

# Business Continuity and Disaster Recovery Plan Framework

In today's world of ever increasing threats, companies need a highly structured and well-defined Business Continuity Plan (BCP) that leverages recognized industry standards and best practices. The BCP should provide a roadmap to prepare for and respond to a range of potential emergencies/disasters relating to the people, data and facilities that comprise business assets. The BCP should provide a description of the overall business continuity response management structure, identify specific roles and responsibilities, designate coordination and communication between entities, and describes a general concept of operations for efficiently and effectively addressing the life cycle of an incident.

While every company is different, general Business Continuity and Disaster Recovery Plan components could include:

## 1. Introduction

- a. Purpose
- b. Applicability and Scope
- c. Assumptions
- d. Plan Development
- e. Definition of a Disaster

## 2. Risk Assessments and Business Impact Analysis (e.g., assessing business risk and impact of potential emergencies)

## 3. Functionality and Environment

- a. Recovery Strategy Overview
- b. Architecture and Dependencies
- c. Required Availability Capabilities
- d. Recovery Resources (e.g., communication tools, vital records)

## 4. Organization and Team Responsibilities

## 5. Concept of Operations

- a. Response (e.g., discovery and notifications, command and control, assessment, disaster declaration, response management)
- b. Recovery (e.g., resumption of operations, failover process and recovery order, system recovery, technology recovery verification, alternate sites, reconstitution, etc.)
- c. Prevention/Mitigation (e.g., self-assessments, data back-up, back-up power, security, monitoring, post-incident review, improvement planning)
- d. Preparedness
  - i. Plan Maintenance
  - ii. Training
  - iii. Plan Exercising/Testing

## Possible Appendices:

- Business Continuity/Disaster Recovery Team Roster
- Checklists and Forms
- Technical References
- Application Tiering
- 3rd Party Resources

# About Neustar

Every day, the world generates roughly 2.5 quadrillion bits of data. Neustar (NYSE: NSR) isolates certain elements and analyzes, simplifies and edits them to make precise and valuable decisions that drive results. As one of the few companies capable of knowing with certainty who is on the other end of every interaction, we're trusted by the world's great brands to make critical decisions some 20 billion times a day. We help marketers send timely and relevant messages to the right people. Because we can authoritatively tell a client exactly who is calling or connecting with them, we make critical real-time responses possible. And the same comprehensive information that enables our clients to direct and manage orders also stops attackers. We know when someone isn't who they claim to be, which helps stop fraud and denial of service before they're a problem. Because we're also an experienced manager of some of the world's most complex databases, we help clients control their online identity, registering and protecting their domain name, and routing traffic to the correct network address. By linking the most essential information with the people who depend on it, we provide more than 11,000 clients worldwide with decisions—not just data.

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