

## **Business Continuity Coordinator**

The position of Business Continuity Coordinator may entail any or all of the following responsibilities:

- A. Development** - Directing or assisting in the development of Business Continuity plans and procedures, and providing regular status updates to the Business Continuity Steering Committee.
- B. Change Management** - Assessing the Business Continuity implications of proposed technological or organizational changes, and coordinating any revisions to existing Business Continuity plans or procedures necessitated by such changes.
- C. Administration** - Coordinating routine updates to the detailed information supporting the Business Continuity procedures (e.g. contact lists, personnel assignments, hardware and software specifications, network diagrams, vital records inventory lists, off-site backup schedules, etc.). Coordinating electronic access to, and hard copy distribution of, the Business Continuity plans and procedures. Protecting the confidentiality, integrity and availability of the Business Continuity plans and procedures. Administering contracts and service agreements with Business Continuity service providers.
- D. Training and Awareness** - Ensuring all personnel with specific Business Continuity responsibilities are adequately trained to fulfill those responsibilities. Ensuring all employees are familiar with the relevant provisions of the Business Continuity plans.
- E. Testing and Exercising** - Ensuring that all technical components of the Business Continuity plans are successfully tested at least annually, or whenever significant changes are made to those components. Planning and coordinating at least one simulation exercise a year, involving all critical business units. Documenting the results of all tests and exercises, and identifying any recommended enhancements to the Business Continuity plans and procedures.
- F. Execution** - Providing 7x24 on-call support for any emergency which may require activation of all or part of the Business Continuity plans. In the event that activation is required, serving as liaison between the Crisis Management team (i.e. senior management) and the Business Continuity teams (i.e. the teams recovering operations at the alternate facilities and the teams restoring operations at the home facility).