CIRCUMSPEX™

**Getting Started
Supplement**

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Getting Started

Every business plan needs to consider the potential of an interruption in operations. A simple power outage can turn catastrophic if it negatively impacts a critical business function at the wrong time. Planning for those interruptions are part of responsible business management, and are often mandated by stockholders, regulators, or senior management. Understanding potential impacts is the starting point of the planning process; to that end we have provided questionnaires and checklists to spark thinking about those critical processes. Use these forms to jump-start your planning process. With a solid understanding of potential exposures, planning for continued operations begins.

Critical Business Processes Questionnaire

Site Information

Location	Department

Contact

Work	Mobile	Home

Email

Questionnaire 1

Identify your group's primary function and related processes. Categorize each as *daily*, *weekly*, *monthly* or *other*.

What resources are necessary for you to continue to operate daily? Identify labor, material, forms, equipment, data, phone, and IT requirements.

Identify internal resources

Identify external resources

Critical Business Processes Questionnaire

Questionnaire 2

Are there plans to replace any of these critical resources in the event they are damaged or destroyed in a disaster?

What IT applications are utilized by your group?

How is data stored?

How often is it backed up?

How long could your business unit perform effectively without access to critical IT software applications?

Have work-around procedures been established in the event that IT systems are compromised and recovery cannot meet time objectives?

Critical Business Processes Questionnaire

Questionnaire 3

How long can you function without each with no significant impact?

What other corporate business units, upstream and downstream, would be impacted by your unit's disruption?

What suppliers would be impacted?

What customers would be impacted?

Would disruption of critical work process impact any legal or regulatory reporting?

Are there descriptions for each of your employees?

Identify which employees are cross-trained for other functions.

Which employee is charged with change control for your business unit?

Vulnerabilities
Utility Systems

Vulnerability Question	Y	N	N/A	Comment
What is the source of the water supply?				
Is there a secure alternate drinking supply?				
Are there multiple points of entry for water supply?				
Is there alternate water for fire suppression?				
Is the fire suppression adequate and up to code?				
Are sprinkler and standpipe connections adequate and redundant?				
Are there fire hydrant and water supply connections near the sprinkler or standpipe?				
Are there redundant fire water pumps?				
Is the sewer system accessible?				
Is it secure or protected?				
What fuel supplies does the facility rely on for critical operations?				
How much fuel is stored on site?				
How many hours of run time on generator?				
How is the fuel stored?				
How is fuel secured?				
Where is the fuel supply obtained?				
How is the fuel delivered?				
Alternate sources of fuel?				
Can alternate fuels be used?				
What is the normal source of electricity?				
Is there redundant electrical service?				
Can the facility be fed from more than one electrical substation?				
How many service entry points at the facility?				

Vulnerabilities
Utility Systems

Vulnerability Question	Y	N	N/A	Comment
Is incoming electric secure?				
What provisions exist for emergency power?				
What equipment or processes are run by emergency power? Have they been tested for capacity?				
Is power entrance co-located with emergency power?				
Is there an exterior connection for emergency power?				
By what means do the main telephone and data communications interface the facility?				
Are there multiple or redundant locations for the telephone or communication service?				
Does the fire alarm system require communication with external sources?				
By what method is the alarm signal sent to the responding agency?				
Is there third-party (intermediary) alarm monitoring?				
Are utility lifelines above-ground, underground?				
Where are intake and exhaust louvers for the building?				
Are the intakes accessible to the public?				
What are the types of air filtration? Include efficiency numbers and total modules for the filter system				
Is there any collective protection for chemical, biological, or radiological contamination?				
Are there provisions for air monitors?				
Can air intakes be closed? How are they closed?				
Is the HVAC system zoned?				
Is the air supply to critical areas compartmentalized?				
Can critical areas be isolated in the system?				
Are supply & exhaust systems for critical areas secure?				
Where are the building automation controls located?				

Vulnerabilities

Utility Systems

Vulnerability Question	Y	N	N/A	Comment
Are they in a secure area?				
Does the control of the air handling system support plans for sheltering in place?				
Are fire dampers installed at all fire barriers?				
Do fire walls and doors maintain their integrity?				
Do elevators have recall capability?				
What is the method of water distribution?				
Is there redundancy to main piping?				
What is the method of heating domestic water?				
What fuel is used?				
Are there gas storage tanks? Where are they located?				
How are the gas tanks piped, above or below ground?				
Are there reserve supplies of critical gases?				
Are the any transformers or switch-gears located outside the building or accessible from the outside?				
Are they vulnerable to public access?				
Where are electrical rooms located?				
Are the electrical rooms secured?				
Are critical electrical systems co-located with other building systems?				
Are critical electrical systems located outside of secured electrical areas?				
Is the security system wiring located separately from electrical and other service systems?				
How are electrical distribution panels serving branch circuits secured?				
Does emergency backup power exist for all areas within the facility or for critical areas only?				
How is emergency power distributed?				

Vulnerabilities
Utility Systems

Vulnerability Question	Y	N	N/A	Comment
Is the emergency power system independent from the normal electrical service, particularly in critical zones?				
How is the primary electrical system wiring distributed?				
Is it co-located with other major utilities?				
Is there redundancy of distribution to critical areas?				

Vulnerabilities
Communications and IT Systems

Vulnerability Question	Y	N	N/A	Comment
Is the alarm centralized or localized?				
How are alarms annunciated, both locally and centrally?				
Are critical documents and control systems located in a secure yet accessible place?				
Where are the fire alarm panels located?				
Can the panels be accessed by unauthorized personnel?				
Is the alarm system stand alone or integrated with other functions such as security, environmental or building management?				
What is the interface?				
Do key fre alarm components have fire and blast resistant separation?				
Is there redundant off-premises fire alarm reporting?				
Where is the main telephone and where is it in relation to high risk areas?				
Is the main phone distribution room secure?				
Does the phone system have an UPS (uninterruptible power supply)?				
If you have a UPS, what is its type, power rating, operational duration under load and location? (*battery, online, filtered*)				
Where are communication systems closets located?				
Are they co-located with other utilities?				
Are they in secure areas?				
Where are the main distribution facility, data centers, router, firewalls and servers located?				
Where are secondary or intermediate facilities located?				
What type and where are the WAN (wide area network) connections?				
What type, power rating, and location of the UPS				
Are the UPS also connected to emergency power?				

Vulnerabilities
Communications and IT Systems

Vulnerability Question	Y	N	N/A	Comment
What type of LAN (local area network) cabling and physical topology is used? *(Cat 5, Gigabit, Ethernet, Token Ring)*				
For installed radio wireless systems, what type, and where are they located?				
Do the IT systems meet regulatory requirements of confidentiality, integrity, and availability?				
Where is the disaster recovery/mirroring site?				
What is the back-up storage site and what is the type of safe environment (*safe, vault, underground, internet-based*)				
Are there any satellite communication links? (*location, power, UPS, emergency power, spare/capacity*)				
Is there a mass notification system?				
Will one ore more of these systems be operational under hazard conditions?				
Do control centers and their designated alternate locations (incident command centers) have equivalent or reduced capability for voice, data, and mass notification?				
Do the alternate locations also have backup systems, including emergency power?				