



1

Disaster Scenarios

Declaration scenarios may be activated based on your Business Impact Analysis (BIA) and Business Continuity Plan (BCP). The more in-depth your BIA and BCP, the more scenarios you might have illustrated. We recommend a minimum of 3 pre-defined scenario types. Severity type and activation is determined if one or more of the following criteria are met:

- ▶ Extreme: Physical access and Systems are unavailable to all users
- ▶ Major: All Systems are unavailable to all users
- ▶ Minor: A system is unavailable to all users

Severity	Type	Description
BIA 1 and BCP 1	Extreme	Earthquake, Terrorism, Fire or Flood Issue: No power, no access to building
BIA 2 and BCP 2	Major	Ransomware, Fire Sprinkler Failure, SAN/RAID Failure Issue: All systems encrypted
BIA 3 and BCP 3	Minor	Temporary Internet Outage, HVAC Failure, Disgruntled Employee Issue: Local accident, internet connections down

2

Declaration Statements

Declaration statements may be activated based on your declaration scenarios. We recommend a minimum of 4 pre-defined statements per scenario.

- ▶ Employees
- ▶ Clients
- ▶ Board Members
- ▶ Partners



3 Declaration Protocols

Declaration scenarios impact the communication protocols initiated. It is important to ensure your statements are drafted to meet the audience, delivery method, and delivery cadence. Here are three declaration protocols:

- ▶ Personalized: Email
- ▶ Collaborative: Phone
- ▶ Informational: Website and Press Release

Audience	Protocol	Declaration
Employee	Email	I, XXX XXX {fill in name}, declare {company name} has been impacted by {disaster}. The Business impact is extreme and upon our plan we have initiated X with a short-term plan to implement Y
Clients	Email Website PR	I, XXX XXX (fill in CEO's name), declare {company name} has been impacted by Ransomware (disaster). We apologize for the short term interruption in services and are working with the authorities to determine our best course of action while we initiate our backup services.
Stock Holders	Email Phone	I, XXX XXX (fill in prospect name), declare {company name} has been impacted by Ransomware (disaster). The Business impact is extreme and upon our plan we have initiated X with a short-term plan to implement our backup solution. Business loss has been estimated at XXX based on downtime and loss of data. We will update you if the scope or loss changes. Our goal is to make up the loss based on xxxx.
Partners	Phone	I XXX XXX (fill in prospects name), declare (company name) has been impacted by Ransomware (disaster). As the defined responsible executive officer, I am asking for your support to enact our Business Continuity Plan 2. Please keep me in informed as you work with our IT team to recover our systems and return us to emergency production. You have my approval to work with our security partner to isolate the cause.

DR Declaration Scenarios, Statements & Protocols



BIA 1 & BCP 1 - Initial Declaration

Audience	Protocol	
Employee Type 1	Email 1	
Employee Type 2	Email 1	
Employee Type 3	Email 1	
Employee Type 1	Phone 1	
Clients	Email 1	
Clients	Website 1	
Clients	Press Release 1	
Clients - VIP	Phone 1	
Stock Holders	Email 1	
Stock Holders	Phone 1	
Partners Type 1	Phone 1	
Partners Type 2	Phone 1	

Declaration Update

Upon successfully completing testing and disaster recovery validation:

Audience	Protocol	Declaration
Employee Type 1	Email 2	
Employee Type 2	Email 2	
Employee Type 3	Email 2	
Employee Type 1	Phone 2	
Clients	Email 2	
Clients	Website 2	
Clients	Press Release 2	
Clients - VIP	Phone 2	
Stock Holders	Email 2	
Stock Holders	Phone 2	
Partners Type 1	Phone 1	
Partners Type 2	Phone 1	

Reconstitution Update

Upon successfully returning to normal business operations:

Audience	Protocol	Declaration
Employee Type 1	Email 3	
Employee Type 2	Email 3	
Employee Type 3	Email 3	
Employee Type 1	Phone 3	
Clients	Email 3	
Clients	Website 3	
Clients	Press Release 3	
Clients - VIP	Phone 3	
Stock Holders	Email 3	
Stock Holders	Phone 3	
Partners Type 1	Phone 1	
Partners Type 2	Phone 1	

DR Declaration Scenarios, Statements & Protocols



BIA 2 & BCP 2 - Initial Declaration

Audience	Protocol	Declaration
Employee Type 1	Email 1	
Employee Type 2	Email 1	
Employee Type 3	Email 1	
Employee Type 1	Phone 1	
Clients	Email 1	
Clients	Website 1	
Clients	Press Release 1	
Clients - VIP	Phone 1	
Stock Holders	Email 1	
Stock Holders	Phone 1	
Partners Type 1	Phone 1	
Partners Type 2	Phone 1	

Reconstitution Update

Upon successfully returning to normal business operations:

Audience	Protocol	Declaration
Employee Type 1	Email 3	
Employee Type 2	Email 3	
Employee Type 3	Email 3	
Employee Type 1	Phone 3	
Clients	Email 3	
Clients	Website 3	
Clients	Press Release 3	
Clients - VIP	Phone 3	
Stock Holders	Email 3	
Stock Holders	Phone 3	
Partners Type 1	Phone 1	
Partners Type 2	Phone 1	