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<i>Approved By</i>	Board of Directors

## RP06 – Recovery Procedures Status Reporting

This procedure has been developed to ensure that status reports are prepared and distributed in a timely manner.

### Sequence of Events

The following sequence should be initiated upon request, at pre-defined, regular intervals, or as required.

1. TEAM LEADERS should complete and submit “Status Report Forms” to the BCP MANAGER.  
*Supporting Documentation | RP06A-StatusReportForm.doc*
2. The BCP MANAGER should compile information from the completed “Status Report Forms” and prepare recovery status reports for the BCP MANAGEMENT TEAM, MANAGER/CEO, and/or BOARD, as required. (Go to → [Report Outline](#))
3. The BOARD should prepare recovery status reports for shareholders and regulatory/government agencies.
4. The MANAGER/CEO and/or MEDIA SPOKESPERSON should prepare recovery status reports for customer/members, the media, and employees.

### Report Outline

The following guidelines/format should be adhered to when preparing recovery status reports.

- A. *Date & Time* | Indicate the date/time of report preparation.
- B. *Topic/Subject & Status* | Indicate the area/function/task being evaluated and detail its status. Reports may address general recovery status or the progress of specific recovery tasks (e.g. systems restoration, hotsite activation). Reports may address, but are not limited to, one or more of the following topics:
  - Overall Recovery Progress
  - Notifications – Employee, Customer/Member, Vendors/Special Teams, Shareholders
  - Injuries & Casualties
  - Hotsite Activation
  - Employee Recall & Hotsite Assignments
  - Telecommunications Restoration/Connectivity
  - Catastrophic Tasks
  - Offsite Materials Retrieval
  - Systems Restoration/Data Processing Priority List
  - Backlogged & Lost Transactions
  - Site Restoration/Reconstruction
- C. *Problems Encountered* | Define any problems/resolutions encountered.
- D. *Recommendations* | Provide recommendations, as required (e.g. procedural/task/plan modifications).
- E. *Supporting Documentation* | Attach copies of completed “Status Report Forms”.

### Required Materials

The following documentation and/or materials are required in order to properly execute this procedure.

<i>Document/Item</i>	<i># Req'd</i>	<i>Storage Information &amp; Location</i>
BCP-CD → includes all required reports and supporting documentation.	-	One (1) copy stored offsite w/ Team Leaders One (1) copy stored in BCP Manager's office One (1) backup copy stored offsite at <b>MM&amp;T</b>