

SCOTTISH JUNIOR FOOTBALL ASSOCIATION



DISASTER RECOVERY PLAN (DRP) & BUSINESS CONTINUITY PLAN

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SCOTTISH JUNIOR FA (SJFA) :
DISASTER RECOVERY PLAN (DRP) & BUSINESS CONTINUITY PLAN

Information Technology Statement of Intent

This document highlights Association policies and procedures for technology disaster recovery, as well as our process-level plans for recovering critical technology platforms and the telecommunications infrastructure. This document summarises our recommended procedures. In the event of an actual emergency situation, modifications to this document may be made to ensure physical safety of our people, our systems and our data.

Our mission is to ensure information system uptime, data integrity and availability, and business continuity.

Policy Statement

- The disaster recovery plan should cover all essential and critical infrastructure elements, systems and networks, in accordance with key Association activities.
- All Staff must be aware of the disaster recovery plan and their own respective roles.
- The disaster recovery plan is to be kept up to date to take into account changing circumstances.

Objectives

The principal objective of the disaster recovery programme is to develop and document a well structured and easily understood plan, which will help the Association, recover as quickly and effectively as possible from an unforeseen disaster or emergency which interrupts information systems and Association operations. Additional objectives include the following:

- The need to ensure that all employees fully understand their duties in implementing such a plan
- The need to ensure that operational policies are adhered to within all planned activities
- The need to ensure that proposed contingency arrangements are cost-effective
- The need to consider implications on SJFA regions, clubs, officials and players
- Disaster recovery capabilities as applicable to key customers, vendors and others.

Plan updating

It is necessary for the DRP updating the process to be properly structured and controlled. Whenever changes are made to the plan appropriate amendments should be made to the training materials. This will involve the use of formalised change control procedures under the control of the Association Secretary.

ALERT, ESCALATION AND PLAN INVOCATION

Plan Triggering Events

Key trigger issues at headquarters that would lead to activation of the DRP are:

- Total loss of all communications
- Total loss of power

- Flooding of the premises
- Loss of the building

Assembly Points

Where the premises need to be evacuated, the DRP invocation plan identifies two evacuation assembly points:

- Primary – Main Hampden Car Park
- Alternate – Aikenhead Road entrance to Hampden Park

Activation of Disaster Recovery Team

When an incident occurs a Disaster Recovery Team (DRT) will be activated by the Association Secretary or President. The DRT will then decide the extent to which the DRP must be invoked. Responsibilities of DRT are to:

- Respond immediately to a potential disaster and call emergency services.
- Assess the extent of the disaster and its impact on the Association, data centre, etc.
- Decide which elements of the DR Plan should be activated.
- Establish and manage disaster recovery team to maintain vital services and return to normal operation.
- Ensure employees are notified and allocate responsibilities and activities as required.

Disaster Recovery Team

The team will be contacted and assembled by the Association Secretary or in his absence the President and the team's responsibilities include:

- Establish facilities for an emergency level of service within business hours.
- Restore key services within business hours of the incident.
- Recover to business as usual within hours after the incident.
- Coordinate activities with disaster recovery team, first responders, etc.
- Report to the emergency response team.

Emergency Alert, Escalation and DRP Activation

This policy and procedure has been established to ensure that in the event of a disaster or crisis, personnel will have an understanding that key personnel should be contacted. Procedures have been addressed to ensure that communications can be quickly established while activating recovery.

The DR plan will rely principally on key members of management and staff who will provide the technical and management skills necessary to achieve a smooth technology and business recovery. Suppliers of critical goods and services will continue to support recovery of business operations as the Association returns to normal operating mode.

Recorded Messages / Updates

For the latest information on the disaster and the organisation's response, staff members can call the Association Secretary or the President. Information will also be posted on the website and via Social Media. Included in messages will be data on the nature of the disaster, assembly sites, and updates on work resumption.

Personnel and Family Notification

If the incident has resulted in a situation, which would cause concern to an employee's immediate family such as hospitalization of injured persons, it will be necessary to notify their immediate family members quickly.

Media

Any contact required with the media will be coordinated by the Association Secretary or in his absence the President.

Insurance

As part of the Association's disaster recovery and business continuity strategies a number of insurance policies have been put in place. These include property damage, errors and omissions, directors & officer's liability, general liability, and business interruption insurance.

FINANCIAL AND LEGAL ISSUES

Financial Assessment

The DRT shall prepare an initial assessment of the impact of the incident on the financial affairs of the Association. The assessment should include:

- Loss of financial documents
- Loss of revenue
- Theft of chequebooks, credit cards, etc
- Loss of Cash

Financial Requirements

The immediate financial need of the Association must be addressed. These can include:

- Cash flow position.
- Temporary borrowing capability.
- Upcoming payments for taxes, payroll taxes, etc.
- Availability of Association credit cards to pay for supplies and services required post-disaster.

Legal Actions

The Association Secretary, President, the Management Committee and if necessary an Association Lawyer will review the aftermath of the incident and decide whether there may be legal actions resulting from the event; in particular, the possibilities of claims by or against the Association for regulatory violations, etc.