

BUSINESS UNIT RECOVERY KIT

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BUSINESS RESUMPTION KIT

Appendix

ITEM 1 - TITLE SHEET

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Div. No:

Div. Name:

Dated:

=====
This title sheet establishes the scope of the business resumption plan contained in this appendix.

The plan for this parent business unit includes the following organizational subdivisions:

Unit #:

Name:

Address: (a or b)

Address (a)-

Building :

Street :

City :

State:

Zip:

Address (b)-

Building :

Street :

City :

State:

Zip:

Kit prepared by liason-

Name :

Title :

Phones-

Work:

Home:

Division manager-

Name :

Title :

Work:

Home:

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Definition

BUSINESS RESUMPTION KIT

ITEM 2 - DIVISION ASSUMPTIONS

Div. No:

Div. Name:

Dated:

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Specific assumptions of this division for the conditions expected to exist at the time of an emergency are listed below: (These cannot conflict with the community and corporate assumptions in App. 1-A)

- a. The division assumes other chapters of the Contingency Plan for [The Company] and specifically Chapter 7-1 thru 7-5 and App. 7-A thru 7-F are an integral part of the business resumption plan for this unit.
- b. The division assumes time and resources will be restricted following a disaster, so only the resources needed to restore the minimum level of service are listed.
- c. The division assumes all activities will be restored to normal as resources become available but that certain activities can be suspended for the time listed on App. 7-G/Item 3.
- d. [add as appropriate for the specific division.]
- e.
- f.
- g.
- h.
- i.
- j.

=====

BUSINESS RESUMPTION KIT

Appendix

Div. No:

Div. Name:

Dated:

The activities/services of this division will have to be curtailed during the recovery period. Assuming a WORST CASE situation-

- a. Our critical activities, which establish the minimum recovery requirements listed in the following items of this kit, are based on the following volumes:

Table with 3 columns: Activities/services list (in priority order), Normal Volume, Critical Volume*. Includes a Totals row at the bottom.

THE RATIO OF OUR CRITICAL PROCESSING REQUIREMENT TO THE NORMAL WORK LOAD IS ___ % as the necessary service level required.

- b. Service on the critical activities must be resumed within ___ work days (insert 1, 3, 5, etc. days) of the disaster.

The reduced service level can be sustained for an additional ___ work days (insert time period- 5, 10, indefinite days).

- c. The critical volume would be segregated and prioritized as follows in order to reduce to the service level above:
- By dollar size (explain basis)
- By transaction types (explain)
- By customer characteristics or market segment (explain strategy)
- By other (explain)

* Estimate part of normal volume for which it is critical to provide a minimum level of service.

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ITEM 4 - STRATEGY STATEMENT

Div. No:

Div. Name:

Dated:

a. Comments on level of service and timing for resumption of normal volumes and normal quality of service:

b. The strategy of this division if the Contingency Plan were activated is summarized as follows:
(State logic, what you will do, how it will be accomplished and other features of the business resumption strategy.)

c. Manager approval-

Name :

Title :

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ITEM 5 - SPACE REQUIREMENTS

Div. No:

Div. Name:

Dated:

An alternate site to which this division could relocate in a disaster must meet the following specifications:

Current Alternate
Space Site*

1. Useable square feet _____ s.f.

With provision for work stations _____ #

* Relate these square feet to level of service, Item 3.

2. Special features required at the alternate site (check)

- Customer contact
Docks or special access
Other:

3. Physical proximity is required for the following units-
Division Nos. and names:

Why?

4. Based on the minimum service levels, this division anticipates the recovery operation could be accomplished best in one of the following sites. (Number the alternatives in order of preference.)

a. Redirect the work flow to another of the Company's locations-
Rank Location address

- A similar operating division at:
A branch or service center at:
Displacing non critical units at:

b. Shift the work load to a predefined alternative site equipped with computers, terminals, phones, etc.

- Commercial hotsite vendor at:
Reciprocal arrangement at:
(other?) at:

c. Use any available facilities at the time of disaster-

- Vacant office space Parking ramps/warehouses
Homes of employees Hotels/motels

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ITEM 6 - TELECOMMUNICATIONS REQUIREMENTS

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Div. No:

Div. Name:

Dated:

Captions:

2. Used for-

1. Extensions/line numbers
(limit to support of
critical activities)

- Voice - person or work group
- Data - device identification

3. Description of purpose

1

2

3

