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ABSTRACT
A robust business continuity plan is a must to run our business operations smoothly. It not only protects the organization's activities in case of any natural disasters but may also come in handy in case of major service disruptions. Effective disaster recovery planning and practice need continuous efforts from different team members. It requires cross-functional efforts from different technical teams and project management skills to coordinate the work as per the management's objective.

INTRODUCTION
The Disaster Recovery planning and coordination is a reasonably complex task for an organization. It requires extensive efforts from different teams to come up with a plan which may be complicated but should have a detailed step by step execution process. The below article provides a possible list of teams who can help in the Disaster Recovery planning and execution.

Project Manager
Creating comprehensive continuity plans and ongoing processes for an entire organization is a massive and daunting undertaking. Generally, a business continuity planning project can be broken down into manageable phases. To successfully manage every aspect of business continuity planning, it is critical to establish a project management process lead by an experienced project manager. He will be responsible for leading the overall effort and performing necessary coordination among various teams. He will also set up a reporting structure, which makes it mandatory to give the executive committee some project status update at least every two weeks. He will also be responsible for managing timelines and budgets.

Crisis Management Team
The Crisis Management team will lead by the organization's Chief Of Operations (COO) and will consist of senior executive members and will be responsible for making all significant decisions regarding the response to a crisis. COO and designated Vice President can declare a disaster after analysis of the preliminary damage assessment. All essential notifications will disseminate from this group, including internal and external communications, and will decide on organization's communication strategy. This team will also determine appropriate emergency response strategy, identifying which components of the recovery arrangements need activation under the circumstances.

Administrative Support Team
This team will lead by the organization's Administration head and will consist of representatives from facilities, human resources, as well as administrative support staff. Their primary responsibility is to provide ongoing support to meet the needs of the crisis management team and other teams if a recovery process requires initiation. Their principal responsibility will include establishing the emergency control center (command center) and ensuring that ongoing supplies and requirements of the crisis management team are addressed. They will be responsible for procuring forms and supplies required for
disaster recovery processing as detailed by the recovery teams and business units and ensuring that crucial administrative support activities are addressed.

**Damage Assessment Team**

This team will lead by the organization's Facilities head and will consist of representatives from facilities, administration, technical support, and property management. This team is responsible for preliminary damage assessment activities to structure, environment support equipment, computer hardware, software, data communication capability, and other specialized equipment. This assessment will determine the extent of damage to the affected premises and whether worker health and safety would be at risk in using all or part of the existing premises. They will report assessment and recommendations to the crisis management team for evaluation and selection of the appropriate recovery and restoration action plan.

**Recovery Coordination Team**

A recovery coordination team can get help from an outside expert to formulate a strategy on does the organization will coordinate in case of any actual disaster in case no expertise is available inside the organization. Initially, during the planning phase, this team can be headed by an outside consultant who is most familiar with the disaster recovery plans and has assisted with the development and maintenance of them. He will help in selecting team members from different support staff to build a recovery coordination team. This team will be responsible for coordinating all activities and communication between the technical areas and the user areas. This team will assist the crisis management team with details of the plan or in formulating alternative actions if needed.

**Human Resource Support Team**

This team will lead by organization's Human Resource head and will consist of representatives from human resources and legal counsel who are trained, knowledgeable, and have approval authority for dealing with employee insurance claims, payroll continuance, and coordination of temporary staff requirements. Their key responsibilities will include dealing with all organization employees related issues on a timely basis, acquiring additional temporary staff if needed, activating family care center plans, and coordinating with corporate insurance and legal representatives.

**Site Restoration Team**

This team will lead by the organization's Facilities Director and will consist of representatives from facilities and procurement, as well as representatives from physical security. Some of the members on this team may be carried over from the initial damage assessment team. This team will follow the damage assessment team to ascertain whether salvage operations are possible, and to coordinate efforts to return business units and technology groups/operations to the primary or alternative permanent site.

**Transportation Support Team**

This head of this team will be the Organization's Administration head and will consist of representatives from the facilities and administrative support department. The transportation support team will coordinate arrangements/accommodation for personnel as well as for delivery of equipment and supplies, as well as printouts where necessary, at the alternative site. This group will also facilitate the delivery of meals to the alternative site if needed.

**System Restoration Team**

This team will be lead by the organization's Information Technology head and will consist of selected staff members from below department

- Network Support
- Telecommunication/Voice Support
- IT Operations/Server Support
- End-user Support

This team is primarily responsible for re-establishing critical information resource systems operations. Server support will help to assist in the recovery and maintenance of various IT infrastructure resources like SharePoint or exchange servers. Network Team will help in recovering wired and wireless network infrastructure. Voice and end-user support will manage end-user assets like phones, laptops, and monitors.

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