

SEPTEMBER 15, 2021

DISASTER RESPONSE PLAN

ABA ALI HABIB SECURITIES PRIVATE LIMITED

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Approval & Amendments

	Effective Date	Description of Change
1 st	30 November, 2019	Updates in AML laws and regulations
2 nd	31 May, 2020	Updates in Laws and regulation
3 rd	10 August, 2020	Change in Laws and regulation
Amendments		
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DISASTER RESPONSE PLAN

Important Notes for Recovery Coordinator

This contingency plan addresses the situation when there is a disaster that results in the following impacts:

- Partial Loss of IT infrastructure
- Full Loss of IT infrastructure
- Total loss of Building

To activate this plan and build the coordination with other teams is the responsibility of Recovery Coordinator. Initially, after the evacuation of personnel (where required) the Recovery Coordinator has to first work in coordination with Damage assessment team to assess the extent of damage and salvageable equipment. Outcome of this step is crucial as it will form basis for developing future strategies.

Specific steps related to this plan are narrated as below. However, it should be considered that these steps are to be used as guidelines and depending upon the specific situation, some steps may be followed in a different manner and order.

This plan will work only in the case that key team members and critical staff are not injured/affected due to disaster and are available to exercise the steps.

An attempt to closely follow these steps will provide reasonable assurance that disruption after the disaster can be minimized and smooth resumption of critical functions will be possible in a time close to each function.

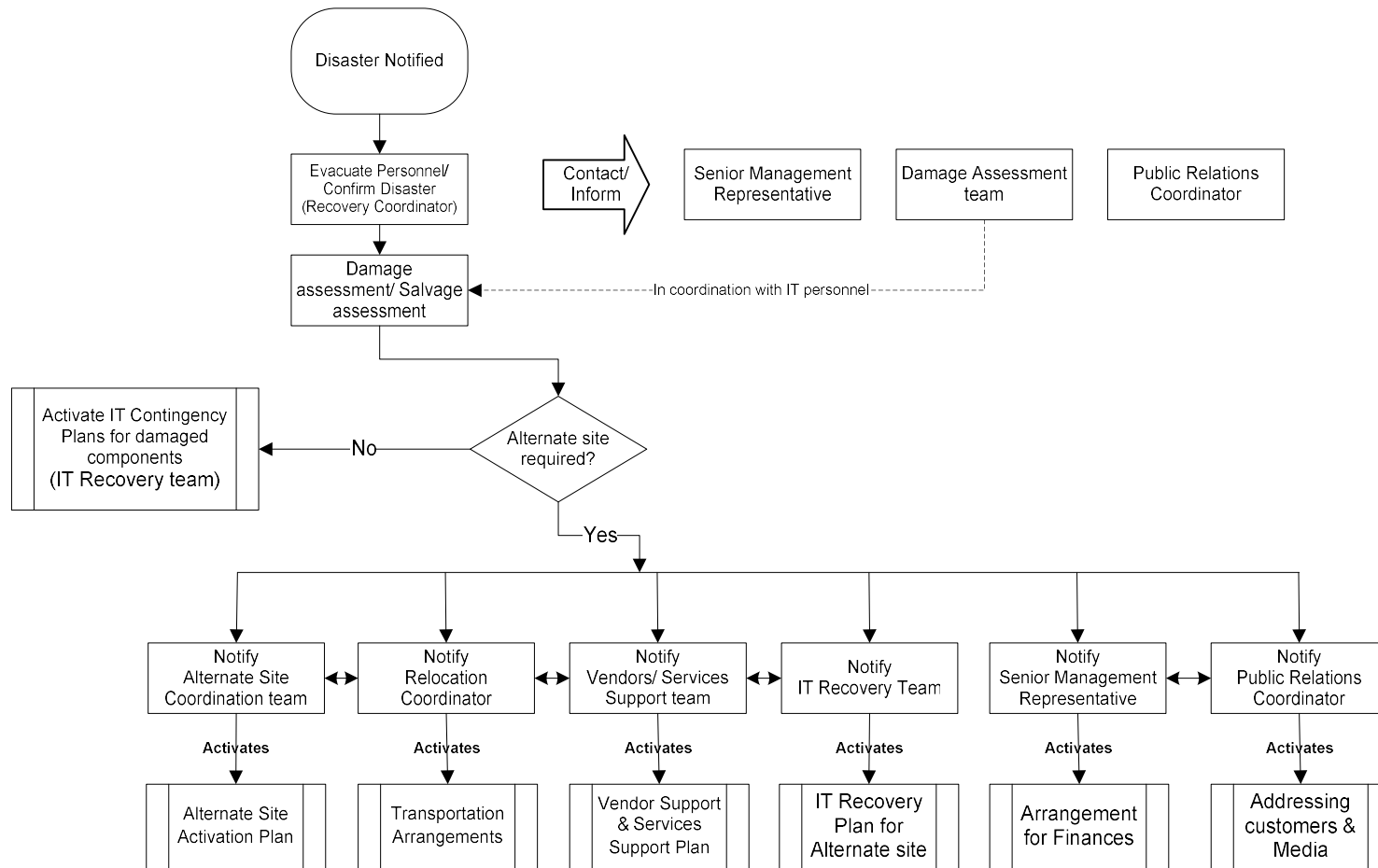
This Plan Contains

- Process Overview
- Emergency Call Tree (Contact List of key Persons)
- Disaster Recovery Teams and their Contacts
- Vendor/Service Providers contact list
- Disaster Response Procedures
- Checklist and log of detail record of communication/instructions received/conveyed

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Process Overview



Emergency Call Tree

Contact List for all Personnel (including Business Units HoD)

Tel: 021- , Fax No. 021-

S.No	Name	Designation	Office Extension	Direct Tel: (Office)	Residence	Mobile
CEO						
1	Mr.	MD				
Sales/ Operations						
1		HoD				
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
Finance						
1		HoD				
2						
3						
4						
5						
6		HoD				
7						
Administration						
1		HoD				
2						
3						
4						
Information Technology						
1						
Research						
1		HoD				
2						

Disaster Recovery Teams & their Contacts

S.No	Team Member(s)	Designation	Office Extension	Direct Tel: (Office)	Residence	Mobile
Senior Management Representative						
1						
Recovery Coordinator						
1						
2						
Alternate Site Coordination Team						
1						
2						
3						
4						
Vendor /Services Support Team						
1						
2						
3						
4						
IT Recovery Team						
1						
2						
Data Retrieval Team						
1						
2						
Relocation Coordinator						
1						
2						

Vendors/Service Providers Contact Details

Sr. No.	For Equipment/Service	Vendor	Address	Key Contact Person	Contact Nos.
	Servers				
1					
2					
3					
	PCs & Laptops				
1					
2					
3					
	Network Devices				
1					
2					
	UPS				
1					
	Network Media (Cable & Accessories)				
1		Any vendor available in the market			
2					
	ISP Service				
1.		Any vendor available in the market			
	Software development consultant				
1.		Microlink			

	Telephone				
1		PTCL			
2		MOBILE			
3					
	Power Generation				
1		Any vendor available in the market			
2					

Disaster Response Procedures

Disaster Response Procedures				
No.	Action	Responsibility	Process Time	Complete
1.	<p>Confirm the existence of disaster (when notified)</p> <p>Enquire and if possible confirm with a third source about the existence of disaster.(when happened at outside office time). In such case, Immediately notify the Senior management representative, Damage assessment team and Public relations coordinator about the initial understanding of disaster and request them to report to primary site.</p> <p>If the disaster happens during office hours, Immediately evacuate personnel and ensure that all staff has safely moved from the office premises. Conduct a head count and immediately notify the Public rescue services. Immediately inform Pakistan stock exchange management for Life Fire Brigade, Ambulance service, Police and Power and gas supply companies where appropriate.</p> <p>Coordinate with Damage assessment team to initiate their efforts and start the process of Damage assessment/ salvation of key equipment/ records at the earliest possible opportunity. There should be focus on obtaining the initial assessment of damage/ salvation of critical equipment and records that can provide basis for further decisions. Detailed assessment can be carried out in parallel but results may not be immediately required.</p> <p>Decide if an alternate site is required to carry out the main IT function and other business functions. Y/N ()</p>	<p>Recovery Coordinator</p> <p>&</p> <p>Damage Assessment Team</p>	<p>Start: ___:___ am/pm</p> <p>End: ___:___ am/pm</p>	Y/N

Disaster Response Procedures				
No.	Action	Responsibility	Process Time	Complete
2.	<p>If alternate site is not required</p> <p>If the Primary site is damaged to an extent that Key business functions and supporting IT function can be resumed between 5-24 hours, then notify the IT recovery team and advise to Activate the IT Contingency Plan for all Damaged areas of IT infrastructure and inform the business function owners about the expected resumption of IT services.</p> <p>Also coordinate with Vendor/ Services support team and inform them about the Equipment/Services required in this process.</p> <p>From this point forward, the active teams will be:</p> <ul style="list-style-type: none"> ➤ IT Recovery Team running the IT Contingency Plan for all damaged component at the Primary Site. ➤ Vendor/Services Support team arranging for all the required support/Services from vendors and service providers. 	Recovery Coordinator	Start: ____:____ am/pm End: ____:____ am/pm	Y/N
3.	<p>If alternate site is required</p> <p>Notify the following teams:</p> <p>IT Recovery team Vendor/Services support team Alternate site coordination team Relocation Coordinator (for movement of staff and salvaged record/equipment).</p>	Recovery Coordinator	Start: ____:____ am/pm End: ____:____ am/pm	Y/N

Disaster Response Procedures				
No.	Action	Responsibility	Process Time	Complete
	<p>Data retrieval team</p> <p>These teams should activate their respective plans and be in communication with each other and the Recovery Coordinator.</p> <p>Also keep informed:</p> <p>Senior Management Representative (For Arranging Finances) Public affairs coordinator (for developing strategy on what to be informed to customers–)</p>			
4.	<p>Continuous Coordination with teams</p> <p>The recovery Coordinator should be in continuous coordination with all teams, Senior Management Representative and Public Relations Coordinator and provide facilitation to all involved.</p>	Recovery Coordinator	Start: ____:____ am/pm End: ____:____ am/pm	Y/N
5.	<p>Inform business users about the availability of IT infrastructure</p> <p>The Recovery Coordinator should inform business users about the readiness of alternate site and coordinate with relocation coordinator for their movement to alternate site.</p>	Recovery Coordinator	Start: ____:____ am/pm End: ____:____ am/pm	Y/N

Checklist and Log

For Communication/Instructions received/conveyed

Sr. No.	Communication	Related to Area/Step No	Feedback	Status

Sr. No.	Communication	Related to Area/Step No	Feedback	Status

Sr. No.	Communication	Related to Area/Step No	Feedback	Status