



Business Continuity Plan: Assessing Your Company Readiness



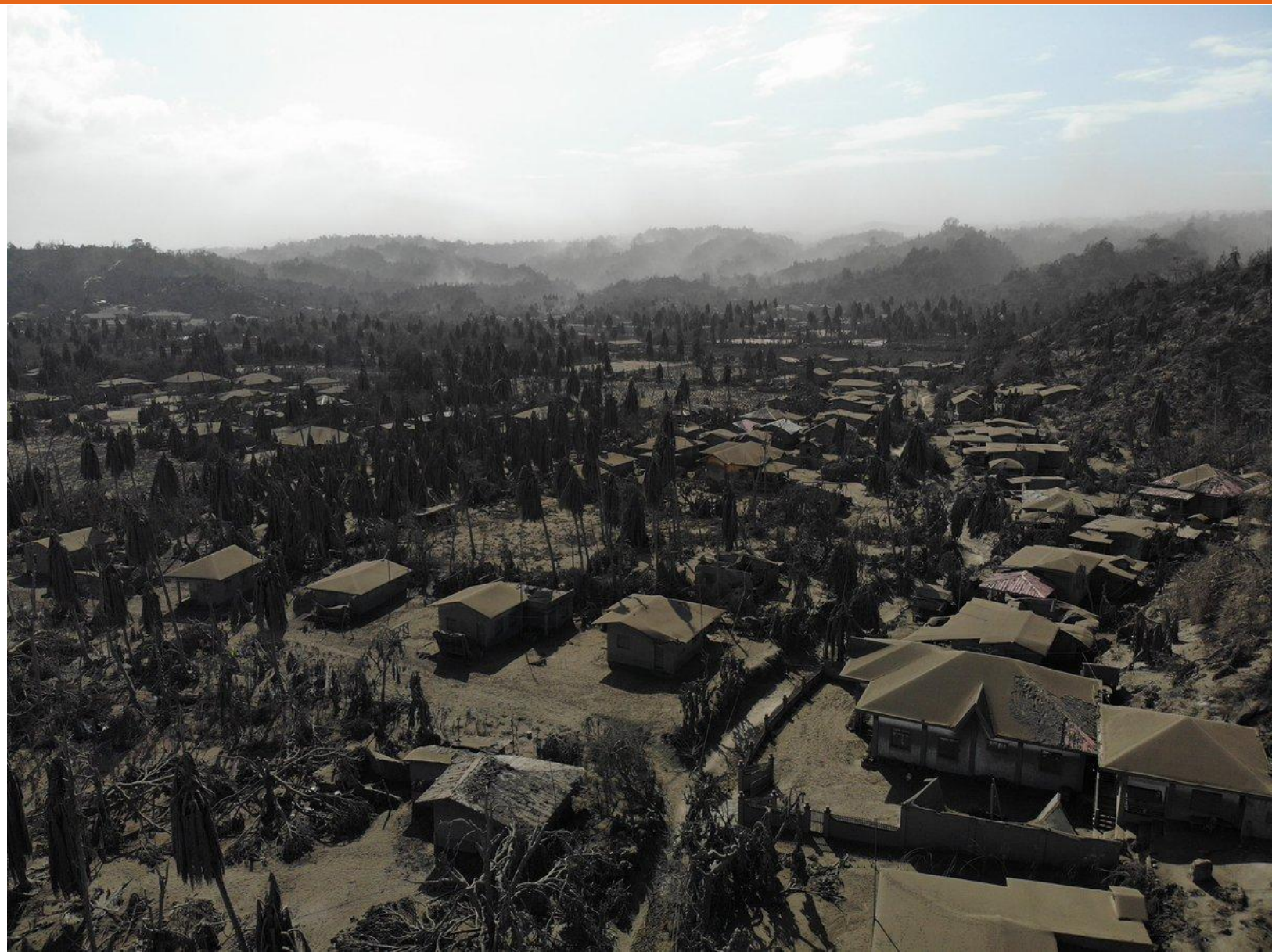
Luzon Earthquake - 1990



Typhoon Haiyan (Yolanda) - 2013



Taal Volcano Eruption - 2020



Novel Coronavirus (COVID-19) - 2020



What is BCP?



BCP : BUSINESS CONTINUITY PLAN

- Ensures the continuous operations of a business during or after a disruptive event, regardless of location;
- **The BCP Committee** develops and maintains the BCP;
- The BCP Committee works closely with the ERT—
Emergency Response Team.

BCP vs DRP

SCENARIO:

Strong winds that damaged the structural integrity of the roof. This also damaged a significant number of computer units in the office.

BUSINESS CONTINUITY PLAN (BCP)

- Ensures the operational continuity of a business in the event of a significant disruption.
- ***What is the action plan under BCP?***
- *Find a temporary location for employees and provide back-up computers for uninterrupted work.*

DISASTER RECOVERY PLAN (DRP)

- Restores normal business operations after a disruptive disaster / event.
- ***What is the action plan under DRP?***
- Restore roof and replace computers using the same operating system.

BCP & DRP at SBITC

Document Notes

How to Use This Plan

1.0 Statement of Goals and Objective

2.0 Plan Overview

- 2.1 Plan Documentation Storage
- 2.2 Risk Management
- 2.3 Business Technology Information
- 2.4 Insurance Coverage

3.0 Emergency Response

- 3.1 Plan Triggering Events
- 3.2 Assembly Points
- 3.3 DRBCP Organizational Chart
- 3.4 Emergency Alert and Escalation
- 3.5 Disaster Recovery Business Continuity Plan Committee
- 3.6 Disaster Recovery and Business Continuity Team (DRBCT)
- 3.7 DRBCT and External Support Providers
- 3.8 List of External Support Providers

BCP & DRP at SBITC

4.0 Disaster Recovery & Business Continuity Requirements

- 4.1 Recovery Assumptions
- 4.2 Backup Requirements
- 4.3 Vital Records Backup
- 4.4 Restoration of Critical Records
- 4.5 Offsite Data Storage
- 4.6 Training Requirement

5.0 Disaster Recovery & Business Continuity Plan

- 5.1 Relocation Strategy and Alternate Recovery Site
- 5.2 Communication
- 5.3 Recovery Plan Phases

6.0 Supporting Documentation

End of Disaster Recovery and Business Continuity Plan

Appendix A: Approvals

Appendix B: Recovery Activities and Task

Phase 1: Disaster Occurrence

Phase 2: Plan Activation

Phase 3: Alternate Recovery Site

Phase 4: Transition to Primary Operations

Appendix C: Technical Requirements

Appendix D: Assembly Point

Appendix E: Emergency Contact Number

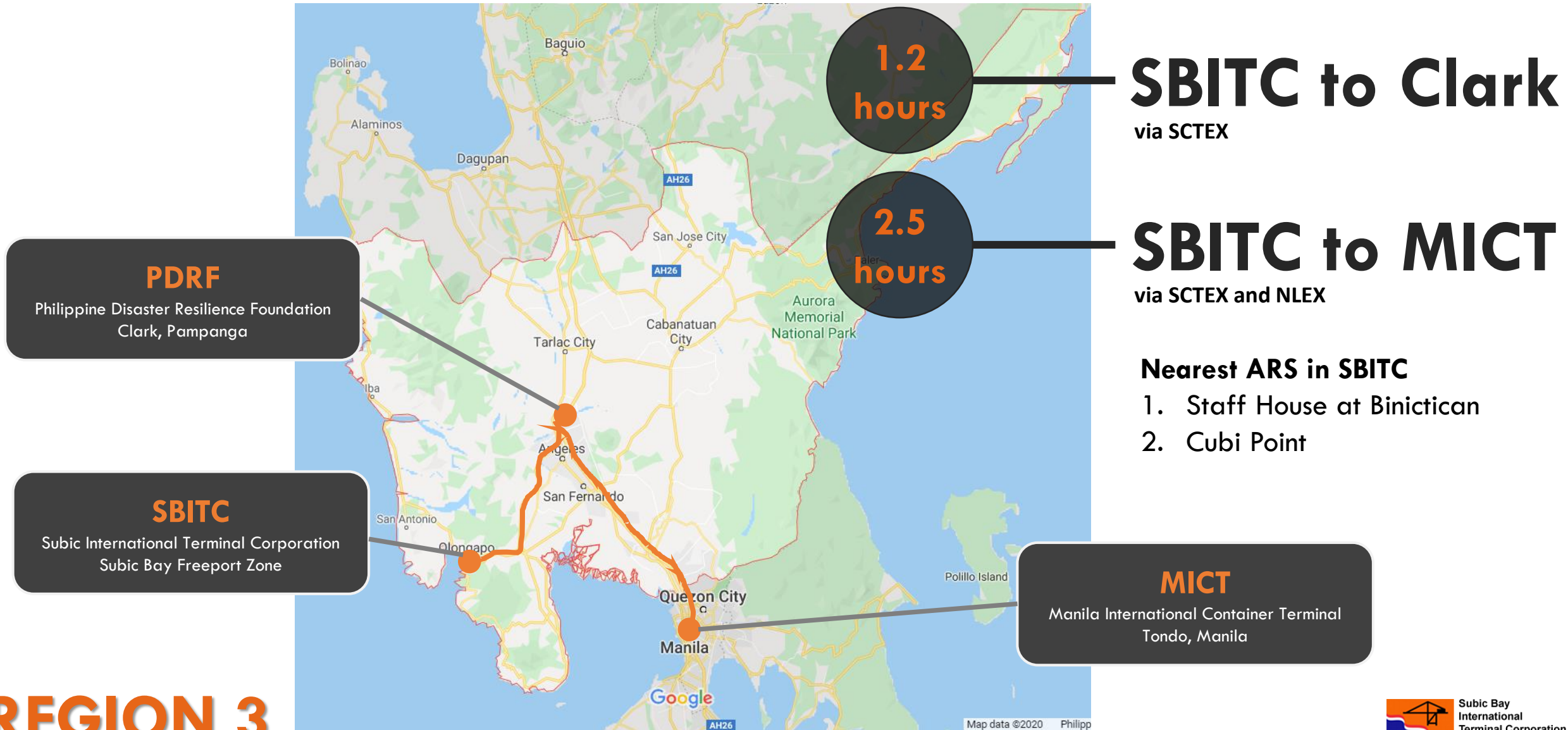
Appendix F: ERT Useful Contact List

Appendix G: ERT Functions and Responsibilities

Appendix H: DRBCP Committee Contact List

Appendix I: Alternate Recovery Site

SBITC's ALTERNATIVE RECOVERY SITES (ARS)



REGION 3

Image courtesy of Google Maps

Next steps



What to do when you get back to the office?

1. **Discovery and diagnosis.** Find out if your organization has one.
2. **Application.** Check how valid it is and ask yourself if your organization is doing enough.
3. **Start the conversation.** Ensure everyone is on board especially company leaders who need to drive this effort (Stakeholder Management).

*“...though natural **disasters** are **inevitable**, the death and destruction are **optional**.”*

Excerpt from ***The Cure for Catastrophe***
By *Robert Muir-Wood*

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