

Disaster Recovery Plan: *BE PREPARED!*

Also known as (BCP) Business Continuity Plan

<http://riog.biz/fbsbcp>



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Disaster Recovery Plan

Every Business
Should have one.

- ~ Required for most government contracts
- ~ Now required for many private contracts
- ~ You should be looking for one from our own suppliers.



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Disaster Recovery Plan

An introduction:

- ✓ **Emergencies and disasters can happen at any moment, and they typically occur without warning!**
- ✓ **Our Business is taking care of OUR business, and is the key to our success.**
- ✓ **Having a plan in the event of a disaster provides added value and security to your business as well as for your clients.**



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Disaster Recovery Plan



- ✓ **Cross Train:** Your staff should be trained to perform not only their duties but those of other members
- ✓ **Create Central Lists:** A set of checklists and instructions for all staff roles so that they can be duplicated by another staff member if necessary.
- ✓ **Appoint A Response Team:** This team should be trained to communicate information in an emergency and take charge.
- ✓ **Create Action Plan:** Who does what and when – typically starts with a primary leader, and reverts to second in command.



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Disaster Recovery Plan

Identify Potential Disasters:

Short-term & Long-term – know the difference

- ✓ **Illness or death of the owner** *(long-term)*
- ✓ **Technical: Computer, Internet, Communications, Data** *(long or short term)*
- ✓ **Staff members: accident, illness , maternity leave, etc.** *(short-term)*
- ✓ **Physical Location: destroyed or rendered unusable** *(long-term)*



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How to respond to the disaster:

Once disaster occurs and is identified, response team take action

- ✓ **Step 1:** They reference the Disaster Plan for detailed instructions – make sure they know where it is.
- ✓ **Step 2:** All staff members are contacted and apprised of the situation.
- ✓ **Step 3:** Assign and complete tasks necessary for the continuation of the business.



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Disaster Recovery Plan

Recovering from a disaster:

Short-term &

Long-term –
what's the difference?

- ✓ Short term issues, such as a power outage etc. can be handled in a relatively short period of time.
- ✓ Staff illness must be evaluated as long or short term, and the appropriate replacement(s) trained.
- ✓ Long term issues, such as destruction of facilities, death of an owner, etc. will require longer and much more detailed recovery, in which case the immediate focus is on a short term survival and continuation of the business.

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Disaster Recovery Plan

Key questions you need the answers to for the success of this plan and quick implementation:

- ✓ **Where is your DRP located? Who has access to it? *(off-site, please!)***
- ✓ **Who will be on the response team and in what order?**
- ✓ **Where is the contact list and alternate contact information for all staff?**
- ✓ **Who is the contact point and where is the meeting place if office unavailable?**
- ✓ **Where they should report to if facilities are unavailable?**
- ✓ **Do you have an alternate facilities arrangement nearby?**



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Your Plan B Team:

These are resources you need to have arranged for ASAP:

- ✓ **Alternate equipment supplier** *(Computers all damaged or stolen – who will rebuild or restore FAST?)*
- ✓ **Alternate communications provider** *(Phone and internet)*
- ✓ **Back up data and file location** *(Not just transaction files, but also payroll and business records and documents)*
- ✓ **Contact information for all support and ancillary service providers including accountant, company attorney, insurance carrier, cleaning service – all of them!**



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Your Plan B Team:

Does your plan meet this criteria?

- ✓ **All of this must be in writing**
- ✓ **Detailed with no assumptions made**
- ✓ **All pertinent information – review regularly**
- ✓ **Stored both on site and off site**
- ✓ **Must be available quickly and easily**
- ✓ **Best solution is to be using a cloud-based solution, such as RIO Genesis**



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Disaster Recovery Plan

Using a cloud-based transaction management solution such as RIO Genesis compare features:

- ✓ All transactions files and documents securely stored in the cloud – accessible from anywhere.
- ✓ Disaster Recovery Plan (BCP) should be stored within your company library.
- ✓ Only RIO Genesis senior staff have the ability to go into your account and reset passwords or grant access and we will follow the instructions you include in your disaster recovery plan. In the event of a disaster, ***you need HUMANS***, not options to push on your phone!



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Disaster Recovery Plan

*Available in our
resource library:*



We are giving you a free Disaster Recovery Plan (DRP) a/k/a Business Continuity Plan (BCP) “Template” in Microsoft Word that you may fill in and modify for your own use.

It is available in the library here at <http://freebrokerschool.com/documents-brokers-need/>

All registered users have access to this library of templates and sample documents.



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Don't let this be you.

Watch our video at:

<http://riog.biz/fbsbcp>



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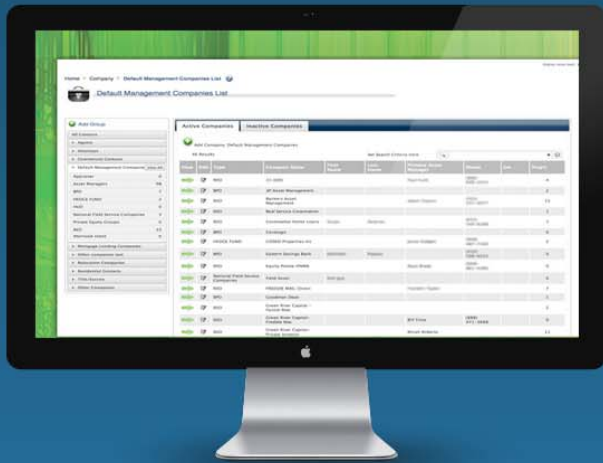


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