Work Breakdown Structure (WBS)
SFVAHCS Business Continuity Plans (BCP)

June 18, 2017
Service Level Business Continuity Plan

1.0 Business Continuity Plan Overview
   1.1 Planning Activities
   1.2 Objectives

2.0 Business Continuity Activation
   2.1 Stabilization
   2.2 Initial Action Checklist

3.0 Order of Succession
   3.1 Business Operations Succession Plan
   3.2 Clinical Operations Succession Plan

4.0 Delegation of Authority
   4.1 Authority
   4.2 Triggering Conditions
   4.3 Position Holding Authority
   4.4 Delegated Authority

5.0 Mission-Essential Functions Assessment
   5.1 Tier 0 – Recovery Time Objective, Criticality, Maximum Tolerable Downtime
   5.2 Tier 1 – Recovery Time Objective, Criticality, Maximum Tolerable Downtime
   5.3 Tier 2 – Recovery Time Objective, Criticality, Maximum Tolerable Downtime
   5.4 Tier 3 – Recovery Time Objective, Criticality, Maximum Tolerable Downtime
   5.5 Tier 4 – Recovery Time Objective, Criticality, Maximum Tolerable Downtime

6.0 Staffing
   6.1 Normal Staffing
   6.2 Emergency Response and Continuity Staffing
   6.3 Hospital Command Center Staffing
   6.4 Loss of Staffing

7.0 Interdependencies - From Others
   7.1 Internal Dependencies
      7.1.1 Essential Service / Function
7.1.2 Dependency (Need)
7.1.3 Department/Division Responsible
7.1.4 Actions if Dependency is Unavailable
7.1.5 Maximum Tolerable Downtime

7.2 External Dependencies
7.2.1 Essential Service / Function
7.2.2 Dependency (Need)
7.2.3 Department / Division Responsible
7.2.4 Actions if Dependency is Unavailable
7.2.5 Maximum Tolerable Downtime

8.0 Interdependencies – To Others
8.1 To Others
8.1.1 Essential Service / Function
8.1.2 Dependency (Need)
8.1.3 Department / Division Responsible

9.0 Mission-Essential Equipment and Supplies
9.1 Description (Item, brand, size, etc.)
9.2 Usual Quantity
9.3 Maximum Tolerable Downtime

10.0 Vendors / Resources Contact List
10.1 Service
10.2 Company
10.3 Point of Contact
10.4 Emergency Phone Number
10.5 Emergency Contract in Place
10.6 Maximum Tolerable Downtime

11.0 Mission-Essential IT Applications
11.1 Recovery Time
11.2 Software Application

12.0 IT and Communications Downtime Procedures
12.1 Downtime Procedures Checklist
12.1.1 Computer & Network
   12.1.1.1 Disruption
   12.1.1.2 Recovery
12.1.2 Telephone
   12.1.2.1 Disruption
   12.1.2.2 Recovery
13.0 Mission-Essential Vital Records

13.1 Vital Records

13.1.1 Emergency Operations
   13.1.1.1 Standard Operating Procedures Plan (SOPs)
   13.1.1.2 Department Disaster Plan
   13.1.1.3 Evacuation Plan
   13.1.1.4 Business Continuity Plan
   13.1.1.5 Orders of Succession
   13.1.1.6 Delegations of Authority
   13.1.1.7 Downtime Procedures

13.1.2 Document Location
   13.1.2.1 Electronic Copy
   13.1.2.2 Hard Copy
   13.1.2.3 Mobile Copy
   13.1.2.4 Remote
   13.1.2.5 Back-Up

13.2 Vital Records: Rights and Interests Records

13.2.1 Essential Business

13.2.2 Document Location
   13.2.2.1 Electronic Copy
   13.2.2.2 Hard Copy
   13.2.2.3 Mobile Copy
   13.2.2.4 Remote
   13.2.2.5 Back-Up

14.0 Continuity Facilities, Department Closure and Devolution

14.1 Continuity Facilities

14.2 Department Closure

14.3 Department Closure: Department Manager (designee / successor) Checklist

14.4 Relocation to Continuity Facilities

14.5 Continuity Facility Requirements
   14.5.1 Requirement
   14.5.2 Details, Notes, Comments

14.6 Pre-Identified Continuity Facilities
   14.6.1 Continuity Facility
   14.6.2 Operational Capability
   14.6.3 Accommodations
   14.6.4 Notes
   14.6.5 Address, Telephone

14.7 Relocation: Department Manager (or designee, or successor) Checklist

14.8 Devolution
15.0 Reconstitution: Recovery and Resumption of Services
   15.1 The four key phases of reconstitution for any type of operating space
   15.2 Department Manager (or designee) Checklist

16.0 Appendix A: BCP Update Schedule
   16.1 Date of Update
   16.2 Plan Version
   16.3 Reason for Update

17.0 Appendix B: BCP Training and Exercise Schedule
   17.1 Date
   17.2 Training or Exercise Title
   17.3 BCP Focus Area

18.0 Appendix C: (SFVAMC/CBOC) SERVICE/DEPARTMENT/UNIT LEVEL EMERGENCY RESPONSE PLAN (ERP)