

RECOVERY TASKS | By Responsibility

Clients Federal Credit Union - CAPlus BCP Reports



Checkmark indicates that the task has been completed.

*All Team Leaders

Critical Vendors/Service Providers Notification Inventory #: 2250

Category: **All Team Leaders - Vendors/External Resources* SCHEDULING | Immediate

Task: Contact all primary/critical vendors and service providers. Request that your temporary requirements receive priority support while dealing with the emergency. Inform vendors/service providers of new location(s) and any variations from normal processing schedules, as necessary.

Supporting Data: Vendors/External Resources

Procedure: RP02-EmergencyNotification

Team Name: **All Recovery Teams*

Responsibility 2: **All Team Members*

Assigned To:

Assigned To:

Vendor(s):

Additional Staff Inventory #: 2248

Category: **All Team Leaders - Personnel/Internal Resources* SCHEDULING | Within 8 Hours

Task: Coordinate with Human Resources to obtain additional personnel for the BCP Management Team, as required.

Supporting Data: Personnel

Procedure:

Team Name: **All Recovery Teams*

Responsibility 2: **All Team Members*

Assigned To:

Assigned To:

Vendor(s):

Restoration of Damaged Site Inventory #: 2329

Category: **All Team Leaders - General/Miscellaneous* SCHEDULING | Within 5 Days

Task: Support the BCP Management Team in the effort to repair/rebuild the damaged site, as required. Contact required vendors, agencies, service providers, etc.

Supporting Data: Vendors/External Resources

Procedure:

Team Name: **All Recovery Teams*

Responsibility 2: **All Team Members*

Assigned To:

Assigned To:

Vendor(s):

Status Reports & Updates Preparation Inventory #: 2235

Category: **All Team Leaders - Status Reporting* SCHEDULING | On-Going

Task: Compile status reports and prepare updates on progress at the hot site, as requested by the BCP Manager.

Supporting Data:

Procedure: RP06-StatusReporting

Team Name: **All Recovery Teams*

Responsibility 2: **All Team Leaders*

Assigned To:

Assigned To:

Vendor(s):