1. Framework for a DRP Template.

DRP – DISASTER RECOVERY PLAN
CEDRG – CENTRAL EMERGENCY DISASTER RECOVERY GROUP

It is proposed that each business unit be required to produce its own DRP, which will be integrated with the overall DRP managed by CEDRG. All recovery plans will need to take account of the role of the police in a disaster situation and make provision for a disaster occurring outside normal working hours. The integrated plan should ensure a swift and smooth recovery for a business unit from a disaster situation through effective co-ordination with the external emergency services and the companies own support services.

To enable CEDRG to make a rapid assessment of a disaster situation and initiate the correct responses, each business unit DRP should be structured in the same way. The following sequence is proposed:

1.1 Executives:

- Work and Home telephone numbers of the persons responsible for executive decisions following a disaster. The business unit manager will be expected to liaise with CEDRG.
- Location of the business unit, together with an alternative location in the event of extensive damage to the building.

1.2 Staff Lists:

- lists should indicate next-of-kin and, ideally, persons to be contacted in the event of an accident, where these differ.
- identify the location of lists of persons in the business unit (in hard copy form - business unit plans to be held at an accessible point in the building and at an alternate location away from the building in which the business unit is located)
- identity of the person(s) responsible for keeping the lists updated.
- identity of the person(s) responsible for providing the police and/or CEDRG with such lists in the event of a disaster. The police take on the responsibility for notification of next-of-kin or other identified persons to be notified.

1.3 Damage and Salvage

- list of persons responsible for assessing the extent of the damage, once permitted back into the building and determining the business unit's needs for resumption of normal activities.
- list of persons responsible for identifying equipment which can be salvaged, its location and possible relocation.
- location of the business unit inventory (paperwork copy if the relevant computer system is unavailable).

1.4 Business unit Files

- location of back-ups of business unit computer files (ideally another building or site)
- identity of person(s) responsible for updating back-ups and frequency of updating and the system for replacing former back-ups held outside the business unit.

1.5 Notification

- person(s) responsible for liaison with the companyies PR/Press Office (business unit representatives should not deal with the media direct).
- procedure for notification of staff at home in the event of a disaster out of hours or concerning resumption of work, if sent home following a disaster.

- checklist of organisations (suppliers, funding bodies etc) to be notified together with telephone numbers and names of persons responsible for carrying out the notification.

1.6 Inter-business unit Arrangements

- details of any reciprocal arrangements made with other business units for location of essential staff to initiate recovery process, re-commence essential work.

1.7 Other Arrangements

- details of any other arrangements not covered in the above

1.8 Disaster Recovery Plan

- details of where copies are held and who is responsible for keeping them updated.

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