Incident Response, Recovery & Restoration

☐ Move To A Safe Place

Leave building
- If a partial or complete building evacuation is required, employees will quickly move to their pre-planned meeting points out of doors. Conduct a roll call and report missing employees (and visitors).

Shelter-in-place
- A severe thunderstorm, tornado or terrorist incident may dictate that employees seek safety in interior sections of the facility.

☐ Determine The Type And Extent Of The Incident

☐ What happened?
☐ When did it happen?
☐ What was the suspected cause?
☐ What is the civil authority response?
☐ When can you have access to the building?
☐ What are the security issues?
☐ What can you do to avoid additional damage?

☐ Alert Employees. Notify employees of the incident, its impact, and what you want them to do. (It may be as simple as “stay at home” until further notice.)

☐ Activate The Business Continuity Plan

☐ Manage The Incident

☐ Gather your resources.
☐ Prepare your alternate site (if appropriate).
☐ Activate your critical business functions/procedures.

☐ Restore Your Business

- When you have resumed business operations—that is, you have recovered your critical business functions—take steps to fully restore your business.

☐ Debrief

- Learn from the business interruption. If needed, modify your business continuity plan to be better prepared for the next incident.