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Technology systems and the required data are vital elements in most mission/business processes. Because information system resources are so essential to an organization's success, it is critical that identified services provided by these systems are able to operate effectively without excessive interruption.



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The purpose of this policy is to establish a business process and standard for ensuring ChSCC contingency planning, including a BIA, (Business Impact Analysis), is in place for all information systems and the corresponding business processes.

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There are three types of business emergency support plans:

- Business Continuity Plan: The BCP focuses on sustaining an organization mission/business processes during and after a disruption.
- Disaster Recovery Plan: The DR plan is an information system-focused plan designed to restore operability of the target system, applications, or computer facility. The DRP only addresses information system disruptions that require relocation.
- Information System Contingency Plan: The ISCP provides procedures and capabilities for recovering a single information system. Addresses single information system recovery at the current or, if appropriate alternate location.

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Business Impact Analysis (BIAs) will be conducted with each organization that supports or owns processes supported with information system technology.

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BIAs should be reviewed annually to ensure level of support provided in the contingency plan or disaster recovery plan is still viable.

For full guidance on this and other Technology Division policies please go to the Technology Division web site.