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- x Business Continuity Management System (BCMS)
 - o The holistic management process identifies potential threats to an organization and the impacts on business operations that those threats might cause if realized. The BCMS provides a framework for delivering effective business continuity services, building organizational resilience capabilities, and .

 - x Business Continuity Plans
 - o A documented collection of procedures and information developed, compiled, and maintained in readiness for use in an incident to enable an organization to continue delivering its critical products and services at an acceptable level

POLICY

Booz Allen's BCMS consists of business continuity and Disaster Recovery (DR) Plans. BC Plans conform to the requirements of ISO 22301:2019 and consist of industry best practices. The business continuity plans are developed, tested, maintained, and stored in Booz Allen's official Fusion Framework System (hereafter Fusion)

What is a Business Disruption Incident?

Business disruption incidents are events that disrupt normal business operations. All BC and ISDR Plans contain strategies to resume normal operations from any business disruption incident that results in a:

- x Loss of Personnel
- x Loss of Technology Systems
- x Loss of a Key Supplier

- x Loss of Local Facility
- x Loss of the Washington Metropolitan Area (WMA)

The Responsibilities of Booz Allen People

To facilitate the rapid and safe resumption of Booz Allen business operations following an unacceptable disruption, Booz Allen people must:

- x Maintain accurate contact information in Workday and review the company's business continuity and preparedness information
- x Participate, as required, in developing, exercising, and maintaining business continuity and disaster recovery plans that apply to their business area. Access to the BC planning tool is based on an 4 Ont:

Plan owners have the option to complete the 15-minute Business Continuity Fundamentals online training course.

Business Continuity Coordinator Responsibilities

The BCC, assigned by the plan owner, is responsible for developing, exercising, maintaining, and continuously improving the BC and DR plans. The BC staff will provide the tools, training, methods, and professional expertise to the BCCs.

With support from the (BC staff), BCCs are responsible for the following:

- x Communicating with their plan owner on BC planning activities and assisting the BC staff to define recovery team members (essential personnel) and ensure that the BCP complies with this policy.
- x Facilitating the completion and maintenance of their team's Business Impact Analysis and BC Plans.
- x Facilitating regular exercises of their BC Plans with the recovery teams.
- x Working closely with the BC staff to obtain the right tools, training, and methods for their continuity planning efforts.
- x Knowing about the business processes for their team to ensure all critical business processes and related technology systems/applications have been identified and that plans, strategies, and recovery procedures exist for each.
- x Participating in all stages of the business continuity management system at the direction of the BC staff.
- x Ensuring the use of the company's Business Continuity Management System (BCMS) and Business Continuity Plan (BCP).