



## **It pays to prepare for the worst. RecoveryPro can help.**

The RecoveryPro Disaster Planning Manual provides an organized approach to developing your business continuity plan. From identifying potential risks to creating emergency procedures to documenting procedures for restoring key technologies and services for your credit unions, RecoveryPro will guide you through it all.

### **About RecoveryPro.**

Through a combination of model plan content and guidance on what information and resources should be documented in your plan, RecoveryPro provides you the tools you need to document and gather your disaster recovery plan information in one place. A full content management system lets you customize your plan to your credit union's individual operations. RecoveryPro's publishing tool lets you compile multiple sections of the plan into one printable document that can be posted in read-only format for managers or staff to view from any internet connection should a disaster occur. Create a document for the entire plan, or smaller documents for risk assessment, emergency procedures, recovery procedures and more!

### **Benefits of RecoveryPro.**

NCUA requires all federally insured credit unions to have a written and tested disaster contingency plan. The NCUA states: "Contingency planning is crucial to the operation of each credit union. Each credit union should have a tested plan in place to ensure the smooth operation of the credit union in the event of a disruption of service for whatever cause. Examiners will continue to review and evaluate these plans at future examinations."

RecoveryPro includes:

- A twelve chapter Disaster Recovery Plan outline with model plan content and guidance to help you gather important information for risk assessment, plan scope, emergency procedures, human resources considerations, recovery procedures, public relations, insurance and funding information, key reference and contact information and more.
- A library of sample forms that can be downloaded and used to capture important information such as software and hardware inventories, risk analysis, staff and vendor contact information, facilities inventory and more.
- Storage area allows you to upload documents (PDF, Excel, Word, etc.) and post these within RecoveryPro for easy access to procedures, system diagrams, inventory and contact lists, and more.

RecoveryPro comes in an easily customizable format to help you get critical information assembled and readily available when you need it most.

## Features.

- **Secure, Web-based Platform.** Authorized staff can securely access, view, print and update plan content from any internet connection at any time.
- **Complete Solution.** Model plan content as well as guidance on what key information is needed will guide you through the development of your plan. Information unique to the organization can also be added and maintained within the system. The plan management tools are robust yet easy to use, allowing easy access and maintenance of your plan.
- **Publishing.** The publishing tool allows the entire plan, or selected plan content, to be compiled into a printable document that can be posted in read-only format on the site for staff, board or examiners to view.
- **Library Access.** The Library section includes an archive of content updates, archived newsletters, sample forms and other tools to help make developing and managing your plan a little easier.
- **User Security.** Set different levels of access for staff ranging from full administrative access to read-only access.
- **Storage Area.** The Storage area allows supplemental documents to be uploaded and posted on the home page for viewing by authorized staff.
- **Training.** A comprehensive user's guide provides written step-by-step instruction on how to most efficiently use all of RecoveryPro's features.
- **Support.** The CU Solutions Group staff is available to assist with technical support, questions related to content or general best practices and tips for developing and managing your plan.

**Questions?** Contact the CU Solutions Group staff at 800.262.6285 ext. 527 or [polycysupport@cusolutionsgroup.com](mailto:polycysupport@cusolutionsgroup.com).