MERCURY

Disaster Recovery & Business Continuity Planning

7 – 11 December 2026
Cape Town (South Africa)



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Ref: 16145_1068840 **Date:** 7 – 11 December 2026 **Location:** Cape Town (South Africa) **Fees:** 5300 Euro

Introduction:

In an era where unforeseen disruptions can significantly impact an organization, disaster recovery and business continuity planning become essential to operational sustainability. This course equips Physical Records Managers and related professionals with the expertise to safeguard vital physical records from disaster scenarios. It focuses on developing risk-aware strategies, implementing practical recovery procedures, and ensuring the quick resumption of critical record functions.

The Disaster Recovery and Business Continuity Planning course explores post-disaster recovery practices and how to align recovery actions with business objectives. Participants will explore methods to assess vulnerabilities, design continuity frameworks, and document compliant, recovery-ready plans. Real-world scenarios, planning templates, and case studies will reinforce the strategic value of protecting physical documents. They will build robust disaster recovery systems for all essential records.

Targeted Groups:

This Disaster Recovery and Business Continuity Planning training targets professionals seeking specialized knowledge and skills:

- Physical Records Managers in the public or private sectors.
- Document Controllers handling critical records.
- Risk Management and Compliance Officers.
- Facility and Operations Managers.
- Archivists and Records Retention Specialists.
- IT Disaster Recovery Team Members focusing on hybrid records.
- Business Continuity Coordinators.
- Emergency Preparedness Professionals.
- Legal and Audit Compliance Personnel.
- Anyone responsible for maintaining the integrity of vital physical records.

Targeted Competencies:

Participants will gain the following competencies during the Disaster Recovery and Business Continuity Planning program:

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- Risk identification and assessment for physical records.
- Disaster recovery planning tailored to vital documents.
- Business continuity framework development.
- Crisis response execution for document protection.
- Interdepartmental coordination during emergencies.
- Policy drafting for recovery protocols.
- Communication strategies during record disruption events.
- Compliance with records management regulations.
- Evaluation and updating of recovery strategies.
- Ability to align record recovery with business goals.

Course Objectives:

Participants will achieve the following objectives by completing the Disaster Recovery and Business Continuity Planning course:

- Understand the fundamental principles of disaster recovery and business continuity.
- Analyze potential threats to physical and vital records.
- Assess organizational vulnerabilities and their impact on record preservation and management.
- Develop customized disaster recovery plans specific to physical document systems.
- Develop design continuity strategies that align with the organization's risk tolerance.
- Apply techniques to minimize downtime and service disruption.
- Evaluate recovery timelines and identify critical path dependencies to ensure optimal performance.
- Construct comprehensive response procedures for record-centric emergencies.
- Implement incident response frameworks across departments.
- Test and revise continuity plans through simulated exercises.
- Integrate continuity strategies with existing compliance and audit protocols to ensure seamless operations.
- Demonstrate improved preparedness in safeguarding essential records.
- Create documentation for continuity planning that is audit-ready and sustainable.
- Collaborate with stakeholders to implement cross-functional recovery solutions that drive effective outcomes.
- Gain confidence in handling post-incident assessment and documentation processes.

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Course Content:

Unit 1: Introduction to Disaster Recovery and Business Continuity Planning:

- Define disaster recovery and business continuity in the context of records management.
- Understand the types of disasters that affect physical record systems.
- Explore the significance of planning for recovery before incidents occur.
- Identify organizational dependencies on physical and vital records.
- Analyze common failure points in traditional records management.
- Learn the key phases of continuity planning.
- Review global standards and regulatory frameworks.
- Understand the connection between risk management and continuity strategy.
- Examine the consequences of record loss on operational performance.

Unit 2: Risk Assessment and Business Impact Analysis for Physical Records:

- Conduct vulnerability assessments for archives and document storage.
- Evaluate environmental, structural, and human threats to records.
- Identify critical business functions associated with physical documentation.
- Analyze business impact scenarios and their implications on operations.
- Prioritize record types based on business-criticality and legal value.
- Identify gaps in existing records protection systems.
- Use mapping tools to visualize dependencies in record workflows.
- Calculate recovery time objectives RTO and recovery point objectives RPO.
- Explore risk mitigation strategies, including secure storage and redundancy, to ensure optimal protection.

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Unit 3: Designing and Developing the Disaster Recovery Plan:

- Define the scope and objectives of your recovery plan.
- Identify key roles and assign responsibilities in the recovery team.
- Outline procedures for damage assessment and emergency response.
- Structure incident response procedures tailored to record systems.
- Develop physical and off-site storage contingency protocols.
- Create communication and escalation procedures during a disruption.
- Establish recovery processes for various disaster types fire, flood, theft.
- Integrate plan elements with regulatory and audit standards.
- Prepare documentation and plan repositories accessible during a crisis.

Unit 4: Implementation, Testing, and Maintenance of the Plan:

- Plan for training employees on recovery procedures.
- Set up drills and simulations to validate the continuity plan.
- Monitor plan effectiveness through performance metrics.
- Conduct periodic reviews and update documentation on a regular basis.
- Document lessons learned from test outcomes and incidents.
- Align records recovery with IT disaster recovery and facility response.
- Implement feedback loops from testing phases.
- Ensure continued compliance with standards and legal requirements.
- Integrate new risks and business changes into the plan to ensure it remains effective.

Unit 5: Post-Disaster Recovery and Future Readiness:

- Initiate post-incident assessment and impact analysis.
- Document losses, damages, and response performance.
- Restore and verify the integrity of recovered physical records.
- Rebuild affected workflows involving record access and use.
- Communicate restoration timelines with stakeholders.
- Adjust policies and controls based on the findings from post-event reviews.
- Transition from temporary to permanent operations securely.
- Maintain future readiness by embedding a resilience culture.
- Plan for business continuity improvements beyond recovery and resilience.

Final Insights & Key Takeaways:

This Disaster Recovery and Business Continuity Planning course empowers Physical Records Managers with actionable expertise to protect vital records under any condition. Through planning, testing, and recovery, organizations can ensure operational resilience. Mastering continuity planning reduces downtime and minimizes legal and operational risks. The right recovery strategy transforms disruptions into manageable events, not crises.