# Purpose

The purpose of this procedure is to prepare for events that severely disrupt business processes of the Electronics Department due to failure of the access to critical information assets of causing interruptions to business processes of the department.

# Scope

It is relevant to all the critical activities of the Electronics Department.

# Definitions

In this document, information security related terms have been marked in *underlined* *italics*. For their definitions, refer to the standard *EE-ISMS-S001 Terms and Definitions*.

# Entry Criteria

* This procedure is executed once during the initial phase of establishing the Business Continuity Management System (BCMS). After that, it is executed periodically, during the review of the BCMS.

# Inputs

* Information Assets of the department
* Critical Business Processes of the department

# Procedure

RAT: Risk Assessment Team

BCTM: Business Continuity Management Team

|  |  |  |
| --- | --- | --- |
| **Step** | **Role** | **Action** |
| 1 | BCMT | Identify andevaluate risks from disasters based on the risk assessment methodology described in *EE-ISMS-W0401-Risk-Assessment*. |
|  | BCMT | Develop controls to mitigate the identified risks. |
| 2 | BCMT | Identify the members of the Emergency Response Team and their roles. |
| 3 | BCMT | Identify the members of the Disaster Recovery Team and their roles. |
| 4 | BCMT | Establish backup strategy. |
| 5 | BCMT | Develop Emergency Response Procedure. |
| 6 | BCMT |  |
|  |  |  |
|  |  |  |

# Outputs

* Risk Assessment and Controls
* Emergency Response Team’s members and their roles
* Disaster Recovery Team’s members and their roles
* Backup strategy for critical information assets

# Exit Criteria

* ????

# Exceptions

All exceptions must be approved by the Electronics Department Head.

# References

* 1. *M01 NSCL Electronics Department ISMS Manual*, NSCL Document Server, Electronics Folder
  2. *P501 Information Security Policy,* NSCL Document Server, Electronics Folder
  3. *Asset Risk Profile, R01-Asset-Risk-Profile.xlsx,* NSCL Document Server, Electronics Folder
  4. *NSCL Quality Policy and Objectives*, NSCL Document Server, QMS Folder

# Revision History

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| --- | --- | --- |
| Revision  Level | Date | Revision Changes |
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# Reviews

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| --- | --- |
| Reviewer | Review Date |
| Information Security Working Group |  |

**Approved**

**Department Head:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**