



# Business Impact Analysis Template

R&R Co. / Operations / Rodger Liam / 5 Jun 2023

Complete

Score	0 / 0 (0%)	Flagged items	0	Actions	0
Site conducted					Unanswered
Business/ Organization name					R&R Co.
Business unit/ Department					Operations
Prepared by					Rodger Liam
Conducted on					5 Jun 2023 16:11 PST
Location					275 Willow St., Reidsville, NC 27320

## Inspection

### Business Impact Analysis

Add BIA details & business function

### Function

#### Function 1

#### Event

Fire in Customer Area (Bay E);  
computers and relevant  
documents completely damaged.

#### Business activity affected

Customer requests won't be processed and we would need to contact our suppliers for the orders to be cancelled while we re-confirm requests.

#### Potential financial loss

\$4500/3 hours

#### Preventive action

- Ensure that fire extinguishers are accessible and charged at all times
- Relevant documents must be encoded online or stored somewhere safe (metal cabinets in storage room)

#### Minimum recovery time

8 hours

### Function 2

#### Event

Earthquake; caused a part of the  
office to collapse

#### Business activity affected

Entire business operations and equipment would be affected. Even entrance not possible; worst case scenario is nothing (equipment or machinery) was saved.

#### Potential financial loss

\$20,000/3 hours

#### Preventive action

- All the data must be backed up in the alternate operations center
- Earthquake drills must be done regularly; everyone in the team must be involved
- Evacuation plans must be posted on the walls of the office; must be visible

#### Minimum recovery time

6 hours, 8 hours (maximum)

### Completion

#### Completed by (Full Name & Signature)

Rodger Liam

A handwritten signature in black ink, appearing to be 'Liam', located in the top left corner of the page.

5 Jun 2023 16:12 PST

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