

# 2021 Business Continuity Plan at a Glance Guide

**How to Use This Guide?** This guide contains suggestions for community institutions to consider when revising their business continuity program for 2021. Each institution is urged to customize this plan and insert local resources as appropriate. Institutions are also urged to review the FFIEC IT Handbook for additional information and considerations.

## I. Your BC Program Annual Update

This section incorporates best practices in developing a Business Continuity Program.

1	<b>BCP Governance &amp; Project Management</b>	Identify governance and project teams; including functional and operations leaders who are managing COVID-19 risk. Create plan and timeline to update BC and DR plans in 2021 and 2022. Include Board of Director (BOD) reporting.
2	<b>Review current BC Program &amp; needed change</b>	Document lessons learned from COVID-19 and use the analysis to revise your enterprise pandemic plan. Incorporate regulator & audit recommendations. Incorporate customer risk assessment recommendations & operational change.
3	<b>Business Impact Analysis</b>	Identify changes and update 3 <sup>rd</sup> party vendor inventory. Identify change in technology inventory; status of controls. Update RTO/RPO and dependencies. Review 3 <sup>rd</sup> party service level agreements and RTO requirements.
4	<b>Risk Assessment</b>	Evaluate risks, likelihood & impact of disruption. Include strategic, operations and emerging risks prioritized by company leaders and BOD. Identify gaps and recommendations.
5	<b>Develop Recovery Strategies</b>	Review existing and identify new technology and business process recovery strategies to achieve recovery objectives.
6	<b>Business Continuity Plans</b>	Revise existing business continuity (BC) plans for critical processes and facilities. Create new BC plans if needed. Revise existing disaster recovery (DR) plans (runbooks) for critical technology and 3 <sup>rd</sup> party vendor systems. Create new DR plans if needed.
7	<b>Disaster Recovery Plans</b>	
7	<b>Crisis &amp; Incident Response Plans</b>	Revise enterprise coordination-level crisis response plan, and communication plans. This may include separate plans such as: cyber incident response plan; privacy breach incident response plan.
8	<b>Information Sharing ;Public/Private Partnership</b>	Identify and expand public/private sharing for cyber and risk management threats. Define an information sharing policy for your company.
9	<b>Training &amp; Exercising</b>	Prioritize exercising of WFH technology and staff continuity strategies. Refresh & develop 3 <sup>rd</sup> party exercise plans.
10	<b>Monitor &amp; Report</b>	Track BC program metrics; changes and timeline for new technology, new vendors, and progress of annual BCP update.

## II. Response & Recovery

Use this section to document 2021 pandemic recovery activities.

### Natural Disasters

- Manage essential worker & 3<sup>rd</sup> party access.
- Prepare for increased cyber & physical threats, including new malware, ransomware, external and internal fraud.
- Review current geographic recovery strategies.
- Determine effectiveness of relocation workspace and alternatives for relocation to office.
- Consider risk of using public shelters during COVID-19.
- Create relationships with local office of emergency management before an event occurs
- Review latest CDC guidance for [Natural Disasters, Severe Weather and COVID-19](#)

### COVID & Return of Normal Operations (RTNO)

- Prepare to reinstate contingency activities for multiple waves, lock-down and quarantine.
- Develop a workplace reopening plan; incorporate 2<sup>nd</sup>-3<sup>rd</sup> wave.
- Use phased approach to transition staff work location changes. Phase examples may include full restrictions, limited reentry, expanded reentry, unrestricted.
- Follow CDC guidance and state/local government restrictions.
- Determine readiness of your workforce.
- Monitor vaccine development and distribution timeline.
- Implement health preventive measures and contact tracing process for the safety of workers and visitors. Identify risk management metrics for COVID 2021 RTNO.
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- Inventory new controls implemented for WFH; identify key performance metrics.

### Staffing Needs

- Obtain new technology to support WFH.
- Implement security policy, tools & controls for WFH.
- Provide telework process and security training.

## III. Resources

Use this section to document resources to enhance your business continuity program.

### Regulatory

- Follow pandemic guidance from your regulators.
- Track regulatory temporary processes due to WFH and COVID; track the reinstatement of office regulatory controls and procedures.
- [FFIEC Pandemic Statement](#)
- [FFIEC Examination Handbooks](#)

### Information Sharing & Sector Organizations

- [www.fsisac.com](http://www.fsisac.com)
- [www.fsscc.org](http://www.fsscc.org)

### Government

- [www.cdc.gov/](http://www.cdc.gov/)
- [www.fema.gov](http://www.fema.gov)
- [www.dhs.gov](http://www.dhs.gov)
- [www.usa.gov/disaster-financial-help](http://www.usa.gov/disaster-financial-help)
- [www.fbi.gov](http://www.fbi.gov)

### Business Continuity Planning Workshop

Be prepared for 2021.

- Bring your institution's plan to our workshop. Subject it to a real-world scenario and assess its effectiveness.
- Participate in workgroups; share information; share best practices, and bring your Business Continuity Plan, and Incident Response to the next level.
- Cost: *Free!*

**Register This event has been sold out**