

RECOVERY TASKS | By Team

Clients Federal Credit Union - CAPlus BCP Reports



Checkmark indicates that the task has been completed.

*All Recovery Teams

Critical Vendors/Service Providers Notification Inventory #: 2250

Category: *Notifications & Updates - 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

Responsibility: *All Team Leaders *All Team Members

Assigned To:

Assigned To:

Vendor(s):

Additional Staff Inventory #: 2248

Category: *Human Resources Tasks - 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:

Responsibility: *All Team Leaders *All Team Members

Assigned To:

Assigned To:

Vendor(s):

Restoration of Damaged Site Inventory #: 2328

Category: *Reconstruction Tasks - 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:

Responsibility: *All Team Leaders *All Team Members

Assigned To:

Assigned To:

Vendor(s):

Status Reports & Updates Preparation Inventory #: 2235

Category: *Hotsite Operations/Administration Tasks - 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

Responsibility: *All Team Leaders *All Team Leaders

Assigned To:

Assigned To:

Vendor(s):

Emergency/Manual Operating Procedures Inventory #: 2262

Category: *General/Miscellaneous Tasks - Operations* **SCHEDULING | As Necessary**

Task: Use emergency/manual operating procedures to resume business operations, as required.
*See "Manual Workaround" tasks for details on manual operations of specific departments.

Supporting Data: BCP Document

Procedure:

Responsibility: *All Team Leaders *All Team Members

Assigned To:

Assigned To:

Vendor(s):
