**The Municipality of….**

**Business Continuity Plan (BCP) Month, Year**

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| Emergency Management & Public Safety (EMPS) Division  Generic Business Continuity (Incident Response) Template | | | | | | | | | |
| 1.0 Document Control | | | | | | | | | |
| Today’s Date M/D/Y |  | | | | | | | | |
| Initial Completion Date |  | | | | | | | | |
| Revision Date(s) |  | |  | |  | |  | | |
| Completed By |  | | | | | | | | |
| Approved By |  | | | | | | | | |
|  |  | | | | | | | | |
| 2.0 Purpose | | | | | | | | | |
| This Incident Response Plan is for use by functional area teams who must activate their BCP, as a coordinated response measure, to keep their critical functions operating at a minimum operating standard (MOS).This Plan offers team response & recovery guidance for a return to normal operations. | | | | | | | | | |
| 3.0 Scope – Municipality Critical Functions and Services | | | | | | | | | |
| This Plan covers the following Critical Functions & Services: | | | | | | | | | |
| Name | | Location | | | Maximum Allowable Downtime (MAD) | | | | |
|  | |  | | | Hours | Days | | Weeks | |
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| 3.1 Scope – Essential Staff for Minimum Operating Standard (MOS) | | | | | | | | | |
| Role | | # Staff & Location | | | Responsibilities | | | | |
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| 3.2 Scope – Required Resources for a Minimum Operating Standard (MOS) | | | | | | | | | |
| List all Standard, Specialized and Unique resources , plus data requirements, to maintain MOS: | | | | | | | | | |
| Function | | Requirements | | | | | | | |
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| 3.3 Scope - Alternate Location | | | | | | | | | |
| If applicable, staff and resources may be moved to the following location(s). Ensure the availability of all required resources at these alternate locations to ensure MOS: | | | | | | | | | |
|  | | | | | | | | | |
| Address: | | | | | | | | | |
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|  | |  | | | | | | | |
| Resources Moved: | |  | | | | | | | |
| Building Contact: | |  | | | | | | | |
| Cell: | |  | | | | | | | |
|  | |  | | | | | | | |
| Address: | | | | | | | | | |
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| Resources Moved: | |  | | | | | | | |
| Building Contact: | |  | | | | | | | |
| Cell: | |  | | | | | | | |
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| 3.4 Scope - Dependencies | | | | | | | | | |
| List the Dependencies for the critical function(s) and the relevant contact person(s). | | | | | | | | | |
| Dependency | | Contact Person | | | Notes | | | | |
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| 3.5 Scope – Critical Vendors (Suppliers) | | | | | | | | | |
| List the critical vendors for the critical function(s) and the relevant contact person(s). | | | | | | | | | |
| Critical Vendor | | Contact Person | | | Notes | | | | |
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| 4.0 Continuity (Response Team) - Structure | | | | | | | | | |
| A scalable Incident Command structure (ICS) and process is congruent with incident response and recovery. Consider aligning the following IC positions with the essential staff required to maintain an MOS for the critical function(s). The use of IC is optional. Regardless, assigned response roles must be assumed, understood and communicated. | | | | | | | | | |
| Position & Name | | Location | | | Contact/ Cell # | | | | Additional # |
| Incident Commander | |  | | |  | | | |  |
| Logistics staff | |  | | |  | | | |  |
| Operations staff | |  | | |  | | | |  |
| Planning staff | |  | | |  | | | |  |
| Finance & Administration | |  | | |  | | | |  |
| Information Officer | |  | | |  | | | |  |
| Safety Officer | |  | | |  | | | |  |
| Liaison Officer | |  | | |  | | | |  |
| 4.1 Response Team – Additional Members | | | | | | | | | |
| Your response team may require other divisional staff, contractors or service providers, who are relied upon in keeping your critical functions at an MOS. Note them here: | | | | | | | | | |
| Name | | Location | | | Contact/ Cell # | | | Additional # | |
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| 4.2 BCP Activation - Response Team Actions | | | | | | | | | |
| Incident management requires a well-coordinated, role-defined and methodical response. Efforts are directed toward business resumption. Response actions address life & safety concerns and the continuation of critical functions. These are customizable time-based response actions. | | | | | | | | | |
| Action/Notes | | | | Response Team Member | | | | Timeline (Hours) | |
| Assess & confirm safety of all persons. | | | |  | | | |  | |
| Activate evacuation plan if safety is compromised. | | | |  | | | |  | |
| Conduct impact assessment to function(s). | | | |  | | | |  | |
| Alert Incident Response team members. | | | |  | | | |  | |
| Determine immediate actions to achieve MOS. | | | |  | | | |  | |
| Assess effectiveness of actions in achieving MOS. | | | |  | | | |  | |
| Determine if MOS can be met for critical function(s). | | | |  | | | |  | |
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| If MOS achieved, resume operations toward recovery. | | | |  | | | |  | |
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| If no MOS, activate BCP and convene Response Team. | | | |  | | | |  | |
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| Begin Incident Command. | | | |  | | | |  | |
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| Re-assess response actions and effect on MOS. | | | |  | | | |  | |
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| If MOS, resume operations toward recovery. | | | |  | | | |  | |
|  | | | |  | | | |  | |
| If no MOS, notify all stakeholders in BCP. | | | |  | | | |  | |
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| Coordinate multi-functional response to incident. | | | |  | | | |  | |
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4.3 BCP Activation - Response Team Decision Tree

INCIDENT

Are Critical Functions Operational?

* Maintain Operations
* Initiate Recovery
* Debrief
* Complete Gap Analysis
* Update BCP

YES

* Conduct Impact Assessment
* Determine Immediate Actions
* Alert Incident Response Team

NO

YES

Scope – Municipality Functional Area

Recovery Time Objective Achieved?

* Convene Incident Response Team
* Activate BCP
* Alert Stakeholders
* Re-assess Situation

POTENTIAL CRISIS

NO

Scope – Broader Geographical Impact

* Incident Response Team alerts all Stakeholders
* Additional Resources Notified & Assembled
* EMO Notified
* Incident Response Expands
* Actions Undertaken to Achieve RTO