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OFFSITE DATA STORAGE

Backup data facilities have been identified at the follow location:

Name of company:

Main contact:

Phone number:

Email address:

Street address:

City:

State and zip:

The identified location of the backup site will be accessible for a minimum period of six (6) weeks from initial date of occupancy after disaster declaration. It will be available for 24-hour access and retrieval and be protected by: security, fire suppression, water detectors, heating, air and ventilation.

[your compnay] will have access to the backup site facility within [x] hours after notification and guaranteed occupancy shall be at least six (6) weeks.

This storage facility will be reviewed for effectiveness annually. Storage facilities for electronic documentation to be considered provided to [your compnay] by [b_officialname].

Offsite storage process will include, but is not limited to, the following. All documentation of importance to the operations of [your compnay] will be stored via this backup site.

- Backup Tapes - Weekly tape backups of **ALL** your disk files. These include: mainframe, mid-range, servers and PCs (**mandatory** and with at least two generations)
- System, program product, and in-house developed software manuals and guides
- Legal - Copies of contracts, leases, legal and critical correspondences
- Insurance – Policies, riders, and addendums
- Financial - General and private ledgers, year end financial statements, tax returns, bank records
- Recovery Plans - A complete set
- Assets - Complete fixed asset listings
- Referenced Items - Copies of any item referenced within your recovery team plans
- Floor plans
- Architectural drawings that should include mechanical plans
- Photos of facility and various work areas
- Other critical documents or data critical to the operation of your business



SITE MAP DOCUMENTATION

Attach all appropriate information pertaining to building and site maps that indicate:

- Utility shutoffs
- Water hydrants
- Water main valves
- Water lines
- Gas main valves
- Gas lines
- Electrical cutoffs
- Electrical substations
- Storm drains
- Sewer lines
- Location of each building (include name of building, street name and number)
- Floor plans
- Alarm and enunciators
- Fire extinguishers
- Fire suppression systems
- Exits
- Stairways
- Designated escape routes
- Restricted areas
- Hazardous materials (including cleaning supplies and chemicals)
- High-value items

All pertinent documentation will be stored by [b_officialname]. Your agency contact, [bc_fname] [bc_lname], can be reached at [b_phone].

Disaster Procedures Checklist

Action	By whom	Comments	Check when done
1. Receive Communication on emergency situation	Bus Cont Planning Team Leader	log time	
2. Contact [your company] Business Contingency Planning Team and Department Team Leader	Bus Cont Planning Team Leader	log time	
3. Contact temporary facilities site and alert them that disaster may be declared.	Bus Cont Planning Team Leader		
4. Assess Damage	Bus Cont Planning Team & Dept Heads	Network Equipment Building Employees	
5. Estimate Length of Outage	Bus Cont Planning Team & Dept Heads	Length of outage < 1 Hour > 1 Hour - , < 2 hours > 2 hours, <12 hours >12 hours, < 24 hours >24 hours, <48 hours >48 hours Unknown	
6. Estimate Business Risk	Bus Cont Planning Team & Dept Heads		
7. Make Decision. If no declaration then contact the temporary facilities site and inform them alert is over If decision is to declare, proceed to step 8.	Bus Cont Planning Team & Dept Heads		
8. Declare Disaster, notify Executive Team immediately and declare disaster at site operations	Business Contingency Planning Team	Log time	
9. Notify Emergency Response Team Leader identified in Emergency Notification List	Mgmt Team LEADER	Log time	
10. Activate Command Center	Business Contingency Planning Team	Log time	
11. Report to Command Center	Business Contingency Planning Team	Log time	