



DISASTER RECOVERY PLAN

A disaster recovery plan (DRP) can help you protect customers and employees during business-disrupting events and speed business recovery and ongoing operations once they occur. After all, most companies can only handle limited business disruptions before recovery becomes unmanageable. That's why a DRP is such a key part of smart business.

Building a comprehensive DRP can sound daunting at first, as plans can get quite detailed, depending on the circumstances of your business. To gain a better understanding of the key components of a DRP, be sure to contact your FIRST ONSITE account manager to discuss in greater detail so they might answer any questions you may have. This will put you on the path to disaster readiness and give you a head start on building out your comprehensive DRP.

ABOUT DRPS

From a high level, a DRP tries to answer the question: "A disaster has happened, so what's next?" A DRP typically includes some combination of the following:

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- ✔ An overview of key personnel and their assigned roles for disasters, along with a breakdown of what staff in each department should do when disaster strikes.
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- ✔ An overview of the types of disasters or human-caused disruptions that are likely to occur within a specific geographic area, with likelihood ratings and a breakdown of specific circumstances staff should expect.
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- ✔ Plans and procedures for how your business should respond to the most likely types of disasters or events, ranging from training guidelines to event-specific actions that should be undertaken by different departments.
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In many cases, a company may require multiple DRPs if they have locations in different geographies. For example, a business in a hurricane zone will often receive plenty of advanced warning to prepare for an event. Whereas a business operating in an earthquake-prone area requires a different preparation and response approach to ensure it stays ready at all times. The fact is, we live in a complex world, so it can be difficult to plan for every possible contingency or type of disaster your business may face. Yet the preparation you do for the most common types of disasters can better prepare your organization for unexpected circumstances. This DRP document will help you work through key DRP questions and considerations, including those related to:

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| ✔ Employees | ✔ Emergency response vendors |
| ✔ Buildings | ✔ Supply chains |
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