

BUSINESS CONTINUITY PLANNING

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PLAN-CREATION TOOLKIT

What is business continuity planning?

Business continuity planning is the process of creating a plan now, so that you will be able to recover the most vulnerable parts of your company after a business interruption occurs. Your company's business continuity plan, in conjunction with business interruption insurance, form your business continuity management (BCM) program. Businesses with strong BCM programs are more resilient in the face of emergencies and disasters.

Why is business continuity planning important?

Despite growing evidence that preparation is key to surviving a business emergency, more than 60 per cent of small businesses do not have a formal emergency response plan. A business continuity plan, if implemented and maintained, can be the difference between successfully recovering from a business interruption and going out of business.

How do I use this guide?

The Business Continuity Planning Toolkit pairs with the Business Continuity Sample Plan, providing descriptions of the purpose of each section of the sample plan. This toolkit follows the same format as the sample plan, making it easy to use as guidance when piecing the sample plan together.

This toolkit is divided into six sections:

1. Direction and Control
2. Communication
3. Life Safety
4. Property Protection
5. Community Outreach
6. Recovery and Restoration
7. Implementation and Maintenance

Each section goes over the critical activities your organization needs to implement before, during and after a business interruption.

Table of Contents

Direction and Control	3
Business Mission Statement	4
Business Continuity Policy	4
Emergency Management Group	4
Incident Commander	4
Team Processes and Procedures	5
Incident Commander Workflow	5
Emergency Operations Centre	5
Communication	6
Emergency Considerations	7
Notification	7
Warning	7
Confidentiality Requirements	8
Organizational Chart	8
Customer Lists	8
Utility Provider Information	8
Suppliers and Equipment Providers	8
Life Safety	9
Evacuation Planning	10
Evacuation Routes and Exits	10
Assembly and Accountability	10
Shelter	10
Employee Training	11
Family Preparedness	11
Property Protection	12
Protection Systems	13
Mitigation	13
Facility Shutdown	13
Records Preservation	13
Building Information	14
Community Outreach	16
Mutual Aid Agreements	17
Community Service	17
Public Information	17
Media Response	18
Local Emergency Information	18
Recovery and Restoration	19
Procurement, Logistics and Distribution	20
Operations	20
Product or Service Development	21
Marketing, Sales and Customer Accounts	21
Customer or Aftersales Services	22
General Management and Firm Infrastructure	22
Human Resource Management	23
Technology and Process Development	23
Implementation and Maintenance	25
Integrate the Plan into Company Operations	26
Business Interruption Insurance	26
Conduct Drills and Exercises	26
Train Employees	27
Annual Plan Audit	28
Appendix	29

Direction and Control

The system for managing resources, analyzing information and making decisions in an emergency is called direction and control. This section describes the configuration of your direction and control system, which will depend on the size of your company and your existing resources.



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