Business Continuity Planning

Our programs incorporate the best of traditional recovery planning disciplines and modernize them through an enterprise-wide approach that focuses on the true business processes of the organization.

Far too often, business continuity plan implementation is treated as an academic exercise designed to produce documentation. That documentation is viewed as less than valuable, and so quickly becomes obsolete... and the cycle continues.

Our goal is to help clients institutionalize a culture of preparedness and develop the tools to support that culture.

A truly effective program is about connecting with the organizational culture, engaging stakeholders, building support, and creating institutional knowledge, all of which takes expertise and creativity.

Our project teams have been delivering BCP services for over 25 years, using a variety of engaging solutions to meet the needs of our clients. We are in tune with what it takes to make a business continuity program effective and sustainable, and are committed to applying that expertise to the benefit of our clients.

Business continuity planning program

Our continuity planning programs assist clients in:

• Identifying and validating the current state of the business and infrastructure.

• Identifying and prioritizing time-critical business processes.

• Addressing business, information technology, and crisis continuity planning initiatives.

• Identifying the threats and risks to the business and infrastructure and cost effective controls to mitigate those risks.

• Assisting in the identification and acquisition of continuity resources.

• Exercising the resulting plan to train management and employees on their roles in the event of a disaster or emergency.

• Measuring the quality of the program to ensure it continues to meet the business and infrastructure needs of the client.

Our approach

Our business process approach to continuity planning is reflected in the following high-level methodology:

• Current state assessment and benchmarking

• Threat and risk analysis

• Business impact assessment

• Program and plan development and enhancement

• Crisis management and communication planning

• Workplace violence planning

• Pandemic planning

• Testing and training

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EHS Services and Solutions

Business continuity planning services

We can support any of the following steps to fully imple-
ment a sustainable Business Continuity Program and to
provide an organization with a living, sustainable, effective
program that addresses continuity of critical operations
and rapid response to business disruptions.

Business impact analysis

- Criticality of business functions based on impacts if
  disrupted
- Recovery time objectives for recovering functions
- Recovery resource requirements
- Departmental interdependencies

Risk assessment

- The risk assessment may evaluate the degree to which
  critical locations are exposed to natural or man-made
  threats, such as:
    – Fire
    – Natural disasters
    – Severe weather
    – Hazardous material exposure or releases
    – Terrorist threats
    – Workplace violence
    – Pandemic

Strategy development

- Operational recovery and work relocation
- Communications systems and protocols
- Mutual aid agreements
- IT disaster recovery
- Vendor continuity and oversight
- Staffing contingencies and cross-training
- Crisis management and incident command

Plan development

- Delegations of authority and orders of succession
- Business continuity program guide
- IT disaster recovery plan review and guidance
- Incident and Emergency Operations Center (EOC)
  management and communications plan
- Department operational recovery procedures

Training and program validation

- Train key teams and/or individuals on incident command,
  crisis management, and business continuity
- Design and facilitate incident command and crisis
  management tabletop exercises
- Design and facilitate functional business continuity tests
  within departments
- Document all lessons learned from the activities
  described above, and update plans accordingly

Program maintenance and project management

- Our consultants may recommend or produce the
  necessary tools, training, and hands-on support in
  ongoing program maintenance

Why partner with BSI?

- A 180+ person multidisciplinary staff with training
  and experience in diverse EHS management and
  technical practice areas
- Strategically-located US offices and Global Partner
  Network provide EHS management and technical
  services worldwide
- Fast and consistent response to outsourcing needs
- To better serve you, we gain an understanding of
  your company's internal processes, product offerings,
  business values, and environmental initiatives
- Customized EHS solutions that meet established
  company objectives
- Training programs that improve the EHS literacy of
  all employees

About BSI EHS Services and Solutions

BSI (British Standards Institution) is the business
standards company that equips businesses with the
necessary solutions to turn standards of best practice
into habits of excellence. Formed in 1901, BSI is the UK
National Standards Body and a founding member of the
International Organization for Standardization (ISO).

Our specialist EHS consulting services provide a
comprehensive range of strategic, management and
technical consulting solutions – assessment, compliance,
risk management, reporting, training, communication,
and more – partnering with clients to achieve their
environmental, health, and safety short-term needs and
long-term goals. Based in San Jose, CA (Silicon Valley)
and with over 25 years' experience, our consultants can
implement a vast range of programs. We make a positive
impact on the world every day. We do this by enabling
companies to be socially and globally responsible,
protecting employees, preserving the environment, and
building long-term sustainable solutions.

To find out more, please visit: **www.bsigroup.com/ehs**

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