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RP01 – Recovery Procedures Emergency Response

This procedure has been developed to ensure a proper, timely response in the event of an emergency.

Sequence of Events

Immediately upon notification of an emergency, the following sequence should be initiated.

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1. The BCP MANAGER should relocate to the Command Center, from which he/she should notify members of the BCP MANAGEMENT TEAM.
Supporting Documentation | “Team Members” report (BCP-CD)
2. The BCP MANAGEMENT TEAM should meet at the Command Center and, under the direction of the BCP MANAGER, should evaluate the situation and decide whether or not there is reason to proceed with damage assessment and/or to activate recovery plans.
3. If a decision has been made to proceed with damage assessment, the BCP MANAGER should initiate the damage assessment process and oversee its completion.
Supporting Documentation | [RP03-DamageAssessment.doc](#)
4. Once damage assessment is complete, the BCP MANAGEMENT TEAM, under the direction of the BCP MANAGER, should assemble at the Command Center to decide upon a course of action, considering space, resource, and funds availability when deciding:
 - a. Whether or not to activate recovery plans
 - b. To what extent recovery plans will be activated
 - c. Whether or not to declare a disaster
 - d. Whether or not to move operations to the DP hotsite(s)
 - e. Whether or not to activate the recovery teams
5. Once a decision is made as to the course of action, the BCP MANAGER should initiate the full emergency notification sequence, which includes hotsite notification (when required).
Supporting Documentation | [RP02-EmergencyNotification.doc](#)
6. If the decided upon course of action calls for the temporary relocation to any/all pre-assigned hotsite location(s), the BCP MANAGER should retrieve (or delegate responsibility for and oversee the retrieval of) applicable required materials, equipment, and supplies (e.g. BCP-CD, forms, backup tapes/media) from their offsite storage locations and deliver them to their pre-assigned hotsite locations. The BCP MANAGER should also ensure that any additional salvageable materials are retrieved from the damaged site and brought to the Command Center.
Supporting Documentation | “Required @ Hotsite” BCP Catalog reports (BCP-CD)
7. If the decided upon course of action calls for any/all parts of the Continuity Plan to be activated, the BCP MANAGEMENT TEAM, TEAM LEADERS and/or the BOARD should assemble at the Command Center where attendees, under the direction of the BCP MANAGER, can determine necessary procedural modifications, based upon the situation.
8. Once all hotsite location(s) are ready and accessible, the TEAM LEADERS, under the direction of the BCP MANAGER, should oversee all recovery activities of their respective teams, ensuring the timely, accurate completion of all assigned actions according to the Continuity Plan and CAPlus database, including all applicable “Recovery Tasks”.
Supporting Documentation | “Recovery Tasks” & BCP Catalog reports (BCP-CD)