

Template Forms for Developing a Disaster Recovery Program

September 19, 2006

**Presented to:
International Facility Management Association
September Luncheon Meeting**

Presented by:



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Template Forms for Developing a Disaster Recovery Program

Table of Contents - Steps to follow in Developing a Disaster Recovery Program

1.0 Identify Potential Disasters

Brainstorm the disasters that can potentially put your company out of business.

- Check off disasters that are potential scenarios at your facility.
- Add any other scenarios, or more specific scenarios, that apply to your business, and cross off any that are non-applicable.

2.0 Identify Critical Business Functions

Brainstorm the critical business functions that need to be managed or recovered in a disaster situation. These are the critical systems, not every business detail.

- Check off disasters that are a significant threat to your facility and add any other scenarios, or more specific scenarios, that apply to your business, and cross off any that are either non-applicable or not a priority.

3.0 Prioritize Your Disaster and Critical System Recovery Planning

Identify your priorities for Disaster Recovery Planning.

- Complete the column of disasters by filling it in with those identified in Section 1.0.
- Complete the row of Critical Business Functions by filling in with those identified in Section 2.0.
- For each Disaster, check off each function that could be affected.
- Rows with the most checkmarks ID your priority Disasters.
- Columns with the most checkmarks ID the priority Business Functions.

4.0 Prepare Disaster Recovery Plan

5.0 Templates for Responsible Individuals, Responsibilities Contact Information, and Procedure Reference

- Main Contacts and Responsibilities
 - Primary Response Organization
 - Business Function Recovery Responders
- On-Call Advisors

Attachments

- Disaster Recovery Organizational Chart
- CD-ROM with Template Forms

Template Forms for Developing a Disaster Recovery Program

1.0 Identify Potential Disasters

Brainstorm the disasters that can potentially put your company out of business.

Check off disasters that are a significant threat to your facility and add any other scenarios, or more specific scenarios, that apply to your business, and cross off any that are either non-applicable or not a priority.

Other		Other	

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2.0 Identify Critical Business Functions

Brainstorm the critical business functions that need to be managed or recovered in a disaster situation. These are the critical systems, not every business detail.

Check off critical business functions that are essential for business continuity.

List any other systems that apply in your situation.

NOTE: Examples are given but likely will be more specific systems for your business.

Critical Business Functions	
1	Physical office environment
2	Computer system
3	Data & business documents
4	Accounting system
5	Customer management system
6	Telephone system
7	Manufacturing processes
8	Warehouse / shipping / receiving
9	Workforce
10	Transportation System(s)
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Template Forms for Developing a Disaster Recovery Program

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Mission Critical Functions Needing Recovery Plans (From Section 2.0)																									
Disasters Requiring Recovery Plans (From Section 1.0)	Physical office environment	Computer system	Data & business documents	Accounting system	Customer management system	Telephone system	Manufacturing processes	Warehouse / shipping / receiving	Workforce	Transportation System(s)															
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4.0 Prepare Disaster Recovery Plan

A Disaster Recovery Plan is comprised of three main elements as seen on the attached example Disaster Recovery Organizational Chart.

Required by Regulation

Emergency response, including plans developed under regulatory programs and/or Responsible Distribution Process (RDP).

Managing Your Liabilities

Minimizing your costs and exposure during an emergency.

Saving Your Business

Implementing the procedures to recover the Critical Business Functions you identified in Section 2.0.

Complete the following steps to prepare your Disaster Recovery Plan:

- Fill out the Disaster Recovery Organizational Chart
- Fill out the list of Main Contacts and Responsibilities (Section 5.0)
- Fill out the list of On-Call Outside Advisors (Section 5.0 and in Organizational Chart)

Each Business Function Responder will need to prepare procedures for their response actions.

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5.0 List of Key Individuals, Responsibilities, and Any Procedure Reference			
Main Contacts and Responsibilities			
Title	Contact Information	Responsibilities	Procedure Reference
Primary Response Organization			
CEO/Manager in Charge	Phone: Cell:	Provides necessary facilities equipment and funding. Provides adequate manpower and time to complete the response. Supports on-site management. Provides facility for base operations.	
Incident Commander	Hotline: Phone: Cell:	Manages field operations, contractors, and security. Enforces emergency response plans and health and safety procedures. Reviews contractor invoices.	
Financial/Insurance Coordinator	Phone: Cell:	Reviews contracts with contractors, responders, waste haulers, etc. Coordinates insurance claims communications with adjusters. Notifies appropriate lender and insurance contacts.	
Event Recorder	Phone: Cell:	Video tapes and/or photograph events. Documents video and photo documents as attorney-client privilege. Documents communications made to agencies. Documents equipment brought on site. Documents materials leaving the site and their destination.	
Public Relations Spokesperson	Phone: Cell:	One point person for media contacts and regulatory contacts. Provides any needed amenities for responders and on-site personnel. Provides for any evacuees.	
Environmental Health & Safety (EHS) Support	Phone: Cell:	Environmental health and safety professionals. Site health and safety planning. Environmental monitoring. Decontamination. Waste profiles and documentation.	
Site Security	Phone: Cell:	Controls access to site. Manages control of people on site. Logs entrance and departure. Provides wrist bands or other ID.	
Response Work Crew	Phone: Cell:	Primary response workers. Demo contractors. HAZMAT contractors. Waste hauling contractors. Others	
Business Function Recovery Responders			
Business Recovery Supervisor	Phone: Cell:	Oversees individual recovery operators. Supervises business function responders.	
Office Replacement Manager	Phone: Cell:	Plans for loss of office scenario. Coordinates response to loss of office.	

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5.0 List of Key Individuals, Responsibilities, and Any Procedure Reference			
Main Contacts and Responsibilities			
Title	Contact Information	Responsibilities	Procedure Reference
Warehouse/Shipping Manager	Phone: Cell:	Plans for warehouse/shipping continuity. Coordinates response to warehouse/shipping disruptions.	
Workforce Manager	Phone: Cell:	Plans for significant loss of workforce. Coordinates response to workforce loss.	
IT Manager	Phone: Cell:	Plans for IT continuity. Coordinates response to IT disasters.	
Phone Manager	Phone: Cell:	Plans for communication continuity. Coordinates response to phone system disruptions.	
Business Records/Data Manager	Phone: Cell:	Plans for keeping sensitive business documents protected. Coordinates recovery of business documents.	
Accounting	Phone: Cell:	Plans for continuity of accounting system. Coordinates recovery of accounting system.	

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