



Understanding Business Continuity

Preparing Internal Audit for Your Organization's BCP Initiative

Joint Meeting – IIA and ISACA

Monday, April 5, 2010 11:45 pm – 4:45 pm

(New time: Lunch hour begins at 11:45, Meeting content begins at 12:45 to avoid rush hour at closing)

Holiday Inn - Independence

**6001 Rockside Road
Independence, OH 44131**

To Register Online - Go to www.acteva.com/go/neoia

4.0 CPEs

We are excited to bring in a guest speaker to cover the topic of Business Continuity in detail. During this session, you will gain an understanding of business continuity that will allow you to effectively participate in and even lead Internal Audit's role in a BCP effort within your organization.

Summary

Business Continuity is the processes of identifying, mitigating, preparing for, responding to, and recovering from a disaster or business interruption. It involves anticipating the crises that could befall your organization, mitigating them where possible, planning for these contingencies, and making certain that your organization can continue to function.

Any Business Continuity Program should have at its core the intent and purpose to protect life and health, the business assets of the organization, and the reputation of the organization. This goal can be met by relevant planning, implementation, training and awareness, and development of an ongoing program.

A simplified, practical and proactive approach by an organization to address situations of a critical nature, and to ensure its recovery and continuity in the face of a disaster or other major outage, is at the core of an effective Business Continuity Program. Plans and methodologies are determined by strategy, policies and procedures, actions to be followed during the course of an emergency, and the recovery process that must follow.

Learning Objectives

- Understand the basics of Business Continuity Planning
- Understand the basics of Emergencies
- Understand the basic components of a Business Continuity Plan

Carolyn Carlson, CBCP, has been in the industry for ten years. She is currently the Contingency Planning Administrator for FirstMerit Bank, where she is responsible for administering the Business Recovery Program, including Business Resumption as well as Disaster Recovery. Prior to FirstMerit, she was the Business Continuity Coordinator at AmTrust Bank. She has worked in the banking, retail, manufacturing, and insurance industries.



She is frequently invited to speak at conferences and teaches an Organizational Recovery class at Cleveland State University. Additionally, Carolyn is a member of her local Community Emergency Response Team or C.E.R.T. and is the current President of Contingency Planners of Ohio (CPO).

REGISTRATION INFORMATION

Session Cost: Members **\$55**

Registrants will earn 4.0 CPEs by attending this meeting.

NOTE: Registration for both the IIA and ISACA is being handled by the Northeast Ohio Chapter of the IIA. Please utilize their registration methods.

Online Go to: www.acteva.com/go/neoia

Cash & Checks will be accepted at the door. **NO** credit card payments will be accepted at the door. Make checks payable to the Northeast Ohio Chapter, Institute of Internal Auditors tax ID 23-7405461.

Pre-payments should be mailed to: Daniel J. Leo
4200 Westbrook Drive, Suite 206
Brooklyn, OH 44144

Understanding Business Continuity Planning

- **Training Objectives**
 - Understand the basics of Business Continuity Planning
 - Understand the basics of Emergencies
 - Understand the basic components of a Business Continuity Plan
- **What is Business Continuity Planning?**
 - Why Plan?
 - Examples
 - Common Themes
 - Definitions
- **Business Continuity Framework**
 - Establish Need
 - Develop a comprehensive program
 - Mission of the program
 - Benefits of the program
 - Governance
 - Components of a Business Continuity Program
 - DRII Professional Practices
- **Getting the Program Started**
 - **Risk Assessment / Analysis**
 - Vulnerability Identification & Analysis
 - Types of Disasters/Interruptions and Onsets
 - Examples of Risks
 - Additional Factors to Consider
 - Asset Identification
 - Event Assessment
 - **What is a BIA?**
 - **BIA Framework**
 - Fact Finding
 - Data Gathering
 - Review Existing Plans & Procedures
 - Establish your goals
 - Put the Plan together
 - Crisis Communications
- **Plan Focus**
 - Emergency/First Response Plan
 - Incident Management Plan
 - Business Resumption Plan
 - Disaster Recovery Plan
- **Eight Stages of the Disaster/Interruption Process**

- **Emergency/First Response Planning**
 - Factor in Regulations/OSHA
 - What Employees must know
 - Emergency Instructions

- **Incident Management Plan Framework**
 - Assign Teams and Leadership
 - Develop and Incident Command Center
 - Incident Management Decision Tree
 - Break Tasks into Teams

- **Getting the Program Started**
 - Recovery Time Objective (RTO)
 - Recovery Point Objective (RPO)
 - Recovery Capacity Objective (RCO)
 - Countermeasures
 - False Assumptions

- **Business Resumption Planning**
 - Develop Business Continuity Strategies
 - Recovery Questions to Ask
 - Business Process Focus

- **Disaster Recovery Planning**
 - Develop Disaster Recovery Strategies
 - Getting Good Recovery Images
 - Options
 - Hot Sites
 - Warm/Cold Sites
 - Quick Ship
 - Mobile Sites
 - Mirror Sites

- **Business Continuity Framework**
 - Recovery Considerations
 - Employee Training and Awareness
 - Test or Exercise the Plan
 - Details, Details, Details!
 - Make sure you have considered everything!

- **Additional Resources**