# What is Business Continuity Management (BCM)?

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

BCM Components		
Step 1	Risk Assessment and Risk Mitigations	<ul> <li>Identify potential threats</li> <li>Determine likelihood and impact of identified threats</li> </ul>
Step 2	Business Impact Analysis	<ul> <li>Identify critical business processes</li> <li>Create a reasonable and clearly defined recovery objective for the critical processes</li> </ul>
Step 3	Business Recovery and Continuity Strategy	The action steps, people and resources required to meet recovery objectives
Step 4	Awareness and Training	<ul> <li>Communicates the role of emergency management, business continuity, and IT disaster recovery</li> <li>Clearly articulate roles and responsibilities of various staff members</li> </ul>
Step 5	Exercise and Maintenance	<ul> <li>Based on realistic scenarios that could occur</li> <li>Verify the accuracy and effectiveness of the plans (i.e. playbooks)</li> <li>Measure the ability to achieve the stated recovery objectives</li> </ul>



## Business Continuity Management (BCM) - Best Practice

BCM Plan for Use in a Continuity Event – Business Interruption

#### **Essential Elements of a BCM Plan**

#### **Plan Elements**

#### **Key Contacts**

Disaster scenarios, assumptions & Procedure

**Business dependencies** 

**Damage assessment** 

**Business recovery** 

Communication procedure and log

### **Description**

Recovery team members needed to perform the business recovery.

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.

Key business process/functions within scope, third party and local authority dependencies and notifications.

Damage assessment procedure to be performed prior and after declaring a disaster.

Business workaround procedures, normal operation procedures, Staff/Coordinate relocation to new facility, funding and supply details for relocation and re-establish of business operations.

Update procedure to the Emergency Command Center and running log until the incident/disaster has ended and "normal business" has resumed.

