Training of Trainers

Certificate Program on Business Continuity Planning (BCP)for SMEs

Module 3 Part 3.1: Protection and Mitigation

18-21 February 2014
The Sukosol Hotel
Bangkok, Thailand

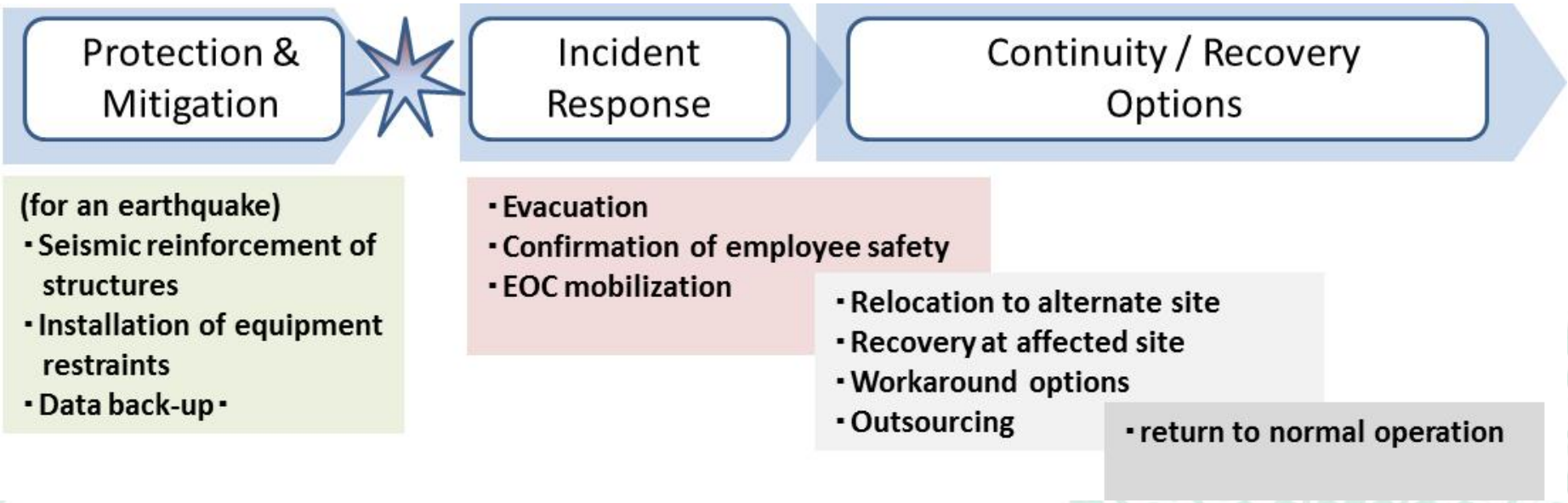
Module 1: BCP Framework Part 1.1: Importance of BCP Part 1.2: BCP Framework	**Module 2: Risk Identification** Part 2.1: Prioritized Activities and Recovery Time Objective Part 2.2: Necessary Resources for Recovery Part 2.3: Business Risk Assessment
Module 3: Business Resumption Strategies Part 3.1: Pre-disaster preparedness and mitigation for SMEs Part 3.2: Immediate Survival from Disruption Part 3.3: Business Continuity Strategies	**Module 4: PDCA (Plan-Do-Check-Act) Cycle** Part 4.1: PDCA Exercise Part 4.2: BCP Peer Review (Management Review)

Step 5: Protection and Mitigation

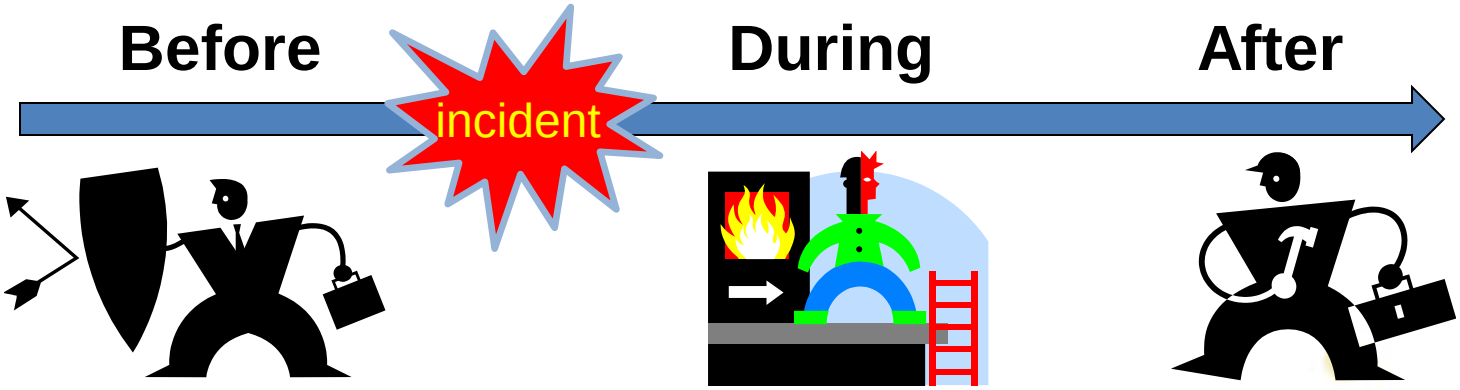
This phase involves the protection (prevention) or mitigation of the damage
caused by an incident so that Prioritized Activities can be resumed quickly
in accordance with their RTOs.

Protection and mitigation measures primarily consist of **pre-incident measures**, but can also include important **post-incident measures** intended to contain and minimize damage.

Before, During & After



BC Strategies 3 phases



- **Before: Protection and mitigation**
  - protect (prevent) or mitigate damage caused by an incident
- **During: Emergency response**
  - stabilize the situation, eliminate danger
  - Protect your people, assets, and business operations.
- **After: Continuity and recovery strategies**
  - plan and implement strategies for early resuming Priority Business

You will identify the necessary measures for your company in consideration of these three phases

Why pre-disaster measures are necessary?

- Minimize damage to be able to resume key business at planned (to achieve RTO)
- Understand what prevents your company from early recovery
  - Building collapsed
  - Damaged key equipment needs one year to repair
- Plan in short-term and mid/long term strategies

Protection and Mitigation

For example

- Earthquake resistant diagnosis
- Anti- earthquake Reinforcement of buildings
- Fixation of equipment & furniture
- Anti-flooding; to move important equipment upstairs
- Anti-leakage measures; pipe bursts
- Disaster emergency stocks for employees overnight stay

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Form 4-2□Resource Damage Estimate Sheet

Risk		Northern Tokyo Bay Earthquake	Assumed recovery period						Need measures
Assumed damage		E/Q Intensity Lv5 (+) hits the region. The company sustains damages to various resources which disrupts its operation.	Day	Day (shown by graph)					
Necessary resources		Damage		3 ds	1 wks.	2 wks.	1 mo	2 mos.	3 mos.	
Internal Resources	Building	Main factory – no damage to the structure, but walls crack ,ceiling fall, pipeing damaged	25							◎
	Equipment / Machinery	no severe damage but machines moves and need adjustments	30							◎
	Inventory	finished products and materials fall from shelves	30							◎
	People	30% staffs can not come to work	2							
	IT System	IT servers fall	10							
	Fund									
	(other)									
Essential Social Services	Electricity	disrupted for one day	1							
	Gas									
	Water	no disruption								
	Phone Communication	disrupted for one day	1							
	Traffic / Roads	no disruption								
	(other)									
Supply	Direct suppliers	material supplies may stop for 2-4 weeks	14-30							○
	2nd, 3rd Suppliers	material supplies may stop for 2-4 weeks	14-30							○
	Customer									
	(other)	repair companies of molding machines may delay to respond	10							○

Recovery time objective : 2 weeks

Form5-1 Protection and Mitigation Measures for Key Resources

Resources	Objectives	What To Do	Your Plan	Implementation Deadlines			Department in Charge
				Immediately	Within 1 year	Mid to Long Term	
Building	Earthquake diagnosis	Check earthquake resistance levels of the main buildings	Identify resistance levels and where reinforcement or other measures are needed	X (diagnosis)	X	X	Facility Dept.
	Fire Protection	Check of the current anti fire measures are sufficient	Identify where anti fire protection measures are needed or to be improved.		X	X	
Machines Mold and die	Prevent fall- over from earthquake	Check where fall-over risks exist.	Identify where and what protection measures are needed	X (investigation)	X		Production Dept.
IT hardware	Protect IT hardware from earthquake damage	Check where fall-over risks exist.	Install restraints to prevent IT hardware from falling over t servers at headquarters in a server rack				IT Dept
Inventory	Prevent inventory from falling at earthquake	Check if the current storage is safe and prevents fall-over	Identify where and what preventive measures are needed	X (investigation)	X		Production and Logistics Dept.

Group Work

Discussion