



Business Continuity Planning

Presentation To Members of the UK-
Ghana Chamber of Commerce

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What is Business Continuity Planning ?

Business Continuity Planning (BCP) is the process involved in creating a system of prevention and recovery from potential threats to a company. The **plan** ensures that personnel and assets are protected and are able to function quickly in the event of a disaster



1. Builds confidence among your customers and employees.
2. Mitigate risks and financial exposure
3. Serves to provide the organization with a competitive advantage.
4. Provides assurance that the organization can continue operating in disruptive events
5. Compliance with regulatory or legal requirements
6. Preserves brand value and reputation

Why Plan



- ❑ 40% of Businesses never reopen after a disaster
- ❑ 25% of Businesses that reopen fail within a year after a disaster

Prevention through Planning



All Hazards Approach



Disasters DO NOT have to become tragedies
Disasters are going to Happen
Tragedies can be Prevented

Steps to All Hazards Business Continuity

1. Identify Planning Team
2. Conduct Risk Assessment
3. Analyze Business Impact Analysis
4. Create Strategy and Plan Development
5. Test, Train, and Exercise
6. Conduct After Action Reviews
7. Develop Improvement Plans
8. Repeat!

Planning Team and Risk Assessment

- * Identify your stakeholder planning team
- * Conduct Risk Assessment
 - Identify potential threats and hazards
 - Define probability of risk
 - Threat Considerations: Cybersecurity, supply chain disruption, business interruptions, physical facility damage, essential employee absenteeism

Business Impact Analysis

- Determine essential functions
- Assess disaster or disruption impacts to processes
 - Consider timing (do you have a “busy season”?)
- Identify resources that support processes
 - Determine critical staff, backups, skill sets
 - Caution:
A single point of contact is a single point of failure!

Strategy and Plan Development

- Compile data and synthesize actionable plan with solutions to ensure delivery of essential functions
- Consider department/division level plans
- Distribute the plan to key stakeholders
 - Consider both paper and digital!
- Conduct training sessions for employees

Once the plan is written...

- * Conduct regular exercises and employee trainings
- * Consider tabletop exercises
- * Conduct after action reviews of exercises to determine areas of improvement
- * Incorporate lessons learned into your plan

No Cost Solutions

- Meet with your insurance provider to review current coverage
- Create procedures to quickly evacuate and shelter-in-place and practice the plans
- Talk to your employees, members, staff, students, faculty, etc. about the organization's disaster plans
- Create an emergency contact list, include employee emergency contact information
- Create a list of critical business contractors and others whom you will need in an emergency
- Create a list of inventory and equipment, including computer hardware, software and peripherals, for insurance purposes.

Under \$500 Solutions

- Back up your records and critical data – keep a copy offsite
- Elevate valuable inventory and electric machinery off the floor in case of flooding
- Use and keep up-to-date computer anti-virus software and firewalls
- Buy a fire extinguisher and smoke alarm
- Attach equipment and cabinets to walls or other stable equipment – place heavy or breakable objects on low shelves
- Provide first aid and CPR training to key coworkers.
- Make sure your building's HVAC system is working properly and well maintained

Over \$500 Solutions

- Consider additional insurance such as business interruption, flood or earthquake
- Purchase, install and pre-wire a generator to the building's essential electrical circuits. Provide for other utility alternatives and back-up options.
- Install automatic sprinkler systems, fire hoses and fire-resistant doors and walls
- Consider a security professional to evaluate and/or create your disaster preparedness and business continuity plan

Thank you

Q & A