

ABSTRACT

Telkom Institute of Technology (IT Telkom) is one of telecommunication universities in Indonesia. In carrying out its business activities, IT Telkom uses the information system service to do business activities to be more effective and efficient. Therefore, the mechanism of protection of this information system services need to be arranged that the institution is able to cope with disasters or emergencies at any time threaten the institution's business services. Unfortunately, the mechanism of existing disaster management is currently limited only to the disasters which have minor and moderate effect that a structural proposed procedure for disaster management at IT Telkom is needed, especially in SISFO unit as the responsible unit for service management information system in this institution.

Before designing the proposed procedure, an analysis was held to existing procedures by using the Business Continuity Plan (BCP) framework which is a structural plan in disaster management procedures that focus to maintain the continuity of business functions in a minimal condition. Through this framework, the weaknesses of existing procedure will be identified. Beside the identification result, the development of proposed procedure in Assessment BCP stage requires two types of data; data assets and data service. Data asset is processed by using the Risk Assessment to identify critical assets, while data service is processed by using the Business Impact Analysis method to identify critical services. Through these data the proposed procedure is designed refer to Development stage in BCP framework.

The design of the proposed disaster management procedures will then be a BCP document that contains procedures of Disaster Recovery Plan (DRP), which consists of the design of (1) The Disaster Recovery Team structure and responsibilities. (2) Pre-disaster strategy which contains steps to prevent or minimize disaster risk. (3) Procedure on-disaster which contains steps to cope disasters. (4) Procedure after the disaster which contains steps of business service recovery after a disaster occurs. (5) Distribution procedure which contains provisions of BCP document distribution. (6) Training and testing procedure which contain steps of training for the Disaster Recovery Team and the test measures a BCP document in order to remain reliable. The whole procedure was created with the intention that Telkom Institute of Technology may have the ability to create and implement a disaster management plan immediately when disasters happen.

Key words: Disaster Management Procedure, BCP, Risk Assessment,

Business Impact Analysis