Resiliency Program
Adapted Canadian Standards Association (CSA) Z1600-14 Emergency and Business Continuity Management Program
Emergency Solutions International – Concordance Table

The following table outlines guidelines related to Canadian Standards Association (CSA) Z1600-14 Emergency and Business Continuity Management Program.

This approach is a complete systematic process aimed at the organization and sustainability of the Program through a risk-based program of prevention and mitigation, preparedness, response, and recovery. The Standard also serves as an effective benchmark to evaluate conformity of the emergency and continuity management Program to this Canadian Standard. Implementing an emergency and continuity management program as prescribed in this Standard will improve the likelihood that an organization will organize and prepare affectively for response and recovery. ESI uses a colour coding system where based upon assessment, each category of the Standard is given a "grade": green indicates that that section of the Standard is evident within the Emergency and Business Continuity Management Program, yellow indicates it is under way or being considered and red indicates that it is not existent at the time of the analysis.

Emergency Response Plan Gap Analysis						
Requirements, Standards, and Best Practices Concordance Action Plan						
Category/ Section	**Description/ Action**	**Team/ Position Responsible**	**Start Date**	**% Complete**	**Completion Date**	**Results/ Notes**
4 Program Management						
4.1 Leadership and commitment	The organization's senior management shall provide leadership, commitment and assume overall program responsibility, accountability, and authority.	Director	Ongoing	 	Ongoing	Program document will reflect sustainability and set up planning regimen
4.2 Program Coordinator	The organization shall appoint a Program Coordinator to develop, implement, evaluate, and maintain the program.	Manager of Operations	N/A	 	N/A	To be noted in program level document
4.3 Program Committee*	**4.3.1 Establishment** The organization shall establish a program committee, the structure which shall be established in accordance with the organization's policy.	Manager of Operations	N/A	 	Upon acceptance of draft program	To be noted in program level document. Perhaps there is a group of outside stakeholders who should be added to the proposal program committee

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	4.3.2 Strategic Input The program committee shall provide strategic input in coordinating the development, implementation, evaluation, and maintenance of the program.	Program Committee	N/A		Upon acceptance of draft program	Program liaison with strategic partners. Perhaps there is a group of outside stakeholders who could be on an Advisory Board or Program Committee
	4.3.4 Membership The program committee shall include the Program Coordinator and others who have the required expertise, knowledge of the organization, the capability to identify resources from all key functional areas within the organization, and applicable external representation as required.	Director	N/A		Upon acceptance of draft program	Noted in program level document. Job descriptions and performance management to be updated
4.4 Program Administration	**4.4.1 Program Level Document** The organization shall have a documented program that includes the requirements described in Clauses 4.4.2 to 4.4.7.	Director	N/A		Upon acceptance of draft program	Noted in program level document
	4.4.2 Program Policy The organization shall establish a policy that a) includes a vision, scope, mission statement, roles and responsibilities, and enabling authority for the program; and b) is approved by the senior management of the organization.	Director with Program Committee Assistance Deputy Minister Approved	In Progress	80%	Upon acceptance of draft program	Noted in program level document. Target capability Recommended 4.4.2 (a) in process
	4.4.3 Goals, objectives, and performance measures The organization shall establish program goals, objectives, and performance measures.	Director with Program Committee assistance	N/A		Upon acceptance of draft program	Noted in program level document
	4.4.4 Integration The emergency and continuity management program goals and objectives shall be integrated into the organization's overarching goals and objectives.	Director with Program Committee assistance	N/A		Upon acceptance of draft program	Noted in program level document
	4.4.5 Budget and schedule The organization shall establish a program budget and schedule that includes milestones.	Director with Deputy Minister Approval	N/A		Upon acceptance of draft program	Noted in program level document, job description financial analyst