

**Atikokan Literacy Incorporated
ADULT LEARNING CENTRE
General Administration
Policy/Procedure**

Business Continuity Planning

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

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DISTRIBUTION:

Policy

Atikokan Literacy Incorporated has adopted this Business Continuity Planning Policy to ensure that the appropriate critical areas (including personnel and physical equipment) are identified and supported during any disruption so that our organization may continue to operate.

Procedure

Major Functions of Business Continuity Planning

1. Identify critical processes, operations and functions:
 - Personnel – Identify and train skilled employees to provide backup services for essential (or all) functions.
 - Equipment – Determine essential equipment, and establish the necessity for duplicates or back-ups.
 - Reporting Structure – Establish a chain of command to ensure that decisions can be made and that employees will receive appropriate direction.
2. Identify key internal and external dependencies:
 - Availability of Assets – Ensure access to equipment, facilities, utilities, computers, machinery, tools, vehicles, communications equipment, etc.
 - Establish Supply Chain Viability – Determine the availability of essential supplies.
3. Identify potential vulnerabilities to business.

Employee Responsibilities

Planning Team - The BCP Team is a taskforce of Atikokan Literacy Incorporated employees with responsibilities for the development of business continuity plans.

1. Develop a clearly defined and documented plan for Business Continuity. (see Appendix A: COMMUNICATION STRATEGY. The plan should include the following:
 - Personnel – Cooperate in the identification and training of a pool of employees that will perform services essential to the business of Atikokan Literacy Incorporated. Determine the necessity for contracting external staffing agencies, and the viability of contacting retirees.

- Equipment – Determine equipment that is essential to the business processes of Atikokan Literacy Incorporated and ensure that these will be accessible and operational. The BCP Team will determine the necessity of backup systems / equipment.
 - Availability of Assets – Ensure access to equipment, facilities, utilities, first aid supplies, office supplies, computers, machinery, tools, vehicles and communications equipment.
 - Business Commitments – Review potential contractual or legal implications of established service level agreements and penalties for non-performance of business arrangements.
 - Reporting Structure – Establish a chain of command based on an updated organizational chart to ensure that all employees are aware of the reporting structure, and the employees that will be tasked with covering extra duties.
 - Accounting – Ensure the continued operation of payroll, finance and accounting systems.
 - Contact List for Emergencies – Establish an up-to-date list of contact information for staff, clients and stakeholders.
2. Duties of the BCP Coordinator – The BCP Coordinator shall be an appointed position within the Planning Team that will be responsible for the coordination of:
 - Business Continuity Plan awareness
 - keep an up-to-date list of all employees for communication purposes
 - during the disruption, keeping track of staff and who is available to come to work
 3. Response Plan – The BCP team shall establish a plan for the implementation of necessary communications to employees and when specific actions will be taken.

Management/Board

1. Document guidelines for what, how, who and when business decisions are made.
2. Be prepared to make decisions about when to stay open, when to close to visitors, or when to close portions (or all) of our agency completely.
3. Ensure that core business activities can be sustained over several months.
4. Make sure that everyone knows their roles – management and employees to avoid confusion.
5. Ensure the security of the buildings in the event of mass absenteeism.