

Nearman ♦ Maynard ♦ Vallez

CPAs & Consultants, P.A.

“Disaster Recovery Preparedness Test — Is Your Credit Union Prepared?”

Loss of critical credit union data and time out of service could cause your credit union to lose business and members. The Board of Directors and Management Team have a fiduciary responsibility to have a workable plan ready. If an effective plan is not in place, members could raise the question of possible negligence. Is your credit union prepared? Determine just how ready your credit union is should a disaster strike.

Circle only the YES answers. Points are scored for positive answers.

<u>Points</u>		<u>Points</u>	
5	Has the Board of Directors determined the criticality of the credit union’s systems and services?	5	Is there a written recovery plan for critical data in the event of a loss?
5	Has the credit union performed a risk assessment on the probability and impact of disruption scenarios?	5	Does the credit union have written procedures to enter downtime transactions once the data processing system is up and working?
5	Has the credit union determined the minimum acceptable service levels?	5	Has the credit union identified teams that will be responsible for specific functional areas of the credit union?
5	Are there written contingency strategies to address identified disruption scenarios?	5	Is there a management and team leader succession plan, in case a key player cannot fulfill their job responsibilities?
5	Does the credit union's Business Resumption Plan cover the recovery of the entire credit union not just information systems?	5	Has the credit union identified all vendors, equipment, and forms that will be needed in the event a disaster?
5	Does the credit union have preventive measures (physical security, data security, virus protection, information system review, etc.) in place to reduce the likelihood of a disruption?	5	If any contractors provide a service that is critical to the operation of the credit union’s critical systems/services, does the contractor have a disaster recovery plan to ensure continuation of service?
5	Does the credit union have a written backup procedure for critical data?	5	Has the staff, Board of Directors and management team been given training on the credit union's Business Resumption Plan?
5	Are backup procedures followed every business day?	5	Has the Business Resumption Plan been tested and evaluated within the last year?
5	Does the credit union test backup tapes to make sure the data can be recovered?	5	Is the credit union's Business Resumption Plan realistic and workable?
5	Does the credit union utilize off-site storage for critical data?		
5	Has the credit union designated an alternative site in order to relocate to in the event of a disaster at the main data center?		
5	Is there a written plan for activating the alternative site? (moving backup tapes to site, proper order of loading backup tapes, establishing communications, etc.)		

SCORING TABLE

90-105	Outstanding chance of full recovery and credit union staying in business.
80-89	Good chance for recovery.
70-79	Fair, may lose some data and time getting the credit union running again.
0-69	Poor, credit union needs help to reduce risk and exposure.

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