

	Policy No: A-108
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DISASTER RECOVERY POLICY	

PURPOSE

The purpose of this policy is to ensure that all activities that must be initiated or re-initiated in response to an unanticipated or prolonged disruption of normal business activities are in place. The major goals of a disaster recovery plan are:

- To minimize interruptions to the normal operations.
- To limit the extent of disruption and damage.
- To minimize the economic impact of the interruption.
- To establish alternative means of operation in advance.
- To train personnel with emergency procedures.
- To provide for smooth and rapid restoration of service.

BACKGROUND

Continuity of operations throughout the business activities of the organization is critical to meeting the service delivery goals of the Southwestern Oregon Workforce area. Any number of occurrences may disrupt normal business activities for a period of time ranging from an hour to a month or more. It is essential that administrative and program staff analyze their business processes and develop contingency plans which will ensure that all negative aspects of any disruption are addressed immediately and effectively to minimize the potential impact on clients, employees, the SOWIB, and the State of Oregon.

The primary objective of a Disaster Recovery plan (a.k.a. Business Continuity plan) is the description of how an organization has to deal with potential natural or human-induced disasters. The disaster recovery plan steps that the organization incorporates as part of business management include the guidelines and procedures to be undertaken to effectively respond to and recover from disaster recovery scenarios, which adversely impact information systems and business operations. Plan steps that are well-constructed and implemented will enable organizations to minimize the effects of the disaster and resume mission-critical functions quickly.

This policy discusses the various categories/levels of business disruptions and the pre-planning which must take place to ensure an orderly, phased resumption of business activities when a disruption occurs.

DEFINITIONS

DISASTER: An occurrence that impacts one or more business activities of the SOWIB to the extent that the capability to perform normal operations is impaired.

DISASTER RECOVERY: The resumption of business activities following a disaster.

DISASTER RECOVERY PLAN: A documented sequence of activities that will ensure an orderly, phased resumption of business activities following a disaster.

POLICY

It is the policy of the SOWIB that Disaster Recovery and Business Resumption Contingency Plans will be prepared, reviewed, and tested for all business activities that are considered critical to the continued operations of any business program in the event of a disaster or disruption of normal business activities. This requirement extends to Program Operators under contract to deliver services within the SOWIB area.

PLANNING CONSIDERATIONS

The Disaster Recovery Plan steps involve an analysis of an organization's business processes, IT infrastructure, data backup, resources, continuity requirements and disaster prevention methods. Secondly, it is the process of creating a comprehensive document encompassing details that will aid the organization in recovering from catastrophic events. There are various stages involved in developing an effective Disaster Recovery or Business Continuity planning. The key phases and the plan steps are outlined below:

Phase I – Data Collection

1. The Plan should be organized with timeline, resources, and expected output
2. Business impact analysis should be conducted at regular intervals
3. Risk assessment should be conducted annually
4. Onsite and Offsite Backup and Recovery procedures should be reviewed
5. Alternate site location must be selected and ready for use

Phase II – Plan Development and Testing

1. Development of Disaster Recovery Plan
2. Testing the plan

Phase III – Monitoring and Maintenance

1. Maintenance of the Plan through updates and review
2. Periodic inspection of the Disaster Recovery Plan
3. Documentation of changes

INQUIRIES:

Inquiries should be addressed to the SOWIB's Executive Director.