

# Disaster Recovery and Business Continuity



You never know when things can go wrong. A natural disaster. An attack. A server crash. Is your organization prepared to handle the sudden changes that can quickly cause a disruption to your business? That's why having a disaster recovery and business continuity plan is key to your organization's ongoing success.

## What should you be asking yourself when it comes to protecting your business?

- ✓ What disruptive event(s) might occur that would impede our essential operations?
- ✓ What is the likelihood of these disruptive events occurring?
- ✓ What would the impact of one of these events be on our organization?
- ✓ What can we do to either reduce the likelihood of one of these scenarios happening or lessen the impact of them should they occur?

At BlumShapiro Consulting, we have the experience and background to help your organization develop and implement a disaster recovery and business continuity plan.

## BlumShapiro's Disaster Recovery and Business Continuity Planning Process

### Current State Analysis

During this initial step, we seek to understand the core of your organization. What are the key operations of your business, and what people, hardware, systems and networks are essential to keeping your organization running? Our team will analyze these systems, understand who is responsible for them and determine how we can keep these systems running in the case of an emergency.

### Cultural Awareness

In this next step we work with your organization to help employees understand the importance of a disaster recovery and business continuity plan. We will identify an emergency response and disaster recovery team, and document duties and responsibilities for each member of each team.

## Disaster Recovery and Business Continuity

### **Business Impact Analysis**

In this three-step process we gather, analyze and report findings with a focus on determining which business processes and systems are mission critical, identifying their resource requirements and determining the best recovery methods. Our team will look at each function for its impact on the business should it be disrupted. Upon conclusion of our analysis, we will rank functions in order of importance to business survival along with the costs associated with disruption.

### **Preventative Controls Analysis**

In this step we investigate what controls can be put in place right now to avert potential disruptive events. These may include virus, malware and ransomware detection and prevention systems.

### **Recovery Strategy Development**

After analyzing the different components of your organization, we work with you to develop a recovery strategy and plan. The strategy identifies the order in which the recovery process should occur. The plan covers the notification process for a disruptive event, steps to take to get essential operations back up and running, and engaging any backup sites for essential systems and data. Roles and responsibilities for each step in the recovery plan are also documented.

### **Testing, Training and Exercising**

Our team will work with your organization to create scenarios simulating disruptive events that require recovery operations. We will work alongside your team to engage all backup and recovery procedures and verify results. Along with testing, our consultants will develop and conduct role-based training necessary for both testing and rollout and create a succession plan for next-in-line staff training for critical functions.

### **Plan Deployment**

At this stage, the plan has been tested and verified. It is now time to develop an action plan for rolling out the disaster recovery and business continuity plan. Training and communication is critical at this stage, especially for new employees and for retraining of any updated procedures. We can also help conduct periodic testing to assure the plan remains viable.

### **Plan Maintenance**

After implementation, it is important to periodically review the disaster recovery and business continuity plan. Additionally, establishing procedures for updating the plan as changes are made to essential business functions or its supporting hardware, system or network is key.

From the initial analysis of your organization to maintaining the implemented plan, our team is here for you each step of the way. To learn more about our business continuity and disaster recovery services please contact Peter Lang, Partner, at [plang@blumshapiro.com](mailto:plang@blumshapiro.com), or by phone at 617.658.5231.