

Appendix [number] – Activity Recovery Plan for [name of activity]

Commented [27A1]: To learn how to fill out this document, and to see real-life examples of what you need to write, watch this video tutorial: "How to Write a Business Continuity Plan According to ISO 22301".

To access the tutorial: In your Inbox, find the email that you received at the moment of purchase. There, you will see a link and a password that will enable you to access the video tutorial.

Change history

Date	Version	Created by	Description of change
	0.1	27001Academy	Basic document outline

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1. Purpose, scope and users

The purpose of the Recovery Plan is to define precisely how [organization name] will recover this activity within set deadlines, in the case of a disaster or other disruptive incident. The objective of this Plan is to complete the recovery of this activity within the set recovery time objective.

Commented [270012]: Include the name of your company.

This Plan includes all resources and processes necessary for the recovery of this activity.

Users of this document are members of the Crisis Management Team and employees' necessary for the recovery of this activity.

2. General

Recovery time objective:	
Person responsible for recovery plan activation / means of activation:	[job title] / verbal or written
Key tasks/obligations and respective deadlines:	
Instructions for manual work if ICT resources are	

Commented [270013]: Copy from the Strategy.
E.g. Restore Financial department in 12 hours.

Commented [270015]: Person specified in the man part of Business Continuity Plan.

Commented [270014]: To learn more about this topic, read this article:

Activation procedures for business continuity plan
<https://advisera.com/27001academy/blog/2011/09/26/activation-procedures-for-business-continuity-plan/>

Commented [270016]: Usually all employees of the critical activity.

Commented [270017]: Usually the Recovery Manager.

Commented [270018]: Usually the Recovery Manager.

Commented [270019]:

Commented [2700110]:

Commented [2700111]:

Commented [2700112]: Copy from Business Impact Analysis Questionnaire.
E.g. 5 days after the disruption starts.

[organization name]

[confidentiality level]

unavailable:

Commented [2700113]:

3. Roles and contact information

For activity:

Commented [2700114]: To learn more about this topic, read these articles:

No.	Role in recovery				
1.	E.g. Recovery Manager				
2.	E.g. Database recovery				
3.	E.g. Application recovery				
4.					
5.					

- Beyond the BCM Manager: Additional roles to consider during the disruptive incident
<https://advisera.com/27001academy/blog/2016/12/05/beyond-the-bcm-manager-additional-roles-to-consider-during-the-disruptive-incident/>

- Enabling communication during disruptive incidents according to ISO 22301
<https://advisera.com/27001academy/blog/2016/12/19/enabling-communication-during-disruptive-incidents-according-to-iso-22301/>

Commented [2700115]:

Commented [2700116]:

Commented [2700117]: These are just examples, please change this information according to your company practice.

Other activities:

Commented [2700118]: Use the data from the previous section as examples.

No.	Name				
11.					
12.					
13.					
14.					
15.					

External contacts:

Commented [2700119]:

No.	Name of organization				
21.					
22.					
23.					

[organization name]

[confidentiality level]

24.							
25.							

4. Authorizations in a crisis

Role in recovery / job title	
Recovery Manager	
[job title]	
[job title]	
[job title]	
[job title]	
...	

Note: only [job title] is authorized to communicate with the public through public media

Commented [2700120]: E.g. Purchase Manager.

Commented [2700121]:

Commented [2700122]: E.g. CEO, Marketing Manager.

Commented [2700123]: E.g. CEO, Business continuity manager, security manager, information security manager, etc.

Commented [2700124]: E.g. Senior System Admin, Senior Database Admin, etc.

Commented [2700125]: List all other necessary authorisations outside the normal area of responsibility.

Commented [2700126]: Usually someone from the Crisis Management Team.

5. Necessary resources

The following resources will be used for the recovery of this activity:

Name of resource				
People:				
Applications / databases:				
Data in electronic form:				
E.g. Business Continuity Strategy and plans for all activities				
Data in paper form:				
E.g. Business Continuity Strategy				

Commented [2700127]: Describe where resources are located, etc.; for external services list suppliers.

Commented [2700128]:

[organization name]

[confidentiality level]

and plans for all activities				
IT and communications equipment:				
E.g. Workstations			E.g. within 2 hours	
E.g. Telephones			E.g. immediately	
E.g. Mobile phones			E.g. immediately	

6. Recovery steps for the activity

The information in this section defines the actions to implement solution(s) for the recovery of this activity.

This activity must be recovered in the following way:

Recovery procedures (main steps / individual tasks)			
[name of step no. 1]			
[task no. 1.1]			
[task no. 1.2]			
...			
[name of step no. 2]			
[task no. 2.1]			

Commented [2700129]: The prerequisite here is that employees of the activity in question have been transferred to the alternative site - this is the starting point for the recovery plan.

Commented [2700130]:

Commented [2700131]: This is filled in in case the plan is activated.

Commented [2700132]:

[organization name]

[confidentiality level]

[task no. 2.2]			
...			

7. Managing records kept on the basis of this document

Record name	Storage location	Person responsible for storage	Controls for record protection	Retention time
Record of recovery step implementation (record in paper form)	Archive [job title]	[job title]	Records are stored in a locked cabinet	3 years

Commented [2700133]: Insert the data in this column to reflect your real needs.

Commented [2700136]: Usually the Business Continuity Management Coordinator.

Commented [2700135]: Usually the Business Continuity Management Coordinator.

Commented [2700134]: Alter this record to match what you already have in your company. If you do not have a similar record, you can create a new one in the format that suits you best.

Only [job title] can grant other employees access to the records.

8. Validity and document management

This document is valid as of [date].

This document, together with all additional documents, is stored in the following way:

- [Redacted]
- [Redacted]

Commented [2700137]: [Redacted]

Commented [2700138]: [Redacted]

The owner of this document is [job title], who must check and, if necessary, update the document at least once a year.

Commented [2700139]: E.g. Business Continuity Manager, Security Manager, etc.

Commented [2700140]: This is only a recommendation; adjust frequency as appropriate.

When evaluating the effectiveness and adequacy of this document, the following criteria need to be considered:

- [Redacted]
- [Redacted]
- [Redacted]

9. Additional documents

- [Redacted]
- [Redacted]

Commented [2700141]: [Redacted]

Commented [2700142]: [Redacted]

[organization name]

[confidentiality level]

- [redacted]

[job title]

[name]

[redacted]

[signature]

Commented [2700143]:
[redacted]

Commented [2700144]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.