Disaster Response Plan Methodology

This paper is aimed at coming up with a methodology for implementing a disaster response plan. A disaster response plan is about reacting to a disaster scenario after its occurrence.

**Step one**

The first step is to define the key threats, assets and scenarios. The value of what is to be protected is first established so as to know how it should be protected incase a disaster strikes. Evaluation of key threats to the assets is also done at this stage. Scenarios are also defined at this stage based on the different threats at each location. Collection of such data at this stage can be done by calling a meeting of the board members and brainstorm on all the key threats, assets and scenarios (Kramer, 2009).

**Step two**

After defining the assets, the planning team then evaluates extend of the impacts of the threats to the assets. The team then looks at how long the affected people can go without such assets. This is called the recovery window for each asset (Bradley, 2011).

**Step three**

The third step is to define the recovery solutions. This stage is build upon the first two steps of the process. Here the appropriate approach and solutions are defined based on the assets and the threats (Kahn, 2012). Data on the different solutions can be collected from the public through questionnaires.

**Step four**

After defining the recovery solution, the planning team comes up with a disaster recovery plan based on the preliminaries. This plan is defined by the assets and how they should be protected. The process of assessing and mitigating the damage is also considered at this stage. Logistical considerations are also made at this step. The important element in the whole plan is to establish an emergency operation centre. Here the basic rule of safety of employees and personnel is considered and this should be the consistent element of the planning process (Kramer, 2009).

**Step five**

At this stage, a communications plan is established and roles assigned. This is the most important subset of the whole project. Some key aspects at this stage are: determination of the person responsible for declaring a disaster, the communication chain and plan for the employees and the affected, the communicator to the stakeholders such as the government and the team members (Bradley, 2011). All this requires a sufficient level of thought. The data required at this stage such as; the level of training of the employees and alternative channels of communication can be collected by means of interviews (Bradley, 2011).

**Step six**

On assumption that the above five steps have been established, the team goes to the next step of implementing the system or the capabilities of delivering the plan. This involves defining the types of disaster recovery and response sites to address situations where data center is unavailable (Kahn, 2012). The three types of sites are analyzed at this stage. These types of site include; warm site, cold site and then hot site.

**Step seven**

This stage involves defining of the suitable methods of accessing the site. In many cases, the team needs to establish ways of transporting their workers to the site. It also considers the various means of evacuating the affected from the site (Kramer, 2009).

**Step eight**

This is a very critical step as it involves the documentation of the plan. In this step it is very important to develop a more detailed plan for each site system. This are referred to as the system recovery plans which are components of the plan. Here the planning team needs to be very specific and detailed (Bradley, 2011).

**Step nine**

Here the plan is tested for the response team to familiarize with what to do incase of a disaster. Through testing, the errors, gaps, and inconsistencies are identified. It is becomes better to identify problem areas at the testing level than in a real scenario (Kramer, 2009).

**Step ten**

This is the final stage of the methodology. The plan is refined and retested at this stage. This final test put the response team in a position to effectively execute the plan incase of disaster (Kahn, 2012).

References

Bradley, A. T. (2011). *Disaster preparedness handbook: A guide for families*. New York:

Kahn, M. (2012). *Disaster response and planning for libraries*. Chicago: American Library Association.

Kramer, W. M. (2009). *Disaster planning and control*. Tulsa, Okla: PennWell/Fire Engineering.