

INTEGRALIntros

Intro to Continuity Planning

November 26, 2025
1:00 – 2:00 pm

 IntegralOrg



1

Mohkinsstis

Land Acknowledgement

Bearspaw First Nation Siksika First Nation

Piikani First Nation Goodstoney First Nation

Chiniki First Nation Kainai First Nation

Tsuut'ina First Nation

Métis Nation of Alberta, District 5 and 6



2

Your Facilitator for

Intro to Continuity Planning

Matt Sawatsky



3



Agenda

- A BCM mindset
- What is BCM?
- Why BCM now?
- The BCM cycle
- What's in a plan
- Q&A

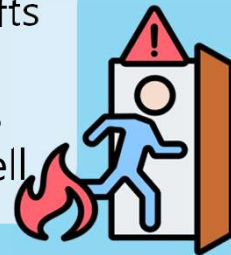
4

A BCM Mindset

Thinking beyond evacuation



On a regular Tuesday morning, the fire alarm suddenly blares. A faint smell of burning plastic comes from the copy room, and light smoke drifts into the hallway. The building announcement instructs everyone to evacuate immediately as people begin moving quickly toward the stairwell.



5

What is BCM?



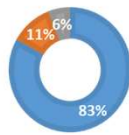
BCM helps your organization stay true to its mission—even when disaster strikes.

6

Why BCM?

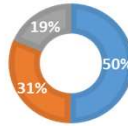
HAS YOUR ORGANIZATION SUFFERED FINANCIALLY DUE TO THE PANDEMIC/ ECONOMIC SLOWDOWN?

- yes
- no, we are seeing the same revenue as compared to last year
- no, we are seeing increased revenue as compared to last year



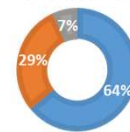
HAS YOUR PROGRAM SEEN AN INCREASE IN DEMAND FOR SERVICES DUE TO THE PANDEMIC/ ECONOMIC SLOWDOWN?

- yes
- no, demand has stayed relatively the same
- no, we have seen decreased demand



HAS YOUR ORGANIZATION CUT BACK ON PROGRAM SERVICES DUE TO THE PANDEMIC/ ECONOMIC SLOWDOWN?

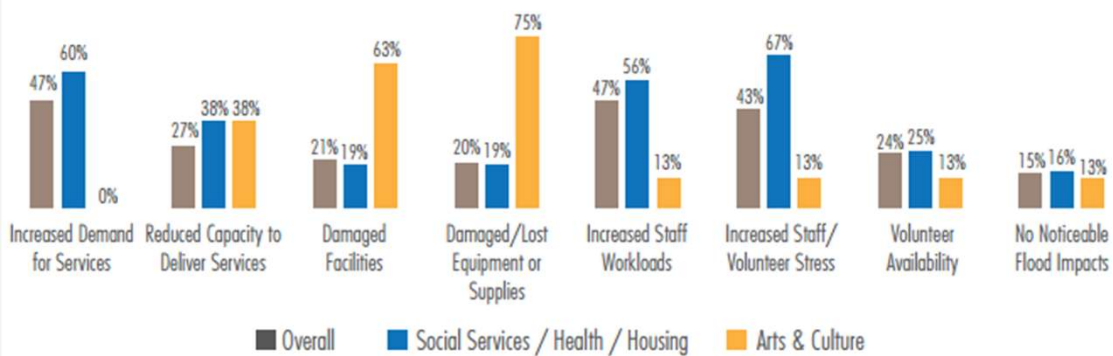
- Yes
- No, but we are planning to
- No, and we are not currently planning to



7

Why BCM?

IN THE AFTERMATH OF THE FLOODS, WHAT ISSUES ARE FACING YOUR ORGANIZATION?



8

POLL

What is the current state of your organization's Business Continuity Planning?



1. **We have no business continuity plan** (nothing in place yet).
2. **We have some informal plans** (knowledge lives in people's heads, not written).
3. **We have a basic written plan** (covers major disruptions but needs updating).
4. **We have a robust, regularly tested program** (plans, exercises, training, continuous improvement).
5. **We have a developed plan** (documented, includes key functions, partially tested).

9

Why Now?

The importance of BCM



10

BCM Considerations

- Any organization can and should have a BCP.
- Everything needed to do basic BC planning already exists within your organization.
- A BCP takes time, commitment and a willingness to be open about organizational strengths and weaknesses.
- True resilience is a collaborative endeavor: Use your staff and engage your networks.

11

Understanding the BCM Cycle



12

Where to Start?

Program Initiation

- What is the purpose of your business?
- What products and services do you provide?
- How do you provide your products and services?
- Do your service providers have business continuity plans in place?
- Who is involved? (e.g. employees, suppliers)



13

Risk Management and Control



1. Identify
2. Analyze
3. Evaluate
4. Mitigate

14

Assessing Risk



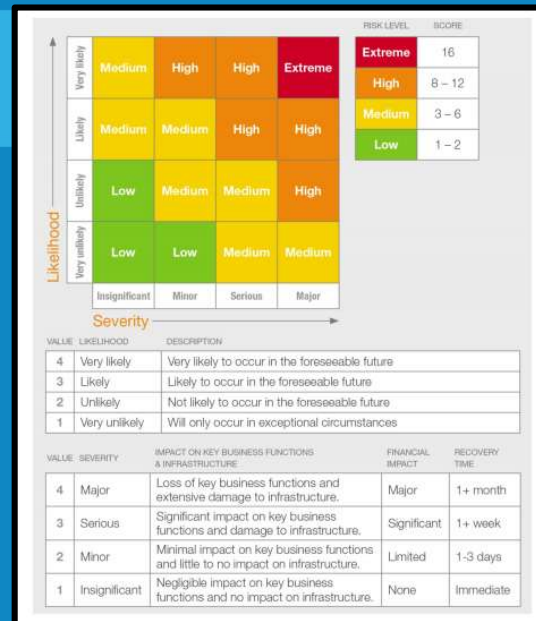
15

Business Impact Assessment

BUSINESS IMPACT ANALYSIS						
Critical Function:						
Assessment Date:	10/20/2025		Review Date:			
CRITICAL FUNCTION PRIORITY	medium					
Impact on Business						
Time:	Impact:					
First 24 hours	Negligible					
24-48 hours	Minor					
Up to 1 week	Moderate					
Up to 2 weeks	Major					
Requirements for recovery						
Time:	People:	Premises:	IT:	Information	Suppliers & Partners	
First 24 hours	None					
24-48 hours	None					
Up to 1 week	2		Computer w/ access	Client database		
Up to 2 weeks	3					

16

Hazard Impact Risk Assessment



17

Strategies



- Prevention
- Mitigation
- Preparedness
- Response
- Continuity
- Recovery
- Communication
- Training and Education

18

Risk Control Strategies

Accept	Transfer	Reduce	Avoid
ACCEPT	TRANSFER	REDUCE	AVOID
The potential impact is minimal; No cost effect mitigation is possible; The risk assessed is unlikely.	Shifting risk from one party to another (i.e. Insurance).	Reducing risk through prevention, controlling, minimizing, or containing risk.	Trying to completely eliminate through redundancy or equivalent; Resource intensive.

19

Strategies - Others



- Cross-Training
- Equipment Backups
- Alternate Locations (data, people)
- Shared Services
- UPS/ Generators
- Personal Disaster Preparedness

20

Emergency Response



- Evacuation
- Sheltering
- Lockdown
- Medical Emergency
- Violence

21

The Plan

- Background on your BCM within your organization (policy, scope, and objectives)
- Plan owner and member responsibilities
- Contact information (vendors, donors, key staff)
- Plan activation procedures
- Escalation and de-escalation processes
- Crisis communications
- And, your operational and recovery strategies



22

The Importance of Training & Exercising



Train your people &
Exercise your plan

23

Maintenance Scheduling

Maintenance Area	Timeline (Suggested)
Business Continuity Plan	Reviewed and updated once a year , and after any significant changes to the business
Contact Lists	Reviewed and updated every 3-6 months , or after a change of personnel
Risk Assessment	If it is no longer valid or if there has been a significant change within your department or the organization overall.
Business Impact Analysis	Reviewed and updated once a year or after any significant changes to the business
*Changes in Key People; Risks; Process and, resources will likely warrant a review	

24

Resources: Where to find more

CARYA (INBCP): Non-Profit Business Continuity Management Toolkit: BCMP Overview toolkit with Sample Template.

CEMA: Emergency Preparedness for Business: BCP Template; Personal and Employee Family Preparedness, Risk Register.

Alberta Emergency Management Agency (AEMA): Practical tools, templates, and online training modules focused on emergency management and continuity planning for organizations of all sizes.

Canadian Centre for Nonprofit Resilience (Imagine Canada): Features articles and frameworks focused on financial and operational continuity specific to nonprofits.

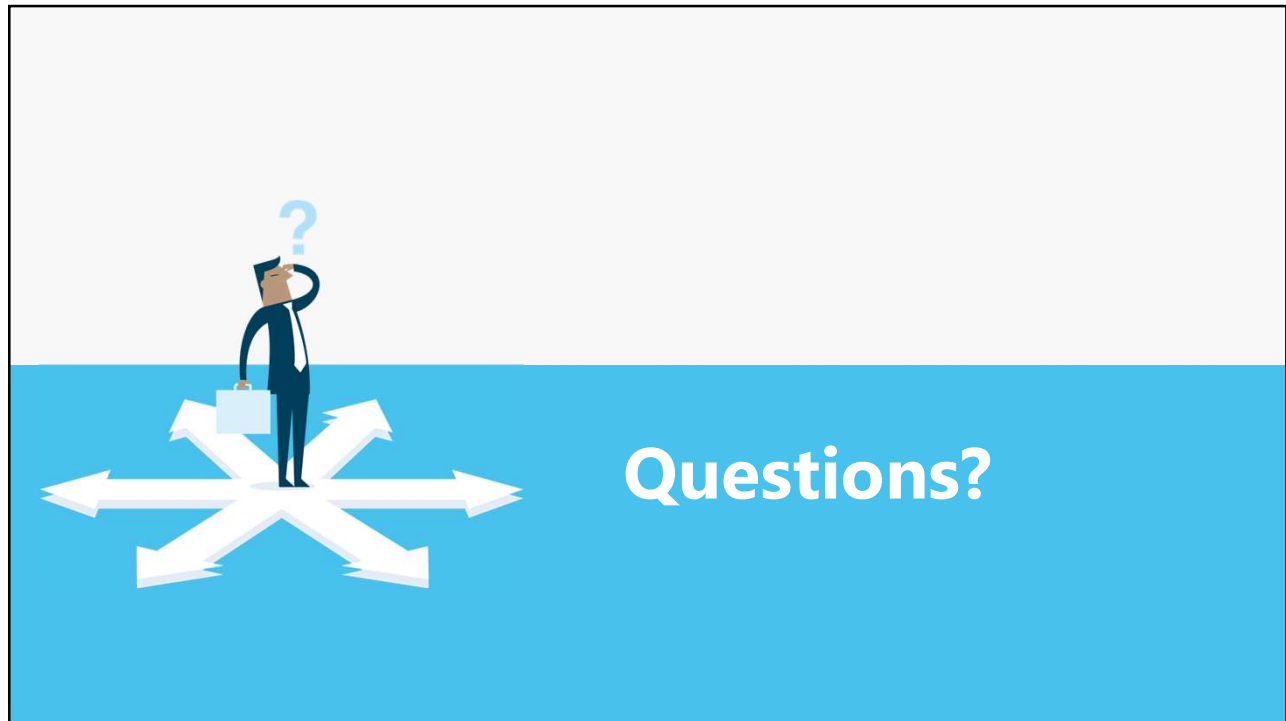
25

What's one thing you can do to build resilience?



Thank you

26



27



28



Workshops Available *On Demand*

Resources, presentations & recordings when you need them!

www.integralorg.ca



29

When you have questions, IntegralOrg has services to help

A legal clinic is an opportunity to chat with a lawyer with decades of experience in the Alberta nonprofit sector about a legal issue related to your nonprofit.

You might have questions about

- Attaining charitable status
- Policies & bylaws (writing and review)
- Social enterprise legal structure
- Other law-related questions

This service is free of charge!

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30

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