

Aims of the Disaster Recovery Plan

The plan needs to be developed by a team representing all functional areas of the organization. One of the first tasks to be undertaken is to prepare a comprehensive list of the potentially serious incidents that could affect the normal operations of the business.

Once the assessment stage has been completed, the structure of the plan can be established. The plan will contain a range of milestones to move the organization from its disrupted status towards a return to normal operations.

The first important milestone is the process which deals with the immediate aftermath of the disaster. This may involve the emergency services or other



“Safe and sound with my head in the ground”

specialists who are trained to deal with extreme situations. The next stage is to determine which critical business functions need to be resumed and in what order. The plan will of necessity be detailed, and will identify key individuals who should be familiar with their duties under the plan.

Once this plan has been developed it must be subjected to rigorous testing. The testing process itself must be properly planned and should be carried out in a suitable environment to reproduce authentic conditions in so far as this is feasible

The Plan must be tested by those persons who would undertake those activities if the situation being tested occurred in reality. The test procedures should be documented and the results recorded. This is important to ensure that feedback is obtained for fine tuning the Plan.

The plan must always be kept up to date and applicable to current business circumstances. This means that any changes to the business process or changes to the relative importance of each part of the business process must be properly reflected within the plan.

Someone must be assigned responsibility for ensuring that the plan is maintained and updated regularly and should therefore ensure that information concerning changes to the business process is properly communicated.

Any changes or amendments made to the plan must be fully tested. Personnel should also

be kept abreast of such changes in so far as they affect their duties and responsibilities.

At Glenny, we have Senior FM Managers and trained Surveyors who can assist you in identifying appropriate measures, procedures and a strategy to apply for your business.

For further information please contact Jonathan Hunnibal, Associate or David Windley, Senior Facilities Manager on 020 8591 6671.

