

Incident Response, Recovery & Restoration

Move To A Safe Place

Leave building

If a partial or complete building evacuation is required, employees will quickly move to their pre-planned meeting points out of doors. Conduct a roll call and report missing employees (and visitors).

Shelter-in-place

A severe thunderstorm, tornado or terrorist incident may dictate that employees seek safety in interior sections of the facility.

Determine The Type And Extent Of The Incident

- What happened?
- When did it happen?
- What was the suspected cause?
- What is the civil authority response?
- When can you have access to the building?
- What are the security issues?
- What can you do to avoid additional damage?

- Alert Employees.** Notify employees of the incident, its impact, and what you want them to do. (It may be as simple as "stay at home" until further notice.)

Activate The Business Continuity Plan

Manage The Incident

- Gather your resources.
- Prepare your alternate site (if appropriate).
- Activate your critical business functions/procedures.

Restore Your Business

When you have resumed business operations—that is, you have recovered your critical business functions—take steps to fully restore your business.

Debrief

Learn from the business interruption. If needed, modify your business continuity plan to be better prepared for the next incident.