



Discussion Questions

Sample Questions for Discussion for Texas State Departments for the Business Continuity Process.

Is there a plan currently in use?	Who depends on you?
What is the plan update procedure and schedule?	Are there work-arounds for the critical processes?
What are the procedures for notifying departmental management?	Have these work-arounds been validated in a real-world test?
What are the procedures for event diagnosis and assessment?	Do you have subject matter experts you rely on for process support? Does anyone else have this knowledge and would they be a viable back-up?
Are there designated assembly areas?	What is the most important function for your department or unit to survive?
Are facility shutdown procedures coordinated with the disaster recovery plan?	Do you create revenue?
Is medical emergency preparedness adequate to handle anticipated situations?	Do you have the technical requirements for your unit documented?
If the use of respiratory protection is anticipated, is the type, number and location of units appropriate, and have personnel been trained in its use?	Do you have audit reports that may help in understanding the critical processes?
Is there a designated media briefing location for the Texas State media relations to use?	Which of the following effects may be caused by an interruption of your business:
Is there a policy to provide assistance to employees laid off because of the incident?	<ul style="list-style-type: none">• Potential loss of Assets• Disruption to the continuity of service and operations• Violation of laws, regulations and ordinances• Financial impact• Loss of customer confidence• Loss of supplier confidence• PR crisis/credibility loss• Environmental damage• Operational damage• Personnel safety• Backlog of workload
Is there an established source for photography and videotaping services as part of the resource documentation process?	
What do you do?	
Who for?	
What tools do you use?	What specialized equipment is required and how it is used?
What are your critical inputs?	
What are some examples of your processes?	How would the department function if mainframe, network and/or Internet access were not available?



Discussion Questions

What do you do to support these processes?

What single points of failure exist and how significant are those risks?

Do you have interdependent processes that share requirements with other departments or units?

What are the critical outsourced relationships and dependencies?

Are these processes documented?

What is the minimum number of staff and space that would be required at a recovery site?

Who are your key vendors?

What special forms or supplies would be needed at a recovery site?

Are there any alternate vendors?

Is there time sensitivity present on these processes?

What communication devices would be needed at a recovery site?

What is the primary mission?

What critical operational or security controls require implementation prior to recovery?

What are your critical outputs?

Is there any potential impact from common recovery sites serving multiple lines of business or departments?

Do you produce a record?

Is this record vital?

Have employees received cross training and has the department defined back-up functions/roles employees should perform if key personnel are not available?

Are vital records protected?

Are emotional support and family care needs adequately considered?

What happens if these critical processes are:

- Not used?
- Not available?
- Not performed?
- Not accepted?