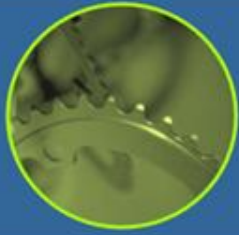


# Business Continuity Management

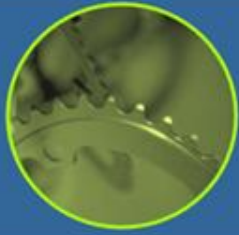
Continuing The Critical Finance Function  
During an Emergency

2010 AFOA National Conference – March 3, 2010



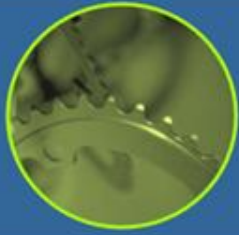
# Outline

- Emergency Management on Reserve
- Business Continuity within the Finance Department
- Human Resources
- Communications
- Lessons Learned



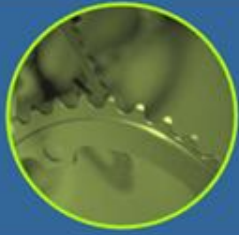
## First Nation Disruptions

- Floods
- Winter Storms
- Wild Fire
- Ice Storms
- Tornados
- Water Contamination
- Pandemic
- Power Outage
- Computer Failure
- Loss of Key Community Member
- Threat of Violence or Injury
- Property Fire
- Loss of Key Personnel
- Sabotage



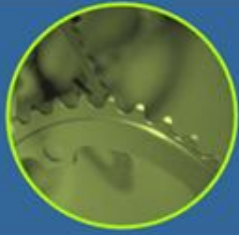
## Emergency Management on Reserve

- INAC – lead role in emergency preparedness and response management
- Health Canada – lead role in a medical emergency
- Public Safety Canada – emergency preparedness training, information centre of disasters
- Provincial Emergency Management Agency – provide support in an emergency

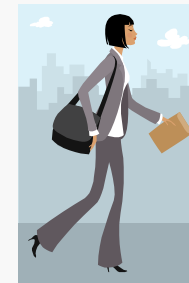
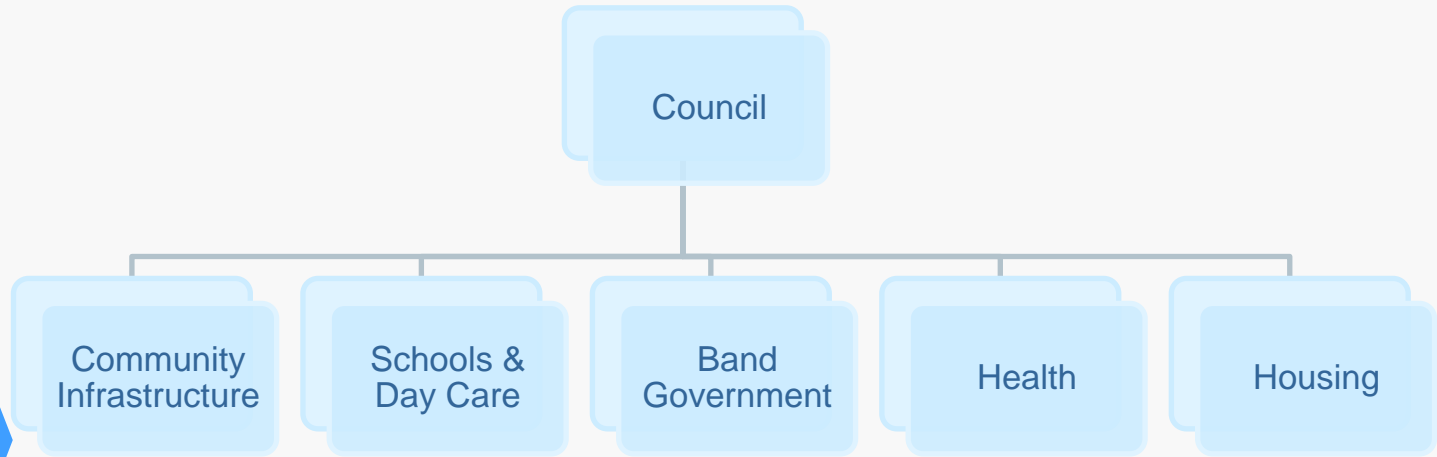


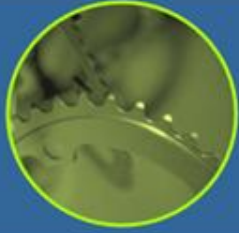
## Issues with Emergency Management on Reserve

- Legislation does not authorize a First Nation chief or council to declare an emergency on reserve lands
- Emergency and business continuity planning is a demand on existing First Nation resources
- Funding during an emergency is based on incremental costs (split between INAC and Health Canada)
- Emergency costs will put a strain on cash flow during a major disaster



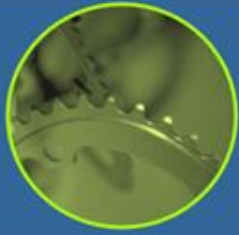
# Community Services





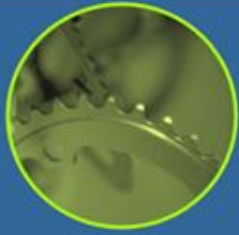
## **Business Continuity Responsibilities - Finance**

- Data backup
- Safeguarding of critical records
- Alternate worksite
- Payment and recording of expenses during a disaster
- Maintaining documentation of expenditures
- Reporting of disaster expenditures separate from ongoing program expenditures
- Preparation of a budget for emergency expenditures



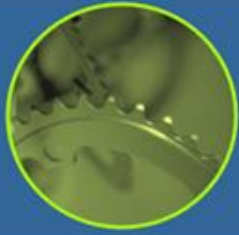
## Critical Functions in the Finance

- Human Resources
  - Accounting for all individuals
- Income Payments
  - Payroll
  - Social Assistance
  - Living Allowances
  - Honouraria
- Critical Accounts Payable
  - Suppliers of emergency services, supplies or critical systems



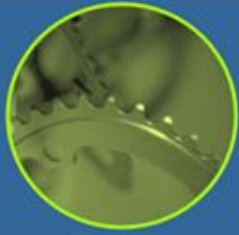
## Recovery of Emergency Costs

- INAC – cost recovery of incremental costs
- Health Canada – cost recovery for health related incremental costs
- Insurer – pre-approvals required for expenditures



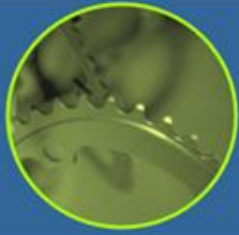
# Human Resources

- Employees are critical during an emergency
- Some employees won't be available during an emergency
- Make provisions for lower levels of functioning, alternative employees, self-care, the need personal recovery time
- Employee preparedness is an added element in emergency and business continuity planning



# Communications

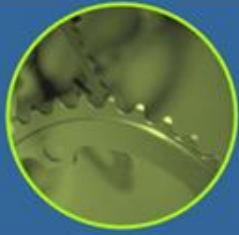
- Critical for employees and community members
- Official spokesperson
- Timely and truthful
- Provide regular updates, when subsequent updates will occur and how
- Different methods – face to face, community TV, door to door, media announcements



## Lessons from Manitoba

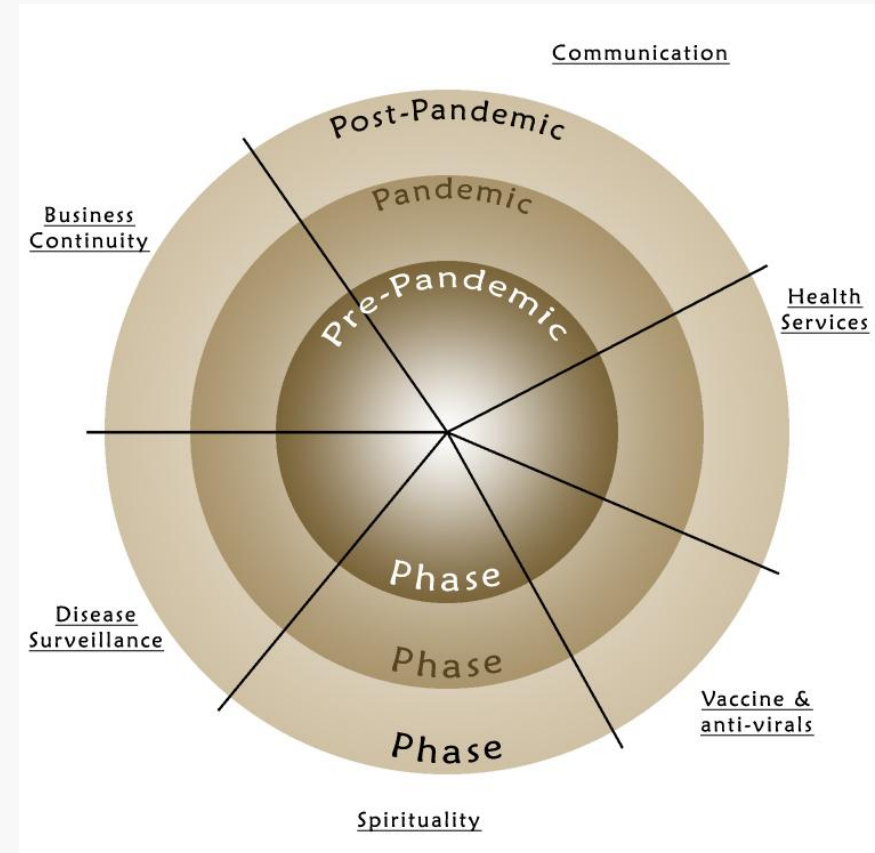
- Without a clear, defined emergency plan with specific duties, responsibilities & scope, the community becomes confused and uncertain at times of emergency
- Separation from family, kin and community aggravates strenuous situations during an emergency
- Serious communication problems existed between agencies, local authorities and community members
- Knowledge and training on emergency preparedness was grossly inadequate

*Source: Emergency Preparedness and First Nations in Manitoba, Brandon University, 1998*

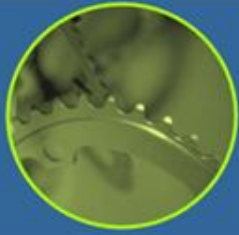


# AFN Pilot Project on Pandemic Planning

- Multi-dimensional approach to pandemic planning
- Pilot project to determine if wholistic approach to pandemic planning is more effective in First Nations
- Included numerous stakeholders in the community

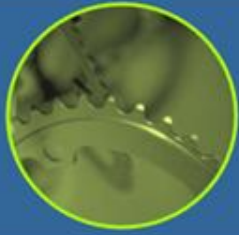


Source: *A First Nations Wholistic Approach to Pandemic Planning: A Lesson for Emergency Planning, 2007*



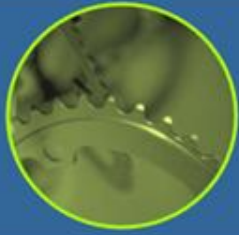
## Summary

- BCP takes emergency planning to the next level
- Critical finance department functions must be maintained during a disaster
- Addressing human resources and communications is critical



## **BCP Resources**

- [www.safecanada.ca](http://www.safecanada.ca)
- [www.drj.com](http://www.drj.com)
- [www.afn.ca](http://www.afn.ca) – public health
- [www.fness.bc.ca](http://www.fness.bc.ca)
- [www.cma-canada.org](http://www.cma-canada.org) – management accounting guideline



# MIIGWETCH

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