Identify key information all staff should know about their role in Continuity of Business planning, and possible role-specific (or location-specific) responsibilities

Unexpected Events

Examples:

Power outage, a fire in a data center or the office, an earthquake, or a cyber-attack on computer systems

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| **Preparedness** Why it’s critical to act in advance |
| **Roles  and  Responsibilities** What you need to do as part of the global program |

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| **Resources** Additional details and ongoing information |
| **Partnership** Your key contacts and relationships  **Scenario** Practicing what you’ve learned  **What  you should KNOW:**   * Alternate work location * Name of your Business Recovery Coordinator (BRC) * People you should call in the event of an emergency * Citi’s emergency lines and CoB websites * Building evacuation procedures   **What  you should DO:**   * Keep your personal contact information up-to-date * Download and complete the CoB Information Card and CoB Emergency Card * Participate in drills and testing     Individual Responsibilities   |  | | --- | | Backup location | | Functioning technology |  |  | | --- | | Alternate process | | Effective partnerships | |

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