

BCDRP/CP PLAN

PAYMENT CARD INDUSTRY

SECURITY

DATA

RECOVERY

ANALYSIS

BUSINESS



BUSINESS CONTINUITY AND DISASTER RECOVERY PLANNING/CONTINGENCY PLANNING (BCDRP/CP) PROGRAM – PCI DSS

Insert Company Logo

TABLE OF CONTENTS

Section I: Introduction.....2

Overview
Scope
Objectives
Assumptions
Plan Testing
Plan Training
Distribution

Section II: Roles and Responsibilities.....5

A “Team Effort” Approach
BCDRP/CP Lead Authority
BCDRP/CP Facility Personnel
BCDRP/CP Information Security Personnel – Networks & Related Systems
BCDRP/CP Information Security Personnel – Servers/Applications & Related Systems
BCDRP/CP Operations Personnel
BCDRP/CP Senior Management Team
BCDRP/CP Communications Team
BCDRP/CP Legal & Finance Team
Other Personnel

Section III: BCDRP/CP Strategy.....10

A “Recovery First” Approach
Priorities for Recovery
Critical Business Functions
Relocation Strategy and Alternate Location
Recovery Plan Initiatives

- Initial Measures to Enact
- Notification to Management and Relevant Third-Parties
- Initiate Alternate Business Site Protocols
- Communication During a Disaster

Insert Company Logo

- Returning Operations to Primary Site(s)

Section IV: Business Information 14

Business Information

Section V: Testing Procedures 15

- Testing – Walkthrough
- Testing – Supervised Walkthrough
- Testing – Process Driven Simulated Testing
- Testing – Full Implementation Simulated Testing

Section VI: Appendices 17

- Appendix A – BCDRP/CP Personnel
- Appendix B – Critical Assets (Systems – Applications and Data)
- Appendix C – Critical Assets (Facilities)
- Appendix D – Critical Assets (Equipment)
- Appendix E – Critical Assets (Other)
- Appendix F – Critical Business Functions
- Appendix G – Data and Information System Recovery Initiatives
- Appendix H – Alternate Business Sites
- Appendix I – Assessment of Damages
- Appendix J – Third-Party Organizations
- Appendix K – Personnel Roles and Responsibilities at Alternate Business Sites
- Appendix L – Operational Backlogs
- Appendix M – Necessary Resource at Alternate Business Site(s) – General Goods and Products
- Appendix N – Necessary Resource at Alternate Business Site(s) – Systems, Software, and Communications
- Appendix O – Vital Records
- Appendix P – Information System Configuration
- Appendix Q – Alternate Business Site(s) Transportation & Logistics Information
- Appendix R – Alternate Business Site(s) Accommodations Information – Lodging
- Appendix S – Alternate Business Site(s) Accommodations Information – Food
- Appendix T – Communicating During a Disaster
- Appendix U – Returning to Operations to Primary Site(s)
- Appendix V – Business Impact Analysis