



### *Laws, Regulations, and Guidance*

### Overview

While financial institutions have always done a good job recovering their technology infrastructure when a disaster strikes, they quickly found that this was only a small part of continuing their operations in the face of a business disruptions which also impacted the facilities and staff associated with their front and back-office operations. The FFIEC took note and published their first “Business Continuity Planning” Booklet in 2003 to correct this situation. Following “lessons learned” from Hurricanes Katrina and Rita, changes in technology and the need for Pandemic planning, this booklet was updated in 2008. To prepare for these regulatory changes, institutions are finding it necessary to update their current plans to remain in compliance, and to insure that they can truly recover for these types of disruptions.

### Value Proposition

**Our certified BCP Planning consultants maintain an up-to-date knowledge of all regulatory requirements and recent changes that may impact your institution. Through our “BCP Compliance Review” offering, we can quickly assess the specific areas of deficiencies in your current plan and recommend a tailored program to correct them. As part of this service, we will convert your current plans to our state-of-the-art web based planning and management system (RPX), provided by Recovery Planner.**

**Our Approach:** We will perform the following tasks and activities during this engagement:

- Review previous audit reports and current level of BCP/DRP documentation and planning.
- Review high-level compliance with the latest FFIEC 2008 Business Continuity Planning (BCP) Workbook.
- Review/confirm major points of failure based on the previously completed Risk Assessment (RA).
- Review/prioritize mission critical business processes based on the previously completed Business Impact Analysis (BIA).
- Develop a strategic level “Recovery Process Roadmap” reflecting a series of BCM Restructuring & Optimization recommendations.
- Validate existing plans and/or update/create new recovery processes based on the approved “Recovery Process Roadmap”.
- Initiate a detail-level “Bottom-Up” review & update of the current BCP data repository. Including employees, assets, records, etc.
- Publish a revised Business Continuity Plan and conduct a “Orientation/Walk-Through” Test with the assigned recovery team.
- Conduct an Employee Review & Education session.
- Certify the results and review with the Board of Directors for their approval.

Otion will then develop an on-going testing program and plan, tailored specifically for your institution as part of our “UTILITY BCM” Support Program.