GLOSSARY
Appendix

Term	Description
Activation	The implementation of recovery procedures, activities and plans in response to an emergency or disaster declaration.
Active Directory (AD)	Active Directory (AD) is a multi master replication model. Every domain controller at the sites has a replica of the account database.
Alternate Processing Method	Short-term temporary procedures that can be implemented in The event that the computer system(s) is destroyed or inaccessible.
Alternate Site	An alternate operating location to be used by staff when the primary facilities are inaccessible.
BCP/Business Continuity Planning	The advance planning and preparations which are necessary to; identify the impact of potential losses; to formulate and implement viable recovery strategies; to develop recovery plans) which ensure continuity of organizational services in the event of an emergency or disaster; and to administer a comprehensive training, testing and maintenance program. (Associated terms: Contingency Planning; Disaster Recovery Planning; Business Recovery Planning)
Business Continuity Administrator	A member of the Management Recovery Team who is assigned the overall responsibility for administration of the Business Continuity Planning Program, ensuring team member training, testing and maintenance of recovery plans.
Business Continuity Coordinator	A member of the Management Recovery Team who is assigned the overall responsibility for coordination of the efforts of the Recovery Teams during a disaster event.
Business Continuity Plan (BCP)	An on going process supported by senior management and funded to ensure that the necessary steps are taken to identify the impact of potential losses, maintain viable recovery strategies and recovery plans, and ensure continuity services through personnel training, plan testing and maintenance. (Associated terms: Disaster Recovery Program; Business Recovery Program; Contingency Planning Program)
Business Impact Analysis (BIA)	A management level analysis that identifies the impacts of losing organization resources. The BIA measures the effect of resource loss and escalating losses over time, in order to provide senior management with reliable data upon which to base decisions on risk mitigation and continuity planning. (Associated terms: Business Impact Assessment; Business Impact Analysis Assessment)
Business Processes	A group of business activities undertaken by an organization in pursuit of a common goal. A business process is a series of interrelated activities that convert inputs into results (outputs). A business process usually depends upon several business functions for support, e.g. IT, personnel, facilities. A business process rarely operated in isolation, i.e. other business processes will depend on it and it will depend on other processes. A business process is initiated by a particular kind of event, has a well-defined beginning and end, and is usually completed in a relatively short period of time.
Business Recovery Plan (BRP)	The BRP is documentation per business unit that instructs the business unit manager how to recover processes in the event of a disaster.
Business Unit Recovery Teams	A team comprised of various members associated with the Business Unit responsible for ensuring the rapid recovery of the Business Unit and their critical business processes.
Cold Site	One or more data center or office space facilities equipped with sufficient pre qualified environmental conditioning, electrical connectivity, communications access, configurable space and access to accommodate the installation and operation of equipment by critical staff required to resume business operations.
Data Security	The securing or safeguarding of electronic information owned by an organization using technology such as security software packages and data encryption devices.
Declaration	A formal acknowledgment or statement by authorized personnel that a disaster exists within the organization.
Disaster	A sudden, unplanned calamitous event that causes loss and hardship to all or part of an enterprise and thereby significantly impacts its ability to deliver essential services for some period of time.
Disaster Recovery Plan	A collection of procedures and information which is developed, compiled and maintained in readiness for use in the event of an emergency or disaster (Associated terms: Business Continuity Plan; Disaster Recovery Plan; Recovery Plan)

Term	Description
DNS	Domain Name/IP Address translation service
Emergency	An actual or impending situation that may cause injury, loss of life, destruction of property or interfere with normal business operations to such an extent to pose the threat of disaster.
Escalation	The process of informing the recovery organization that an emergency exists in accordance with incident or emergency response procedures.
Extraordinary Expense	An operating expense that exists as a result of an interruption or disaster and directly affects the financial position of the organization.
Firewall	Protection from external, unauthorized access, via Internet access
Financial Impact	An operating expense that continues following an interruption or disaster, which as a result of the event cannot be offset by income and directly affects the financial position of the organization.
Hot Site	A data center facility with sufficient hardware, communications interfaces and environmentally controlled space capable of providing relatively immediate backup data processing support.
Information Security	The securing or safeguarding of all sensitive information, electronic or otherwise that is owned by an organization.
Logistics Recovery Team	A team comprised of various members associated with administrative functions, supply acquisition and material transportation, responsible for ensuring the most effective acquisition and mobilization of facilities, hardware, supplies and support materials.
Management Recovery Team	A team comprised of senior managers within the organization. (Associated terms: Business Recovery Management)
Man made Disaster	A disaster that is intentionally caused by human intervention (i.e. vandalism, terrorism or industrial sabotage).
Minimum Requirements	Identifies the minimum employees, equipment, forms, supplies and facilities needed to perform the critical business processes after a disaster occurrence.
Mobilization	The activation of the recovery organization in response to an emergency or disaster declaration.
Natural Disaster	A disaster that occurs as the result of forces occurring in nature (i.e. flood, hurricane, tornadoes, etc.).
Offsite Location	A storage facility at a safe distance from the primary facility that is used for housing recovery supplies, equipment, vital records, etc.
Operational Impact	An impact that is not quantifiable in financial terms but its effects may be among the most severe in determining the survival of an organization following a disaster.
Outage	The interruption of automated processing systems, support services or essential business operations that may result in the company's inability to provide service for some period of time.
PBX	Private Branch Exchange. A telephone exchange local to a particular organization.
Pre positioned Resource	Material (i.e. equipment, forms and supplies) stored at an off site locations) to be used in business resumption and recovery operations. (Associated terms: Pre positioned Inventory)
Prevention	The process of planning for and/or implementing controls to prevent incidents and manage risks by decreasing the potential for incidents or the affects thereof that may threaten the assets of the organization.
Recovery	The process of planning for and/or implementing recovery of less time sensitive business operations and processes after critical business functions have resumed.
Recovery Exercise	An announced or unannounced execution of Recovery Team Plans, intended to implement existing plans and/or highlight the need for additional plan development. Becoming more widely used for its connotation of problem identification and resolution instead of 'Recovery Testing' that purports success or failure. (Associated terms: Disaster Recovery Test; Disaster Recovery Exercise; Recovery Test; Recovery Exercise).
Recovery Point Objective (RPO)	The point in time to which systems and data must be recovered after an outage.
Recovery Site	The internal hot site used for the recovery of the critical computer systems.