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Emergency and continuity management program

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Contents

Technical Committee on Emergency Management and Business Continuity 4

Preface 8

0 Introduction 10

0.1 General 10

0.2 Using this Standard 10

1 Scope, purpose, and application 11

1.1 Scope 11

1.2 Purpose 12

1.2.1 General 12

1.2.2 Continual improvement process 12

1.3 Application 12

1.4 Terminology 12

2 Reference publications 12

3 Definitions 13

4 Program management 14

4.1 Leadership and commitment 14

4.2 Program coordinator 15

4.3 Program committee 15

4.3.1 Establishment 15

4.3.2 Strategic input 15

4.3.3 Membership 15

4.4 Program administration 15

4.4.1 Program plan 15

4.4.2 Policy 15

4.4.3 Goals, objectives, and performance measures 15

4.4.4 Integration 15

4.4.5 Budget and schedule 15

4.4.6 Records management 15

4.4.7 Review 16

4.5 Compliance with laws and authorities 16

4.6 Financial management 16

4.6.1 Controls 16

4.6.2 Decisions 16

4.7 Resources 16

5 Planning 16

5.1 Planning process 16

5.2 Common plan requirements 17

5.3 Risk assessment 17

5.4 Impact analysis 18

5.5 Strategies 18

5.5.1	Strategy development	18
5.5.2	Prevention	18
5.5.3	Mitigation	18
5.5.4	Preparedness	18
5.5.5	Response	18
5.5.6	Continuity	19
5.5.7	Recovery	19
5.5.8	Communications	19
5.5.9	Training and education	19
6	Implementation	19
6.1	Prevention and mitigation	19
6.1.1	Prevention and mitigation strategies and plans	19
6.1.2	Prevention	19
6.1.3	Mitigation	19
6.2	Preparedness	20
6.2.1	Preparedness measures	20
6.2.2	Strategies and activities	20
6.2.3	Incident management system	20
6.2.4	Response plan	20
6.2.5	Communication and warning	20
6.2.6	Continuity	21
6.2.7	Resource management	21
6.2.8	Training	22
6.3	Response	22
6.3.1	Operational procedures	22
6.3.2	Situation analysis	22
6.3.3	Continuity	22
6.3.4	Transfer of leadership	22
6.3.5	Communications	22
6.3.6	Emergency information	22
6.3.7	Public awareness	23
6.4	Recovery	23
6.4.1	Recovery procedures	23
6.4.2	Recovery assessment	23
6.4.3	Re-evaluation	23
6.4.4	Restoration	23
7	Program evaluation	23
7.1	Evaluation	23
7.2	Exercises and tests	23
7.2.1	Exercises	23
7.2.2	Tests	23
7.3	Audit and review	23
7.4	Corrective action	24
8	Management review	24
8.1	Senior management review	24
8.2	Continual improvement	24

Annex A (informative) — Guidance on the use of CSA Z1600-13	25
Annex B (informative) — Conformity Assessment Tool	63

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Preface

This is the second edition of CSA Z1600, *Emergency and continuity management program*. It supersedes the previous edition published in 2008 under the title, *Emergency management and business continuity programs*.

This Standard continues to provide requirements for a continual improvement process to develop, implement, maintain, and evaluate an emergency and continuity management program that addresses the functions of prevention and mitigation, preparedness, response, and recovery. This edition is also intended to move organizations toward the objective of resilience — an emerging broader concept that considers the political, economic, social, human, and cultural aspects of society.

Canadian public and private sector stakeholders have an interest in ensuring that emergency and continuity management systems evolve to be consistent and have the potential to be international in scope and application. The development of the first edition standard was written to be consistent with the Government of Canada's *An Emergency Management Framework for Canada*, and this continues in the second edition. The first edition, initially adapted from NFPA 1600, *Standard on Disaster/Emergency Management and Business Continuity Programs*, 2007, grew out of the strong commitment of both CSA Group and NFPA to work collaboratively to promote awareness, knowledge, and application of Standards and industry best practices in the community and the workplace. This edition also reflects Canada's participation in the ongoing work of emergency and continuity management-related standards under the umbrella of the International Organization for Standardization (ISO) including ISO/TC 223 – Societal Security.

This Standard was prepared by the Technical Committee on Emergency and Continuity Management, under the jurisdiction of the Strategic Steering Committee on Business Management and Sustainability, and has been formally approved by the Technical Committee.

Notes:

- 1) *Use of the singular does not exclude the plural (and vice versa) when the sense allows.*
- 2) *Although the intended primary application of this Standard is stated in its Scope, it is important to note that it remains the responsibility of the users of the Standard to judge its suitability for their particular purpose.*
- 3) *This Standard was developed by consensus, which is defined by CSA Policy governing standardization — Code of good practice for standardization as “substantial agreement. Consensus implies much more than a simple majority, but not necessarily unanimity”. It is consistent with this definition that a member may be included in the Technical Committee list and yet not be in full agreement with all clauses of this Standard.*
- 4) *To submit a request for interpretation of this Standard, please send the following information to inquiries@csagroup.org and include “Request for interpretation” in the subject line:*
 - a) *define the problem, making reference to the specific clause, and, where appropriate, include an illustrative sketch;*
 - b) *provide an explanation of circumstances surrounding the actual field condition; and*
 - c) *where possible, phrase the request in such a way that a specific “yes” or “no” answer will address the issue.*

Committee interpretations are processed in accordance with the CSA Directives and guidelines governing standardization and are available on the Current Standards Activities page at standardsactivities.csa.ca.

- 5) *This Standard is subject to review five years from the date of publication, and suggestions for its improvement will be referred to the appropriate committee. To submit a proposal for change, please send the following information to inquiries@csagroup.org and include “Proposal for change” in the subject line:*
 - a) *Standard designation (number);*
 - b) *relevant clause, table, and/or figure number;*
 - c) *wording of the proposed change; and*
 - d) *rationale for the change.*

Committee interpretations are processed in accordance with the CSA Directives and guidelines governing standardization and are published in CSA's periodical Info Update, which is available on the CSA Web site at www.csa.ca.

Z1600-14

Emergency and continuity management program

0 Introduction

0.1 General

This Standard outlines the requirements for an emergency and continuity management program. This approach means a complete systematic process aimed at the reduction of loss and the protection of assets from all types of hazards through a risk-based program of prevention and mitigation, preparedness, response, and recovery. This Standard reflects the convergence seen over the past several years of public and private sector planning efforts. The Standard also serves as an effective benchmark to allow organizations to evaluate conformity of their emergency and continuity management program to this Canadian Standard. A natural, human-caused or technological disaster can happen anytime, anywhere. Implementing an emergency and continuity management program as prescribed in this Standard will improve the likelihood that an organization will survive and recover from a major event.

It is not the intent of this Standard to imply uniformity in the structure of an emergency and continuity management program, but for an organization to establish and implement a program that is appropriate to its needs. These needs are shaped by legal, regulatory, organizational and industry requirements, the products and services, the processes employed, the size and structure of the organization, and the needs and requirements of its stakeholders.

To facilitate its use and adoption, this Standard is aligned with the Plan-Do-Check-Act (PDCA) continual improvement model. This supports consistent and integrated implementation and operation within an organization's management system(s). This Standard applies to all types and sizes of organizations, regardless of whether or not a formal management system is in place.

Note: Refer to CSA Z1000 for an example of a management system standard.

The elements of a continual improvement process included in this Standard are:

- a) program management;
- b) planning;
- c) implementation;
- d) program evaluation; and
- e) management review.

Figure 1 illustrates how this Standard is structured within the “Plan-Do-Check-Act” (PDCA) continual improvement model found in management systems standards.

0.2 Using this Standard

This Standard is structured so that the normative requirements are specified in the main body of the Standard. These are requirements that an organization needs to meet in order to demonstrate conformance with this Standard.

Annex A provides informative guidance material that is intended to assist users in complying with the Standard. In Annex A, the normative requirements, which are reproduced from the Standard (main

body), are included in text boxes and corresponding guidance information is given below the text boxes to which it applies. The guidance material does not contain normative requirements.

Annex B provides a Conformity Assessment Tool that is intended to assist organizations in determining conformity with the requirements of this Standard. Users of this Conformity Assessment Tool can indicate conformity, partial conformity, or nonconformity as well as indicate evidence of conformity, corrective action, task assignment, a schedule for action, or other information in the “Comments” column.

Figure 1
CSA Z1600 as structured in the “Plan-Do-Check-Act” (PDCA)
continual improvement model
 (See Clause 0.1.)



1 Scope, purpose, and application

1.1 Scope

This Standard establishes criteria for an emergency and continuity management program, hereinafter referred to as “the program.”

1.2 Purpose

1.2.1 General

This Standard provides the requirements to develop, implement, evaluate, maintain, and continuously improve an emergency and continuity management program for prevention and mitigation, preparedness, response, and recovery.

1.2.2 Continual improvement process

The elements of a continual improvement process included in this Standard are

- a) program management;
- b) planning;
- c) implementation;
- d) program evaluation; and
- e) management review.

1.3 Application

This Standard applies to public and private organizations.

1.4 Terminology

In this Standard, “shall” is used to express a requirement, i.e., a provision that the user is obliged to satisfy in order to comply with the standard; “should” is used to express a recommendation or that which is advised but not required; and “may” is used to express an option or that which is permissible within the limits of the standard.

Notes accompanying clauses do not include requirements or alternative requirements; the purpose of a note accompanying a clause is to separate from the text explanatory or informative material.

Notes to tables and figures are considered part of the table or figure and may be written as requirements.

Annexes are designated normative (mandatory) or informative (nonmandatory) to define their application.

2 Reference publications

This Standard refers to the following publications, and where such reference is made, it shall be to the edition listed below.

CSA Group

CAN/CSA-ISO 31000-10

Risk management: Principles and guidelines

CAN/CSA-Z1000-06 (R2011)

Occupational health and safety management

CSA Z1001-13

Occupational health and safety training