



5.1 BUSINESS CONTINUITY EXERCISE - DISCUSSION QUESTIONS

DIRECTIONS

Use the following questions to guide you through each scenario. Start by reading Module 1, then answer the questions labeled “Module 1” in red. Once you've completed those, proceed to Module 2 and answer the corresponding questions under the “Module 2” red label.

MODULE 1 DISCUSSION QUESTIONS

Emergency Action Plan: Communications	
Who is responsible for notifying individuals or entities about the emergency?	
Who needs to be notified and where is the contact information stored?	
What Warning and Notification System will be used to communicate this disruption, and where is it located?	
What information should be included in the notification?	
Emergency Action Plan: Evacuation	
If evacuating, where is your designated assembly area?	
Where is the designated evacuation assistance area within the building	



for employees or customers with mobility impairments?	
Who is responsible for assisting individuals with mobility impairments?	
Do you have a map of emergency escape routes?	
Emergency Action Plan: Shelter in Place	
If sheltering in place, where is your designated shelter area?	
Where is the designated location for safety supplies?	
Who is responsible for shutting down the ventilation and air intake systems?	
Emergency Action Plan: Securing Property and Equipment	
If it's safe to do so, what property or equipment needs to be secured?	
Where is the property or equipment located?	



What is the estimated time frame it would take to secure the property or equipment?	
Emergency Action Plan: Emergency Response Guides	
Can any of the Emergency Response Guides be followed in this situation?	
Business Continuity Plan: Essential Business Functions	
What essential business functions are being disrupted by this situation?	
What essential business functions have been identified as having a critical and high priority?	
Business Continuity Plan: Continuity Strategies	
Continuity Strategies: What actions are you and staff taking to continue critical and high essential business functions disrupted by this situation?	
Interdependencies: Are there any other entities that provide resources or inputs for these functions?	



Output: Who uses the output from these functions?	
Obligation: Are you obligated to notify anyone that this essential business function has been disrupted?	
Business Continuity Plan: Communication Systems	
Do you need to send out a Crisis Communication message? If so, to who?	
What is your primary system for communicating internally? What about a backup?	
What are your primary systems for communicating externally with customers, vendors, suppliers, and regulators? What about backups?	

MODULE 2 DISCUSSION QUESTIONS

Business Continuity Plan: Restoration Strategies	
Outline the restoration strategies needed to restore essential business functions and resume normal operations.	



What were the financial impacts of this disruption, and how can they be addressed? Consider available recovery resources, insurance coverage, and other financial assistance options.