NORTHWEST OREGON WORKS	**POLICY A04: DISASTER RECOVERY**
	EFFECTIVE DATE: 1/27/17
	☒**NEW** ☐**REVISED**

PURPOSE
The purpose of this policy is to ensure that all activities that must be initiated or re-initiated in response to an unanticipated or prolonged disruption of normal business activities are in place.

DEFINITIONS
Disaster: An occurrence that impacts one or more business activities of NOW to the extent that the capability to perform normal operations is impaired.

Disaster Recovery: The resumption of business activities following a disaster.

Disaster Recovery Plan: A documented sequence of activities that will ensure an orderly, phased resumption of business activities following a disaster.

POLICY
It is the policy of the Oregon Northwest Workforce Investment Board doing business as Northwest Oregon Works that a disaster recovery plan will be prepared, reviewed, and tested for all business activities that are considered critical to the continued operations of any business program in the event of a disaster or disruption of normal business activities. This requirement extends to WIOA Title I service providers under contract to deliver services within the Northwest Workforce Area.