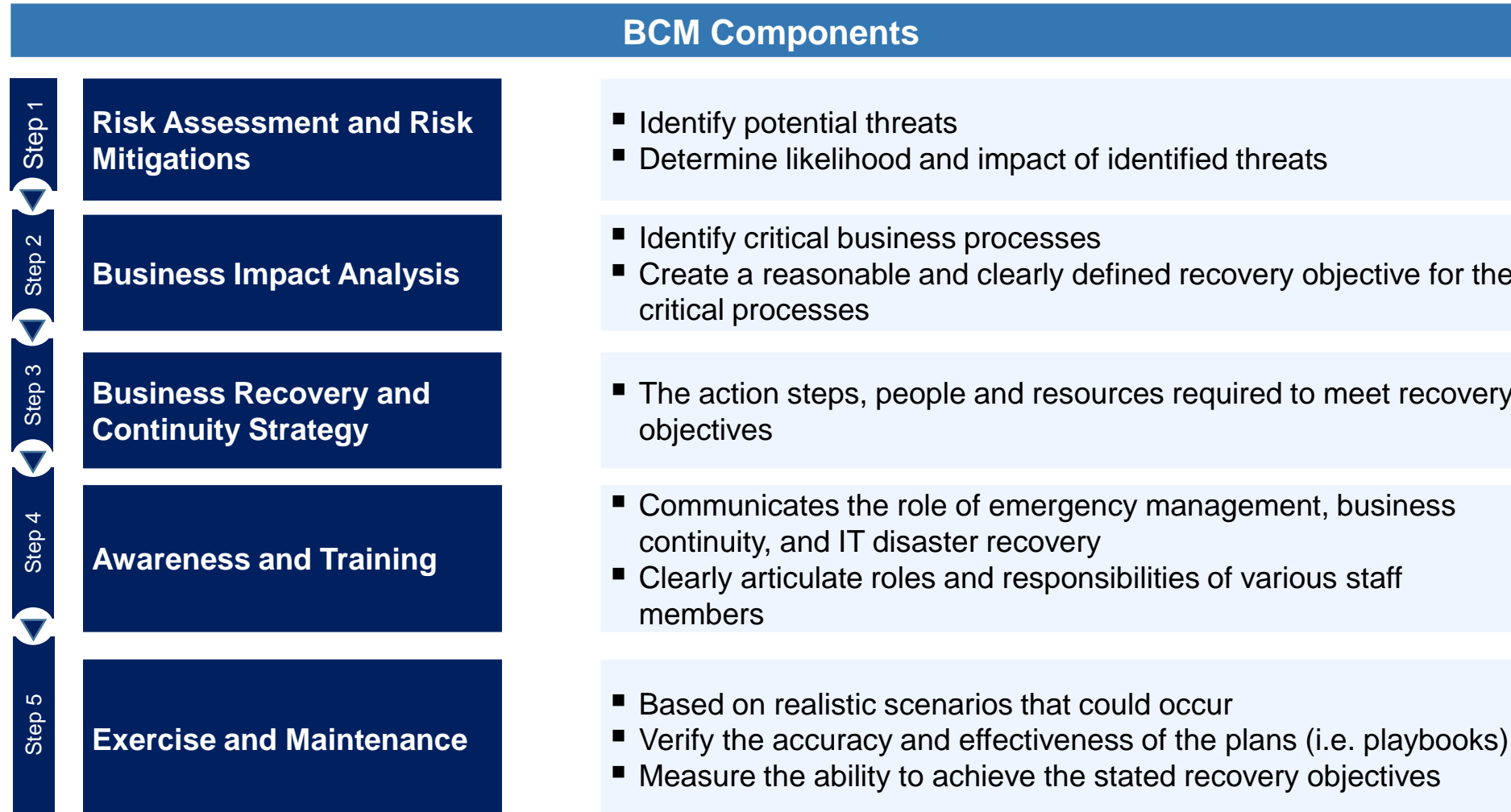


What is Business Continuity Management (BCM)?

BCM enables organizations to restore their business to normal operations after an unanticipated interruption



Business Continuity Management (BCM) – Best Practice

BCM Plan for Use in a Continuity Event – Business Interruption

Essential Elements of a BCM Plan

Plan Elements	Description
Key Contacts	Recovery team members needed to perform the business recovery.
Disaster scenarios, assumptions & Procedure	Disaster scenarios (e.g., natural, man made) and associated recovery procedure to provide maximum personnel safety and business function protection. Also include staff succession plan if essential personnel become injured or unavailable.
Business dependencies	Key business process/functions within scope, third party and local authority dependencies and notifications.
Damage assessment	Damage assessment procedure to be performed prior and after declaring a disaster.
Business recovery	Business workaround procedures, normal operation procedures, Staff/Coordinate relocation to new facility, funding and supply details for relocation and re-establish of business operations.
Communication procedure and log	Update procedure to the Emergency Command Center and running log until the incident/disaster has ended and “normal business” has resumed.