Business Continuity Planning and Pandemic Preparedness: *First Steps Toward Emergency Preparedness*

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February 15, 2007

Manitoba

Overview

- Business Continuity Planning

- The Pandemic Threat

- Starting points for your organization

Business Continuity Planning

- Planning to minimize the impacts of a disruption
- Based on 'all hazard' planning principles – general procedures that can be adapted to suit the response required for a disruption
- Defines short term, immediate needs, timelines, and guidelines at the functional area level
- Builds capacity to provide essential services, protect assets and employees

Business Continuity Planning is ...

- Focused on delivering **only the minimally necessary services** provided by your organization, <u>not</u> all that you normally provide.

Why do BCP?

• Protects assets

• Ensures delivery of essential services

• Builds resiliency of emergency operations

• Increases confidence of employees, the public, and stakeholders

• Protection from liability

• **Without the required equipment, people, and facilities, you will not be able to effectively respond to an emergency**

What are the steps?

- Identify your **functional areas**
- Conduct a **risk analysis**
- Prepare a **Business Impact Analysis**
- Determine your **priorities for restoration**
- Evaluate and select a **strategic approach**
- **Write a plan** based on all-hazard principles and the requirements of functions during emergencies
- Consider the need for **recovery** from minimal operations to normal operations
- **Train and exercise** your employees

What is the outcome?

- An **all-hazard plan for dealing with a wide range of disruptions**. From this, you can start developing plans for specific emergencies, such as …

Pandemic influenza

- A shift in the influenza A virus to which people have little immunity and easy transfer from person to person, resulting in widespread illness and death
- Impossible to predict impacts, but it is thought that 35 per cent (176,000 to 410,000) Manitobans may be ill, and 3 per cent (4,100 to 6,100) may die
- Will have impacts on health care, businesses, schools, public services (including critical infrastructure)
- Assumption that up to half of people will be unavailable for work for a period of up to 8 weeks

Pandemic planning concerns

• How would a public health emergency impact your organization?

• Can you anticipate employees that will not be available?

• What are the critical parts of your supply chain and are your partners prepared? If there is a critical vulnerability, should you stockpile?

• What are the minimal services that your organization can tolerate, and when are they needed? Would people expect an increase or a reduction in your services? How would this impact your contractual obligations?

Developing a Pandemic plan

• Evaluate the impact of a pandemic on your employees and partners (including those you depend on, and those who depend on you)

•Evaluate the impact of a pandemic on your business

•Establish policies to implement during a pandemic that will help manage the expected impacts

• Identify and allocate resources required to deliver services, and protect employees and partners

• Communicate and educate employees

• Coordinate with external agencies, be ready to help your community if this is required

When it's all done, your plan should …

- **Establish the minimal activities** that need to happen in the event of a disruption
- Determine **when** it needs to happen
- Identify **what** is required to make it happen
- Determine **when** it needs to happen
- Provide guidance for executives on **what are higher priorities**, and tools to decide on priorities
- Include a way forward with plans for **training, exercises**, and **on-going responsibility**
- Anticipate what would be required for **priority concerns** and develop a plan

Starting points for your organization

• Promote the development of an all-hazard BCP first, and specific plans second
• Get the support of your executive on the need, the approach (including timelines), and the resources
• Assign the responsibility to someone, and make it a regular part of their work
• Invest in training
• Get all employees aware and involved
• Don't view it as a one-time job – the investment only has value if it is grown and developed

Resources

www.manitobaemo.ca
www.gov.mb.ca/emo/bcp.pdf
www.drie.org
www.dri.ca
www.gov.mb.ca/pandemic
www.nfpa.org

Manitoba Emergency Measures Organization – Business Continuity
Planning and Pandemic preparedness