

DISASTER RECOVERY AND BUSINESS CONTINUITY MANAGEMENT

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Executive Framework: 10-Step Disaster Recovery and Business Continuity Program

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Objective:

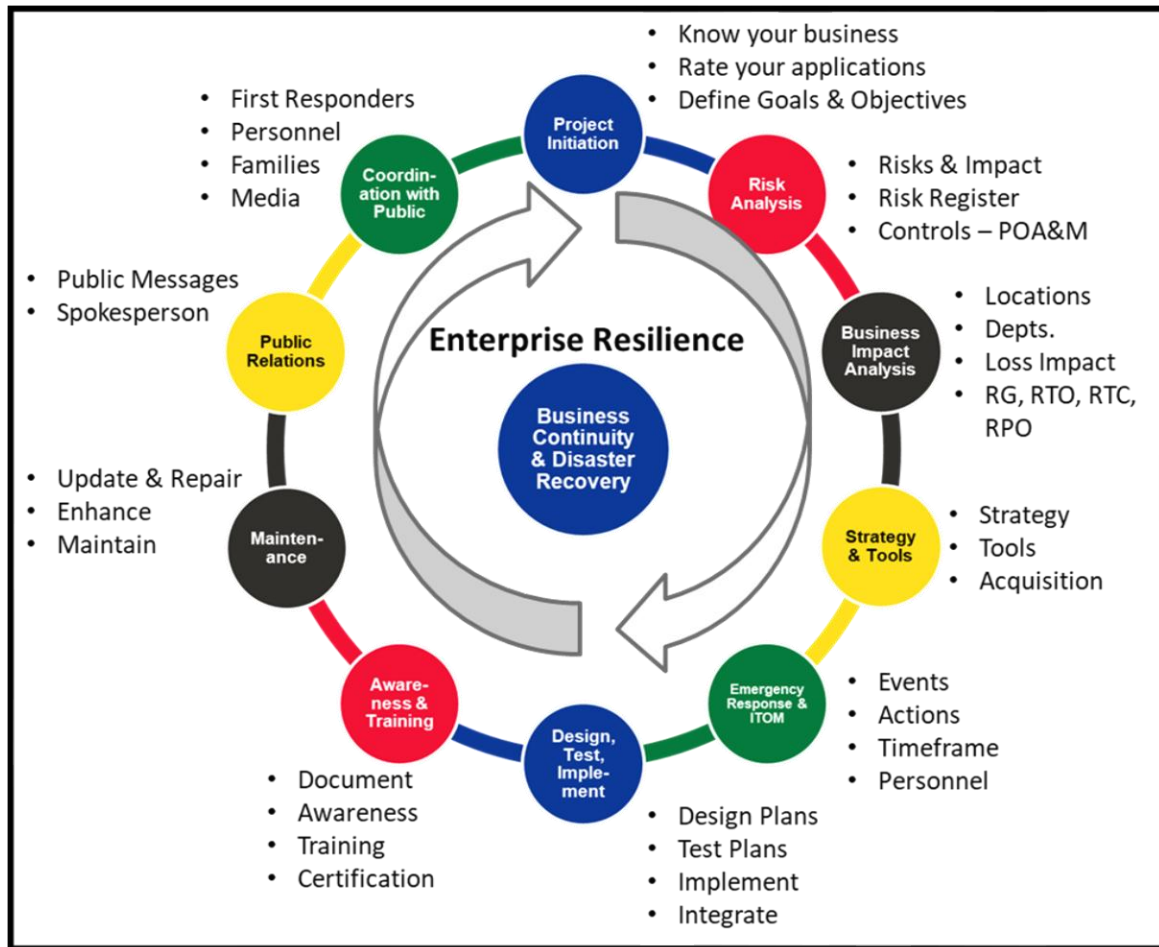
Establish a comprehensive, sustainable, and measurable program tailored to government agency operations, ensuring mission continuity, regulatory compliance, and public trust through proactive disaster recovery and business continuity planning.

Federal Compliance References Integrated:

- NIST SP 800-34 Rev. 1 (Contingency Planning for Federal Information Systems)
- NIST SP 800-30 Rev. 1 (Risk Assessment)

- FISMA, FedRAMP, PPD-40 (Continuity of Government)
- FCD-1, FCD-2 (COOP Planning)
- FIPS 199 impact Levels and Mission Essential Functions (MEFs)
- ISO 31000
- OMB A-130 standards
- Secure by Design guidelines

The Disaster Recovery Ten-Step Process.



1. Project Initiation and Management

Goal:

- Launch a governance-backed program aligned with agency mandates and mission objectives.

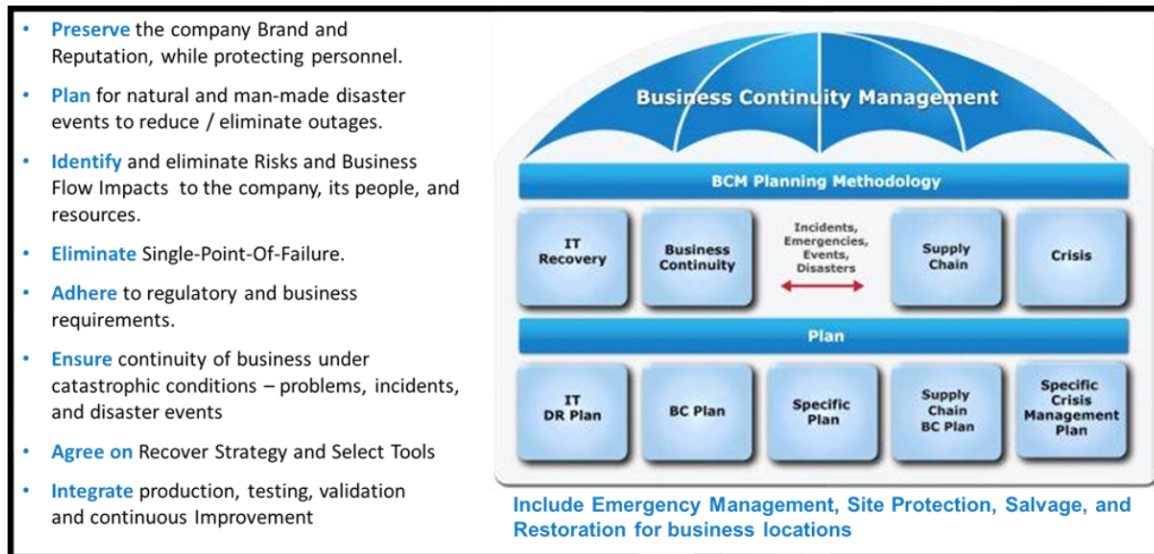
Key Actions:

- Executive charter signed by agency CIO or COO.
- Formation of a Steering Committee with CISO, COOP Manager, and key mission stakeholders.
- Program charter incorporates FISMA and COOP directives.
- Approved project plan with milestones, KPIs, and assigned resources.

Results Tracking:

- MS Project, Asana, or ServiceNow dashboards.
- Bi-weekly progress reports to the Steering Committee.
- RACI matrix for federal accountability.

Component contained within Business Continuity and Disaster Recovery



Get to know the company and establish a direction.

Know your company: <ol style="list-style-type: none">1. Most Important Applications & Services (Family Jewels).2. BIA to Define the damage caused if lost and maximum duration of survival without the application or service.3. Define Requirements, Scope, Risk, Security, DevSecOps, Testing, Recovery, Acceptance, Deployment, and ITSM, ITOM.4. Define Audit Universe implement legal & auditing functions.5. Define Ideation, Brainstorming, Collaboration, to Concept cycle.6. Implement Systems Engineering Life Cycle (SELC) to respond to new ideas or business opportunities.7. Implement Systems Development Life Cycle (SDLC) to deploy new products and services.8. Define Company Organization to respond to cybersecurity and technology problems in a timely manner to the appropriate authorities (i.e., SEC Rule 2023-139) Set you direction: <ol style="list-style-type: none">1. Most efficient, compliant, and secure production environment, capable of recovering from disaster events and providing continuous vulnerability-free products and services to customers. Continuity of Succession / Delegation of Authority must be included along with definition of duties.2. Integrate guidelines, standard Operating Procedures, skill development, and awareness throughout the organization.	Know your Environment: <ol style="list-style-type: none">1. Physical and Data Security (Data Sensitivity & Data Flow).2. Architecture and engineering process.3. Asset Inventory and Configuration Management.4. Identify and Access Management.5. GRC based compliance and attestation, CIA based cybersecurity and elimination of viruses and malware.6. Development and implementation of DevSecOps.7. Personnel Titles, Job Functions and Responsibilities, and the integration of sensitive and required services within their everyday work tasks.8. Staff training and development.9. Continuous Monitoring and Improvement, along with the adoption of new technologies and processes (i.e., SRE).10. Deploying error-free products and services (see EO 14028 and OBM M-22-18) and utilize the latest technologies to respond to encountered anomalies and verify compliance.
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2. Risk Evaluation and Controls Improvement

Goal:

- Evaluate operational, information, and supply chain risks based on federal frameworks.

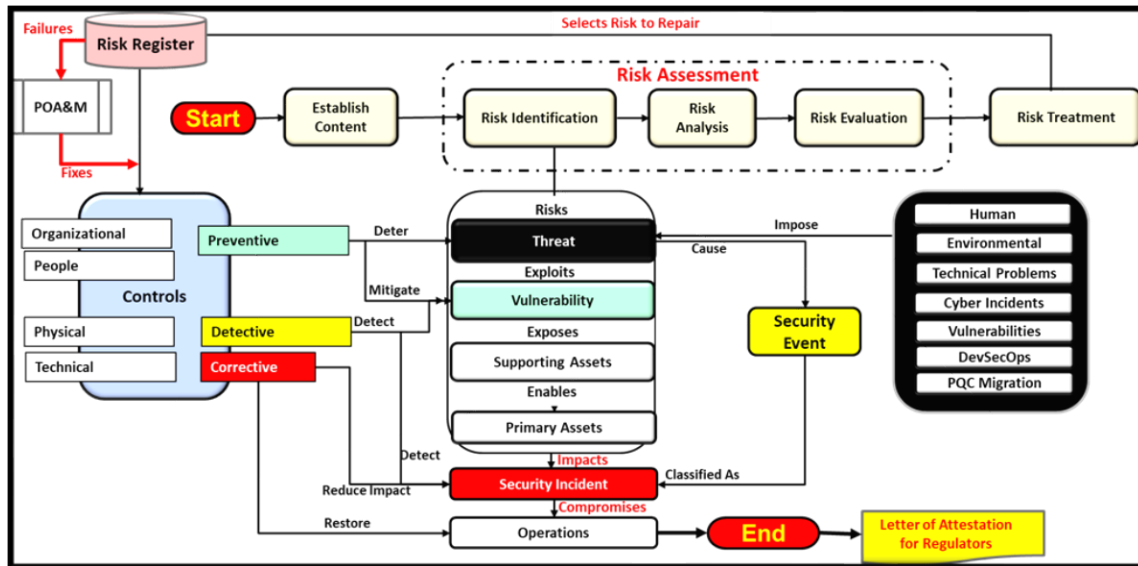
Key Actions:

- Develop a Risk Register using NIST 800-30 scoring methodology.
- Map risks to FIPS 199 impact levels and mission-essential functions (MEFs).
- Prioritize control improvements using ISO 31000 and OMB A-130 standards.

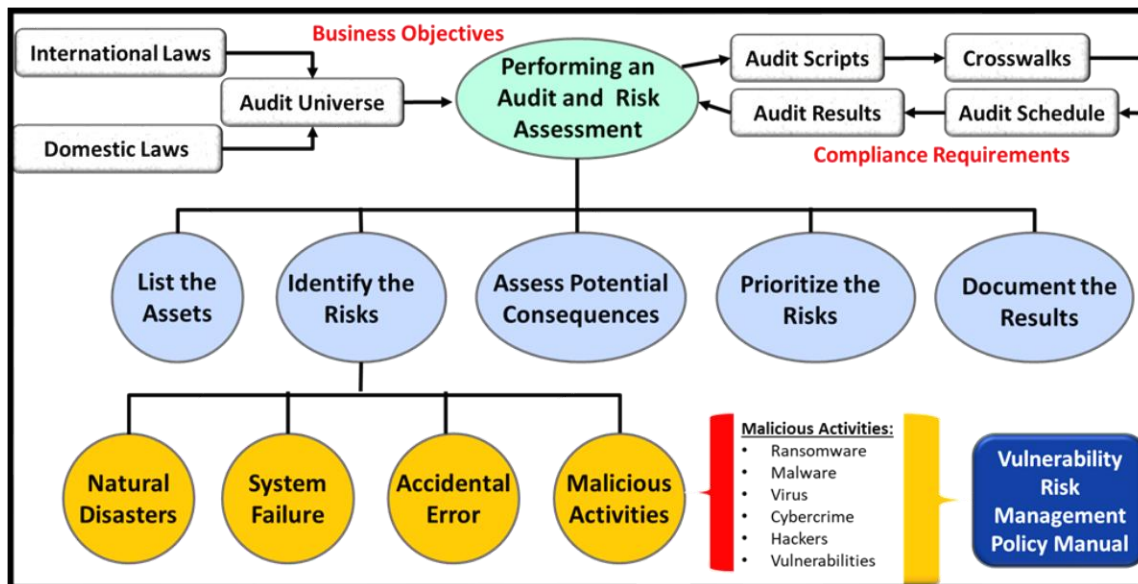
Results Tracking:

- Heat map dashboards updated monthly.
- Risk Committee reviews and mitigation updates.
- Audit logs maintained for FISMA readiness.

Risk evaluation process and results.



Performing a Risk Assessment and Audit.



3. Business Impact Analysis (BIA)

Goal:

- Quantify mission disruption and recovery needs by function.

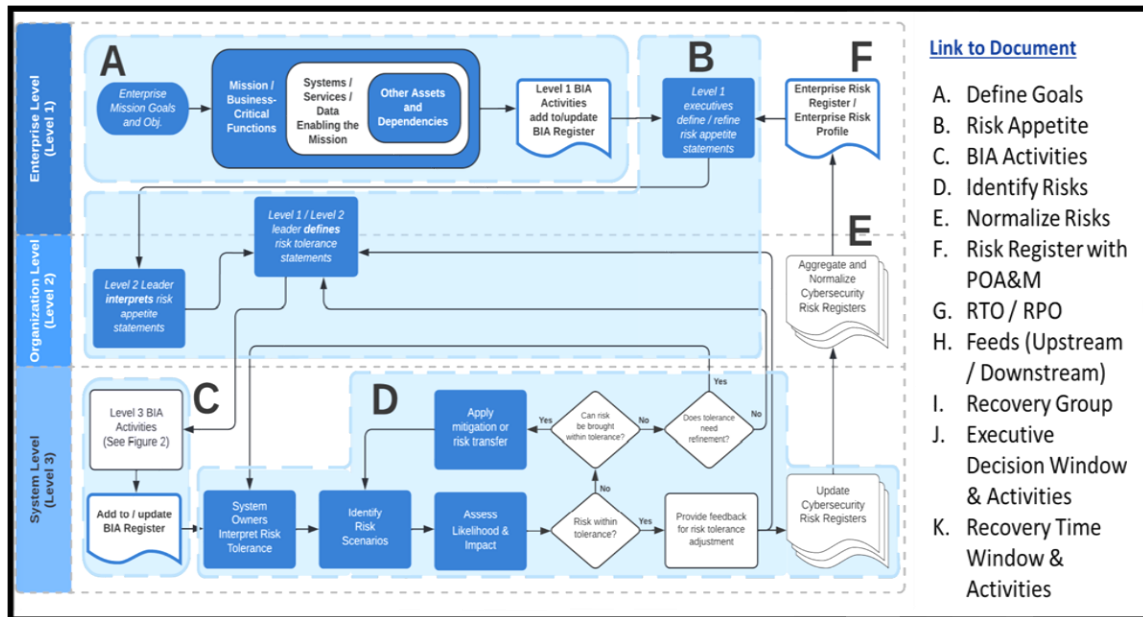
Key Actions:

- Conduct interviews/workshops with MEF owners.
- Define RTO, RPO, and MTPD.
- Identify dependencies, shared services, and cloud vs. on-prem workloads.

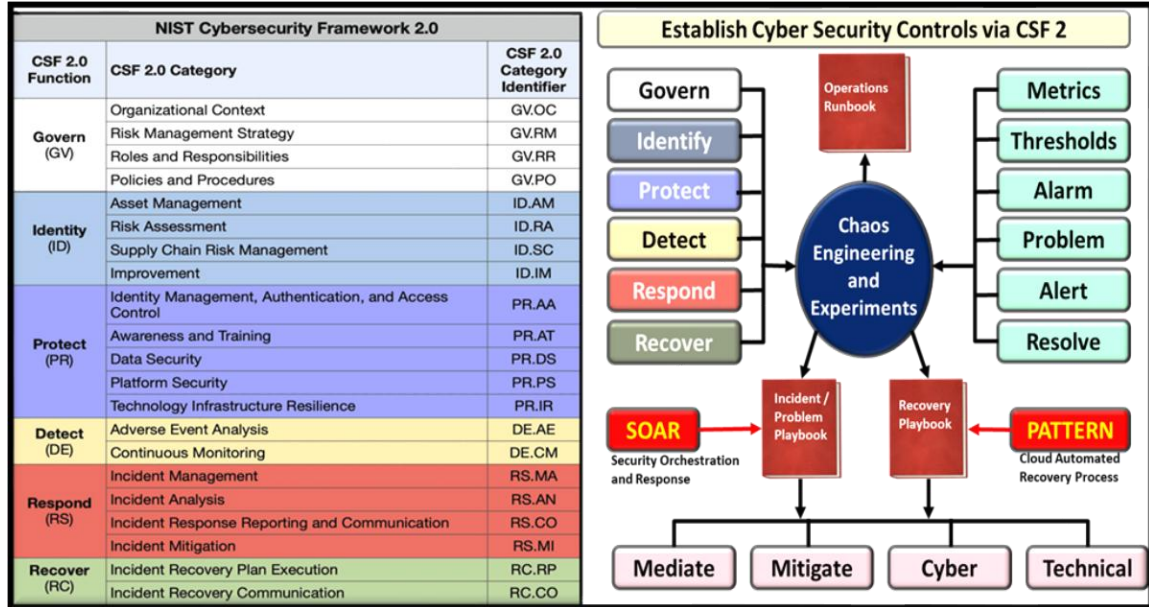
Results Tracking:

- Executive BIA Summary Reports.
- Dependency matrix across agency components.
- Approval by executive sponsor.

Performing a Business Impact Analysis (BIA)



NIST CFS 2.0 Categories and Applications.



4. Developing Business Continuity Strategies

Goal:

- Define and evaluate continuity strategies in alignment with federal guidelines.

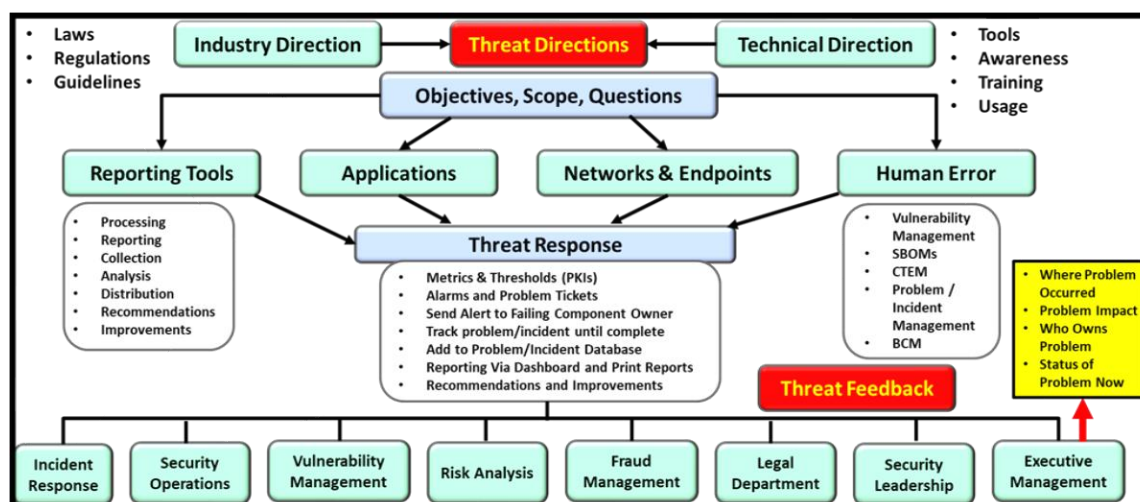
Key Actions:

- Analyze COOP and alternate site options.
- Develop cloud-based and mutual-aid recovery scenarios.
- Evaluate costs vs. federal grant or budget alignment.

Results Tracking:

- Strategy Decision Matrix.
- ROI and OMB A-11 Exhibit 300 compliance.
- COOP Strategy approval.

Understanding Threats and taking corrective actions.



5. Emergency Response and Operations Restoration

Goal:

- Ensure rapid response capabilities, life safety, and infrastructure protection.

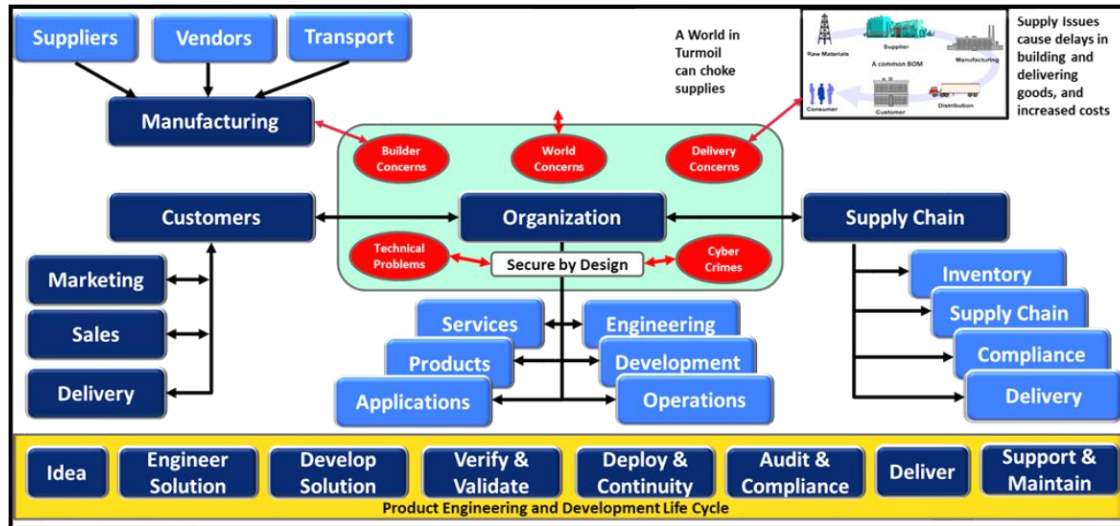
Key Actions:

- Activate Emergency Operations Center (EOC) with ICS structure.
- Validate data vaulting and off-site backups.
- Coordinate with FEMA, DHS, and local responders.

Results Tracking:

- Response drill metrics.
- After-action reviews (AARs).
- FEMA grant and compliance checklists.

Protecting your organization is becoming more difficult.



Resilience Patterns and Recovery Groups

Resiliency Patterns	Single Region	Multiple Regions		
	In-Region	Active Standby (Pilot Light)	Active-Passive (Warm Standby)	Active-Active (Multi-Site)
Pattern Profile	1. TRANSACTIONAL TRAFFIC - handled by primary region only 2. No multi-region INFRASTRUCTURE 3. APPLICATION code only available in single region 4. Multi-region RECOVERY not supported	1. TRANSACTIONAL TRAFFIC - handled by primary region only 2. INFRASTRUCTURE available on stand-by 3. APPLICATION provisioned, but in shutdown state	1. TRANSACTIONAL TRAFFIC - handled by primary region only 2. INFRASTRUCTURE available on standby 3. Minimal APPLICATION footprint running in 2nd region (all components are spun up and available with min. capacity, where application)	1. TRANSACTIONAL TRAFFIC - handled by primary region only 2. INFRASTRUCTURE always available in both regions 3. APPLICATION stack running active/active multi-region
Reserve Capacity			Required RESERVE CAPACITY	Required RESERVE CAPACITY
Cross-Region Maintenance	None	1. Maintain PERSISTENT DATA REPLICATION infrastructure 2. APPLICATION CODE maintained for currency in BOTH REGIONS 3. Operate Production from stand-by region periodically	1. Maintain PERSISTENT DATA REPLICATION infrastructure 2. APPLICATION CODE maintained for currency in BOTH REGIONS 3. Operate Production from stand-by region periodically	1. Maintain 2-WAY PERSISTENT DATA REPLICATION 2. APPLICATION CODE maintained for currency in BOTH REGIONS 3. Operate Production from stand-by region periodically
Recovery Steps	1. ACQUIRE INFRASTRUCTURE 2. BUILD OUT infrastructure 3. DEPLOY application 4. RECOVER / RECREATE DATA 5. REDIRECT TRAFFIC to region 2	1. SCALE INFRASTRUCTURE 2. STARTUP application 3. FAILOVER TRAFFIC	1. AUTO-SCALE INFRASTRUCTURE 2. FAILOVER TRAFFIC	1. RECOVERY achieved through automated redirect of traffic
Recovery Group (RG)	RG7	RG 4-6	REG 1-3	RG 0
Recovery Time Design (RTD)	Days+	Hours (<8 hrs)	Minutes (<15 mins)	Real-Time (<5mins)
Recovery Point Design (RPCD)	Hours (<8 Hrs)	Minutes (<15 mins)	Minutes (<15 mins)	Real-Time (<0 mins)
Cloud Based Recovery Group Specifications		Preferred Patterns		

6. Designing and Implementing Business Continuity Plans

Goal:

- Document and maintain functional plans for recovery and compliance.

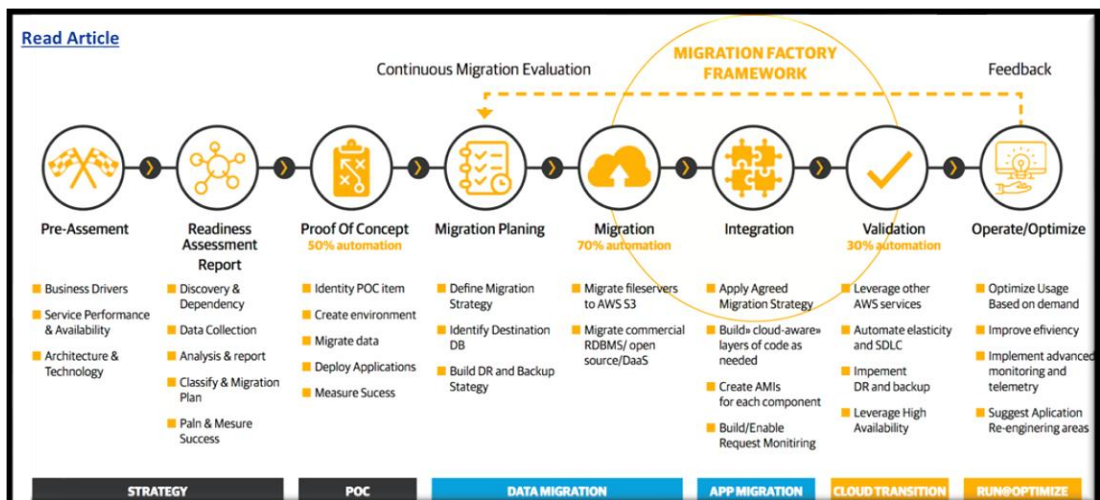
Key Actions:

- Use standardized templates for each department.
- Incorporate access control, escalation, and contact rosters.
- Maintain version control and audit logs.

Results Tracking:

- Plan completeness scoring.
- Annual FISMA reporting integration.
- Plan updates approved by division leads.

Designing and Implementing Disaster Recovery Plans



7. Awareness and Training

Goal:

- Embed continuity culture agency wide.

Key Actions:

- Deliver training tied to federal role-based guidelines.
- Integrate into onboarding and annual ethics/compliance programs.
- Conduct tabletop and Red Team exercises.

Results Tracking:

- Completion reports.

- Training dashboard for executive review.
- Semi-annual executive awareness sessions.

Disaster Recovery Awareness and Training outline

<p>Business resilience refers to an organization's ability to adapt, recover, and thrive in the face of disruptions or unexpected changes that could impact its operations, people, assets, brand, or reputation. It positions organizations to prepare for anything that might come their way¹.</p> <p>Here's a plan on how to achieve business resilience within a major organization:</p> <p>1. Risk Assessment and Identification:</p> <ol style="list-style-type: none">1. Conduct a comprehensive risk assessment to identify potential threats and vulnerabilities. Consider both internal (e.g., supply chain disruptions, cyber attacks) and external (e.g., natural disasters, economic downturns) risks.2. Engage stakeholders from various departments to ensure a holistic view of risks. <p>2. Business Continuity Planning:</p> <ol style="list-style-type: none">1. Develop a robust business continuity plan (BCP) that outlines procedures for maintaining essential functions during disruptions.2. Define roles, responsibilities, and communication channels during crises.3. Regularly review and update the BCP to align with changing circumstances. <p>3. Diversify Supply Chains:</p> <ol style="list-style-type: none">1. Relying on a single supplier or geographic region can be risky. Diversify suppliers and build redundancy.2. Establish alternative sourcing options to mitigate supply chain disruptions. <p>4. Invest in IT Infrastructure and Security:</p> <ol style="list-style-type: none">1. Strengthen IT systems and cybersecurity protocols.2. Implement data backup and recovery mechanisms.3. Train employees on security best practices. <p>5. Establish Strategic Direction and select supportive tools</p> <ol style="list-style-type: none">1. Recovery Management Tool2. Awareness and training	<p>6. Employee Safety and Well-being:</p> <ol style="list-style-type: none">1. Prioritize employee safety during disruptions.2. Establish protocols for tracking remote and onsite workers' health and availability.3. Provide mental health support and resources. <p>7. Scenario Testing and Drills:</p> <ol style="list-style-type: none">1. Regularly conduct scenario-based testing and drills to validate the effectiveness of your resilience strategies.2. Simulate disruptions and evaluate the organization's response. <p>8. Agility and Adaptability:</p> <ol style="list-style-type: none">1. Foster an organizational culture that embraces change and agility.2. Encourage cross-functional collaboration and innovation.3. Be prepared to pivot swiftly when necessary. <p>9. Communication and Stakeholder Engagement:</p> <ol style="list-style-type: none">1. Maintain transparent communication with employees, customers, suppliers, and other stakeholders.2. Establish crisis communication protocols.3. Address concerns promptly and proactively. <p>10. Learn from Past Disruptions:</p> <ol style="list-style-type: none">1. Analyze previous disruptions and learn from them.2. Identify areas for improvement and implement corrective actions. <p>11. Leadership Commitment:</p> <ol style="list-style-type: none">1. Ensure that senior leadership actively supports and champions business resilience initiatives.2. Allocate resources and budget for resilience planning and implementation. <p>Remember that business resilience is an ongoing process. Regularly assess, adapt, and refine your strategies to stay prepared for the unexpected¹²³. 🌟</p>
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8. Maintaining and Exercising Business Continuity Plans

Goal:

- Verify effectiveness and improve through continuous testing.

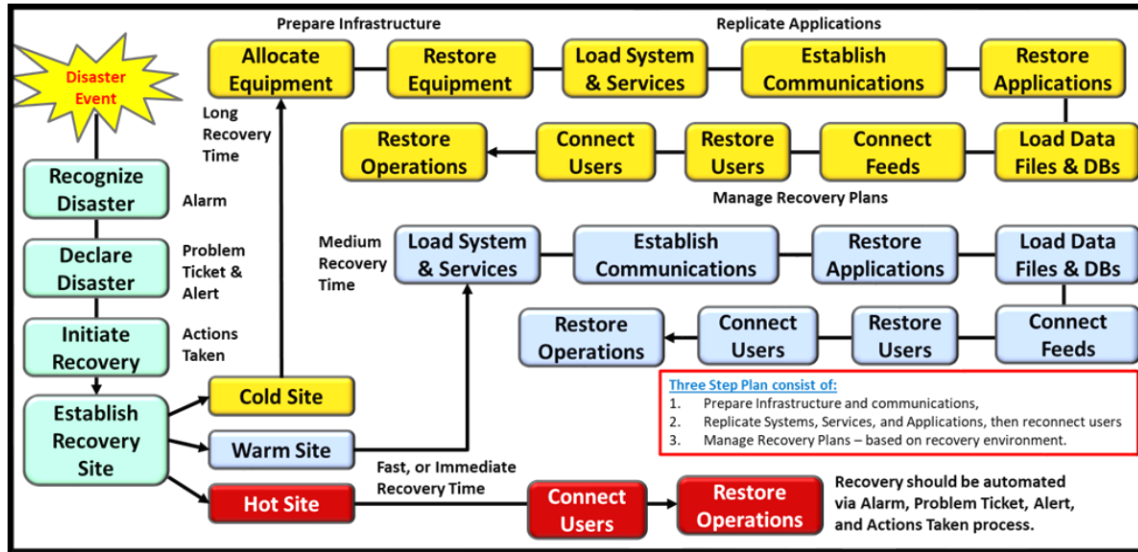
Key Actions:

- Tabletop, simulation, and full-scale exercises.
- Incorporate COOP activation and relocation testing.
- Annual FCD-1 compliance assessments.

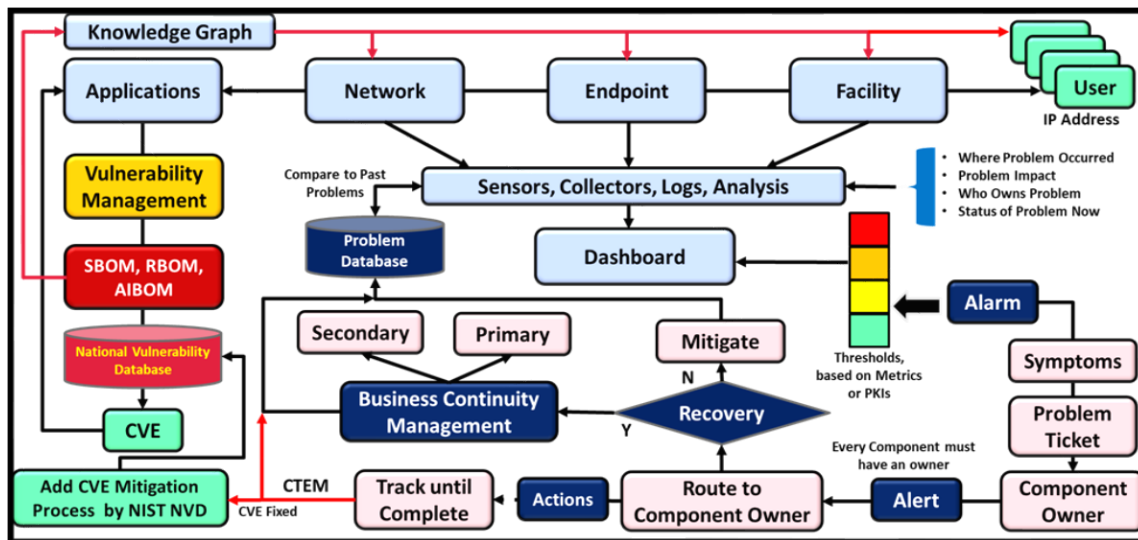
Results Tracking:

- Evaluate success metrics.
- CAP logs and resolution tracking.
- Plan to refresh schedule compliance.

Planning and executing recovery plans.



Tracking problems and initiating recovery operations



9. Public Relations and Crisis Communications

Goal:

- Maintain public trust and transparency.

Key Actions:

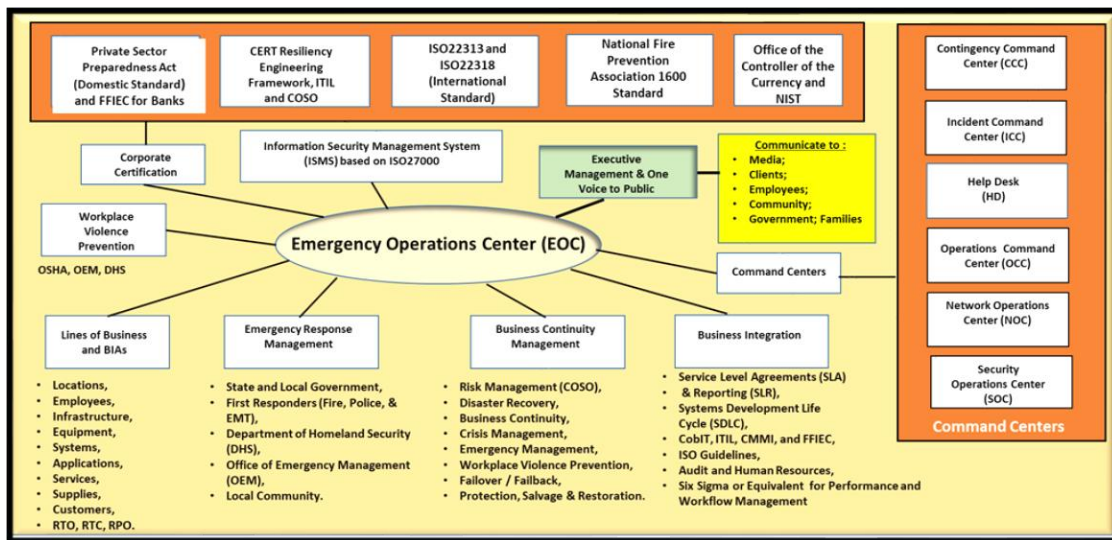
- Crisis Communications Plan aligned with JIC protocols.

- Pre-approved statements were vetted through General Counsel.
- Coordination with Agency PIO and DHS.

Results Tracking:

- Message impact analytics.
- JIC participation logs.
- FOIA-compliance recordkeeping.

Emergency Operations Center



10. Coordinating with Public Authorities

Goal:

- Ensure response and recovery align with multi-agency and federal expectations.

Key Actions:

- Register with FEMA, DHS, state and regional emergency agencies.
- Sign MOUs with peer agencies.
- Participate in joint exercises and continuity calls.

Results Tracking:

- MOU repository and contact directory.

- FEMA and DHS exercise certification.
- Multi-agency incident AARs.
-

Governance and Oversight

Steering Committee: Chaired by CIO, with participation from CISO, COOP Coordinator, Legal, and Ops.

Tools Used: MS Project, Asana, ServiceNow, FedRAMP-authorized PM tools.


Reporting Cadence:

- Weekly project status reports (WBS, risks, metrics)
- Monthly executive dashboards
- Quarterly board and OMB briefings

Compliance Checks:

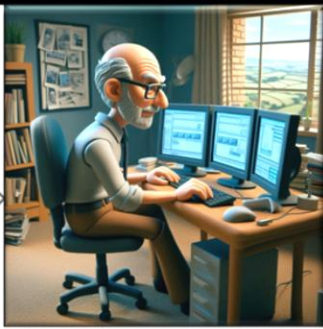
- Annual FISMA control assessments
- NIST 800-34 testing documentation
- COOP/FCD readiness scoring.

For additional information, or to discuss your needs, please contact us.



- Discuss
- Define
- Propose
- Achieve

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a Reasonable
Price



**Helping Clients to
achieve success**

If you find the information included in this presentation of value and want to explore methods to improve the reliability of your enterprise and IT environment, please contact me to discuss your needs and request our assistance.

We look forward to our future relationship.

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