

## Idaho Technology Authority (ITA)

### **ENTERPRISE GUIDELINES – G100 GENERAL**

**Category: G115 – BUSINESS RECOVERY PLAN**

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#### **I. DEFINITION**

Business Recovery Planning - The documentation, plans, policies, and procedures that are used to restore normal operation to a State Agency impacted either by a natural disaster or a significant disruption to normal services. (*ITA [Policy 2020 – Business Recovery Planning](#)*)

#### **II. RATIONALE**

These guidelines are intended to assist Agencies in the evaluation and preparation of Information Technology (IT) Business Recovery Plans. An Agency's IT Business Recovery Plan could be a separate program or it could be part of a larger Agency program (Agency Business Recovery Plan, Disaster Recovery Plan, Business Continuity Plan, Business Contingency Plan, etc.).

#### **III. GUIDELINE**

1. The following set of questions can be used as a guideline to evaluate an IT Business Recovery Plan:
  - A. Does the plan address both IT and telecommunications services?
  - B. Does the plan address the full range of natural or man-made events (to include acts of terrorism and the potential use of weapons of mass destruction) that could result in a disruption of IT services?
  - C. Is the plan periodically (as defined in *ITA [Policy 2020 – Business Recovery Planning](#)*) reviewed and updated?
  - D. Is the plan stored in multiple locations and/or data formats to ensure its availability regardless of where a contingency may occur?

- E. Does the plan include procedures to notify key personnel?
- F. Does the plan address information about staffing and responsibilities, to include detailed assignments that show what actions to take during a contingency?
- G. Does the plan address training of recovery personnel in the testing and operation of the plan?
- H. Does the plan identify a list of critical systems, data, applications, staff and equipment?
- I. Does the plan prioritize the services to be restored?
- J. Does the plan address steps taken to mitigate the impact of the contingency?
- K. Does the plan include procedures to retrieve equipment, supplies, files and other materials from a damaged location?
- L. Does the plan include procedures for attempting to recover lost data?
- M. Does the plan include procedures for restoring and returning to the original operational condition after the event is over?
- N. Has the plan been successfully tested to ensure the continued availability and integrity of Agency systems and data?
- O. If alternate equipment and spares are not available to support Agency systems during an emergency, has a plan been established to rapidly acquire new equipment, if needed?
- P. Does the criticality of Agency systems or data warrant the need for an alternate operations site in the event the primary site(s) is/are disrupted?

**2. If so, questions A. through D. below also apply:**

- A. Have alternate operations sites been identified with compatible equipment and environmental requirements (e.g., telecommunications circuits, power, etc.)?
- B. Have the alternate operations sites been successfully tested?
- C. Are the alternate operations sites scheduled to be tested on a periodic basis?
- D. Do the alternate operations sites provide the necessary physical security for Agency systems?

#### IV. PROCEDURE REFERENCE

Policies for business recovery plan are detailed in ITA Information Technology Enterprise Policies [P2020 – Business Recovery Planning](#).

The following resources are available to assist Agencies with the evaluation and preparation of Business Recovery Plans:

1. The Idaho Bureau of Homeland Security  
<http://www.bhs.idaho.gov>
2. *The State of Idaho Safety and Loss Control Model* (Revised August 2001)  
[http://adm.idaho.gov/risk/pdf/Safety\\_and\\_Loss\\_Model\\_2002.pdf](http://adm.idaho.gov/risk/pdf/Safety_and_Loss_Model_2002.pdf)

Guidelines for Business Recovery Planning are contained in: Section 3.4 entitled “Emergency Management Program”

3. Federal Emergency Management Agency (FEMA) Publication:

*Emergency Management Guide for Business & Industry – A Step-By-Step Approach to Emergency Planning, Response and Recovery for Companies of All Sizes*

<http://www.fema.gov/pdf/library/bizindst.pdf>

4. National Institute of Standards and Technology (NIST) Special Publication SP 800-34 entitled *Contingency Planning Guide for Information Technology Systems*, dated June 2002.  
[http://csrc.nist.gov/publications/nistpubs/800-34-rev1/sp800-34-rev1\\_errata-Nov11-2010.pdf](http://csrc.nist.gov/publications/nistpubs/800-34-rev1/sp800-34-rev1_errata-Nov11-2010.pdf)

For additional resources or more information, contact the ITA staff at (208) 332-1876.

#### V. CONTACT INFORMATION

For more information, contact the ITA Staff at (208) 332-1876.

#### REVISION HISTORY

07/01/13 – Changed “ITRMC” to “ITA”.

6/16/09 – Added Procedure Reference, Contact Information and Revision History to this guideline; changed the layout and deleted Additional Resources and Timeline.

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