

BUSINESS CONTINUITY PLAN

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PREPARED BY	Kamil Abramek	TITLE	VP	DATE	01/28/2024
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1. BUSINESS FUNCTION RECOVERY PRIORITIES

In the face of a disaster, our recovery teams will focus on restoring essential business operations at an alternate location site. The strategy will specifically address the restoration of critical IT functions vital for ongoing business operations.

2. RELOCATION STRATEGY

Our organization will implement a relocation strategy to ensure seamless business continuity during disasters or disruptions. This strategy encompasses both short-term and long-term relocation plans, addressing various types of disruptions.

3. ALTERNATE BUSINESS SITE

These sites are crucial for sustaining critical business processes in the event of disruptions at the primary location.

- Raleigh, VA – Long Term, Short Term (Eastern US)
- San Diego, CA – Long Term (Western, US)
- Sacramento, CA – Short Term (Western, US)
- Kansas City, MO – Long Term, Short Term (Central, US)
- London, UK – Long Term (EUROPE)
- Prague, Czech Republic – Short Term (EUROPE)

4. RECOVERY PLAN

Our goal is to minimize downtime, mitigate potential losses, and ensure a swift and organized recovery process.

1. Recovery Team Assembly
2. Risk Assessment
3. Business Impact Analysis
4. Alternative Sites Initiation
5. Personnel Relocation
6. Resource Allocation
7. Legal Team Assessment
8. Stake Holder Communication
9. Plan Review and Development

5. RECOVERY PHASES

Our goal is to recover to business-as-usual state in minimal time:

1. Disaster plan declaration, initial assessment
2. Plan activation, recovery team activation, resource mobilization
3. Backup-sites activation, operation resumption
4. Primary site assessment, transition plan initiation, full restore to operation

6. DATA BACKUP

We ensure all vital records are periodically backed up and stored at an offsite location to prevent data loss during facility disruptions or disasters.

- 2 hot site, 2 warm sites, 3 cold sites (US)
- 1 hot site, 2 warm sites, 1 cold site (EU)
- 1 cloud backup, operate by our vendor in case of major disaster

7. RECOVERY TEAMS

A. TEAM LEADERS

Cyber Operations – Jon Smith.....	jon.smith@abramek.com
Integrated Systems – Mike Nolan.....	mike.nolan@abramek.com
Digital Modernization – Peter Steward.....	peter.steward@abramek.com
Mission Software Systems – Monica Peters.....	monica.peters@abramek.com
Mission Operations – Stan Kovac.....	stan.kovac@abramek.com

B. TEAM LEADER BUCKUPS

Cyber Operations – Jok Marley	jak.marley@abramek.com
Integrated Systems – Kamil Nolan.....	kamil.nolan@abramek.com
Digital Modernization – Kent Pendleton.....	kent.pendleton@abramek.com
Mission Software Systems – Katherine.....	katherine.peters@abramek.com
Mission Operations – Stan Black.....	stan.black@abramek.com

C. DEPARTMENTAL RECOVERY TEAMS

Incident Commander – Bob Brown.....	bob.brown@abramek.com
HR/PR Officer – Chelsea Wilson.....	chelsea.wilson@abramek.com
Information Technology – Michael Zen.....	Michael.zen@abramek.com
Finance/Admin – Stacy Wong.....	Stacy.wong@ abramek.com
Legal/Contacts – Patrick Snow.....	patrick.snow@ abramek.com
EOC Communications Team – Nicole Mean.....	Nicole.mean@ abramek.com
EOC Human Resources Team – Ted Baker.....	ted.baker@ abramek.com
Emergency Response Team – Bob Fresh.....	bob.fresh@ abramek.com
Information Technology Recovery Team – Elon West.....	elon.west@ abramek.com

8. PLANS FOR TESTING AND LESSONS LEARNED

Our goal is continuously improve:

1. Tabletop Exercises
2. Dry runs
3. Simulated Drills
4. Continuity of Technology Training
5. Improvement Workshops
6. Documentation and Lessons Learned
7. Plan Reviews

9. POTENTIAL RECOVERY PROCEDURES

- i. Onset of Disaster
- ii. Notification to Management
- iii. Preliminary Damage Assessment
- iv. Formal Declaration of Disaster
- v. Activation of the Plan
- vi. Transition to Alternate Site
- vii. Implementation of Temporary Procedures
- viii. Establishing Communication Protocols
- ix. Data, Process, and Communication Restoration from Backup Locations
- x. Initiation of Alternate Site Operations
- xi. Supervision of Work Operations
- xii. Return to Primary Operations
- xiii. Conclusion of Alternate Site Procedures
- xiv. Recovery of Resources to Primary Site

