

BUSINESS CONTINUITY & DISASTER RECOVERY PLAN

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STRATEGY

Let's say your business were to fall victim to a disaster in this very moment...

What do you need to do to protect, recover, and restore your business?

Before jumping into assembling your BCDR plan, you must first develop and have a strategy in place. Your strategy outlines your business objective(s) and what the associated business priorities and procedures are.

Begin by identifying all potential risks and analyzing the impact of any given disaster on your business. From there, establish the appropriate processes to mitigate such risks in the case of a disaster.

Your strategy also must account for relocation to an alternative business site(s) to prevent disaster disrupting BCDR processes at the original site.

Begin drafting your business strategy by discussing and filling out the next page with your business team.

Once you have created and established your strategy, you are ready to move onto building your recovery plan.

STRATEGY

BUSINESS PRIORITIES

A large, empty rectangular box with a thin black border, intended for writing business priorities.

ALTERNATIVE BUSINESS SITES

A large, empty rectangular box with a thin black border, intended for writing alternative business sites.

RELOCATION

A large, empty rectangular box with a thin black border, intended for writing relocation details.

RECOVERY PLAN

BCDR PLAN

In the case of a disaster, what are the steps and procedures you must take to protect, recover, and restore your standard and critical business operations?

Having identified the types of risks and conducted a risk analysis assessment of each in any given disaster (your strategy), you can now structure your BCDR plan.

Begin by identifying steps that will minimize your risks and prepare you in the case of any disaster (minor or major). From here, establish a set of processes that ensure rapid, full recovery of your business records and operations, such as

- Backup of all critical (high security) data.
- Secure storage of sensitive information.
- Convert hard data (i.e. paper documents) into digital data, and backup accordingly.

No plan is successful unless it has been thoroughly tested, measured, and consistently reviewed. Prior to concluding your plan, implement several practice runs (i.e. simulation) and analyze how effective your procedures work.

Based on the results, you can then make any necessary changes and officially finalize your BCDR plan.

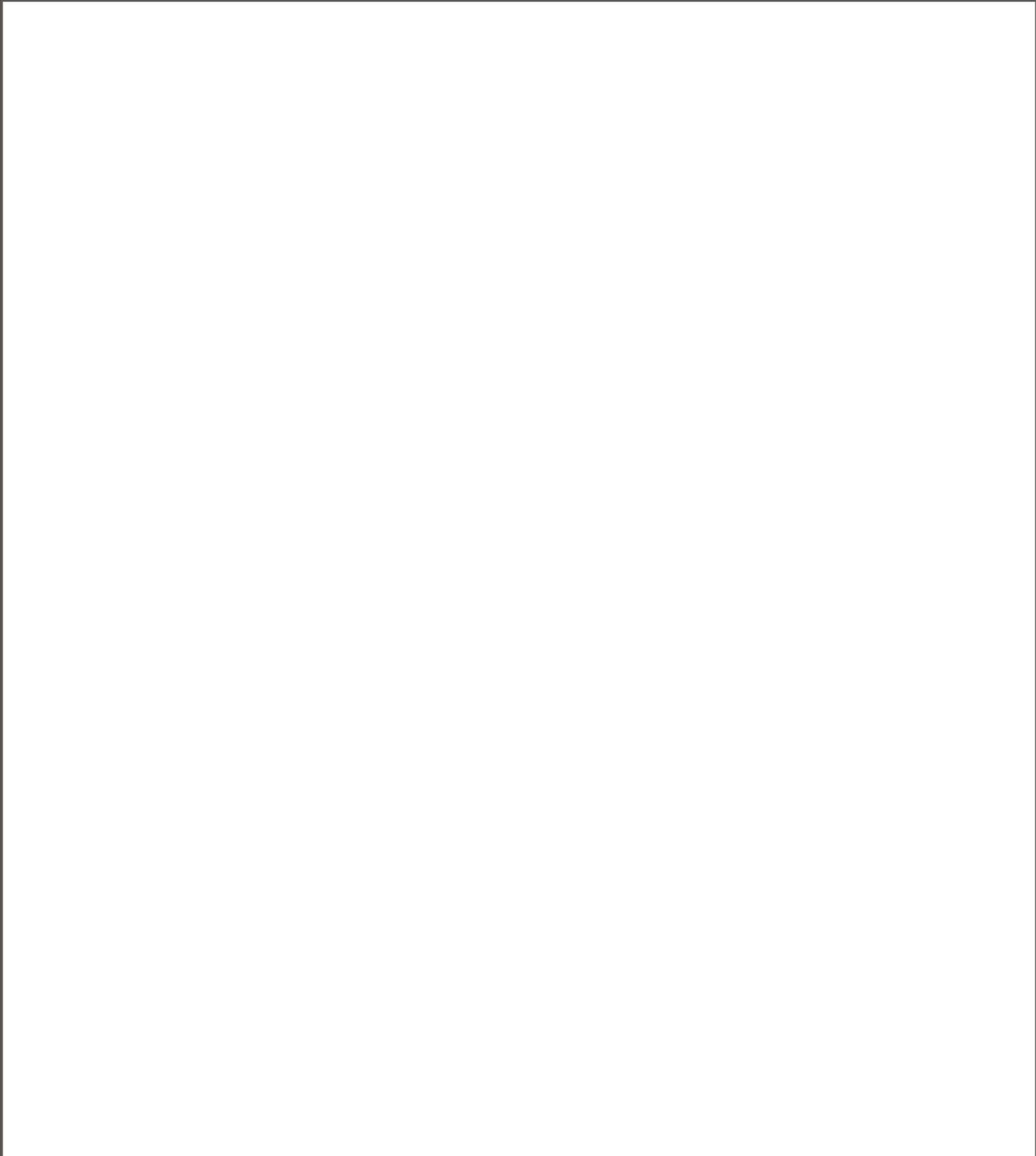
Remember the process doesn't end there... Be sure to consistently review your plan to revise it accordingly, as you would with any formal document.

Begin drafting your recovery plan by discussing and filling out the next page with your business team.

Once you have created and established your recovery plan, you are ready to move onto outlining your recovery phases.

RECOVERY PLAN

BUSINESS CONTINUITY & DISASTER RECOVERY PLAN



RECOVERY PLAN

RECOVERY PHASES

Now, in the case a disaster does occur, you mustn't immediately jump into implementing your BCDR. Instead, there are distinct recovery phases that guide you in how your recovery plan must proceed.

There are 4, key phases, each summarizing the primary action to be taken and what (goal) must be accomplished before moving onto the next phase.

1. DISCLOSURE OF DISASTER:

In the even of a disaster, you must first declare it and prepare to activate your recovery (BCDR) plan.

2. ACTIVATION OF RECOVERY PLAN:

In this phase, you activate your BCDR plan, set up your alternative site, and begin securely moving your business operations to your alternative site, as per your relocation strategy.

3. RELOCATION TO ALTERNATIVE SITE:

All your business operations have officially been relocated and are conducted at your alternative site until your primary site has been securely restored.

4. TRANSITION TO PRIMARY SITE:

In this final phase, post-disaster, you can safely begin moving your business operations back to your primary site, according to the steps indicated in your BCDR plan.

Recovery phases vary depending on the structure, size, scope, and environment an organization is in. That said, these 4 help establish groundwork, from which your business can continuously build from and add to.

Begin drafting your recovery phases by discussing and filling out the next page with your business team.

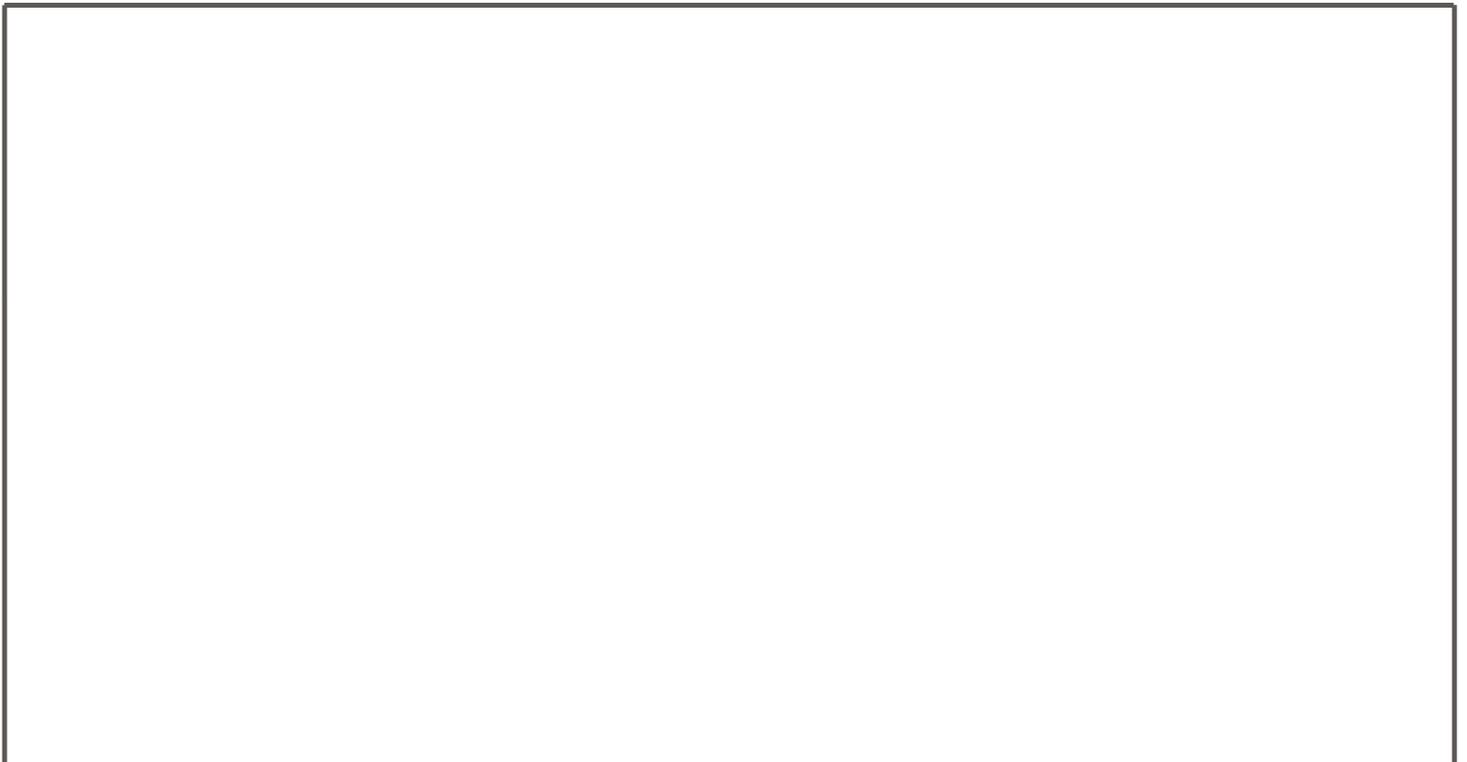
Once you have created and established your phases, you are ready to move onto outlining your recovery procedure.

RECOVERY PHASES

PHASE 1: DISCLOSURE OF DISASTER

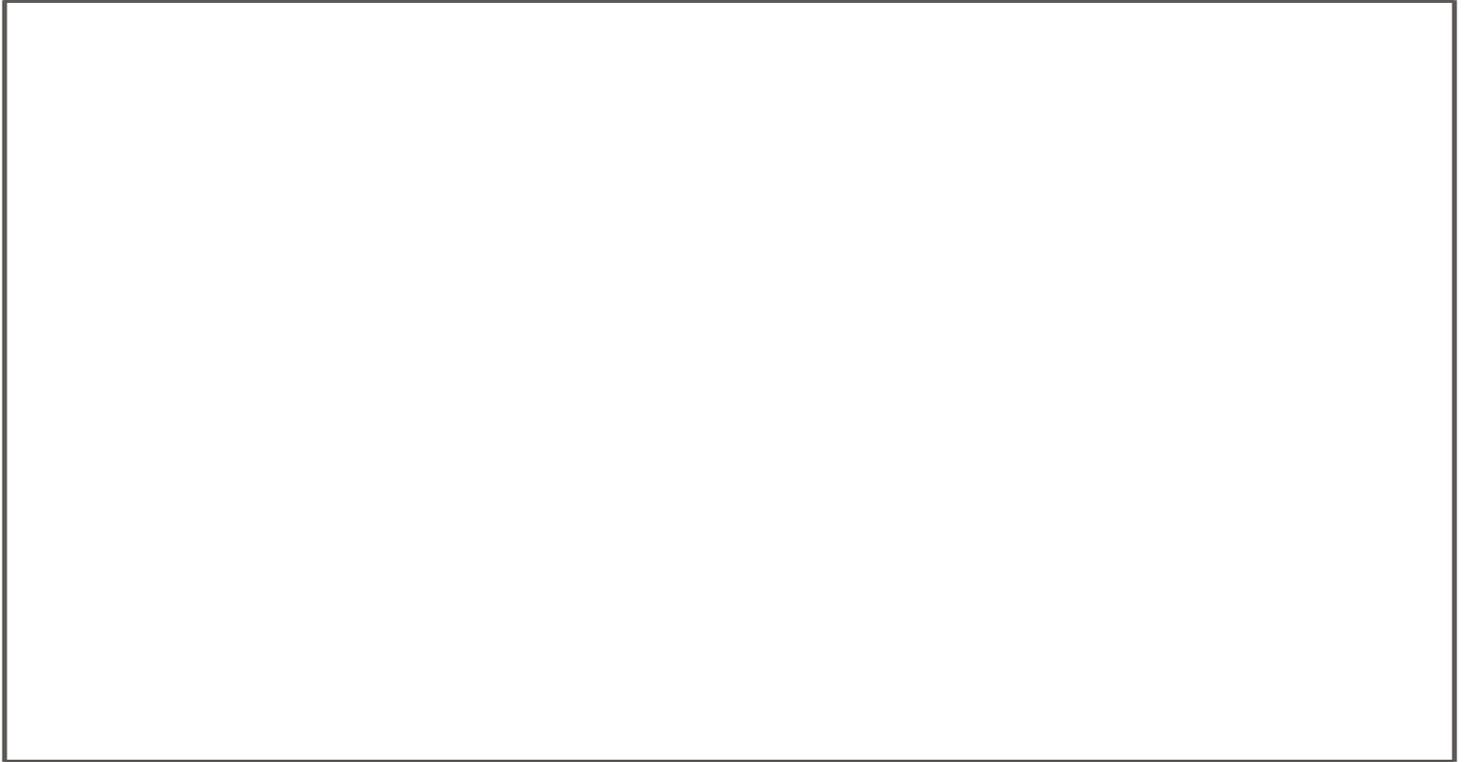


PHASE 2: ACTIVATION OF RECOVERY PLAN

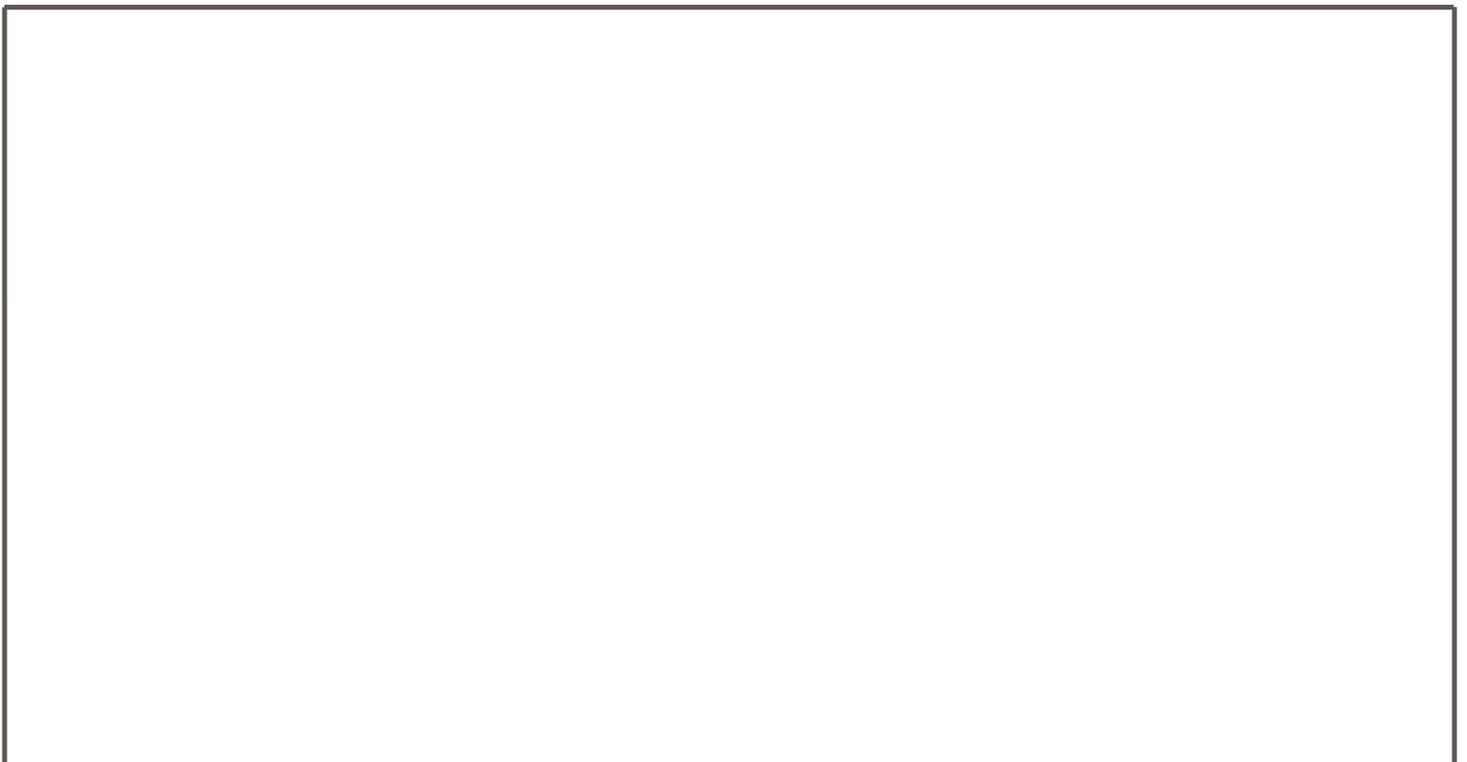


RECOVERY PHASES

PHASE 3: RELOCATION TO ALT. SITE



PHASE 4: TRANSITION TO PRIMARY SITE



RECOVERY PLAN

RECOVERY PROCEDURE

Having identified your recovery phases, you are ready to draft your recovery procedure. Essentially, this procedure is an in-depth outline of the distinct tasks and activities that required to restore your standard and critical business operations.

Within each of your recovery phases, be sure to include the steps you will take to achieve the goal of your recovery phase, making for a successful and effective recovery procedure.

An example of such a procedure has been done for you below:

PHASE 1

**Identify the type of disaster taking place.
Alert management and analyze preliminary damage(s).
Declare the disaster.**

PHASE 2

**Activate recovery plan.
Establish communication.
Establish work management.**

PHASE 3

**Relocate to alternate site.'
Commence alternate site business operations.
Begin data and critical records restoration process.**

PHASE 4

**Begin transition to primary site.
Terminate alternate site operations and process.
Finalize any communication and work management.**

Begin drafting your recovery procedure by discussing and filling out the next page with your business team.

Once you have created and established your phases, you are ready to move onto assembling your recovery team.

RECOVERY PROCEDURE

PHASE 1

STEP 1

STEP 2

STEP 3

PHASE 2

STEP 1

STEP 2

STEP 3

RECOVERY PROCEDURE

PHASE 3

STEP 1

STEP 2

STEP 3

PHASE 4

STEP 1

STEP 2

STEP 3

RECOVERY TEAM

RECOVERY TEAMS

Assembling your recovery team is one of the most important parts to building a successful BCDR plan. Your team is not only responsible for activating the recovery plan, but restoring all business operations, controlling the damage, and maintaining the the restoration process is followed properly.

Within your team, there are different departments responsible for handling a certain phases and the associated specific steps (within said phase); after all, the communication team cannot handle the role of the information technology (IT) team.

Once you have established each team responsible for their departmental recovery, your next step is to assign each team member with their associated role and set of responsibilities. Lastly, each time must have a primary contact(s).

Assemble your recovery team by discussing and filling out the next page with your business team.

Once you have assembled your team and assigned each with their set of roles and responsibilities, you are ready to move onto drafting your restoration plan.

RECOVERY TEAM

DEPARTMENTAL RECOVERY - TEAMS

ADMINISTRATION TEAM

BUSINESS CONTINUITY TEAM

COMMUNICATIONS TEAM

EMERGENCY RESPONSE TEAM

HUMAN RESOURCES

IT TEAM

OTHER (IF APPLICABLE)

RECOVERY TEAM

TEAM ROLES

TEAM LEADER

BACKUP TEAM LEADER

TEAM MEMBER

OTHER (IF APPLICABLE)

RECOVERY TEAM

TEAM RESPONSIBILITIES

ADMINISTRATOR

HUMAN RESOURCES COORDINATOR

INCIDENT OFFICER

LEGAL OFFICER

IT COORDINATOR

OTHER (IF APPLICABLE)

RECOVERY TEAM

TEAM CONTACTS

ADMINISTRATION TEAM

BUSINESS CONTINUITY TEAM

COMMUNICATIONS TEAM

EMERGENCY RESPONSE TEAM

HUMAN RESOURCES

IT TEAM

OTHER (IF APPLICABLE)

RESTORATION PLAN

PLAN TO RESTORE

Once your team has activated the recovery plan and controlled the disaster, you are now at the step where you can safely and securely begin to move your business operations back to your primary business site.

Your restoration plan is to include:

- **Records and data backup process:** how your team has backed up and stored your critical information, valuable data, and records.
- **Alternate site termination:** the process you'll take to terminate your alternate site procedure(s).
- **Work and communication management:** what steps you'll take to communicate your business's disaster recovery, including not just internally (to the company and its employees), but to your customers (and shareholders, if applicable) as well.

Begin drafting your restoration plan by discussing and filling out the next page with your business team.

Once you have finalized your restoration plan, you have completed your Business Continuity and Disaster Recovery plan!

Before implementing it officially, be sure to test it several times and measure the results, and make any changes necessary to ensure the plan is effective and successful in restoring your business in the event of a disaster.

RESTORATION PLAN

RECORDS & DATA BACKUP PROCESS



ALTERNATIVE SITE TERMINATION



WORK & COMMUNICATION MANAGEMENT



CONCLUSION

Whether you used this template to revise your current BCDR plan or to build a new one from scratch, it's important that you consistently revisit, revise, and update it accordingly, as you would with any official business document.

At CW Technology, we know business IT isn't easy. If you have any questions about our BCDR template or are simply in need of additional disaster recovery services, we're here to help!

Contact us today to discuss how we can help implement the optimal disaster recovery services for your business!



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