



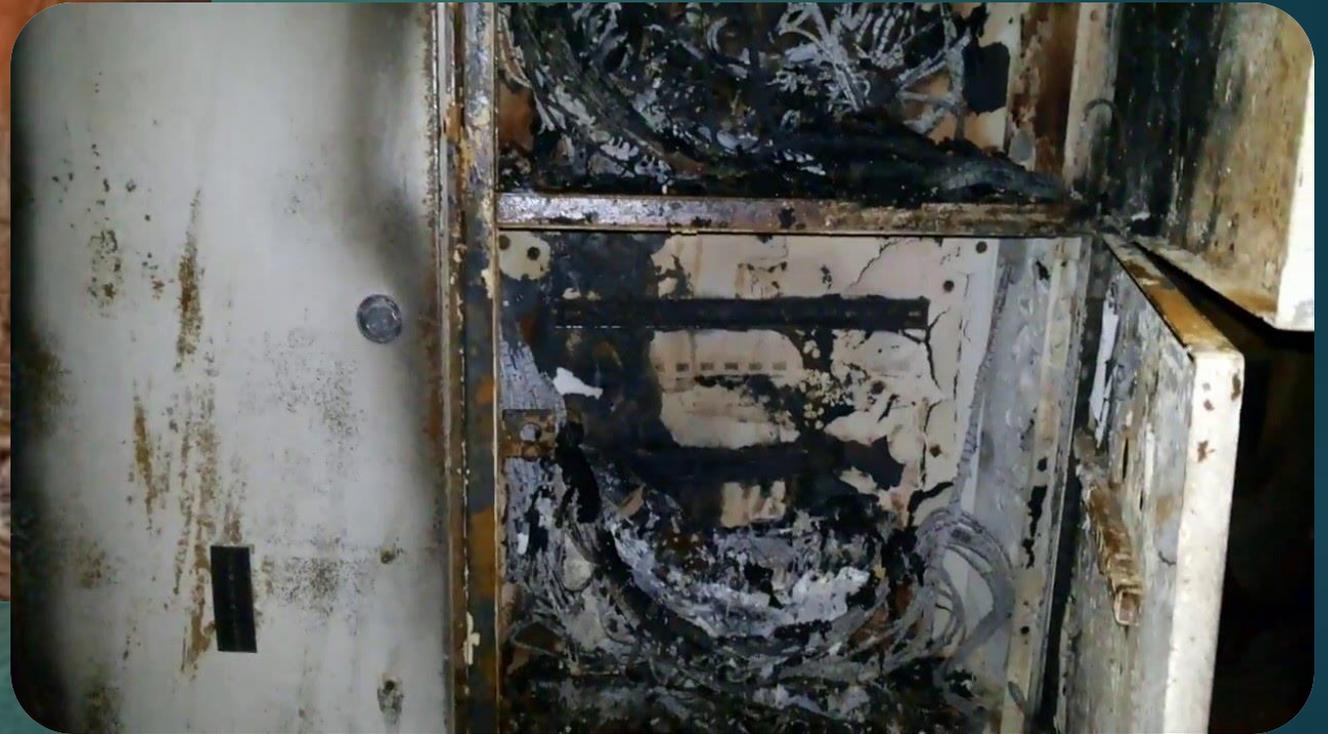
Business Continuity Plan



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After a long day

3



Thousand questions

- Who is in charge of getting subcontractor's quotes and work lined up?
- Who will work with insurance?
- How are you getting your computer systems back up and running within the shortest possible time?
 - Were your files and systems already backed up for that day?

Thousand questions

- Are the machines salvageable or will you need to invest in new equipment.
 - Lead time?
- How long will production be down?
 - How are you going to meet your production goal and you customer's demands and deadlines?
 - Will you lose projects or customers?
- Will you have to lay off employees (temporarily or permanently)?
- What about the water damage from the sprinkler system?

Pre-Plan

1

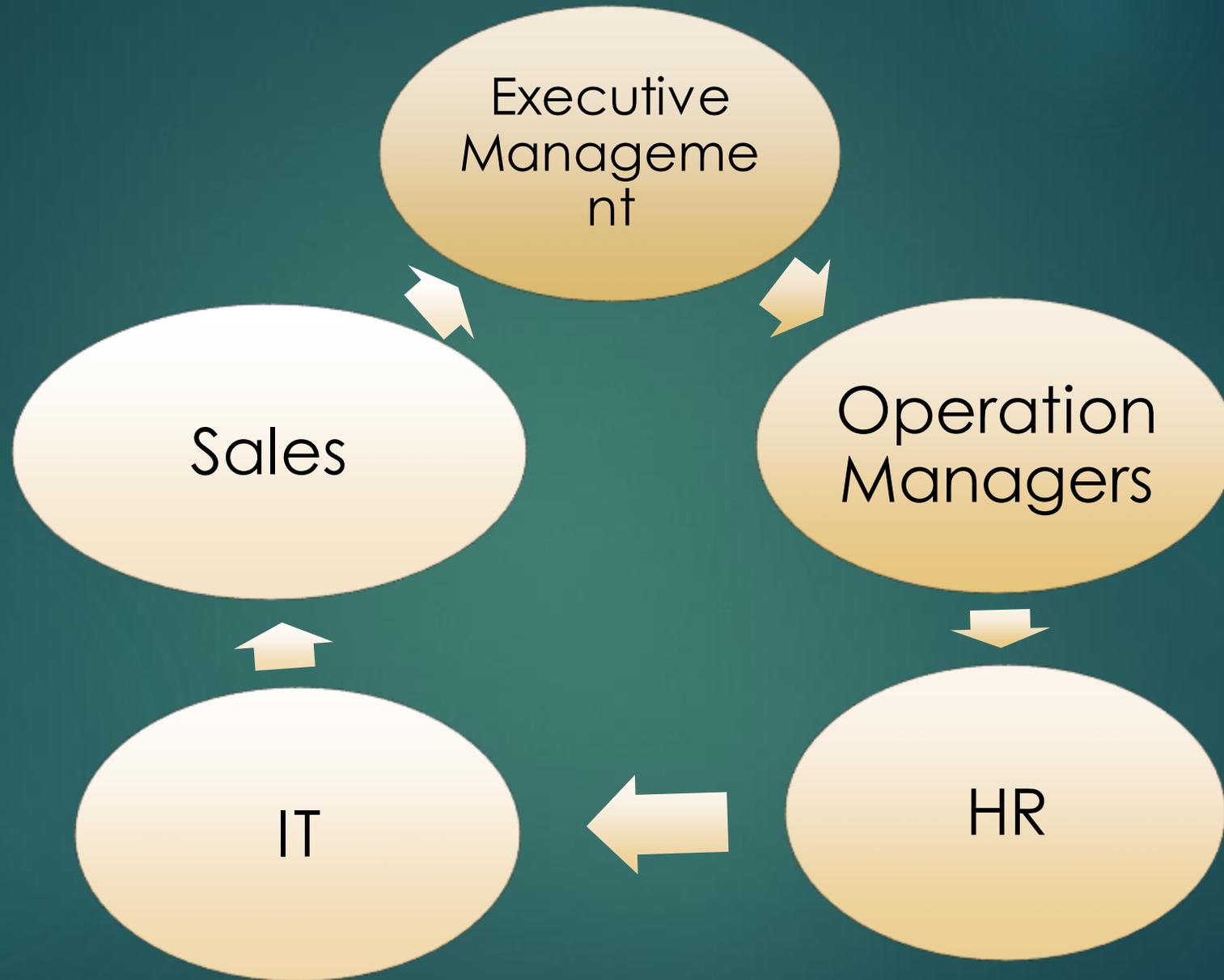
- Do not wait until an emergency arises
- Plan for it

2

- Call a team together
- Develop a threat assessment and risk matrix

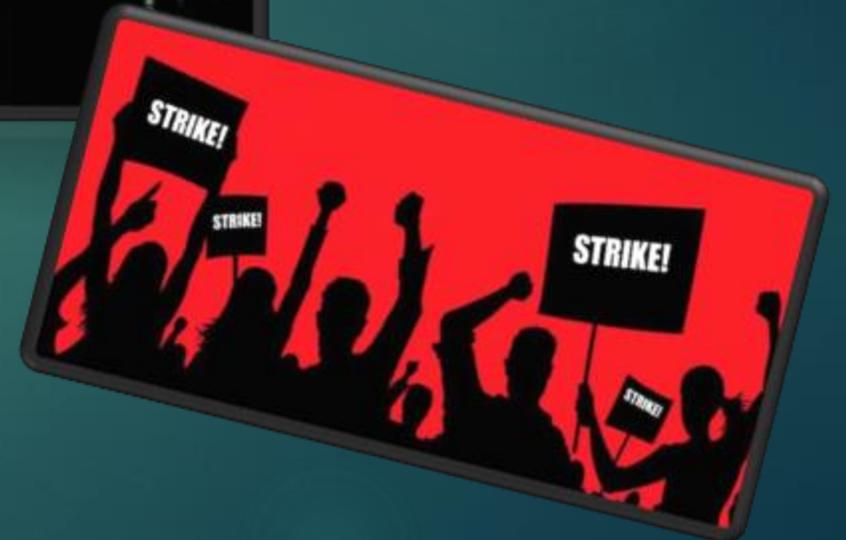
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- Develop a Business Continuity Plan



Examples

- Fire
- Internal and external flooding
- Storms
- High winds
- Tornadoes
- Computer or network failure
- Explosion
- Gas leak
- Software failure
- Sabotage
- Strike
- Computer crime
- Pandemic
- Accident or death of key employee
- Major equipment failure
- Major supplier disruption



Risk Matrix

FIRE		Frequency of Occurrence	0	1	2	10	Severity
			No impact or interruption in operations, nuisance	Noticeable impact, interruption in operation for up to 8 hrs.	Damage to equipment and facilities, interruption in operations for 8-48 hrs.	Major damage to the equipment and/or facilities, interruption in operations for more than 48 hrs.	
			Negligible	Marginal	Critical	Catastrophic	
Common event	100	Certain	0 Low	100 Serious	200 High	1000 High	
	75	Likely	0 Low	75 Serious	150 Serious	750 High	
Possible but not likely	50	Possible	0 Low	50 Medium	100 Serious	500 High	
	25	Unlikely	0 Low	25 Medium	50 Medium	250 High	
Very rare event	5	Rare	0 Low	5 Medium	10 Medium	50 Medium	

Low	0 - 4	
Medium	5 - 74	
Serious	75 - 199	
High	200 - 1000	

	A	B	C	D	E	F	G	H	I	J	K	L	M
2		Threat	Examples	Probability 5 - 100		Impact 0 - 10	Risk Product	Prevention & Mitigation Steps in place			Business Concerns	Mitigation Steps Needing Improvement	Contact - who
3	1	Flooding - Internal water damage -	Fire sprinkler or roof damage	5	One or two days downtime; Raw Material spoiled; Damage building space	2	10	Water pick-up: floor scrubber, vacuum cleaners, squeegees - what is available? Are people trained to turn off sprinklers or is that the fire department? Clean-up contractors available? Computer systems are backed up daily and stored at a remote site. Inspect for potential problems.			Production downtime. Damaged products? Damage building.		Insurance (reclamation)- HR; Building management/landlord - Emergency phone list? Computer - IT Manager, Management
4	2	Flooding - external	Huge rainfall; spring thaw with big rain	5	Facility not accessible for 2 days	2	10	Very low risk - assuming you are not in a flood plain.			Flooded roadways		Insurance (reclamation)- HR; Building management/landlord - Emergency phone list? Computer - IT Manager? Management
5	3	Fire - internal	Fire at various machines. Machine damage	100	Machine damage. Smoke damage; product loss; down for 2 days	8	800	Continuous cleanup and housekeeping. Keep flammables in Flammable Storage room. Do not let combustibles accumulate. Sprinkler system intact. Computer systems are backed up daily and stored at a remote site. Inspect 1/6mos. Fire drills; Fire extinguisher training.			Production downtime. Damaged material or product?		Insurance (reclamation)- HR; Building management/landlord - Emergency phone list? Computer - IT Manager? Safety. Management
6	4	Fire - external	Fire in neighboring area	0	1+ days down	0	0	Possibly not under your control					
7	5	High winds - straight line	Almost a tornado	50	Dock door damage with water; 1/2 day down; damage to roof equipment & roof	2	100	Be sure dock doors and other doors are closed when storms are anticipated. Computer systems are backed up daily and stored at a remote site. Underground poyour feed to bldg; Concrete bldg.			Production downtime. Damaged raw material and/or finished product. Damage building.		Insurance (reclamation)- HR ? Building mgt - ? Emergency phone list. Management
8	6	Snow or Ice Storm	30" of snow	75	Employees and trucks cannot get to facility for up to 2 days	2	150	Telephone numbers available to all employees so employees can call in to get updated plans. Assumption that you will try to clear parking area and dock areas. Computer systems backed up daily and stored at a remote site.			Production downtime. Customer shipments late.		Set up phone message system.
	7	Tornado	Direct hit or close; nearby streets closed	20	Major equipment and facility damage - down for several days; building damaged & not accessible;	10	200	Monitor your weather radio for tornado warnings. Be sure people go to Severe weather Shelter to minimize possible injuries. Utilize all employees to clear debris if safe to do so. Computer systems are backed up daily and stored at a remote site.			Production downtime. Extensive damaged material and product. Office facilities not accessible.	Temporary location unavailable. Outsource production impossible. Electronic files to	Insurance (reclamation)- HR; Building management/landlord - Emergency phone list? Computer - IT Manager?

Last step

- Business Continuity Plan must be communicated so that managers and supervisors are kept in the loop
- Business Continuity Plan should be reviewed periodically