



The Titanic: They said it was
unsinkable

*First Steps Toward Business
Continuity Planning*

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Brock Holowachuk, Senior Planning
Officer, Manitoba EMO

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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, not 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 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

brock.holowachuk@gov.mb.ca





Manitoba Emergency Measures Organization – The Titanic: They said it was unsinkable. First steps toward Business Continuity Planning