

Business Continuity Planning

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An all-encompassing endeavour to prioritise critical business activities and detect serious threats to regular operation. It also includes measures for mitigation (improvement) to enable an effective and efficient organisational response to issues that arise during and after a crisis. As a result, this strategy will ensure that all corporate records are safeguarded.

DISASTER RECOVERY PLAN

It is defined as an organization's immediate engagement. To prevent more losses and to begin the rehabilitation process. There are several actions and programmes aimed at re-establishing core business operations and stabilizing the organization to acceptable levels. Staff must be able to begin the process of effective reaction quickly by establishing a recovery plan prior to the incident.



DISASTER RECOVERY PLAN

- IDENTIFYING THE TYPES OF RECORDS
- IDENTIFYING THE VITAL RECORDS
- IDENTIFYING THE RISKS
- IDENTIFYING THE ALTERNATIVE STORAGE FACILITIES
- DEFINE ROLES AND RESPONSIBILITIES
- DEVELOP A LIST OF CONTACT
- PREPARE A DISASTER BIN
- DRAW UP AN ACTION PLAN