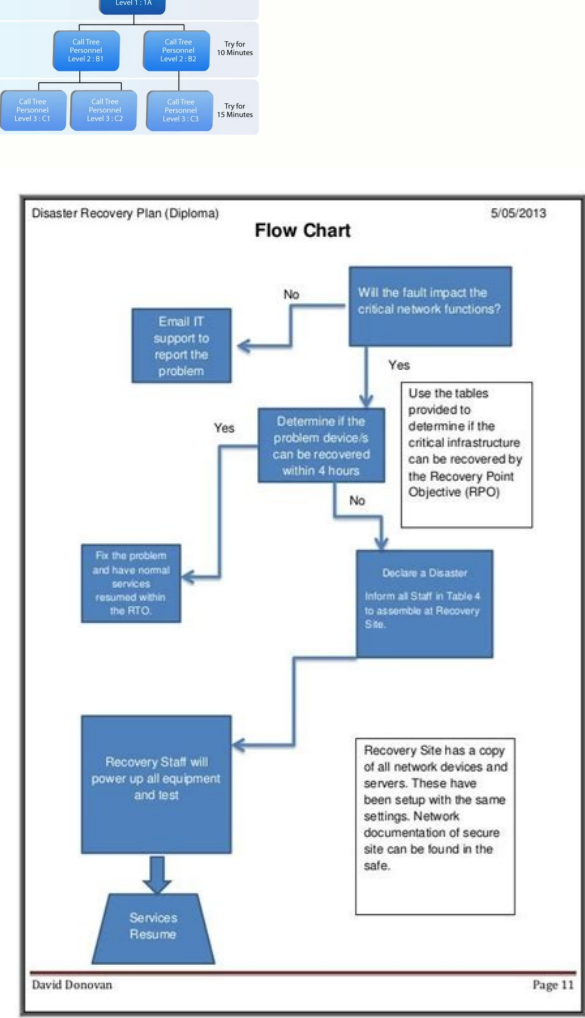


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IT DISASTER RECOVERY

The 8 Step IT Disaster Recovery Plan

- 01** Determine the scope of your project
- 02** Consider your IT vulnerabilities
- 03** Conduct a thorough risk analysis
- 04** Identify viable recovery strategies
- 05** Lay out the steps of your plan
- 06** Test your plan before disaster strikes
- 07** Train relevant team members
- 08** Periodically update and revise your plan

Business Continuity and Disaster Recovery Plan Template

June 2017

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Business Continuity and Disaster Recovery Plan Template

Business Continuity

Organizations should have a highly structured and well-defined Business Continuity Plan (BCP) that leverages recognized industry standards and best practices, such as ISO 22301 and Disaster Recovery Institute International. The BCP provides a roadmap to prepare for and respond to a range of potential emergencies/disasters relating to the people, data and facilities that comprise an organization's business assets.

The BCP provides a description of the overall business continuity response management structure, identifies specific roles and responsibilities, designates coordination and communication between entities, and describes a general concept of operations for efficiently and effectively addressing the life cycle of an incident.

Plan Testing

The BCP and associated Disaster Recovery Plans are tested annually. The results are documented and evaluated for Plan updates.

Risk Assessment

A key part of the BCP process is the assessment of potential risks to the business that could result from disasters or emergency situations. The purpose of hazard identification and risk assessment is to determine:

- the events and environmental surroundings that can adversely affect an organization's facilities by disruption as well as disaster
- the damage such events can cause and the controls needed to prevent or minimize the effects of potential loss

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What elements should a disaster recovery plan cover.

The CDEM Act 2002 forms the basis of the CDEM framework. Other parts of the framework include Regulations, the CDEM Strategy, the National CDEM Plan and its Guide, which all have specific components that relate directly to recovery. National Emergency Management Agency also provides guidance for the CDEM sector on recovery, including Director's Guidelines, Fact sheets, and other resources. Recovery in the CDEM Framework Civil Defence Emergency Management Amendment Act 2016 strengthens the legislative framework for recovery to help communities get back on their feet more quickly after an emergency. The majority of the Amendment Act came into force on 29 November 2016 to allow provisions to be used to support recovery from the Hurunui/Kaikōura earthquake sequence. Although its focus is on recovery from small to medium events, the Amendment Act is not limited to these types of emergencies. Its provisions can be used in a large scale emergency until any bespoke legislation is created. The Amendment Act amends the CDEM Act to: establish a legislative framework for recovery management, by providing a mandate for recovery managers and by strengthening the requirement to plan for recovery support a seamless transition from response into the initial recovery phase, by establishing a transition notice mechanism that will make some emergency powers available for a specified period of time (local or national transition period), and makes some minor and technical amendments to improve the Act, and consequential amendments to other legislation and the National Civil Defence Emergency Management Plan Order 2015. Further information on changes to the CDEM Act 2002. Further information on the CDEM Act 2002. Recovery Transition Periods The CDEM Act provides for CDEM Groups to give notice of a transition period following an emergency, whether a state of local emergency has been declared or not. The purpose of the transition period is to aid recovery by providing powers to manage, coordinate, or direct recovery activities. Local transition periods have a maximum duration of 28 days. They may be extended (for up to another 28 days) or terminated at any time. The following documents provide guidance to CDEM Groups on the CDEM Act 2002 requirements relating to local transition periods. These documents should be used when declaring or giving notice, extending or terminating a local transition period. Factsheet: Local transition periods (pdf, 316kb) Quick Guide to giving notice of a local transition period (pdf, 114kb) Local transition period forms (giving notice of, extending, and terminating a local transition period) (doc, 23kb) Powers of a Recovery Manager during Transition (pdf, 128kb) Advice on recording powers used during a transition period (pdf, 631kb) Reporting on a transition period (pdf, 656kb) During a transition period, Recovery Managers have access to powers. Also refer to Recovery Managers for further information on these powers. Civil Defence Emergency Management Regulations 2003 The CDEM Regulations 2003 include forms for giving notice, extending and terminating a national or local transition period. Word versions of these forms can be found here. National Disaster Resilience Strategy The National Disaster Resilience Strategy released in 2019 outlines the vision and long-term goals for civil defence emergency management in New Zealand. One of the three priorities set in the strategy is Effective Response to and Recovery from Emergencies. National Civil Defence Emergency Management Plan 2015 The National Civil Defence Emergency Management Plan 2015 sets out the roles and responsibilities of agencies and groups during recovery. Part 9 of the CDEM Plan covers the objectives and principles of recovery, transitioning from response to recovery, transition periods and recovery activities. The CDEM Plan also covers Government financial support to local authorities during recovery. Section 32 of the Guide to the National Civil Defence Emergency Management Plan provides information on the objectives and principles of recovery. It also covers activities in transitioning from response to recovery, recovery structures, national and CDEM Group roles and responsibilities, and exit strategies. National Emergency Management Agency guidance on recovery Strategic Planning for Recovery Director's Guideline 2017 Strategic planning for recovery focuses on determining what CDEM Groups, and each member of the CDEM Group (i.e. local authorities), need to do to ensure their communities are well-placed and supported to recover from emergencies. This Director's Guideline provides guidance to CDEM Groups on how they can go about this process, addressing the specific hazards and risks set out in their CDEM Group plan, as well as considering the consequences these hazards and risks may have on communities. Strategic Planning for Recovery Director's Guideline Recovery Preparedness and Management Director's Guideline [DGL]

24/20]This Director’s Guideline is a foundational document of New Zealand’s recovery framework and embed lessons from recoveries over the last ten years. It provides information that Recovery Managers, Civil Defence Emergency Management (CDEM) Groups and local authorities need to understand about recovery, and outlines arrangements to have in place before and after an emergency. This guideline will also be informative for others agencies, organisations and groups involved in preparing for and managing recovery.Recovery Preparedness and Management Director’s GuidelineCDEM Group Planning Director’s Guidelines 2015Section 4.4 of the CDEM Group Planning provides guidance on the recovery contents of CDEM Group Plans. CDEM Group Planning Director’s Guidelines (pdf 1.9 MB)Factsheets and Quick GuidesFactsheets were developed to provide further information on the CDEM Amendment Act 2016. The factsheets cover changes to the Act, transition periods, powers of Recovery Managers and the Minister of Civil Defence (and recording and reporting on the use of powers), recovery planning, structural assessment and miscellaneous information. CDEM Amendment Act 2016 factsheetsFactsheet: Local transition periods (pdf, 316kb)Quick Guide to giving notice of a local transition period (pdf, 114kb)Powers of a Recovery Manager during Transition (.pdf 128kb)Advice on recording powers used during a transition period (.pdf 631kb)Reporting on use of powers during a transition period (.pdf 656kb)Forms and TemplatesNotice of local transition periodWord version of the form giving notice of a transition period (Form 17 CDEM Regulations 2003). (.doc 21kb)Notice of extension of local transition periodWord version of the form extending a transition period (Form 18 CDEM Regulations 2003). (.doc 22kb)Notice of termination of local transition periodWord version of the form terminating a transition period (Form 19 CDEM Regulations 2003). (.doc 22kb)Recording and reporting of powers used during a transition periodA template for recording powers exercised during a transition period is included in the factsheet Advice on recording powers used during a transition period (.pdf 631kb)A template for reporting powers exercised during a transition period is included in the factsheet Reporting on use of powers during a transition period (.pdf 656kb)Recovery Action Plan templateRecovery Action Plan template for use during recovery.Recovery Action Plan template (57 KB) New Zealand is a sparsely populated country in the South Pacific with an extraordinary variety of natural attractions. Beaches with white, black, and golden sands; hot spring baths, gushing geysers and bubbling mud pools; enormous snow-capped mountain chains and lonely volcanic cones rising out of plains; dense native forest with a wide variety of birds. New Zealand also often offers the best of both worlds. Enjoy subtropical temperatures in the north and alpine conditions in the south; visit fashionable cities with fine dining and great art galleries and quiet backwater towns where there’s more livestock than people; experience traditional Maori culture and European colonial elements. Whatever kind of experience you’re looking for, you can probably find it somewhere in New Zealand. But, there are some important things you need to know to help a trip to New Zealand go smoothly. From how to get around, to the best airports to enter the country, to money-saving tips in this rather expensive country, this guide has all the information you need to plan your trip to New Zealand. Best Time to Visit: Late spring, summer, and early autumn (October-March) for most activities; winter and early spring (June-October) for snow sports. Languages: English is widely spoken in New Zealand and Te Reo Maori and New Zealand Sign Language are official languages. Currency: New Zealand Dollar Getting Around: Many travelers rent a car or RV. New Zealand has long-distance buses, and a few scenic long-distance train services, connecting the main points of interest. There’s also an extensive range of domestic flights throughout the country. Know Before You Go: Unless you really like rain, avoid the North Island in winter (June-August). New Zealand is known for its natural beauty. There are all kinds of opportunities to get outdoors and explore nature, from extreme sports like white water rafting and mountain climbing, to much more mellow activities like relaxing on a beach or wildlife spotting on a scenic cruise. Go hiking. New Zealanders love to hike (which they call tramping), and there are well-maintained short and long-distance hikes all over the country. Visit a national park. There are 13 national parks in New Zealand, three in the North Island and 10 in the South. Most are great for hiking, but there are other activities you can enjoy, like sea kayaking in the Abel Tasman National Park, lake swimming in the Nelson Lakes National Park, and scenic cruises in the Fiordland National Park. Plus, entry to national parks is free. Laze on a beach. New Zealand has a long coastline filled with beautiful beaches. Those in the upper North Island (Northland, Auckland, and the Coromandel Peninsula) usually have the warmest conditions for swimming. Explore more attractions with our full-length articles on New Zealand’s top national parks, the best beaches in the country, and the top places to go hiking. New Zealand cuisine combines Pacific, European, and Asian influences, and makes good use of the produce that comes from its land and sea. Travelers from North America or Europe will be able to get a lot of things they’re familiar with (like burgers, Indian curry, and sushi), but there are also some dishes that are unique to New Zealand, or that the country excels in. The seafood is especially high quality here, so don’t miss your chance to try some local green-shell mussels or snapper. Dairy in New Zealand is also very high quality, so something as simple as ice-cream or cheese can be a bit of an event in New Zealand. New Zealand wines are highly respected and enjoyed around the world, with the white Sauvignon Blanc variety a particular favorite. There are numerous wineries around the country that you can visit for a meal and a wine tasting experience, or to just to buy a bottle or two. Craft beers are also on the rise. Many of these are produced in the fashionable, slightly quirky cities of Wellington and Dunedin, but there are small microbreweries dotted in unexpected places around the country, too. Read more about what to eat and drink in New Zealand in our articles on the best restaurants in New Zealand, 10 foods to try while in the country, and nightlife in New Zealand. A question that would-be visitors to New Zealand repeatedly ask is which island is better, the North or the South? There’s no correct answer here, as each island offers different and varied experiences. If you’re coming to New Zealand on a long trip, then spending time on both islands is ideal, but many travelers don’t have that luxury and need to choose one or the other. The North Island is more heavily populated than the South (with around three-quarters of New Zealand’s total population living there), which means there are more towns and settlements. Most travelers fly into Auckland, New Zealand’s largest city, and spend some time here before either heading north to subtropical Northland, or south to Taupo, Rotorua, the Tongariro National Park, and Wellington (the nation’s capital). The South Island is the place to go if you’re seeking snowy mountains and the wilderness experience (although New Zealand gets a lot of tourists, so “wilderness” is a relative term). Visitors usually fly into Christchurch, the largest city in the South Island (and the second-largest in the country), and visit South Island highlights like Aoraki/Mount Cook, Kaikoura, Abel Tasman National Park, the Marlborough Sounds, Dunedin, Queenstown and Wanaka, and the West Coast. Many travelers rent a car or RV and camp throughout New Zealand. That way, there’s no need to worry about being close to a hotel or motel after a long day of exploring. However, there are a wide range of accommodation options all around the country, from shared dorm rooms in backpacker hostels to luxury hotels. Auckland Airport is the busiest in the country, with the most flights from international destinations landing there. It’s most convenient if you’re spending time in the North Island, or looking for cheaper airfares. Christchurch Airport is second-busiest, and is more convenient for travelers focusing on the South Island. From either airport you can get connecting flights to other domestic destinations. There are international airports in Wellington, Dunedin, and Queenstown too, but these generally just connect to Eastern Australia. For more information about New Zealand’s airports, read our full guide. In general, tipping is not practiced in New Zealand, and in addition to not being expected, it’s considered pretty unusual. You may see tips jars in counters at some cafes or bars, but certainly not everywhere as there are minimum wages in New Zealand. New Zealand is quite an expensive destination, although when the US dollar is strong, it can be more accessible for American visitors. Compared to the U.S., New Zealand meals are expensive for the amount of food you receive. To save money, self-cater if and when possible. Food in grocery stores and supermarkets is still expensive, but buying the ingredients to prepare a sandwich for lunch costs less than buying several sandwiches in cafes. Similarly, you should expect to pay at least NZ\$5 for a coffee in a cafe, whereas you can buy a bag of ground coffee at the supermarket for NZ\$6, which will last you several days.Accommodation costs are also high, although cheaper options are available if you want to stay in a shared room at a backpacker’s hostel. One way that many travelers get around this is to rent a car and camp in a tent, or rent an RV. Neither option is cheap, but you’ll be combining your transportation and accommodation costs, which could save you quite a lot of money.National parks and beaches are completely free to visit, making them a great option for budget travelers.

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