**MEMORANDUM – 2 MINUTE BRIEFING 6**

**TO:** CASEY G. CEGIELSKI, PH. D, CISSP, CISA, CRISC

**FROM:** CENSORED

**DATE:** 10/16/19

A Business Continuity Plan (BCP) is a plan that will take place in the event of a disaster. This plan will go into effect whenever an outage to normal business operations happens; it will be the recovery plan. A disaster is considered as anything that can interrupt normal business processes; they are organized into 4 categories: Natural (earthquakes, storms, etc.), System/Technical (outages, malicious code execution, etc.), Supply Systems (electrical problems), or Human-Made/Political (such as disgruntled employees, riots or vandalism). A BCP must be crafted to handle any disaster situation that might befall the company. First and foremost, the BCP needs to ensure the safety of everyone in the business; this should be the top priority of any BCP. The BCP also needs to minimize the amount of loss when a disaster strikes and describe how to recover from it. If the BCP rules are followed correctly then the overall impact of the disaster will be reduced. A full recovery of business operations can be achieved in some cases, although the damaged facilities would still need to be fixed if they were initially damaged.

Every BCP should contain a list of resources to help assist in the recovery process, such as programs that help with data recovery. A list of emergency vendors to contact may also be important for the recovery process (Ex: The main server is destroyed so a 3rd party vendor is contacted to arrange ordering a new one). The BCP should cover a scope of every employee, facility, support system, information system, and infrastructure present in the business. The most important part of creating/managing a BCP for your business is to constantly keep it updated; without proper maintenance, recovery plans could be outdated and no longer work for new systems. It is important to update the BCP at regular intervals and even perform testing drills so that employees are more prepared for disaster recovery. The BCP will do no good for the company if it cannot be found or understood, so there must be a couple high-level management staff that understand it in great depth; this is important so that someone can lead the recovery efforts in the event that a disaster takes place.