

## **Disaster Recovery/Business Continuity Plan**

1. Purpose: SLP clearly states the purpose of the plan, which is to ensure the firm's ability to respond effectively to disruptive events, minimize downtime, and maintain critical business operations.
2. Communication Plan: SLP develops a communication plan that defines how information will be disseminated to employees, clients, vendors, and other stakeholders during and after a disruptive event. This would include contact lists, alternate communication methods, and procedures for maintaining regular updates.
3. Data Backup and Recovery: SLP implements regular data backup procedures to ensure the availability and integrity of critical data.
4. Vendor and Supplier Continuity: SLP assesses the continuity plans of key vendors and suppliers to ensure they can maintain critical services or deliverables during a disruptive event. SLP will also consider alternative vendors or suppliers if needed.