

BWEvents LLC
Business Continuity Plan

Revision History

Version	Date	Author	Description of changes
1.0	02/01/2022	Satish Baniya	Initial Release
1.1	05/01/2023	Satish Baniya	Review and update
1.2	01/16/2024	Dave Hill	Review and update

1. Executive Summary:

The Business Continuity Plan (BCP) of BWEvents outlines the strategies, procedures, and responsibilities necessary to ensure the continuity of critical business functions during and after disruptive events. This plan aims to minimize the impact of disruptions on operations, safeguard employees, protect assets, and maintain customer satisfaction.

2. Business Impact Analysis (BIA):

The BIA has been conducted to identify critical business functions and their dependencies. The analysis has determined the maximum allowable downtime (Recovery Time Objective, RTO) and data loss tolerance (Recovery Point Objective, RPO) for each function. The BIA findings will guide the prioritization of recovery efforts.

3. Risk Assessment and Threat Analysis:

A comprehensive risk assessment and threat analysis have been performed to identify potential threats and vulnerabilities that could affect BWEvents' operations. Risks have been prioritized based on their likelihood and potential impact. Mitigation strategies have been developed to address high-priority risks.

4. Business Continuity Team:

The Business Continuity Team (BCT) is responsible for developing, implementing, and maintaining this BCP. The team comprises representatives from key departments, including management, operations, IT, human resources, finance, and communications.

5. Business Continuity Strategies:

5.1. Data Backup and Recovery:

Regular data backups will be performed to ensure minimal data loss. Backups will be stored off-site in a secure location. The IT department will conduct periodic tests to verify the integrity and recoverability of the data.

5.2. Remote Work and Communication:

All employees will be equipped to work remotely. Communication channels, such as email, instant messaging, and virtual meetings, will be used to maintain contact and collaboration.

5.4. Vendor and Supplier Continuity:

BWEvents will maintain close communication with critical vendors and suppliers to ensure their continuity plans align with our business needs. Contingency plans will be developed for critical suppliers to mitigate supply chain disruptions.

6. Incident Response and Escalation:

An incident response process has been established to facilitate timely and effective responses to disruptive events. The process includes clear escalation paths, notifying the Business Continuity Team, and activating the Crisis Management Team when necessary. Create an email alias for internal team members for any sort of outage - Brian Stocking, Dave Hill, Chris Roberts, Satish Baniya, Brandon Wernli, Rae Malcham.

7. Crisis Management Plan:

A Crisis Management Plan outlines procedures for responding to severe incidents that require immediate action. The Crisis Management Team will be responsible for coordinating the response, communicating with stakeholders, and making critical decisions during a crisis.

8. Communication Plan:

A Communication Plan will ensure timely and accurate information is disseminated to employees, customers, vendors, regulatory authorities, and the public during a disruption. Spokespersons will be designated to provide consistent messages.

9. Training and Awareness Program:

Regular training sessions and exercises will be conducted to familiarize employees with their roles and responsibilities during a disruptive event. These exercises will test the effectiveness of the BCP and improve response capabilities. Completion and acknowledgement of training will be added as a part of the process.

10. Testing and Maintenance:

The Business Continuity Plan will be tested through regular simulations and tabletop exercises. Lessons learned from tests and real incidents will be used to update and improve the plan as needed.

11. Documentation and Records Management:

All Business Continuity documents, including this plan and related procedures, will be properly documented, maintained, and accessible to authorized personnel through secure storage.

12. Governance and Review:

The Business Continuity Team will conduct periodic reviews of the plan to ensure its relevance and effectiveness. Updates will be made as needed and approved by management.

13. Plan Activation and Deactivation:

The BCP will be activated when a disruptive event occurs that impacts critical business functions. Upon resolution of the event, the BCP will be deactivated, and normal operations will resume.

14. Compliance:

All employees are required to comply with the provisions of this Business Continuity Plan. Non-compliance may result in disciplinary actions.