

BUSINESS CONTINUITY PLAN (RESTORATION ERP)



BUSINESS CONTINUITY PLAN *[TEMPLATE]*

[Company Name]
[Company Location/Facility]
[Company Division]
[Company Group]

Document Revision History

Version	Revision Date	Author	Description of Change
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PURPOSE OF A BUSINESS CONTINUITY PLAN

Business continuity planning (BCP) is the **process** a company undergoes to create a prevention and **recovery** system from disruptions and potential threats such as natural disasters or cyber-attacks. BCP is designed to protect personnel and assets and make sure they can function quickly when disaster strikes.

KEY ROLES AND DEFINITIONS

Business Recovery Coordinators (BRC) – Each facility should identify at least one Business Recovery Coordinator who is responsible to coordinate the company's business continuity initiatives across the line of business.

Contingency/Alternate Site - A building or facility prepared and ready for use by various business units within the company, should an outage occur at any normal production location. These sites will normally be occupied until such time as either the original site or a new location has been prepared for reoccupation.

RECOVERY PHASES

- **Disaster Occurrence**: A disaster is declared, and decisions are made to activate the rest of the recovery plan.
- **Plan Activation**: The Business Continuity Plan is put into effect during this phase. This phase will continue until the alternate business site is secured, and the business operations are relocated
- **Alternate Site Operation**: This phase continues until the primary facility can be restored.
- **Transition back to Primary Site**: This phase continues until the business operations can appropriately be moved back to the original business site

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1. BUSINESS FUNCTION RECOVERY PRIORITIES

Used to recover essential business operations at an alternate location site. This is an offset strategy that is put into effect by the Business Continuity Teams. IT functions will be restored by the Information System and IT Teams based on critical business functions. It is recommended that critical functions are prioritized in the order that they will be required to support the business.

Identify critical business functions that would be restored. Functions should be prioritized based on need.

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2. RELOCATION STRATEGY

When the decision has been made to move to the alternate site, review your high-level recovery requirements with the Management Team as appropriate. The facility liaison for this communication is your Business Recovery Coordinator (BRC). Each location/facility will have its own BRC. Multiple BRCs may be necessary depending on the size of the company and division of responsibilities.

Identify the strategy for the relocation of staff to the alternate site. Identify method of communicating to staff the disruption and how/where staff will be relocated.

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3. ALTERNATE BUSINESS SITE

The alternate business site and relocation strategy will be used in the event of a disaster or disruption that inhibits the continuation of the business processes at the original business site. This strategy should include both short-term and long-term relocation sites in the case of both types of disruptions. List the alternate site(s) and the critical personnel that will be assigned to the location(s).

Identify recovery requirements necessary for resumption of business at the alternate site (equipment, communications, staffing, supplies, etc.). Plan for both short-term as well as long-term occupancy at the alternate site. A more detailed plan may be necessary than what can be specified in this document.

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4. RECOVERY PLAN

When the decision has been made to move to the alternate site, review your high-level recovery requirements with the Management Team, as appropriate. The facility liaison for this communication is your Business Recovery Coordinator (BRC). Allocation of contingency recovery space resources will be dependent on the actual event. Specific activities or tasks that should be carried out to recover normal and critical business operations are detailed. Each strategy is described through a specific set of action activities and tasks to recover appropriately.

The following should be identified in this section:

1. RECOVERY ROLES

Recovery teams are established, and participants are divided into appropriate teams, based on job role and title. Each team is given a designated team leader and all other team members are assigned to a specific role or duty among the team.

A. **TEAM ROLES & RESPONSIBILITIES**

BRC, Team Leader, Backup Team Leader, Team Member (Identified in PPL)

B. **TEAM CONTACTS**

Identified in PPL Contact List

2. ACTIVITIES/TASKS:

List activities and tasks to be carried out to recover at the alternate site. In addition to recovery at the alternate site, activities should include notification of employees, clients, vendors, etc.

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5. RECORDS BACKUP

All-important records that are vital to the continuation of business operations, and that would be affected by a facilities disruption or disaster, are maintained, controlled, and periodically checked on by Disaster Recovery/IT Teams. The most critical files are periodically backed up and stored at an offsite location.

Anything generated by hand or on the computer is a record. It is recommended that a company use Record Retention Schedules. At a minimum, these schedules describe which records they apply to, where those records are stored, and when (if ever) they should be destroyed. If the primary place of work is inaccessible, describe how these records can be accessed from the alternate site.

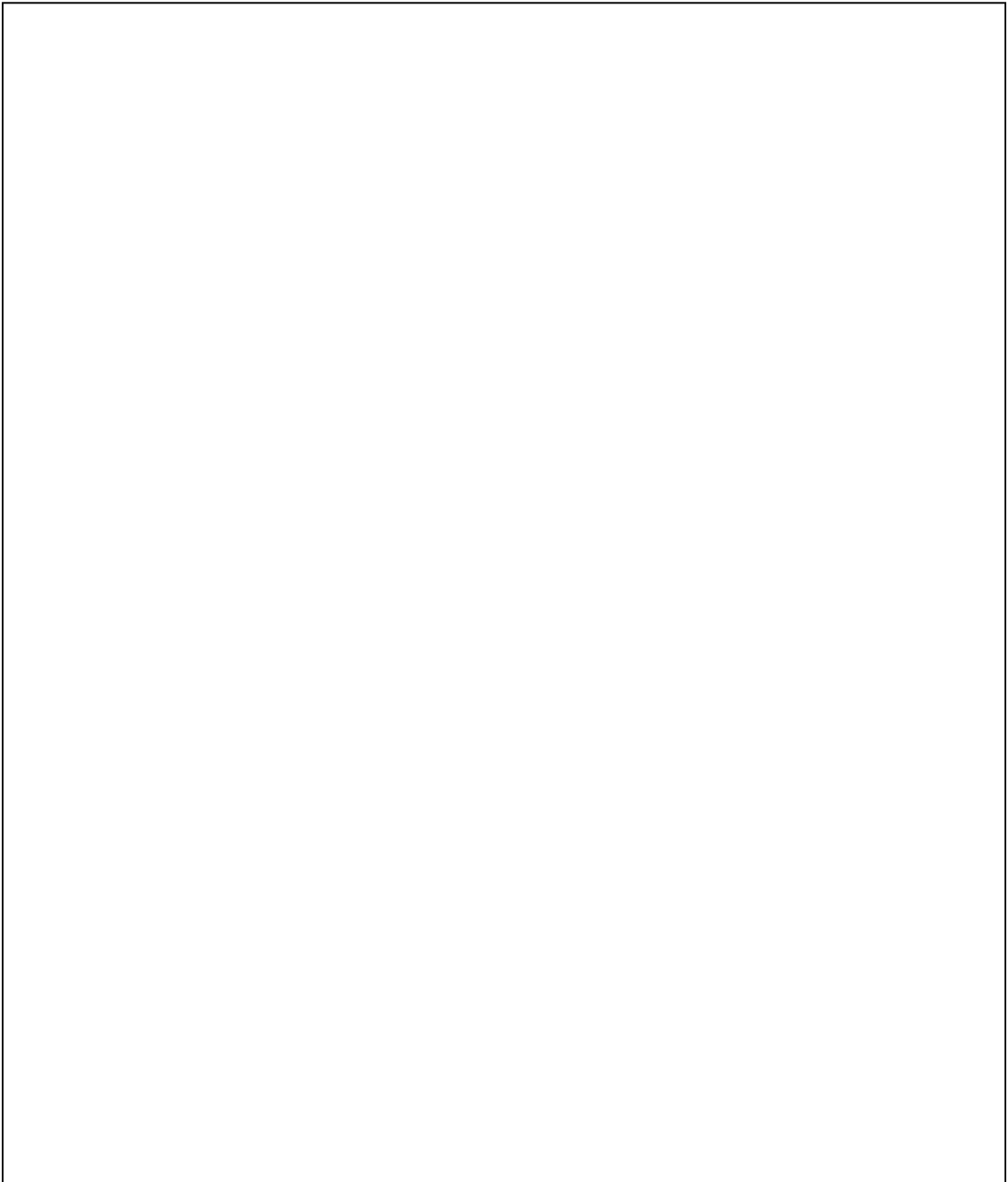
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6. RESTORATION PLAN (At Alternate Site)

General recovery activities and tasks, as well as the sequence of these tasks and who will be performing them.

Data retrieval procedures that will be conducted during certain types of IT disruptions. Restoration and reconstruction procedures that will aim to rebuild systems and processes. Relocation or remote working procedures that can be implemented during natural disasters or other disruptions that impact a workplace.

7. POTENTIAL RECOVERY PROCEDURES



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The following list are procedures which should be documented as part of the Business Continuity Plan.

1. Disaster Occurrence Descriptions
2. Notification of Management
3. Preliminary Damage Assessment
4. Declaration of Disaster
5. Plan Activation
6. Relocation to Alternate Site
7. Implementation of Temporary Procedure
8. Establishment of Communications
9. Restore Data Process and Communication with Backup Location
10. Begin Alternate Site Operations
11. Manage Work
12. Transition Back to Primary Operations
13. End Alternate Site Procedures
14. Relocate Resource Back to Primary Site

8. APPENDICIES

This section lists important appendices needed to carry out a BCP. Some of these items are included in Pre-Plan Live while others will be created as needed. These appendices include:

- A. Employee Contact List
- B. Recovery Priorities
- C. Alternate site resources
- D. Emergency Operations Center (EOC) Locations
- E. Vital Records
- F. Vendor Lists
- G. IT System Reports and Resources
- H. Alternate Site Transportation Information
- I. Impact and Risk Assessments
- J. Business Impact Analysis
- K. Recovery Task Lists
- L. Office Recovery Plan