

# BUSINESS CONTINUITY MANAGEMENT



## ARE YOU READY?

Do you know what will happen if an unexpected interruption to your operations takes place? A fire or flood in your server room? A super storm knocks out power for a day, two days or a week?

Business continuity management is a comprehensive approach to preparing for disruptive events that can be costly to an organization or worse, jeopardize an organization's existence. An effective management plan will consist of planning, developing, testing, training and implementing a business continuity program that ensures the efficient and effective resumption of vital business functions in the event of an unscheduled interruption. Once the initial work is complete, an on-going process of testing and updating will ensure the plan is current and relevant to the needs of the organization.

## DISASTER RECOVERY AND BUSINESS CONTINUITY

For each client we serve, we use a proprietary approach and industry best-practice solution to identify necessary functions within each department, potential impacts, disruptions and the likely impacts of those disruptions. We develop business continuity plan documents and implement a holistic approach to train employees and manage the plan through growth and change.

**Our Business Continuity Management approach involves the following steps:**

**BUSINESS IMPACT ANALYSIS (BIA)** – Identify key personnel, organize staff into recovery teams, identify critical and non-critical processes within each department, and determine impacts on specific processes from various timeframes of interruption and assign Recovery Time Objectives (RTO) for each process.

**RISK ASSESSMENT (RA)** – Identify potential risks (e.g. natural threats, human threats, technical threats) to IT and operations, the likelihood of each event occurring and the resources, if any, to mitigate the likelihood and impact of the event.

**DOCUMENTATION** – A comprehensive and fully integrated program for business continuity, risk mitigation and business recovery includes a Business Continuity Plan (BCP) document. The BCP is the tangible result of the work performed in the BIA and Risk Assessment. The plan consists of procedures for affected personnel, and recovery, relocation, and prioritization strategy for systems/applications and critical assets. Accume doesn't stop there. We assist organizations to develop clear action plans related to ongoing testing, training and overall governance of the newly developed program.

**TESTING** – In order for an organization's BCP to remain current and relevant to the needs of the organization an ongoing testing strategy must be in place with periodic intervals of tests that address various threats. Gaps and issues are documented and addressed.

**TRAINING** – Design, build and deliver a Business Continuity awareness-level training program for all employees of the organization. Training includes a generalized understanding of the BCP, who the key members of the team are, communication protocol in the event of an interruption and general safety procedures. An in-depth training prepares critical members of the BCP team. The training for personnel with active BCP responsibilities covers roles, responsibilities and policies and procedures around recovery and communication.

### TO LEARN MORE, PLEASE CONTACT:

Glenn Hoffman, Managing Director, Sales & Marketing  
203.451.5395 or [ghoffman@accumepartners.com](mailto:ghoffman@accumepartners.com)