

# ISO 22301 2012 TRANSLATED INTO PLAIN ENGLISH

## 8. OPERATION

### 8.4.4 ESTABLISH INCIDENT RESPONSE AND BUSINESS CONTINUITY PROCEDURES

203	Consider your organization's business continuity needs when you design your incident response and business continuity plans and procedures.	TODD	DONE	
204	Make sure that your plans and procedures explain how your organization intends to deal with disruptive incidents.	TODD	DONE	
205	Make sure that your plans and procedures explain how you intend to respond to disruptive incidents.	TODD	DONE	
206	Make sure that your plans and procedures explain how you intend to recover from disruptive incidents.	TODD	DONE	
207	Make sure that your plans and procedures explain how you plan to resume operations after disruptive incidents have occurred.	TODD	DONE	
208	Make sure that your plans and procedures explain how you plan to restore activities to a predefined level within a predetermined timeframe.	TODD	DONE	
209	Make sure that your plans and procedures address the needs and requirements of those who will be expected to use them.	TODD	DONE	
210	Make sure that each plan clearly defines its purpose and scope.	TODD	DONE	
211	Make sure that each plan clearly defines the objectives that it must achieve.	TODD	DONE	
212	Make sure that each plan clearly defines the criteria that should be used to activate it.	TODD	DONE	
213	Make sure that each plan clearly defines the procedures that must be used to activate it.	TODD	DONE	
214	Make sure that each plan clearly defines the procedures that must be used to implement it.	TODD	DONE	

ORGANIZATION:

YOUR LOCATION:

COMPLETED BY:

DATE COMPLETED:

REVIEWED BY:

DATE REVIEWED:

**JULY 2013**

**PLAIN ENGLISH BUSINESS CONTINUITY MANAGEMENT STANDARD**

**VERSION 2.0**

**PART 8**

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**PAGE 61**

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215		Make sure that each plan clearly defines all related roles, responsibilities, and authorities.	TODD	DONE	
216		Make sure that each plan clearly defines all communication requirements and procedures.	TODD	DONE	
217		Make sure that each plan clearly defines all interdependencies and interactions.	TODD	DONE	
218		Make sure that each plan defines internal interdependencies and interactions.	TODD	DONE	
219		Make sure that each plan defines external interdependencies and interactions.	TODD	DONE	
220		Make sure that each plan clearly defines the resources that will be needed to implement it.	TODD	DONE	
221		Make sure that each plan clearly defines related information flows and documentation activities.	TODD	DONE	
222		Develop your organization's incident response and business continuity plans and procedures.	TODD	DONE	
223		Define incident response and business continuity roles and responsibilities.	TODD	DONE	
224		Define roles and responsibilities for the people and teams who will have official authority during disruptive incidents.	TODD	DONE	
225		Define roles and responsibilities for the people and teams who will have official authority following disruptive incidents.	TODD	DONE	
226		Design a process that you can use to activate a response whenever disruptive incidents occur.	TODD	DONE	
227		Design a process that you can use to stand down or deactivate your organization's response once disruptive incidents are over.	TODD	DONE	
228		Explain how you plan to manage immediate consequences when disruptive incidents occur.	TODD	DONE	

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**PAGE 62**

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229		Explain how you plan to ensure that the welfare of individuals will be safeguarded.	TODD	DONE	
230		Explain how you plan to make sure that all response options are considered.	TODD	DONE	
231		Explain how your organization's strategic options will be considered.	TODD	DONE	
232		Explain how your organization's tactical options will be considered.	TODD	DONE	
233		Explain how your organization's operational options will be considered.	TODD	DONE	
234		Explain how you plan to ensure that further losses are prevented or minimized.	TODD	DONE	
235		Explain how you plan to prevent or minimize the loss or destruction of prioritized activities.	TODD	DONE	
236		Specify how and when you intend to communicate with others whenever disruptive incidents occur.	TODD	DONE	
237		Specify the circumstances that would make it necessary to communicate with others when disruptive incidents occur.	TODD	DONE	
238		Specify who should be contacted when disruptive incidents occur.	TODD	DONE	
239		Clarify how and when employees should be informed.	TODD	DONE	
240		Clarify how and when employees' relatives should be informed.	TODD	DONE	
241		Clarify how and when key interested parties should be informed.	TODD	DONE	
242		Clarify how and when emergency contacts should be informed.	TODD	DONE	

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**PAGE 63**