



4.2 CONTINUITY AND RESTORATION STRATEGIES

Select one essential function prioritized as “Critical” that has a Recovery Time Objective of <1 hour or 1 - 8 hours. Complete the following details about the essential function and create continuity and restoration strategies for each type of disruption.

Essential Business Function:	
Recovery Priority <input type="checkbox"/> Critical <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Recovery Time Objective: <i>What's the maximum downtime for this function before operational and/or financial impact(s) will occur?</i> <input type="checkbox"/> < 1 hour <input type="checkbox"/> 1 - 8 hours <input type="checkbox"/> 8 - 24 hours <input type="checkbox"/> 24 - 72 hours <input type="checkbox"/> 72+ hours
Who performs this function? <u>Manager/Supervisor:</u> <u>Additional Staff:</u> <u>Suppliers/Vendors:</u>	Who could act as an alternative/back-up? <u>Manager/Supervisor:</u> <u>Additional Staff:</u> <u>Suppliers/Vendors:</u>
Brief description of how to complete this function 	
Required Training	What is needed to perform this function? <u>Equipment:</u> <u>Records/Reports:</u> <u>Supplies:</u> <u>Utilities:</u> <u>Space:</u>



Inputs/Interdependencies	Who uses the output from this function?
Primary Location	Alternate Location
Continuity Strategies	
Denial of Access to a Facility:	
Denial of Service Due to a Reduced Workforce:	
Denial of Service Due to an Equipment or System Failure:	
Restoration Strategies	
Denial of Access to a Facility:	
Denial of Service Due to a Reduced Workforce:	
Denial of Service Due to an Equipment or System Failure:	



Example Continuity Strategies: **Bakery**

ESSENTIAL FUNCTION	POTENTIAL DISRUPTION	EXAMPLE CONTINUITY STRATEGIES
Payroll	Denial of access to facility (e.g. area flooded, cannot access street/building for several days)	<ul style="list-style-type: none">• Conduct payroll at an alternate location• Planning Considerations:<ul style="list-style-type: none">◦ Ensure alternate location has the necessary equipment, software, supplies, space, utilities, etc.◦ Ensure primary and alternate payroll employee can access the alternate location
	Denial of service due to a reduced workforce (e.g. pandemic, infectious disease outbreak)	<ul style="list-style-type: none">• Alternate/backup person(s) conducts payroll• Planning Considerations:<ul style="list-style-type: none">◦ Identify alternate/backup person [title/position]◦ Develop a payroll instructions document◦ Obtain payroll system credentials for alternate person(s)
	Denial of service due to equipment or systems failure (e.g. unable to access online payroll system)	<ul style="list-style-type: none">• Manual process/phone call to payroll company• Planning Considerations:<ul style="list-style-type: none">◦ Spreadsheet with employee payroll information◦ Payroll company contact information◦ Security of sensitive information (storage of physical document, transfer of information)

Example Restoration Strategies: **Bakery**

ESSENTIAL FUNCTION	POTENTIAL DISRUPTION	CONTINUITY STRATEGIES	EXAMPLE RESTORATION STRATEGIES
Payroll	Denial of access to facility (e.g. area flooded, cannot access street/building for several days)	<ul style="list-style-type: none">• Conduct payroll at an alternate location until primary location is restored to normal operations	<ul style="list-style-type: none">• Monitor emergency alerts and OEM/BPD social media for updates on regaining access to the area/property• Document property damage• File an insurance claim• Pump water out of building• Clear debris• Clean and disinfect the building
	Denial of service due to a reduced workforce (e.g. pandemic, infectious disease outbreak)	<ul style="list-style-type: none">• Alternate/backup person(s) conducts payroll	<ul style="list-style-type: none">• Document payroll activities for primary payroll employee• Schedule a meeting to brief the primary payroll employee
	Denial of service due to equipment or systems failure (e.g. unable to access online payroll system)	<ul style="list-style-type: none">• Manual process/phone call to payroll company	<ul style="list-style-type: none">• Collaborate with payroll company to ensure content in manual documents are entered into the payroll system