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1. Preamble

1.1. Introduction

This plan was specifically designed to guide OEC through a recovery effort of specifically identified organization functions. At the onset of an emergency condition, OEC employees and resources will respond quickly to any condition, which could impact OEC's ability to perform its critical organization functions. The procedures contained within have been designed to provide clear, concise and essential directions to recover from varying degrees of organization interruptions and disasters.

1.2. Policy Statement

It is the Policy of OEC Company ("OEC") to maintain a comprehensive Business Continuity Plan for all critical organization functions. Each department head is responsible for ensuring compliance with this policy and that their respective plan component is tested no less than annually. OEC's Disaster Recovery efforts exercise reasonable measures to protect employees, safeguard assets, and client accounts.

1.3. Confidentiality Statement

This manual is classified as the confidential property of OEC. Due to the sensitive nature of the information contained herein, this manual is available only to those persons who have been designated as plan participants, assigned membership to one of the OEC Recovery Teams, or who otherwise play a direct role in the recovery process. This manual remains the property of OEC and may be repossessed at any time. Unauthorized use or duplication of this manual is strictly prohibited and may result in disciplinary action and/or civil prosecution.

1.4. Manual Distribution

Each plan recipient will receive and maintain two (2) copies of the disaster recovery manual – one copy will be kept in the plan recipient's work area; the second copy will be kept at the plan recipient's residence. Each manual has a control number to track its distribution. Replacement manuals and additional copies may be obtained from OEC's Security Manager. Backup copies of all recovery documentation are maintained at OEC Head Office.

1.5. Manual Reclamation

Plan recipients who cease to be an active member of a disaster recovery Team or an employee of OEC must surrender both copies of their disaster recovery manual to the Security Manager. OEC reserves any and all rights to pursue the return of these manuals.

1.6. Plan Revision Date

The latest manual revision date appears in the first page as revision or amendment.

1.7. Plan Assumptions

OEC's Disaster Recovery plan was developed under certain assumptions in order for the plan to address a broad spectrum of disaster scenarios. These assumptions are:

- OEC's recovery efforts are based on the presumption that any resources required for the restoration of critical organization functions will be outside of the primary facility.
- Any vital records required for recovery can be either retrieved or recreated from an off-site location within 24 hours.

1.8. Declaration Initiatives

OEC's decision process for implementing any of the three levels of recovery strategies to support the restoration of critical organization functions are based on the following declaration initiatives:

- Every reasonable effort has been made to provide critical services to OEC's customers by first attempting to restore the primary facility and / or operate using intra-day procedures.
- After all reasonable efforts have failed to restore the primary facility; OEC would invoke a recovery strategy that requires the relocation of personnel and resources to an alternate recovery facility.

2. Disaster Recovery Plan

Prevention of and Preparation for Emergencies

Introduction

Each facility must take proactive steps in order to prevent controllable disasters from occurring and to prepare for those disasters that cannot be prevented. Following are checklists that will be valuable to facilities in ensuring that they are appropriately prepared **prior** to the advent of an emergency situation.

2.1. Fire Prevention/Preparation

Fires are the one of the most preventable disasters facing industry. Proper planning and effective housekeeping can reduce the risk of fire and minimize loss from any incident that may occur. Following are items to be considered in your preparation and planning

- Are all audit sheets require
- Are evacuation routes clearly marked?
- Are fire doors, fire exits, stairways, and aisles unobstructed?
- Do any fire doors need repair?
- Are inter-floor fire doors closed at all times?
- Is window glass intact?
- Are windows at ends of aisles obstructed?
- Are wiring fixtures, electrical connections and panels in good repair?
- Are there light bulbs or other heat sources in contact with cords, cloth or paper?
- Do lifts and/or machinery need repair?
- Is the furnace or other heating equipment in good working order?
- Are compound area maintained in clean and orderly manner?
- Are "NO SMOKING" signs conspicuously placed on all floors?
- Is "NO SMOKING" strictly enforced?
- Are floors swept & maintained clean?
- Is there any accumulation of combustible debris?
- Is the number of fire extinguishers adequate?

- Do signs identify locations of fire fighting equipment adequately?

2.2. Bomb Threats

Bomb Threats are not a foreseeable disaster scenario. However that does not preclude preparation for such an event. Proper planning includes: Establishing a search/evacuation protocol based on the nature of the threat and time until reported detonation. Contact your local police or fire department for assistance in developing this protocol.

- Evacuation routes must be properly posted.
- Emergency numbers are posted and available.
- Bomb Threat telephone cards are available at each desk.
- Employees know who to notify if a bomb threat is received.
- Access control and sign in procedures are strictly enforced.
- Employees know that they are to report suspicious incidents, people or circumstances to management.

2.3. Riots & Civil Disorders

There will be minimal advanced notification in the event of a Civil Disorder. Pre-planning questions include:

- Is there a radio on hand to stay posted on the status of the disorder?
- Can all doors be secured from the interior?
- Is any fencing surrounding the property in good repair?
- Are all exterior lights functional and is the light adequate around the perimeter of the building?
- Are local police, fire and medical emergency numbers posted?
- Is there cellular phone capability in the event of damage to utilities?
- Is there a properly stocked first aid kit on hand?
- Are all alarm, access control and fire suppression/notification systems in proper working order?
- Is there a list of clients to call in the event of a business disruption?
- If the facility is unable to be occupied, is there a list of telephone numbers for all employees to notify not to report to work?

2.4. Serious Injury/Illness

Your first response in the event of a serious injury or illness is to notify professional assistance immediately and then to attempt to prevent further injury or, if qualified, treat the injury. Preparational measures include:

- Inspect all areas for obvious safety hazards and correct them immediately.
- Keep a well-stocked first aid kit on hand.
- Survey employees for first aid/medical skills. Make sure they have current documentation testifying to their qualifications
- Post emergency numbers for fire, police and medical teams.

2.5. Severe Weather Warnings

Specific actions to prepare for severe weather will depend on the type of weather expected to strike. Facilities located in known severe weather areas (i.e. tornadoes, hurricanes, etc) must prepare accordingly. General severe weather preparations include:

- Identifying safe haven areas within the facility.
- Ensuring emergency equipment likely required for the specific weather condition (flashlights, first aid kits, plastic sheeting, etc.) is on hand.
- Posting Emergency telephone numbers prominently.
- Routinely inspecting the physical building perimeter for wear or damage which could be exacerbated by a storm and for loose material or equipment which could become dangerous projectiles in a severe storm.
- Having vehicles routinely re-fueled when less than half a tank remains.
- Keeping vehicles in proper mechanical condition (especially tires and suspension).

2.6. Floods and Water Leaks

Flooding and water leaks can result from natural disasters, human error or building structure failure. Professional engineering support may be required to ensure protection against this type of a disaster. Area Manager should be consulted for assistance. Preplanning and prevention opportunities include:

- Routine inspections of the roof to include vent openings.
- Routine inspection of the building perimeter for damage or wear, which could lead to future leaks.
- Monitoring of flood status if in a designated flood plane.
- Installation of automatic sump pumps if water table levels warrant.
- Keep damming and absorbent materials on hand.
- Keep a portable, submergible pump vendor details handy.
- Ensure availability of plastic sheeting and other waterproof material to cover records.

2.7. Prolonged Power Outage

Prolonged power outages are defined as power outages which exceed the backup battery capability of the fire alarm annunciation system or intrusion detection system, or outages which otherwise endanger the security of the customer's records. Preparations for such emergencies include:

- Identification of critical areas, assets and processes that may be affected by a prolonged power outage.
- Annual inspection and testing of batteries used to back up critical systems.
- Assessment of need for backup generator capability for prolonged power outage situations.
- Monthly testing of backup generators.
- Keep emergency numbers for public utilities and phone service providers handy.

2.8. Chemical/Hazardous Material Incidents or Spills

Facilities should not have any significant quantity of hazardous materials or chemicals on site. Items like paint, solvents, clean-

ing materials propane all qualify as hazardous materials. Prevention of and preparations for handling spills and incidents requires:

- Appropriate storage contains for all hazardous materials.
- Storing materials in secure cabinets and exterior to the facility.
- Discarding (through proper methods) any hazardous materials or chemicals not needed for daily operation of the business.
- Posting emergency numbers for fire department and medical services prominently in the event of an incident or spill.
- Maintaining an emergency first aid kit on site.

2.9. *Insect/Rodent Infestation*

Rodent and insect infestation is not a likely disaster scenario, but one for which preventative steps can reduce the likelihood of significant damage:

Food and beverages in the storage centers are to be prohibited.

Maintain a good housekeeping discipline.

Inspect boxes as they arrive or are recalled for obvious signs of infestation or damage.

Put your facility on a preventative maintenance schedule with a qualified exterminator.

Keep the area around the outside of your facility clean and clear of debris, which can attract rodents and/or insects.

2.10. *Aircraft Flight Pattern Threat*

While an air disaster could strike anywhere, there is little real risk for most of our facilities. Operations that are located in close proximity to airports should have emergency numbers for the local Fire office and other emergency services organizations.

2.11. *Earthquakes*

Due to the unpredictability of earthquakes, facilities located in earthquake zones must maintain appropriate precautions at all times. These include:

- Know what zone you are in, relative to the potential epicenter of the quake. Your local Emergency management office should be able to provide this information. Obtain information from them on planning and preparedness techniques.
- Ensure employees know the location of water, gas and sprinkler shut off valves and the location of the main electrical panel shut off.
- Ensure racking and shelving are appropriately braced and inspected regularly.
- Ensure you have emergency supplies on hand and in good condition. Needed supplies include first aid kits, tools, plastic sheeting, duct tape, mobile, gloves, dust masks and safety goggles.
- Ensure employees know proper safety precautions in the event of a tremor.
- Keep evacuation routes clear and ensure that evacuation routes are posted.
- Post emergency numbers for fire and medical services conspicuously.

2.12. *Labor Strikes*

Labor strikes, regardless of OEC's status as a union shop, may have an impact upon business. Should vendors or suppliers

whose workers are represented by a union stage a work stoppage, OEC must be prepared to meet the contingency.

- Stay alert for any indication of a potential labor problem with vendors and suppliers.
- Keep a list of key management contacts for all vendors.
- Identify critical assets or supplies, which may be impacted by a labor, strike and develop plans for alternative resources or stockpile supplies.
- Report any internal work disruptions or other actions, which may indicate labor problems to H R and senior management within your Branch.

2.13. Sabotage

Sabotage is the intentional destruction of property by an individual for the purpose of disrupting business or otherwise causing the company or its employee's harm. Sabotage may be caused by employees or outside actors. Preventative steps include:

- Maintain all physical security systems (alarms, locks, lights and fences) in good working order.
- Inform employees to report all acts of vandalism or suspicious activity.
- Communicate frequently with your employees, both good news and bad. Keep them in the loop on business issues and progress as much as possible.
- Treat every employee with complete dignity and respect, especially during a discipline process.
- Ensure the "open door" policy is communicated frequently to employees and address their issues in a timely manner.
- Maintain a "zero tolerance" policy for acts of violence or intentional malicious damage to company assets.
- Report threats from external sources to the local police and the Security Manager.

2.14. IS Failures

Failure of any information system must be brought to the immediate attention of the VP- I.T. Preparational and recovery procedures are published by the IS department and are included in this document as Attachment H.

Common sense preventative and preparation measures include:

- Secure IS equipment rooms and limit access to them.
- Keep IS equipment rooms clean and clear of any liquid, corrosive, or other foreign substance which may damage equipment.
- Maintain a list of PC serial numbers assigned to each employee.
- Clearly identify (label) your disaster recovery PC and use it for NO OTHER PURPOSE! Locate it in a locked, designated area.

2.15. Telecommunications Failure

Telecommunications is the lifeblood of the organization. Disaster prevention and recovery planning steps include:

- Secure telecommunications closets and limit access to them.
- Keep telecommunications closets clean and clear of any liquid, corrosive, or other foreign substance that may damage equipment.
- Maintain at least one single line at the facility that does not go through the phone system.
- Keep mobile communication equipment charged and available for use.
- Keep emergency numbers for public utilities and phone service providers handy.

2.16. Racking and Shelving Collapse

Structural failure of any storage system represents a significant risk to the company due to its potential for injury, significant business impact and loss of customer confidence. Failures that are the result of misuse or abuse are preventable. Failures due to natural disasters such as earthquakes can be mitigated to some degree. The process of prevention and preparation are the same for either circumstance.

- Inspect all shelving and racking on a regular basis. Inspections should be conducted at all levels of the racking system. Check for bent, broken, loose or corroded components.
- Ensure systems are properly anchored and braced. Contact your Facility/Branch Manager if you have questions about the suitability of existing structural support.
- Require workers to report all damage to shelving or racking regardless of cause.
- Install guards or barriers at critical locations to protect racking and shelving components from damage by fork trucks, ladders, etc.
- Follow good housekeeping protocols to prevent material or equipment from being pushed against or other putting undue stress onto structural members.

Practice safe loading techniques (bottom to top) when moving inventory or loading new storage systems.

2.17. Defined Scenario

A disaster is defined as a disruption of normal organization functions where the expected time for returning to normalcy would seriously impact OEC's ability to maintain customer commitments and regulatory compliance.

2.18. Disaster Recovery Objectives

The OEC Plan was written with the following objectives:

- To ensure the life/safety of all OEC employees throughout the emergency condition, disaster declaration, and recovery process.
- To suspend all non-essential activities until normal and full organization functions have been restored.
- To mitigate the impact to OEC's customers through the rapid implementation of effective recovery strategies as defined herein.
- To reduce confusion and misinformation by providing a clearly defined command and control structure.
- To consider relocation of personnel and facilities as a recovery strategy of last resort.

2.19. Activation Authorities

The DRP will be activated by designated personnel –

- Executive Directors –
- COO OEC
- Senior Security Manager

2.20. Authorities Access List

The following individual are authorized the access during Disaster Recovery Operations.

- Executive Directors
- COO OEC
- Senior Security Manager
- A.V.P ADMIN
- Business Continuity Management Team Members
- Emergency Control Organization Team Members
- Disaster Recovery Team Members
- Outside Adviser Approved by Management

2.21. Disaster Impact and Recovery Assessment

The Disaster Impact and Recovery Assessment Matrix include the major resources and systems utilized at OEC. The impact type displays what disaster conditions may impact the resources & Impact level categorizes the urgency of restore.

The plan includes “critical” services which are mandated to be fully restored within 24 hours and “vital” services which do not absolutely require a 24-hour restoration but cannot wait for a lengthy procurement process. Vital services will be restored within 72 hours. Both mission critical and vital services are included in this plan. Non-mission critical services are not covered and are assumed to be restored within 30 days of the disaster.

2.22. DRP Recovery Strategies

In order to facilitate a recovery regardless of the type or duration of disaster, OEC has adopted multiple recovery strategies. These strategies are categorized into three (3) levels. Each level is designed to provide an effective recovery solution equally matched to the duration of the emergency condition.

2.22.1. LEVEL 1: SHORT-TERM OUTAGE – 48 hours

A short-term outage is defined as the period of time OEC does not require computerized operations, & will allowed adequate time to restore / utilize automated recovery operations. The principal objectives will be to restore the necessary structural [facilities, HVAC systems, roadways and grounds] and non-structural, (power, water, sanitation, telecommunications and) in OEC Facilities

2.22.2. LEVEL 2: MEDIUM-TERM OUTAGE (TEMPORARY) – UPTO FOUR WEEKS

A medium-term outage is defined as the period of time that OEC will execute its formal disaster recovery strategy, which includes actually declaring a disaster. A disaster may either be declared company-wide or only for the effected department or building. The decision to declare a disaster will be based on the amount of time / expense that is

required to implement the formal recovery and the anticipated impact to OEC's organization over this period of time.

In the first weeks after a major emergency event [Mid-Term Recovery Stage], the principal objectives will be to ensure the restoration of the all pre-identified business functions on Company considered to be critical to normal business operations.

2.22.3. LEVEL 3: LONG-TERM OUTAGE (RELOCATION) – 6 WEEKS OR MORE

A long-term outage is defined, as the period of time that OEC will exceed the allowed occupancy time of its primary recovery strategy. During this phase of recovery OEC will initiate a physical move of personnel and resources.

During the Long-Term Recovery Stage, the principal objective is to resume normal operations. More than likely, it will be during this stage of recovery that the EOC will be deactivated, and OEC will resume its pre-disaster organizational structure. A Long-Term Recovery Team may be established, if warranted, to consider and coordinate strategic plan objectives and long-term recovery efforts.

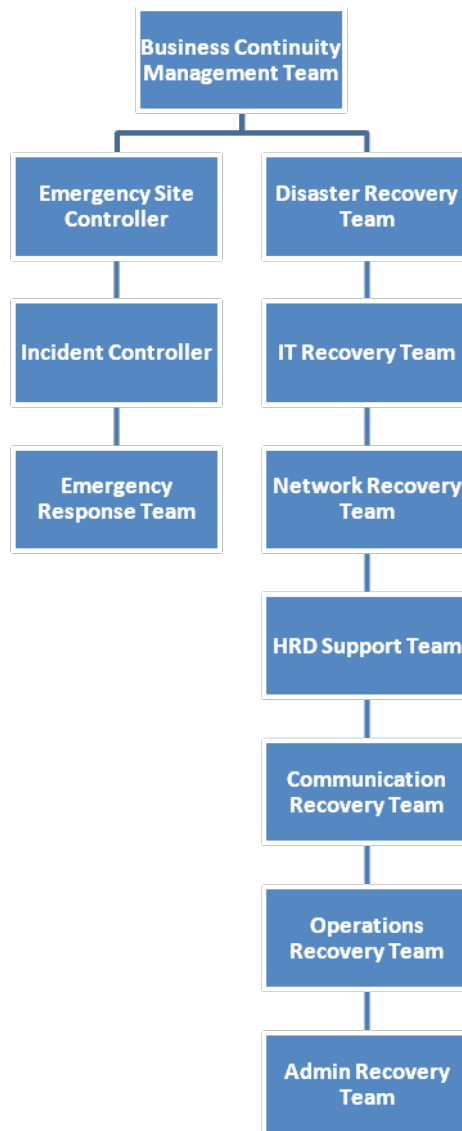
Based on the size and nature of the disaster, the timeline to resume normal operations may be dependent on the extent of disrupted critical services on Company. Telephone and power service shortages, disruption of water supplies, damage to major transportation routes and transportation providers, and ongoing government emergency operations may hamper recovery activities.

In addition, the timeline to resume normal operations will be greatly dependent on the extent of damage to Company (structural) and to OEC facilities (systems, communications, and non-structural) and non-duplicated vital records.

In a major disaster, the recovery efforts may take several weeks or months or even years to complete.

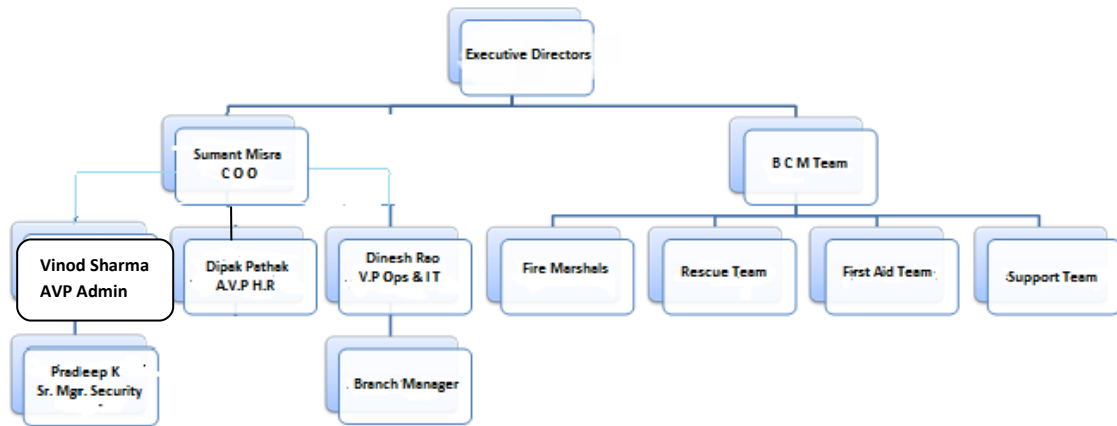
2.23. DRP Team Overview

During an emergency each Team member contributes the skills that they use in their everyday work to the overall response.



2.24. DRP Team Charters

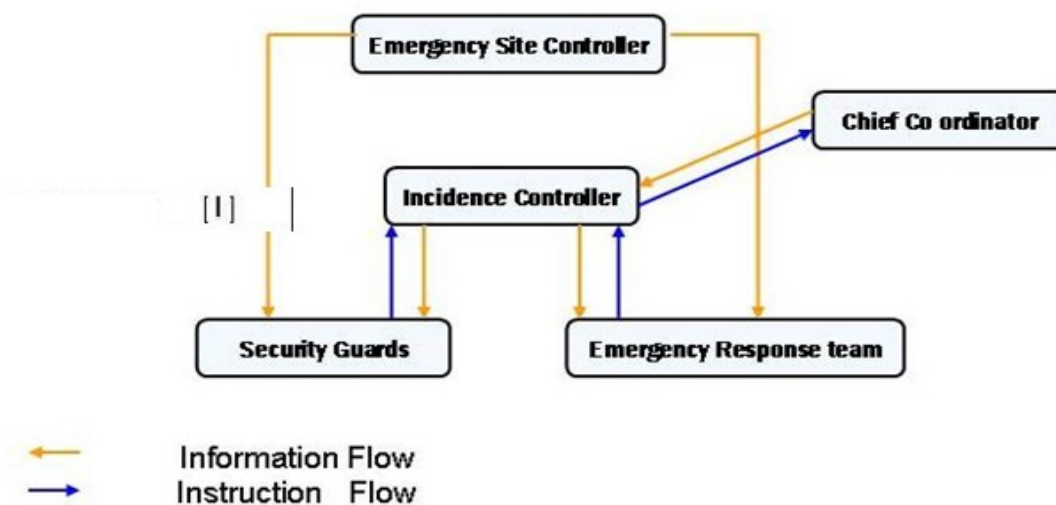
2.24.1. Business Continuity Management Team: The BCMT is comprised of senior OEC management and is responsible for authorizing declarations of disaster, emergency investment strategy, approving public release of information, and ensuring donors and constituents are informed.



BCM Team Members	Mobile	Email address
Mr Vishal Doctor	9820353072	vishal.doctor@oecrecords.com
Mr Viral Doctor	9820353073	viral.doctor@oecrecords.com
Mr Sumant Misra	7498914210	sumant.misra@oecrecords.com
Mr Dinesh Rao	7498914211	dinesh.rao@oecrecords.com
Mr Vinod Sharma	9323471160	vinod.sharma@oecrecords.com
Mr Dipak Pathak	9321470507	dipak.pathak@oecrecords.com
Mr Pradeep Kolatheril	7498914217	pradeep.kolatheril@oecrecords.com

2.24.2. Emergency Site Controller: The ESC is first on scene to respond, handle the emergency and assess the damage caused by the disaster or ensures precautionary measures are taken. Once the ESC determines the extent of the disaster, they will either order an evacuation of the facility or work with facilities. The team is as per the Emergency Preparedness & Response Plan [Document No: OEC/OSM/EPRP-02]

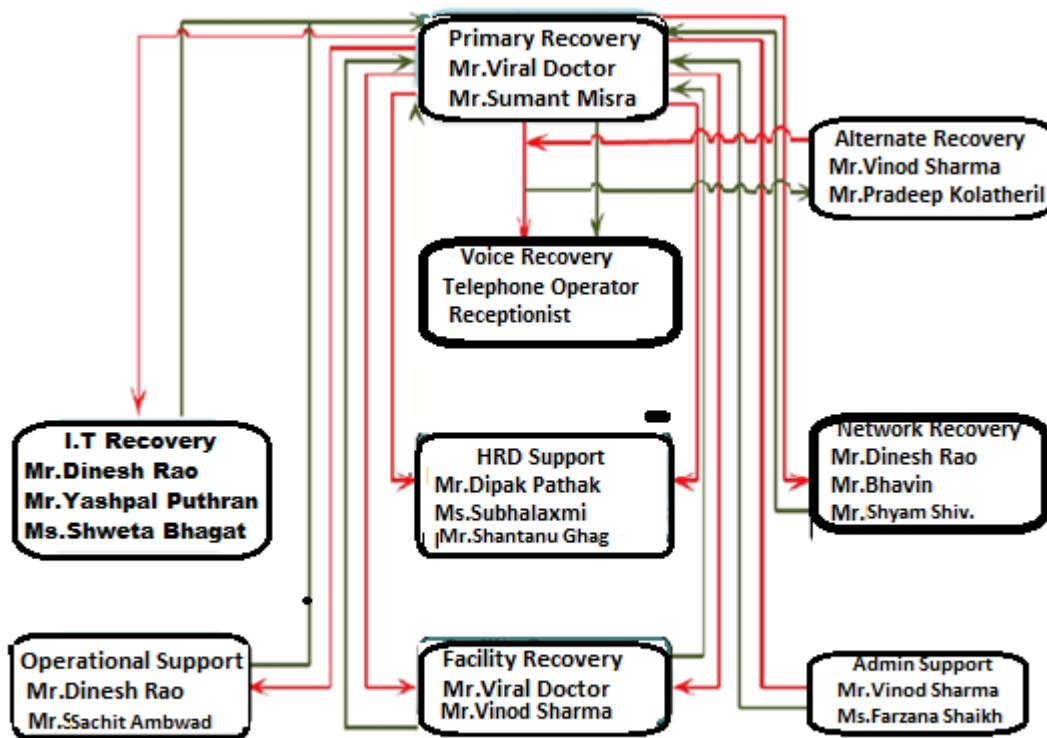
Emergency Control Organization



Emergency Organization Members	Responsibility	Mobile
Mr Vinod Sharma [I]	Emergency Site Controller	9323471160
Mr Pradeep Kolatheril [II]	Emergency Site Controller & Incident Controller	7498914217
Mr Satish Divekar [I]	Incident Controller	7498914213
Mr Viral Doctor [I]	Chief Coordinator	9820353073
Mr Sumant Misra (I)	Chief Coordinator	7498914210

2.24.3. Disaster Recovery Team: The DRT Team provides organization-level support for both the physical and technology issues. The members of this Team will ensure that the alternate site is ready, and adequate for arriving recovery personnel. The DRP will be the first at a meeting point or alternate site in order to register arriving personnel.

CENTRAL DISASTER RECOVERY TEAM



← Information Flow
← Instruction Flow

BCM Team Members	Mobile	Email address
Mr Viral Doctor	9820353073	viral.doctor@oecrecords.com
Mr Sumant Misra	7498914210	sumant.misra@oecrecords.com
Mr Dinesh Rao	7498914211	dinesh.rao@oecrecords.com
Mr Vinod Sharma	9323471160	vinod.sharma@oecrecords.com
Mr Dipak Pathak	9321470507	dipak.pathak@oecrecords.com
Mr Pradeep Kolatheril	7498914217	pradeep.kolatheril@oecrecords.com
Mr Sachit Ambwad	7498914243	sachit.ambwad@oecrecords.com
Ms Farzana Shiakh	7498914219	admin.ho@oecrecords.com
Ms Subhalaxmi	9324901867	subhalaxmi.kadali@oecrecords.com
Mr Shantanu Ghag	7498914201	hr@oecrecords.com
Mr Bhavin Bheda	7498914214	bhavin.bheda@oecrecords.com
Mr Yashpal Puthran	7498914215	yashpal.puthran@oecrecords.com

Ms Sweta Bhagat	9324132475	sweta.bhagat@oecrecords.com
Mr Shyam Shivcharan	7498914212/16	tech.support@oecrecords.com

2.25. DRP Participants

The following presents the DRP plan participants and their associated recovery function. At the time of a disaster, these individuals will be among the first to be contacted.

TITLE	DETAILS	
Recovery Head	Primary	Secondary
Name:	Mr Viral Doctor	Mr Sumant Misra
Designation:	Executive Director	Chief Operating Officer
Office:	(022) 27812244; Ext:106	(022)27812244; Ext:105
Mobile:	9820353073	7498914210
E-mail:	viral.doctor@oecrecords.com	sumant.misra@oecrecords.com
Alternate Recovery Heads	Primary	Secondary
Name:	Mr Vinod Sharma	Mr Pradeep Kolatheril
Designation:	A.V.P Admin/Security	Sr. Security Manager
Office:	(022)27812244; Ext: 112	(022)27812244; Ext: 118
Mobile:	9323471160	7498914217
E-mail:	vinod.sharma@oecrecords.com	pradeep.kolatheril@oecrecords.com
Voice Recovery	Primary	Secondary
Name:	Telephone operator	
Designation:	(022) 27812244/ Ext: 9	
Office:		
Mobile:	mailbox@oecrecords.com	
E-mail:		
IT Recovery	Primary	Secondary
Name:	Yashpal Puthran	Ms.Sweta Bhagat
Designation:	Manager – IT (Software)	Sr.Programmer
Office:	(022) 27812244; Ext: 120	022) 27812244; Ext: 121
Mobile:	7498914215	9324132475
E-mail:	yashpal.puthran@oecrecords.com	Sweta.bhagat@oecrecords.com
Network Recovery	Primary	Secondary
Name:	Mr.Bhavin Bheda	Mr .Shyam Shivcharan
Designation:	Manager – IT (Infra)	Executive– IT (Infra)
Office:	(022) 27812244; Ext: 129	(022) 27812244; Ext: 129
Mobile:	7498914214,	7498914216
E-mail:	bhavin.bheda@oecrecords.com	techsupport@oecrecords.com
Administrative Support & Facility Recovery	Primary	Secondary
Name:	Mr Vinod Sharma	Ms.Farzana Shaikh
Designation:	V.P Admin/HR	Sr.Admin Executive
Office:	(022)27812244; Ext: 112	(022)27812244; Ext: 135
Mobile:	9323471160	7498914219
E-mail:	vinod.sharma@oecrecords.com	admin.ho@oecrecords.com
Operations Support	Primary	Secondary

Name:	Mr Dinesh Rao	Mr.Sachit Ambwad
Designation:	V.P Ops/IT	National Operation Head
Office:	(022)27812244; Ext: 104	022-27812244
Mobile:	7498914211	7498914243
E-mail:	dinesh.rao@oecrecords.com	sachit.ambwad@oecrecords.com





2.26. DRP Recovery Strategy Overview

OEC's Business Continuity Recovery is based on the organization surviving the loss of facilities and/or key personnel and systems during a disaster. Once OEC's EPRP Team has determined that a declaration of disaster is required, the following sequence of events will occur:





Steps	Instruction
1. Evacuate affected facility	If the emergency requires an evacuation of employees, execute evacuation plans contained in the Emergency Procedures section.
2. Go to Assembly Area	Follow building evacuation instructions.
3. Determine length of outage	Review written and verbal damage assessment reports from facilities and civil authorities and then estimate the amount of time the facility will be uninhabitable.
4. Select disaster level	Based on the estimated duration of the outage, declare the disaster event as either a L1 (Less than 48 hrs), L2 (48 hrs to 4 weeks), or L3 (6 weeks or longer).
5. Activate alternate facilities	Contact alternate facilities identified in the Facilities section. Confirm their availability and alert them of estimated arrival time.
6. Release personnel from the staging area	Once the disaster level has been selected, release all personnel from the staging area to their assigned recovery location. <ul style="list-style-type: none"> ● Non-essential personnel – Home ● Disaster Recovery Site Team – Alternate Facility ● End Users – Alternate Facility ● Command Centre Staff – Alternate Facility ● Business Continuity Management Team – Alternate Facility
7. Disaster Recovery Site Team (DDRP) establishes Command Centre	DRP personnel are the first to arrive at the alternate facility to setup and organize the command centre prior to the arrival of the BCMT and support personnel. The following representatives are required at the Command Centre within 1-3 hours: <ul style="list-style-type: none"> ● Business Continuity Management Team ● Emergency Site Controller [EPRP] ● Disaster Recovery Site Team
8. Establish situation desk	At the command centre, establish a dedicated line with operator to field all incoming calls. Announce command centre phone number to all recovery participants.
9. Review recovery	Review the Recovery department by department basis to determine who is most affected by the disaster.
10. Create technology shopping list	Once the technology requirements of the effected department(s) are known, create a requirements list for the IT support staff.
11. Contact quick ship vendors	Using the vendor quick-ship contacts or local sources located in the LAN Restoration section order replacement technology indicated on requirements list.
12. Retrieve electronic/hardcopy vital records	Retrieve vital records from storage or other locations as indicated in the Vital Records section. Have vital records moved and staged at the alternate facility.
13. Setup	The priority of OEC Server restoration to support all other OEC Business





replacement LAN	functions is: <ul style="list-style-type: none"> Core technology & End-user servers
14. Activate short-term recovery strategies	Instruct each department to initiate their short-term recovery strategies. These strategies will be used while the replacement LAN/WAN circuits are implemented. Once the replacement LAN/WAN is functional, notify the Disaster Recovery Team that departments can now begin executing their L2 recovery strategies.





2.27. DRP Recovery Team Roles & Responsibilities





Title:	Recovery Head			
	Primary:	Executive Director		
		Secondary:	Chief Operating Officer	
Alternate Locations:	Primary Staging Area: Incident site	Alternate Staging Area:DRP Site		
	Primary Work Area: Vashi Site	Alternate Work Area: Deku		
Charter:	Responsible for all of the Total Recovery aspects of the recovery effort. This includes all department recovery plans & the Special Account recovery plan, Responsible for activating the command centre and Issuing a recovery Instructions and decision with employee assistance support during the recovery effort.			
Retrieval List:	<p>The following items should be removed from your work area if you are evacuated from the building:</p> <ul style="list-style-type: none"> Business related Documentation is important to continue a Business Insurance related original documents Important information of the functioning designation and core area Important Customer and service contract papers Inter Official documentation and government license, approval original papers Policy and procedure controls are required to continue a business 			
In order to perform your recovery efforts, you will need access to the following resources:				
Recovery Resources:	 Phone	 Laptop	 Network	 Internet
Recovery Steps:	<p>The following are the recovery tasks to be followed –</p> <ul style="list-style-type: none"> Retrieve important items from work area Contact the Key members of the Business Continuity Management Team Members Contact the Emergency Site Controller Call the Key person of Disaster Recovery Team members Call the Key person of IT Recovery Team members Recover your personal belongings (medicine) and personal equipment (mobile) Recover official belongings & information (laptop, data storages, original documents) decide the Disaster & Emergency level Evacuate building Go to primary Assembly Area Instruct HRD member to roll call for Employee attendance Activate the Logistic Department for emergency transportation Activate Media Information Team Activate Disaster Recovery Team Activate Administrative Support Team to set up primary facility at disaster recovery site 			
Calling List:	<ol style="list-style-type: none"> Mr Vinod Sharma Mr Pradeep Kolatheril Mr Satish Divekar Mr Sumant Misra Mr Viral Doctor 	Emergency Site Controller - I Emergency Site Controller - II Incident Controller - 1 Audit & Risk Assessment Executive Director		

Vital Records:	<p>The following documents and/or electronic media will be required for your recovery effort:</p> <ul style="list-style-type: none">▪ Business Related Documents as per the set priority (Director level information)▪ Contract Documents, Customer Information, Insurance original documents▪ Detail Contact information (Emergency Company, External Govt. Agencies, Contractors, Customers)▪ Critical Infrastructure (as per the set Priority)▪ Record storage (warehouse) records information▪ Employee details as possible
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Title:	Administrative Support		Primary:	Department Head												
			Secondary:	Department Executive												
Alternate Locations:	Primary Staging Area: site		Alternate Staging Area:													
	Primary Work Area: Vashi Site		Alternate Work Area: Deku Site													
Charter:	Responsible for all of the administrative aspects of the recovery effort. This includes Voice Recovery, Contract & Purchase, External vendors support, Electrical support, support & install Equipment and material Damage Analysis. Also providing facility assistance support during the recovery effort.															
Retrieval List:	<p>The following items should be removed from your work area if you are evacuated from the building:</p> <ul style="list-style-type: none"> ▪ Original Contract Document and Purchase & Related Information, Important Contact list and Personal hand baggage ▪ Main Voice recovery object (EPABX) ▪ The costly component and spares available in stores. ▪ Administrative Correspondence is important to continue a Business Activity. ▪ Disconnect a Main Power Supply of Main Server UPS before evacuating building. ▪ Try to remove hazards Waste Storage as possible with Facility Team & EPRP Fire Team 															
In order to perform your recovery efforts, you will need access to the following resources:																
Recovery Resources:	 Phone	 Laptop	 Network	 Internet												
Recovery Steps:	<p>The following are the recovery tasks to be followed –</p> <ul style="list-style-type: none"> – Original Contract document – Purchase related information – External Vendors’ Contact Information – Shut Down the personal computers – Do not engage Mobiles while Emergency scenario. (Use only to send/receive Instruction) – Collect your personal belongings (medicine, documents & hand baggage or wallet) – Switch off a main Power Supply – Important Inter office correspondence which required continuing operations – Recover the store record and costly spares or equipment from store – Remove any emergency hazardous material from facility with the help of facility & EPRP Team – Go to Assembly Area – Wait for all clear or activation notice – Activate a Facility Team – Go to designated recovery location – Execute calling tree – Activate your Team 															
Calling List:	<p>You are responsible for calling the following employees and/or companies:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">1. Mr Vinod Sharma</td> <td style="width: 25%;">Emergency Site Controller - I</td> <td style="width: 25%;">(Secondary Contact)</td> </tr> <tr> <td>2. Mr Pradeep Kolatheril</td> <td>Emergency Site Controller - II</td> <td>(Primary Contact)</td> </tr> <tr> <td>3. Mr Viral Doctor</td> <td>Cheif Coordinator</td> <td>(Support Contact)</td> </tr> <tr> <td>4. Farzana Shaikh</td> <td>Admin support</td> <td>Primary contact</td> </tr> </table>				1. Mr Vinod Sharma	Emergency Site Controller - I	(Secondary Contact)	2. Mr Pradeep Kolatheril	Emergency Site Controller - II	(Primary Contact)	3. Mr Viral Doctor	Cheif Coordinator	(Support Contact)	4. Farzana Shaikh	Admin support	Primary contact
1. Mr Vinod Sharma	Emergency Site Controller - I	(Secondary Contact)														
2. Mr Pradeep Kolatheril	Emergency Site Controller - II	(Primary Contact)														
3. Mr Viral Doctor	Cheif Coordinator	(Support Contact)														
4. Farzana Shaikh	Admin support	Primary contact														

Title:	Communication Recovery		Primary:	Department Head			
			Secondary:	Department Executive			
Alternate Locations:	Primary Staging Area: Incident Site	Alternate Staging Area: DRP Site					
	Primary Work Area : Vashi Site	Alternate Work Area: Hyderabad					
Charter:	Responsible for all of the communication service of the recovery effort. This includes EPABX, Telephone Sets & related Network Equipments providing a communication support during the recovery effort.						
Retrieval List:	<p>The following items should be removed from your work area if you are evacuated from the building:</p> <ul style="list-style-type: none"> ▪ Discuss with Emergency Site Controller ▪ Conform the recovery Level required to recover communication facility ▪ Recover the communication Equipment as per the priority (by system & by value) ▪ Recover the store communication equipment in store ▪ The Equipment Supplier and Installer company details 						
In order to perform your recovery efforts, you will need access to the following resources:							
Recovery Resources:	 Phone	 Laptop	 Network	 Internet			
Recovery Steps:	<p>The following are the recovery tasks to be followed –</p> <ul style="list-style-type: none"> – Original Contract document – Purchase related information – External Vendors’ Contact Information – Shut Down the personal computers – Do not engage Mobiles while Emergency scenario. (Use only to send/receive Instruction) – Collect your personal belongings (medicine, documents & hand baggage or wallet) – Switch off a main Power Supply – Important Inter office correspondence which required continuing operations – Recover the store record and costly spares or equipment from store – Remove any emergency hazardous material from facility with the help of facility & EPRP Team – Go to Assembly Area – Wait for all clear or activation notice – Activate a Facility Team – Go to designated recovery location – Execute calling tree – Activate your Team 						
Calling List:	<p>You are responsible for calling the following employees and/or companies:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 1. Mr Vinod Sharma 2. Mr Pradeep Kolatheril 3. Mr Dinesh Rao 4. Mr.BHavin Bheda </td> <td style="width: 25%; vertical-align: top;"> Emergency Site Controller - I Emergency Site Controller - II Chief Information Officer Network Support </td> <td style="width: 25%; vertical-align: top;"> (Secondary Contact) (Primary Contact) (Support Contact) Primary Contact </td> </tr> </table>				<ol style="list-style-type: none"> 1. Mr Vinod Sharma 2. Mr Pradeep Kolatheril 3. Mr Dinesh Rao 4. Mr.BHavin Bheda 	Emergency Site Controller - I Emergency Site Controller - II Chief Information Officer Network Support	(Secondary Contact) (Primary Contact) (Support Contact) Primary Contact
<ol style="list-style-type: none"> 1. Mr Vinod Sharma 2. Mr Pradeep Kolatheril 3. Mr Dinesh Rao 4. Mr.BHavin Bheda 	Emergency Site Controller - I Emergency Site Controller - II Chief Information Officer Network Support	(Secondary Contact) (Primary Contact) (Support Contact) Primary Contact					
Vital Records:	<p>The following documents and/or electronic media will be required for your recovery effort:</p> <ul style="list-style-type: none"> ▪ Equipment Installation Detail & Technical Documentation ▪ Vendor Information with Contact Number and specific Name ▪ Asset Record updated ▪ Store Record for Damage Assessment 						

Title:	IT Recovery	Primary:	Department Head												
		Secondary:	Department Executive												
Alternate Locations:	Primary Staging Area: Incident Site	Alternate Staging Area: DRP Site													
	Primary Work Area: Vashi Site	Alternate Work Area: Hyderabad													
Charter:	Responsible for all of the IT aspects of the recovery effort. This includes maintaining the plan, activating the IT Recovery Team and providing support during the recovery effort.														
Retrieval List:	<p>The following items should be removed from your work area if you are evacuated from the building:</p> <ul style="list-style-type: none"> ▪ Confidential Data (Customer, Official, Operational) ▪ Backup (Tape Drive, CD's /DVD's, Backup device & other media) ▪ Recover Servers (Data Server, E-Mail Server, Citrix Server, Backup server, Domain Server, Anti Virus server) ▪ Set a recovery strategy as per the priority of IT Infrastructure ▪ Network related Equipments as per priority (Routers, Firewall, Ethernet Switches) ▪ Desktop, Scanners, printers & other equipment used by individual Users ▪ Equipment in Store is valuable (by System & by Value) 														
In order to perform your recovery efforts, you will need access to the following resources:															
Recovery Resources:	 Phone	 Laptop	 Network	 Internet											
			Nil	Nil											
Recovery Steps:	<p>The following are the recovery tasks to be followed –</p> <ul style="list-style-type: none"> – Retrieve important items from work area – Discuss with Emergency Site Controller and DRP team – Activate IT recovery Team – Inform to EPRP and Evacuation Teams for the parallel Help – Recover Servers (Data server, E-Mail server, Citrix server, Backup server, Domain Server, Anti Virus server) – Recover the networking Equipment as per the priority (by System & by Value) – Recover the Desktop and IT Equipment has issue to individual users – Recover the Data is required for continue departmental Operations from remote location – Collect Equipment from store are important (by System & by Value) – Go to primary Assembly Area – Wait for all clear or activation notice – Go to designated recovery location – Execute calling tree – Activate your Team for Damage Assessment – Co-ordinate with Administrative Support Team – Inform the Damage Assessment to Functional Head of IT Department 														
Calling List:	<p>You are responsible for calling the following employees and/or companies:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">1. Mr Dinesh Rao</td> <td style="width: 25%;">V.P (IT)</td> <td style="width: 25%;">(Secondary Contact)</td> </tr> <tr> <td>2. Mr Yashpal Puthran</td> <td>Manager – IT</td> <td>(Primary Contact)</td> </tr> <tr> <td>3. Mr Pradeep Kolatheril</td> <td>Emergency Site Controller - II</td> <td>(Support Contact - I)</td> </tr> <tr> <td>4. Mr Viral Doctor</td> <td>Chief Coordinator</td> <td>(Support Contact - II)</td> </tr> </table>			1. Mr Dinesh Rao	V.P (IT)	(Secondary Contact)	2. Mr Yashpal Puthran	Manager – IT	(Primary Contact)	3. Mr Pradeep Kolatheril	Emergency Site Controller - II	(Support Contact - I)	4. Mr Viral Doctor	Chief Coordinator	(Support Contact - II)
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3. Mr Pradeep Kolatheril	Emergency Site Controller - II	(Support Contact - I)													
4. Mr Viral Doctor	Chief Coordinator	(Support Contact - II)													
Vital Records:	<p>The following documents and/or electronic media will be required for your recovery effort:</p> <ul style="list-style-type: none"> ▪ All technical and important documentation ▪ System Architecture, Detail Installation and handover diagram with details ▪ Vendor Information & Purchase Information ▪ Confidential data & Customer data as per priority ▪ Inter departmental Documentation and required information for the Continuing a Departmental Operations ▪ IT related Information for critical infrastructure ▪ Store records for a Damage Assessment 														

Title:	Facility Recovery		Primary:	Department Head												
			Secondary:	Department Executive												
Alternate Locations:	Primary Staging Area: Incident site	Alternate Staging Area: DRP site														
	Primary Work Area: Vashi Site	Alternate Work Area: Deku Site														
Charter:	Responsible for all of the Facility Recovery effort. This includes Furniture, Stationary, Equipments & Tools has used at the Office & Warehouse, activating the Facility Recovery Team and providing support during the recovery effort.															
Retrieval List:	<p>The following items should be removed from your work area if you are evacuated from the building:</p> <ul style="list-style-type: none"> ▪ Important Facility Tools have to recover ▪ System Manual required to critical operations ▪ Equipment Inventory Records ▪ Important Vendors contact details 															
In order to perform your recovery efforts, you will need access to the following resources:																
Recovery Resources:	 Phone	 Laptop	 Network	 Internet												
Recovery Steps:	<p>The following are the recovery tasks to be followed –</p> <ul style="list-style-type: none"> – Retrieve important items from work area – Discuss with Emergency Controller-I and set Disaster Level as per define in the BCP – Activate IT recovery Team – Informed to EPRP Fire and Evacuation Teams for the parallel Help – Help IT to Recover Servers (Data server, E-Mail server, Citrix server, Backup server, Domain Server, Anti Virus server) – Help to recover the Networking Equipment as per the priority (By System & by Value) – Help to recover the Desktop and IT Equipment has issue to individual users – Recover the Data is required for continued departmental Operations from remote location – Collect Equipment from store are important (By System & By Value) – Go to primary Assembly Area – Wait for all clear or activation notice – Activate a Recovery Team for Damage Assessment – Go to designated recovery location – Execute calling tree – Activate Recovery Team – Co-ordinate the facility & Administrative support IT Team – Inform the damage Assessment to Functional Head of IT department 															
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Vital Records:	<p>The following documents and/or electronic media will be required for your recovery effort:</p> <ul style="list-style-type: none"> ▪ All technical and important documentation ▪ System Architecture, Detail Installation and handover diagram with details ▪ Vendor Information & Purchase Information ▪ Confidential data & Customer data as per priority ▪ Inter departmental Documentation and required information for the Continuing a departmental Operations ▪ IT related Information for critical infrastructure ▪ Store records for a Damage Assessment 															

2.28. Mobilization Time

The following recovery areas identified with estimated mobilization Time.

Recovery Area	Primary Strategy	Backup Strategy
➤ Office Space	Mobilization Time: ()	Mobilization Time: ()
➤ Phone System Recovery	Mobilization Time: ()	Mobilization Time: ()
➤ Network Recovery	Mobilization Time: ()	Mobilization Time: ()
➤ Server Recovery	Mobilization Time: ()	Mobilization Time: ()
➤ Desktop Recovery	Mobilization Time: ()	Mobilization Time: ()
➤ Office Furniture	Mobilization Time: ()	Mobilization Time: ()
➤ Office Equipment	Mobilization Time: ()	Mobilization Time: ()
➤ Software Applications	Mobilization Time: ()	Mobilization Time: ()
➤ Databases	Mobilization Time: ()	Mobilization Time: ()
➤ Service Provider	Mobilization Time: ()	Mobilization Time: ()
➤ Employees	Mobilization Time: ()	Mobilization Time: ()

2.29. Alternate Site Setup

Once the alternate site has been secured, the Recovery Site will work with the event staff to configure appropriate command enter and recovery space.

The following provides OEC configurations for general work areas and the command centre.

Recovery Area	Configuration
Command Center	<ul style="list-style-type: none"> ▪ Occupancy: 9 ▪ Room: private, 200 sq ft ▪ Office Table ▪ Phones: 02 ▪ Office Equipment: Copier, TeleFax, PC, Printer, folding tables ▪ Office Supplies: flip charts, stationary, writing supplies ▪ Communications: cellular phones, landline phone
Work Area Recovery	<ul style="list-style-type: none"> ▪ Occupancy: 50 ▪ Room: 5000 sq ft ▪ Folding Tables: each workstation needs to be 3ft apart ▪ Phones: 23 ▪ Office Equipment: Copier, Telefax, tape recorder, 15 pre-configured laptops ▪ Office Supplies: flip charts, stationary, writing supplies ▪ Communications: 1 fax line, 1 modem line, 8 voice lines
Mail Room	<ul style="list-style-type: none"> ▪ Occupancy: 2 ▪ Room: 250-sq ft ▪ Phone: 1 ▪ Office Equipment: scale, postage meter ▪ Supplies: Mailing/shipping supplies
Vital Records Staging	<ul style="list-style-type: none"> ▪ Occupancy: 2 ▪ Room: private, 300 sq ft ▪ Office Equipment: folding tables, metal racks

2.30. Recovery Ranking

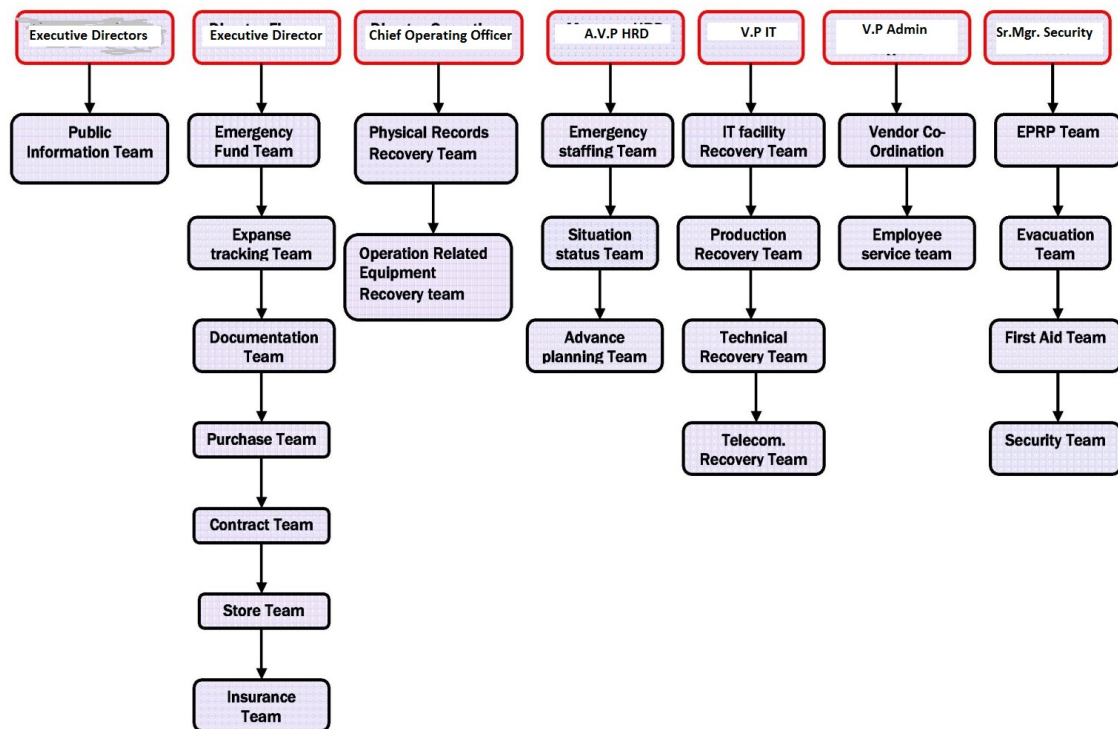
The following organization processes will be recovered within the sequence specified below:

Priority Rank	Organization Process	Potential Impact	Allowable Downtime
1.			
2.			
3.			
4.			
5.			
6.			
7.			

8.			
9.			
10.			

2.31. Guidelines & Formation Of Teams & Reporting Matrix

GUIDELINES ON FORMATION OF TEAMS & REPORTING MATRIX



*Delimitations of various teams is describe in Appendix A

3. APPENDIX

- Definition of Various Teams
- Vendors Dependency List
- DRP Change Management Form
- Status & Action taken report for DRP Team

APPENDIX A: Definition of Various Teams**1. Executive Director**

- 1.1. Public Information team: Ensures that all internal (employee) messages are consistent with external (media) messages; directs the Internal Communications Team in coordinating internal communication messages with external messages and the dissemination of messages to employees via any and all viable means.

2. Chief Operating Officer

The following Teams report to the Operations Director:

- 2.1. Physical Records Recovery team: Assesses the non-structural facility damage; coordinates relocation to temporary and/or permanent workspace; and coordinates restoration of non-structural facilities at Vashi
- 2.2. Operation Related Equipment Recovery team: Assesses the non-structural facility damage; coordinates relocation to temporary and/or permanent workspace; and coordinates restoration of non-structural facilities.

3. INFORMATION SYSTEMS OPERATIONS HEAD(V.P. IT)

The following Teams report to the Information Systems Operations Head:

- 3.1. IT Facility Recovery team: Establishes mainframe production processing, in conjunction with the Recovery Management Team, and provides troubleshooting and programming support during the recovery efforts.
- 3.2. Assesses systems damage; restores OEC computer facilities; arranges and oversees restoration and replacement of computer equipment; and provides logistical support for the Site IT Recovery Teams.
- 3.3. Production Recovery team: Establishes mainframe production processing and data entry services for established Site critical functions.
- 3.4. Technical Recovery team: Establishes network communications and recovers the critical mainframe computing environment and Local Area Network (LAN) servers.
- 3.5. Telecommunication Recovery team: Assesses telecommunications damage; obtains alternative telecommunications devices; establishes and supports all and Disaster Recovery telecommunication needs; and restores telecommunications site-wide.

4. A.V.P HRD

The following Teams report to the A.V.P HRD:

- 4.1. Emergency Staffing team: Coordinates and tracks emergency staffing and employee redeployment.
- 4.2. Situation Status team: Collects, processes, and distributes information related to the current and projected situation; prepares situation status reports for use within the site and develops and maintains general information displays and maps.
- 4.3. Advance Planning team: Develops projections of the probable situation (36 to 72 hours in advance) given the current situation and priorities; recommends priorities for actions and resources; identifies issues to be addressed based on the probable situation in 36 to 72 hours; and prepares special reports and briefings for the Executive Directors/ COO to use in strategy sessions.

5. V.P Admin

- 5.1. Vendor Coordination team: Schedules and coordinates (in conjunction with the Disaster Recovery Coordinator) building access for vendors assisting in the recovery efforts.
- 5.2. EPRP Support team: Establishes shelter at the site supports. OEC's operations as needed (clerical support, mail and/or messenger service, supplies, etc).
- 5.3. Employee Services team: Determines the need for and scope of employee assistance following a disaster and provides support to employees as needed. Employee assistance may include providing counselling; establishing community links for Evacuation, Assembly point or shelter provisions and/or arranging travelling resource for employees reporting to remote locations.

6. EXECUTIVE DIRECTOR

The following Teams report to the Executive Director:

- 6.1. Emergency Fund team: Reports on the availability of emergency funds and obtains and provides emergency funds for disaster-related purchases.
- 6.2. Expense-Tracking team: Maintains records of all disaster-related expenditures; prepares disaster-related expense reports; ensures that emergency procurements and contracts are appropriately identified; and provides estimate of damage costs.
- 6.3. Documentation: racks time, events, resources, and damage and casualty information; assists the Emergency Operations Team in establishing and maintaining records, journals, and/or special reports; and maintains all official records.
- 6.4. Purchase team: to provide an accurate Purchase Information for equipment installed and vendor Information as required for recovery.
- 6.5. Contract team: to provide an accurate Contract Information, Original contract document and vendor Information as required for recovery.
- 6.6. Store team: to provide an accurate material custody at affected site with material Information and vendor Information as required for recovery.
- 6.7. Insurance team: to provide accurate & original Insurance document custody at affected site for recovery strategy to plan financial and operation budget and handle post critic event.

7. SENIOR SECURITY MANAGER/INCIDENT CONTROLLER

The following Teams report to the Incident Controller/Senior Security Manager:

- 7.1. Emergency Response team: Part of EPRP Identified.
- 7.2. Evacuation team: Tracks time, events, resources, and damage and casualty information; assists the Emergency Operations Team in establishing and maintaining records, journals, and/or special reports; and maintains all official records.
- 7.3. First Aid team: to provide an accurate Purchase Information for equipment installed and vendor Information as required for recovery.
- 7.4. Security team: Security will directly guided by head to be taking over EPRP and DRP Activity as well as control access and activate plan at time of disaster or emergency.

APPENDIX -B- VENDOR DEPENDENCIES LIST

Provider:	Contact:	Purpose:
		Vehicle Contractor
Balaji Enterprizes, B-7 , Mafco Market ,Sector 18,Turbhe, Navi Mumbai,	+91 9224171131 +91 9867630056	Emergency Water Supply
Dewpoint Aircondition System ,JNI/21B/1Kailas Apartment, Sect.9; Vashi , NAVI MUMBAI, 400 703	022- 27896364 +91 9819656366	Air Conditioner Contractor
Diesel generators. Transcreek ENGG.PVT.LTD.R-1123, Shop No.18 Om Arcade,Plot No.20,Near Turbhe Railway Station,Turbhe, NAVI MUMBAI-400 704	022-27848894	Diesel generator
MR. UMESH Shanta Nivas: Room No. 1 : "O" 115/2 , Sector-19; Nr. Ranjan Devi Mandir, Koper Khairane Gaon, VASHI, Navi Mumbai	+91 9820104854	Emergency Electrical Support
M.S.E.B., Vashi Compliant Office	022-27672144	Emergency power supply
		Physical Security Services
Reliance Mobile		Mobile service support
Mr. Dilip Sarda [<i>Data link Consultancy</i>] Kopari colony, building no. 23, Room no. 816, thane (E.)Pin- Mr. Vinod Lad	022-25323323 +91 9821222983	House Keeping Support
E Zone Security Service Pvt. Ltd.	Mr. Avijit Mukherjee	Fire & Smoke detection system

APPENDIX C: DRP CHANGE MANAGEMENT FORM

DRP Change Management		Section 1	
		Change Number:	1-001
Describe change, noting pages, components and procedures affected, along with Teams and other plan sections affected:			
Who Made Change:		Date:	
Who Reviewed Change:		Date:	
Who Approved Change:		Date:	

APPENDIX D: Status & Action Taken Report for DRP Team

Item of Information	Details & Remarks
A. Status:	
1. Nature of Event:	
2. Estimates of number of locations affected and names of these locations:	
3. Overall assessment of impact:	
– Estimated persons affected:	
– Number of persons needing evacuation from following locations:	
– Estimated loss of lives:	
– Estimated number of injured:	
– Estimated number of houses / structures / area damaged:	
B. Damage to Infrastructure:	
– Furniture	
– Power supply	
– Water supply	
– Telecommunication	
– Storage Media	
C. Actions Taken	
1. Communications established with –	
– Fire Brigade	
– Police	
– Transport Vendor	
– District Control Rooms	
– Meteorology Department	
– Government Hospitals	
D. Immediate requirements –	
2. Assistance for search and rescue	
3. Food	
4. Water	
5. Manpower	

Name: _____

Designation _____

Date _____

Signature _____