Business Continuity Procedure
No. BCPR0001
Issue Date: 10/08/2024

Title: Business Continuity and Recovery Procedure

1.0 Objective: The purpose of this procedure is to define the process of analysis and implementation of the three Phases of Disaster Recovery: Immediate Incident Response, Interim Operational Continuity, and Long-Term Recovery.

2.0 Responsibility: The President is responsible for the proper implementation of this procedure.

3.0 Associated Materials:

BCWI0001	Immediate Incident Response
BCRD0004	Immediate Alert Matrix
IRPs	Incident Response Plans
BCFM0001	Incident Response Assessment Form

4.0 Procedure:

Although divided into 3 distinct elements, activities can and will occur in conjunction. As soon as practicable, hard copy and electronic (Special Project), folders must be established. As actions progress, hard copies can be transferred into the e-files and eliminated as appropriate.

Immediate Incident Response		
Activity	**Resp.**	**Record**
First Manager / Officer on the scene or first Manager / Officer contacted. See BCWI0001 for initial responsibilities. Emergency response and coordination is top priority, form BCFM0001 is completed as time allows.	First Officer / Manager	BCFM0001
Alert interested parties, as relevant, per BCRD0004.	President / Assignee(s)	
Assign specific recovery / response actions to Sr. Mgrs. (and outside resources as appropriate)	President	
Alert / update interested parties as relevant based upon assessment activities.	Assigned Mgr. / Assignee(s)	

Interim Operational Continuity		
Activity	**Resp.**	**Record**
Determine continuity activities based on applicable Incident Response Contingency Plan. Create Special Project. IRP	President	Project Folder
Assign responsibilities for enacting the elements of the selected Plan to Sr. Mgrs. (and outside resources as appropriate)	President	Project Folder
Enact continuity actives.	Assignee(s)	Project Folder

Long Term Recovery		
Activity	**Resp.**	**Record**
Long Term recovery actions will be determined by the MGS BOD. Execution of any actions will be directed by the BOD and performed by MGS Facilities Maintenance, Outside Contractors and others as assigned.	BOD	Project Folder

UNCONTROLLED