

NJSCPA Establishes Disaster Recovery Plan

Terrorist attacks ... blackouts ... computer viruses ... It's more important than ever for businesses to have a plan in place to ensure business continuity in the event of a disaster. That's why the New Jersey Society of CPAs recently developed a Disaster Recovery Plan (DRP), so it can maintain services to members under various disaster scenarios.

The DRP was developed with the assistance of the Technology Advisory Group, a committee of NJSCPA members who advise the Society on technology initiatives.

Committee members Arthur E. Nathan, CPA, and Robert P. Herman, CPA, of Solution Strategists Inc. in Cranford, provided templates and checklists that served as the basis for the Society's DRP. As part of the planning process, key NJSCPA staff members worked with their departments to determine how to keep those areas operating in the following disaster scenarios:

- Loss of access to technologies (data, files, email and Internet servers);
- Loss of access to building,



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- but servers remain accessible (remote access);
- Loss of access to building and technologies;
- Loss of data;
- Loss of key supplier.

Organization-wide, the DRP has established more stringent system backup procedures, documented critical processes, and provided for the offsite storage of copies of essential documents and contracts. In addition, the Society has contracted with a disaster recovery service firm to provide office space and computer and other business equipment in the event of a disaster.

Ten months in the making, the DRP was approved by the NJSCPA Board of Trustees last September. The plan calls for continual testing and updating.

By developing a disaster recovery plan, the NJSCPA not only is better prepared to deal with various disasters, but also has implemented stronger internal controls and enhanced cross-functional staff training.

For more information about the NJSCPA Disaster Recovery Plan, contact Rachael Bell at 973-226-4494, ext. 220, or rbell@njscpa.org.