

Business Continuity Plans – The Planning

J D Irving (Saint John based) consists of 7 Operating Divisions:

Forest Products	Woodlands
Shipbuilding	Sawmills
Transportation	Retail/Distribution
Equipment / Construction	

We also completed plans for 6 departments, including financial services and IT

The Process:

- Steering Committee
 - Set up a corporate steering committee to provide consistent policies and communication.
- Champion
 - Each division identified a champion.
- Template
 - Used a standard template for ease of sharing (originally only set up for H1N1 pandemic).

Business Continuity Plans – The Planning

I was champion for the Transportation Division consisting of 7 companies:

Atlantic Towing

Kent Lines International

NB Southern Rail

RST Industries

Sunbury Transport

ITS Finance

Harbour Developments

The Process:

- Met with General Managers
 - Presented the “gap” and asked for their support

- Met with Company Champions
 - Completed the template within each company

- Met with Senior Managers
 - Reviewed the template with the company management

Business Continuity Plans – Lessons Learned

- Steering Committee
 - Cross functional team.
 - Most important function was to provide consistent, accurate communication.
- Communication
 - Used sources such as World Health Organization (WHO), Health Canada and Centers for Disease Control (CDC – US)
 - There was a lot of mis-communication going on so it was very important to use consistent information from a reliable source
- Update to Plans
 - Need to ensure plans are used as a full business continuity plan.
 - Need to identify other areas of risk (fire, flood, hurricane, etc) and work contingencies into the plan