

# Digiknights

## Business Continuity Plan

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**MS511 Group 2**

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# Change Log

<b><i>Date - Version</i></b>	<b><i>Change Summary</i></b>	<b><i>Author</i></b>
<i>11/10/2021 - v0.1</i>	Established document format.	O'Connor, Jake
<i>11/12/2021 - v0.2</i>	Populated introduction section. Populated risk assessment section. Populated employee contact list section. Populated continuity management team section.	O'Connor, Jake

Contents

1 Introduction .....4

    1.1 Plan Purpose .....4

    1.2 Plan Scope.....4

    1.3 Plan Objectives .....4

    1.4 Plan Assumptions.....4

2 Continuity Management Team .....5

3 Risk Assessment .....6

4 Critical Business Functions.....7

5 Plan Activation and Communication Procedures .....8

    5.1 During Normal Business Hours .....8

    5.2 Outside Normal Business Hours .....8

    5.3 Actions Upon Activation .....8

    5.4 Internal Communication Procedures.....8

6 Resumption Strategies .....9

    6.1 Alternate Site(s) .....9

    6.2 Business Function Resumption .....10

7 Employee Contact List .....11

8 Vendor Contact List.....13

9 Insurance Considerations .....14

    9.1 Property Coverage .....14

    9.2 Flood Coverage .....14

    9.3 Fire Coverage .....14

    9.4 Earthquake Coverage.....14

    9.5 Storm Coverage .....14

    9.6 Cyberattack Coverage.....14

    9.7 Business Interruption / Loss of Use Coverage .....14

# 1 Introduction

## 1.1 Plan Purpose

The primary purpose of this plan is to establish policies and procedures that will effectively prepare Digiknights and its employees for reasonable and credible threats to the company's continued operations.

## 1.2 Plan Scope

The scope of this plan is limited to preparing for realistic and credible threats to the physical safety and security of Digiknights employees and property as well as threats which would affect the continued operation of the company.

## 1.3 Plan Objectives

The objective of this plan is to facilitate the rapid resumption of critical business functions such that Digiknights can continue to operate viably during emergencies.

- To maintain key business functions during disasters and emergencies.
- To minimize downtime for the company's greater operations.

## 1.4 Plan Assumptions

The plan outlined herein is based upon the following assumptions:

- An emergency event has affected normal business operations.
- Qualified personnel are available to continue operations.
- Documents and equipment on company premises may be lost, damaged, or otherwise unavailable during the emergency event.

## 2 Continuity Management Team

<b>Role</b>	<b>Responsibility</b>	<b>Name</b>	<b>Contact Info</b>
<b><i>Sponsor</i></b>	Ensure team is unobstructed in their development and operations.	Carlton Smith	415-555-7841
<b><i>Leader</i></b>	Ensure plan is enacted and responsible parties are activated.	Alicia McKellips	415-555-8352 x0190
<b><i>HR</i></b>	Provide ready access to up-to-date employee information.	Mark Saunders	415-555-8643 x0180
<b><i>Public Relations</i></b>	Provide effective communication to internal and external stakeholders (employees, regulators, media, affected customers/clients, etc.).	Michael Churchill	415-555-3131 x0160
<b><i>Line Manager</i></b>	Provide insight into critical operations for business continuity.	Linda Kraemer	415-555-6161 x0150
<b><i>Physical Security</i></b>	Provide insight into safety and security measures.	Brett Kelcey	415-555-3852 x0170
<b><i>IT</i></b>	Provide insight into technology critical for business continuity.	Luke McDowel	415-555-8352 x0191

### 3 Risk Assessment

<b>Hazard</b>	<b>Probability</b>	<b>Magnitude</b>	<b>Warning</b>	<b>Duration</b>	<b>Priority</b>
<b>Coastal Storm</b>	4. Highly Likely 3. Likely 2. Possible 1. Unlikely	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4. Minimal 3. 12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	4. 12+ hrs. 3. 6-12 hrs. 2. 6 hrs. 1. <3 hrs.	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
<b>Critical Machine Failure</b>	4. Highly Likely 3. Likely 2. Possible 1. Unlikely	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4. Minimal 3. 12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	4. 12+ hrs. 3. 6-12 hrs. 2. 6 hrs. 1. <3 hrs.	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
<b>Earthquake</b>	4. Highly Likely 3. Likely 2. Possible 1. Unlikely	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4. Minimal 3. 12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	4. 12+ hrs. 3. 6-12 hrs. 2. 6 hrs. 1. <3 hrs.	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
<b>Fire</b>	4. Highly Likely 3. Likely 2. Possible 1. Unlikely	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4. Minimal 3. 12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	4. 12+ hrs. 3. 6-12 hrs. 2. 6 hrs. 1. <3 hrs.	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
<b>Flood</b>	4. Highly Likely 3. Likely 2. Possible 1. Unlikely	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4. Minimal 3. 12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	4. 12+ hrs. 3. 6-12 hrs. 2. 6 hrs. 1. <3 hrs.	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
<b>Shipping Outage</b>	4. Highly Likely 3. Likely 2. Possible 1. Unlikely	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4. Minimal 3. 12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	4. 12+ hrs. 3. 6-12 hrs. 2. 6 hrs. 1. <3 hrs.	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
<b>Wildfire</b>	4. Highly Likely 3. Likely 2. Possible 1. Unlikely	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4. Minimal 3. 12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	4. 12+ hrs. 3. 6-12 hrs. 2. 6 hrs. 1. <3 hrs.	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
<b>Winter Storm</b>	4. Highly Likely 3. Likely 2. Possible 1. Unlikely	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4. Minimal 3. 12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	4. 12+ hrs. 3. 6-12 hrs. 2. 6 hrs. 1. <3 hrs.	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low

4 Critical Business Functions

#	Function	Criticality	Max Downtime	Team	Required Resources	Process to Complete Function
1					Employees: Equipment: Supplies: Technology: Dependencies:	

## 5 Plan Activation and Communication Procedures

### 5.1 During Normal Business Hours

### 5.2 Outside Normal Business Hours

### 5.3 Actions Upon Activation

### 5.4 Internal Communication Procedures



## 6 Resumption Strategies

### 6.1 Alternate Site(s)

#	Site Address	Function	Contact Info
1			

## 6.2 Business Function Resumption

#	Function	Required Resources	Resumption Procedures
1			

## 7 Employee Contact List

<i>Name</i>	<i>Department</i>	<i>Contact Number</i>
<i>Addams, Lance</i>	Maintenance	415-555-3970 x144
<i>Albright, Kevin</i>	Shipping	415-555-6431 x133
<i>Arrons, Frank</i>	Security	415-555-3852 x171
<i>Baird, Thomas</i>	Sales	415-555-6312 x203
<i>Barnes, Katie</i>	Sales	415-555-6312 x207
<i>Bell, Allison</i>	Advertising	415-555-3131 x163
<i>Bell, Kendra</i>	Administration	415-555-8643 x184
<i>Bogdan, Corey</i>	R&D	415-555-3223 x103
<b>Bowden, Carlton</b>	R&D (Manager)	415-555-3223 x100
<i>Branson, Halle</i>	Sales	415-555-6312 x201
<i>Burns, Martin</i>	Security	415-555-3852 x173
<b>Cavanaugh, Katherine</b>	Purchasing (Manager)	415-555-3298 x120
<b>Churchill, Michael</b>	Advertising (Manager)	415-555-3131 x160
<i>Clark, Joanna</i>	Security	415-555-3852 x172
<i>Cunningham, Derrick</i>	Shipping	415-555-6431 x131
<i>DeVane, Jeffery</i>	Maintenance	415-555-3970 x145
<i>Filby, Leonard</i>	Sales	415-555-6312 x208
<b>Ford, Diane</b>	Sales (Manager)	415-555-6312 x200
<b>Gilliam, Kenneth</b>	Shipping (Manager)	415-555-6431 x130
<i>Gossard, Kurt</i>	R&D	415-555-3223 x101
<i>Griffin, Katelin</i>	Maintenance	415-555-3970 x143
<i>Hastings, Lorna</i>	Sales	415-555-6312 x204
<i>Hatherly, Rod</i>	Administration	415-555-8643 x181
<i>Holdeman, Bea</i>	Administration	415-555-8643 x182
<i>Jarosz, Sam</i>	R&D	415-555-3223 x102
<i>Johnson, Cassie</i>	Manufacturing	415-555-6161 x153
<i>Kastner, Brent</i>	Shipping	415-555-6431 x134
<b>Kelcey, Brett</b>	Security (Manager)	415-555-3852 x170
<i>Kitzman, Marty</i>	Manufacturing	415-555-6161 x155
<b>Kraemer, Linda</b>	Manufacturing (Manager)	415-555-6161 x150
<i>Loudy, Adam</i>	Maintenance	415-555-3970 x142
<i>Lowe, Natasha</i>	Sales	415-555-6312 x202
<i>Marcotte, Susan</i>	Administration	415-555-8643 x183
<i>McAllister, Evan</i>	Shipping	415-555-6431 x132
<i>McClintock, Rebecca</i>	Advertising	415-555-3131 x164
<i>McDowel, Aaron</i>	Advertising	415-555-3131 x161
<i>McDowel, Luke</i>	IT	415-555-8352 x191
<b>McKellips, Alicia</b>	IT (Manager)	415-555-8352 x190

<i>Mcloskey, Anne</i>	R&D	415-555-3223 x104
<i>Mill, Owen</i>	Advertising	415-555-3131 x162
<i>Millard, Pam</i>	Sales	415-555-6312 x206
<i>Reese, Helen</i>	Sales	415-555-6312 x209
<i>Robertson, Shay</i>	Purchasing	415-555-3298 x121
<i>Roby, Dwayne</i>	Sales	415-555-6312 x205
<i>Rosenburg, Bell</i>	Maintenance	415-555-3970 x141
<i>Saunders, Andrew</i>	Manufacturing	415-555-6161 x152
<b><i>Saunders, Mark</i></b>	Administration (Manager)	415-555-8643 x180
<i>Smith, Allan</i>	IT	415-555-8352 x192
<b><i>Smith, Carlton</i></b>	CEO	415-555-7841
<i>Sommer, Dillon</i>	Administration	415-555-8643 x185
<i>Talen, Jessica</i>	Manufacturing	415-555-6161 x151
<i>Watson, Annette</i>	Manufacturing	415-555-6161 x154
<i>Webber, Joseph</i>	IT	415-555-8352 x193
<i>White, Robert</i>	Purchasing	415-555-3298 x122
<i>Wildhorn, Robert</i>	IT	415-555-8352 x194
<i>Williams, Jessica</i>	Advertising	415-555-3131 x165
<b><i>Winters, Michael</i></b>	Maintenance (Manager)	415-555-3970 x400
<i>Wolf, Ian</i>	Purchasing	415-555-3298 x123

8 Vendor Contact List

<i>Name</i> <i>Service(s)</i>		<b>Contact Info</b>

## 9 Insurance Considerations

### 9.1 Property Coverage

### 9.2 Flood Coverage

### 9.3 Fire Coverage

### 9.4 Earthquake Coverage

### 9.5 Storm Coverage

### 9.6 Cyberattack Coverage

### 9.7 Business Interruption / Loss of Use Coverage