



51A Middle Street Newburyport MA 01950

Phone: 800-588-7039

contact@bhfe.com

www.bhfe.com

Course Information

Course Title: *Disaster Recovery Planning*

#364624

Number of continuing education credit hours recommended for this course:

In accordance with the standards of the National Registry of CPE Sponsors CPE credits have been granted based on a 50-minute hour.

CPA: 6 (Accepted in all states)

National Registry of CPE Sponsors ID Number: 107615.

Sponsor numbers for states requiring sponsor registration

Florida Division of Certified Public Accountancy: 0004761 (Ethics #0011467)

Hawaii Board of Accountancy: 14003

New York State Board of Accountancy (for ethics): 002146

Ohio State Board of Accountancy: CPE.51 PSR

Pennsylvania Board of Accountancy: PX178025

Texas State Board of Accountancy: 009349

Course Description

Even a well-run company can be brought down by a disaster, such as a fire or flood. In the *Disaster Recovery Planning* course, we describe how to identify risk areas and create and test a plan for how to deal with them. Topics covered include risk analysis, developing a recovery strategy, crisis management, disaster recovery priorities, and dozens of best practices for mitigating all kinds of disasters. This is the go-to guide for setting up a disaster recovery plan.

Course Content

Publication/Revision date: 1/10/2024.

Author: Steven M. Bragg, CPA.

Final exam (online): Thirty questions (multiple-choice).

Program Delivery Method: NASBA QAS Self-Study (interactive)

Subject Codes/Field of Study

NASBA (CPA): Information Technology

Course Level, Prerequisites, and Advance Preparation Requirements

Program level: Overview

Prerequisites: None.

Advance Preparation: None

Instructions for Taking This Course

- Log in to your secure account at www.bhfe.com. Go to "My Account."
- You must complete this course within one year of purchase (If the course is "Expired," contact us and we will add the latest edition of the course to your account (no charge).
- **To retain the course-PDF after completion (for future reference) and to enable enhanced navigation:** From "My Account," Download and save the course-PDF to your computer. This will enable the search function (Menu: Edit>Find) and bookmarks (icon on left side of document window).
- **Complete the course by** following the learning objectives listed for the course, studying the text, and, if included, studying the review questions at the end of each major section (or at the end of the course).
- **Once you have completed studying the course** and you are confident that the learning objectives have been met, answer the final exam questions (online).

Instructions for Taking the Online Exam

- Log in to your secure account at www.bhfe.com. Go to "My Account."
- A passing grade of at least **70%** is required on the exam for this course.
- You will have three attempts to pass the exam (call or email us after three unsuccessful attempts for instructions).
- The exam is not timed, and it does not need to be completed in one session.
- For a printed copy of the exam questions, open the exam and press "Print Exam."
- Once you pass the exam, the results (correct/incorrect answers) and certificate of completion appear in "My Account." A confirmation email is also sent.
- CFP Board and IRS credit hours, if applicable, are reported on Tuesdays and at the end of the month.

Have a question? Call us at 800-588-7039 or email us at contact@bhfe.com.

Learning Objectives

- Identify the triggering events for disaster recovery planning.
- Specify the roles of the parties identified in a disaster recovery plan.
- Identify how the scope should be set for a disaster recovery plan.
- Specify the nature of the recovery time objective and recovery point objective.
- Identify the different tranches of risk types.
- Recall the risk evaluation information that can be obtained from federal agencies.
- Specify the purpose of a recovery strategy.
- Specify which assets should be included on an asset identification list.
- Specify why spare parts storage should be centralized.
- Recall the type of user for which a disaster recovery plan should be written.
- Recall the tools that can accompany the different types of recovery plans.
- Specify the different recovery options for a work space.
- Recall how to distribute a disaster recovery plan to targeted recipients.
- Recall who needs to be kept informed about a disaster.
- Recall how and where an emergency operations center should be set up and configured.
- Specify the assumptions underlying an IT recovery plan.
- Identify the requirements for a proper recovery plan testing strategy.
- Recall how various company policies can be adjusted to align with company needs in a disaster.
- Specify the information that should be shared with customers during an emergency.
- Recall how to identify critical business records for extraction during an emergency.
- Recall the storage protocols for business records.
- Specify the types of fires on which various types of fire extinguishers should be used.

About the Author

Steven Bragg, CPA, has been the chief financial officer or controller of four companies, as well as a consulting manager at Ernst & Young. He received a master's degree in finance from Bentley College, an MBA from Babson College, and a Bachelor's degree in Economics from the University of Maine. He has been a two-time president of the Colorado Mountain Club, and is an avid alpine skier, mountain biker, and certified master diver. Mr. Bragg resides in Centennial, Colorado. He has written more than 250 books and courses, including *New Controller Guidebook*, *GAAP Guidebook*, and *Payroll Management*.

Copyright © 2024 by AccountingTools, Inc. All rights reserved.

Published by AccountingTools, Inc., Centennial, Colorado.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, except as permitted under Section 107 or 108 of the 1976 United States Copyright Act, without the prior written permission of the Publisher. Requests to the Publisher for permission should be addressed to Steven M. Bragg, 6727 E. Fremont Place, Centennial, CO 80112.

Limit of Liability/Disclaimer of Warranty: While the publisher and author have used their best efforts in preparing this book, they make no representations or warranties with respect to the accuracy or completeness of the contents of this book and specifically disclaim any implied warranties of merchantability or fitness for a particular purpose. No warranty may be created or extended by written sales materials. The advice and strategies contained herein may not be suitable for your situation. You should consult with a professional where appropriate. Neither the publisher nor author shall be liable for any loss of profit or any other commercial damages, including but not limited to special, incidental, consequential, or other damages.

Table of Contents

- Chapter 1 - Project Planning Considerations 1**
 - Introduction 1
 - The Disaster Recovery Planning Process 1
 - Project Scope..... 3
 - Project Duration 5
 - Planning Minimum Requirements..... 5
 - Work Breakdown Structure..... 5
 - Planning Risk Areas 6
 - Ongoing Planning Considerations..... 6
 - Testing Schedule 7
 - Project Termination..... 7
 - Summary 8
 - Review Questions..... 9

- Chapter 2 - When to Develop a Plan..... 10**
 - Introduction 10
 - How to Identify Risk Areas..... 10
 - Business Impact Analysis..... 12
 - How to Run a Business Impact Analysis 14
 - Summary 14
 - Review Questions..... 15

- Chapter 3 - How to Evaluate Risk..... 16**
 - Introduction 16
 - The Nature of Risk 16
 - What is a Disaster? 16
 - The Risk Analysis 17
 - Risk Layers..... 18
 - Level 1 Tranche: Company-Wide Risks 18
 - Level 2 Tranche: Facility-Specific Risks 18
 - Level 3 Tranche: Data System Risks 19
 - Level 4 Tranche: Departmental Risks..... 20
 - Level 5 Tranche: Individual Risks 20
 - Risk Specificity..... 20
 - Additional Sources of Information..... 20
 - Assessing Risk..... 21
 - Summary 21
 - Review Questions..... 22

- Chapter 4 - Recovery Strategy Formulation 23**
 - Introduction 23
 - The Purpose of a Recovery Strategy 23
 - Structure of the Recovery Strategy..... 23
 - Recovery Point Objective..... 24
 - Recovery Time Objective..... 24
 - Recovery Site Distance 24
 - Recovery Alternatives 24
 - Pandemic Strategy..... 26
 - Summary 26
 - Review Questions..... 27

Chapter 5 - Initial Enhancements	28
Introduction	28
Key Personnel	28
Service Arrangements	29
Access Rights	30
Asset Identification	30
Physical Assets	30
Software Assets.....	31
Hazardous Assets.....	31
Emergency Assets.....	31
Initial Audit	31
Disaster Recovery Priorities.....	31
Organizing the Information	32
Summary	32
Review Questions.....	33
Chapter 6 - The Disaster Recovery Plan	34
Introduction	34
Writing the Plan	34
The Administrative Plan.....	36
Technical Recovery Plans	37
The Work Area Recovery Plan.....	39
The Pandemic Management Plan	42
Plan Updates.....	43
Summary	43
Review Questions.....	44
Chapter 7 - Crisis Management	45
Introduction	45
Initial Communications	45
Crisis Management Best Practices	45
The Emergency Operations Center	46
Emergency Operations Staffing	47
Emergency Operations Work Allocation	48
Emergency Operations Preparation	48
Emergency Operations Communications	49
Summary	49
Review Questions.....	50
Chapter 8 - Plan Testing	51
Introduction	51
The Advantages of Plan Testing.....	51
The Difficulties of Plan Testing	51
Types of Tests	52
The Testing Strategy	54
Summary	55
Review Questions.....	56
Chapter 9 - Policy Adjustments.....	57
Introduction	57
Employee Assistance Program Policy.....	57
Employee Attendance Policy	57
Off-Hours Access Policy.....	57

Payroll Policy	58
Purchasing Policy	58
Sick Leave Policy	58
Social Media Policy	59
Vacation Policy	59
Work-from-Home Policy	59
Summary	59
Review Questions.....	60
Chapter 10 - Disaster-Related Best Practices.....	61
Introduction	61
Business Partners.....	61
Customers	61
Suppliers	62
Business Records.....	63
Computer Workstations.....	65
Electricity	66
Fire Mitigation.....	67
Human Resources.....	69
Information.....	70
Safety.....	71
Telecommunications	73
Terrorism.....	75
Summary	76
Review Questions.....	77
Answers to Chapter Questions	78
Glossary	85
Index	86