

NATIONAL INSTITUTE OF DISASTER MANAGEMENT
(Ministry of Home Affairs, Govt of India)

DOCUMENTATION OF BUSINESS CONTINUITY PRACTICES IN NATURAL DISASTERS IN INDIA

1. Name of Industry/ Firm: _____
2. Location:
 - a) Corporate HQ _____
 - b) Field Units _____
3. Type of Industry (please tick the correct box)

Mining	<input type="checkbox"/>
Mineral based (Iron & Steel, Cement, Copper, Aluminium etc)	<input type="checkbox"/>
Chemical and Petro-Chemicals (including fertilizer etc)	<input type="checkbox"/>
Heavy industries	<input type="checkbox"/>
Pharmaceutical	<input type="checkbox"/>
Automobile	<input type="checkbox"/>
Textile	<input type="checkbox"/>
Agro-processing	<input type="checkbox"/>
Other Consumer goods	<input type="checkbox"/>
Construction	<input type="checkbox"/>
Utilities	<input type="checkbox"/>
IT & Communication	<input type="checkbox"/>
Financial Services	<input type="checkbox"/>
Transportation	<input type="checkbox"/>
Others (please specify) _____	<input type="checkbox"/>
4. Total Number of Employees _____
 - a) Managerial _____ b) Skilled Professionals _____
 - c) Administrative & Support Staff _____
5. Annual turnover _____

BUSINESS CONTINUITY MANAGEMENT FOR NATURAL DISASTERS

6. Has your organization developed a procedure for Business Continuity Management for natural and technological disasters?

Yes

No

7. If yes, which natural and technological disasters have you identified for BCM?

8. Have you prepared a Business Continuity Plan for disasters?

Yes

No

9. What is your BCP Policy Statement?

10. Please list the project objectives and deliverables of BCP.

11. Who is the nodal officer for preparing and operationalising your BC Plan? How many members does the team have? What is the TOR of your Business Continuity Manager/ Team?

BUSINESS RISK ASSESSMENT

12. Please describe your BCP in brief with respect to the following:

- i) What are the key business processes that are likely to be affected in the event of a natural or technological disaster, such as production, storage, transportation, marketing etc? Give details.

- ii) Have you worked out a worst case scenario and developed a Plan to deal with such a situation? If so give details.

- iii) Is your office/factory structurally resistant to withstand disaster impact?

- iv) If yes, what are the specific structural measures undertaken to ensure safety of the building?

EMERGENCY PREPAREDNESS MEASURES

13. Do you have an On Site Emergency Management Plan? If yes, please give details.

14. Have you prepared and circulated the emergency communication numbers of the key personnel?

15. What are the procedures for data backup, storage and retrieval in the event of a disaster?

a. Onsite location

b. Off-site location

16. Have you prepared a prioritised list of critical operations, staff and procedures for recovery?

17. In the event of emergency evacuation, how will the warning system be activated?

18. Is there any demarcated Assembly site for evacuation and an Assembly manager to coordinate? Is there a provision of Relief Kits for your employees?

19. Please list out the SOPs of plan shut-down and all-clear.

20. How many mock-drills are carried out in a year?

21. Is an off-site plan, dealing with the local community settled outside your factory, in the event of a technological disaster within the factory, in place? If yes, give details.

DISASTER DAMAGE ASSESSMENT & RECOVERY

22. What is the procedure for assessing damage to the industry and business impact in the event of a disaster?

23. What is the time frame for recovery of business?

24. Do you have SOPs for: (If yes, please share the SOPs)

- a. Mobilising the Business Recovery Team & their TOR?
- b. Facilities Recovery Management
- c. Communications Systems Recovery
- d. IT Systems (Hardware & Software)
- e. Production Equipment
- f. Warehouse & Stock
- g. Trading, Sales & Customer Service
- h. Operations, Administration & Support Services

YOUR EXPERIENCES

25. Have you faced any natural disasters recently (last 5 years)? If yes, give details.

26. Did you face any losses from the event?

- v) Primary (damage to company assets)
- vi) Secondary (loss of mandays)
- vii) Tertiary (Loss due to interruption of supply chain etc)

27. Did the Business Continuity Plan get operationalized?

28. How long did it take to get operationalized?

29. How are natural disasters factored in your insurance policy?

TRAINING & CAPACITY BUILDING

30. Has your staff undergone training for early warning communication, evacuation procedures and sequences?

Yes No Only the BCM team

31. If yes, please elaborate on the following

- a) In-house training
- b) External training
- c) Conducted by
- d) Duration of each training
- e) Basic
- f) Advanced

32. How often do you rehearse the plan with your staff?
33. Who are involved in the rehearsal/ drill, the BCP team or all staff?
34. What is your updating schedule for BCP?
35. Any other suggestions/ comments that you would like to share.