



Business Continuity Planning Policy

Intent

Town of Thorsby has adopted this Business Continuity Planning Policy to ensure that the appropriate critical areas (including personnel and physical equipment) are identified and supported during any disruption so that our organization may continue to operate.

Town of Thorsby is committed to the ongoing success of our operation and will ensure that our doors will be open for business regardless of the situation.

This Policy will provide guidelines for the creation of a continuity plan in the event of a disruption, and will assign responsibility for duties related to business continuity planning.

Major Functions of Business Continuity Planning (BCP)

1. Identify critical processes, operations and functions:

- Personnel – Identify and train skilled employees to provide back up services for essential (or all) functions.
- Equipment – Determine essential equipment, and establish the necessity for duplicates or back-ups.
- Reporting Structure – Establish a chain of command to ensure that decisions can be made and that employees will receive appropriate direction.

2. Identify key internal and external dependencies:

- Availability of Assets – Ensure access to equipment, facilities, utilities, computers, machinery, tools, vehicles, communications equipment, etc.
- Establish Supply Chain Viability – Determine the availability of essential supplies.

3. Identify potential vulnerabilities to business.

Employee Responsibilities

Planning Team - The BCP Team is a taskforce of Town of Thorsby employees with responsibilities for the development of business continuity plans.

1. Develop a clearly defined and documented policy for Business Continuity. The policy should include the following:

- Personnel – Cooperate with Human Resources in the identification and training of a pool of employees that will perform services essential to the business of Town of Thorsby, acting as replacements for absent employees. Cross training will be provided where duties are not commonly shared. Determine the necessity for contracting external staffing agencies, and the viability of contacting retirees.
- Equipment – Determine equipment that is essential to the business processes of Town of Thorsby and ensure that these will be accessible and operational. The BCP Team will determine the necessity of back up systems / equipment.
- Availability of Assets – Ensure access to equipment, facilities, utilities, first aid supplies, office supplies, computers, machinery, tools, vehicles and communications equipment.

- Business Commitments – Review potential contractual or legal implications of established service level agreements and penalties for non-performance of business arrangements.
- Reporting Structure – Establish a chain of command based on an updated organizational chart to ensure that all employees are aware of the reporting structure, and the employees that will be tasked with covering extra duties in the event of managerial absences.
- Accounting – Ensure the continued operation of payroll, finance and accounting systems.
- Contact List for Emergencies – Establish an up-to-date list of contact information for staff and clients.

2. Duties of the BCP Manager – The BCP Manager shall be an appointed position within the Planning Team that will be responsible for the coordination of prevention efforts, keeping track of staff and who is available to come to work.

3. Response Plan – The BCP team shall establish a plan for the implementation of necessary communications to employees, and when specific actions will be taken.

Human Resources

1. Keep an up-to-date list of all employees for communication purposes.
2. During the disruption, track which staff members are available to come to work.

Management

1. Document guidelines for what, how, who and when business decisions are made.
2. Be prepared to make decisions about when to stay open, when to close to visitors, or when to close your business completely.
3. Ensure that core business activities can be sustained over several months.
4. Make sure that everyone knows their roles – managers, employees, union, health and safety committees etc. to avoid confusion.
5. Ensure the security of the building in the event of mass absenteeism.

Acknowledgement and Agreement

I, _____ (Employee Name), acknowledge that I have read and understand the Business Continuity Planning Policy of Town of Thorsby. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____