

9. Sample Playbook Scenario

A member of the Business Unit Recovery Team has received notification that there has been a bomb explosion at the Brentwood facility and that the Management Recovery Team has activated the Business Continuity Plan. The facility has been closed and is not available for staff occupancy. All systems and network connections located in the building are not operational. Access to the building is blocked and restricted. Law enforcement has arrived and is in process of investigating a potential crime. At least 10 employees have been seriously injured and have been admitted to a local hospital. The disaster occurs on the day before payroll is processed. The Management Recovery Team has requested the Business Unit Recovery Teams to meet at the Command Center ASAP. In addition the Business Unit Recovery Team needs to prepare a Status Report as of 12:00 noon on Friday. Start time: Thursday 8:00pm.

Recovery Questions	Recovery Responses
1. Who does what at this time?	
2. What notifications need to occur?	
3. Who is responsible for notifications?	
4. Who is responsible for security and safety?	
5. Where is the primary Command Center?	
6. Where is the alternate Command Center?	
7. What is needed at the Command Center?	
8. Who are the Team Leaders and Alternates for this Business Unit Recovery Team?	
9. What documentation needs to be prepared?	
10. What forms need to be completed?	
11. What are the priorities?	
12. What if the Team Manager and Alternate cannot be located? Who is in charge?	
13. What is the relocation plan for the Business Unit staff in Brentwood?	
14. How many Business Unit staff should be relocated at this time?	
15. When will the alternate work sites be available?	
16. Who is responsible for providing critical equipment and supplies at the alternate work sites?	
17. Who is in charge of staff transportation to the alternate work sites?	
18. When will the Business Unit end users be restored?	
19. Who is in charge of security at the alternate site?	
20. Who can be contacted regarding the status of the injured employees?	
21. What is the status of the communications systems?	
22. Are there adequate Business Unit resources available for the recovery efforts?	
23. What are the concerns regarding payroll?	
24. What information should be communicated to Customers?	
25. Who is responsible for Customer communications?	