# Technology Area

## DEFINITION

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| *Name* | Contingency Planning |
| *Description* | Contingency planning establishes plans, procedures, and technical measures that can enable a system to be recovered quickly and effectively following a service disruption or disaster. Interim measures may include the relocation of systems and operations to an alternate site, the recovery of functions using alternate equipment, or the performance of functions using manual methods. |
| *Rationale* | Information systems are vital elements in most state business processes. State agencies must have contingency plans in place to ensure that critical operations can be continued during any disruption, and resume normal operations within a reasonable period of time.<br><br>As the mission and nature of each state agency differs considerably, they must tailor their contingency plans to address their specific risks. However, the format and contents should be compatible with and support the state's contingency plan. |
| *Benefits* | Contingency Planning:<br><br>• Provides an efficient approach for agencies to develop policies and procedures for the timely recovery and restoration of critical processes and vital services to the citizens<br>• Maximizes the state's response, resumption, recovery and restoration operations<br>• Minimizes the inconvenience to customers and clients when non-essential services are lost |

## ASSOCIATED ARCHITECTURE LEVELS

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| *List the Domain Name* | Security |
| *List the Discipline Name* | Operational Controls |
| **Associated Compliance Components** | |
| *List the Compliance Component Names* | • Contingency Plan Development, Documentation and Technical Considerations<br>• Contingency Plan Testing, Maintenance and User Training |
| **Associated Product Components** | |
| *List the Product Component Names* | |

## TECHNOLOGY AREA DETAIL

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|---|---|
| *Supporting Documentation* | NIST Special Publication (SP) 800-34, Contingency Planning Guide for Information Technology Systems |
| *Document Source Reference #* | NIST Special Publication (SP) 800-34, Contingency Planning Guide for Information Technology Systems http://csrc.nist.gov/publications/nistpubs/index.html. |

## Standard Organization / Government Body

| Name | National Institute of Standards and Technology (NIST), Computer Security Resource Center (CSRC) | Website | http://csrc.nist.gov/ |
|---|---|---|---|
| Contact Information | inquiries@nist.gov | | |
| Name | The Disaster Recovery Institute International | Website | http://www.drii.org/ |
| Contact Information | DRI International<br>111 Park Place, Falls Church, VA 22046-4513<br>Phone: 703-538-1792 Fax: 703-241-5603<br>**driinfo@drii.org** | | |

## KEYWORDS

| List Keywords | Recovery, alternate, restoration, exercises, review, vital, storage, backup, reconstitution, disaster, disruption, business impact analysis, BIA, preventative. |
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## CURRENT STATUS

| Provide the Current Status | ☐ In Development | ☐ Under Review | ☒ Approved | ☐ Rejected |
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## AUDIT TRAIL

| Creation Date | 10/26/2006 | Date Accepted / Rejected | 11/28/2006 |
|---|---|---|---|
| Reason for Rejection | | | |
| Last Date Reviewed | | Last Date Updated | |
| Reason for Update | | | |