

DISASTER RECOVERY PLAN

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1.0 Plan Introduction

COMPANY recognizing their operational dependency on computer systems, including the Local Area Network (LAN), Database Servers, Internet, Intranet and e-Mail, and the potential loss of revenue and operational control that may occur in the event of a disaster; authorized the preparation, implementation and maintenance of a comprehensive disaster recover plan.

The intent of a Disaster Recovery Plan is to provide a written and tested plan directing the computer system recovery process in the event of an interruption in continuous service resulting from an unplanned and unexpected disaster.

The Disaster Recovery Plan preparation process includes several major steps as follows:

- ❑ Identify Systems and Applications currently in use.
- ❑ Analyze Business Impact of computer impact and determination of critical recovery time frames.
- ❑ Determine Recovery Strategy
- ❑ Document Recovery Team Organization
- ❑ Document Recovery Team Responsibilities
- ❑ Develop and Document Emergency Procedures
- ❑ Document Training & Maintenance Procedures.

These steps were conducted and this document represents the completed effort in the preparation of the COMPANY Disaster Recovery Plan.

1.5 Key Plan Assumptions

The following assumptions have been established as the basis for the development of the Disaster Recovery Plan:

- ❑ The plan is designed to recover from the "worst case" destruction of the COMPANY operating environment. The worst case excludes any non-data processing function that may be in close proximity to the data center or workstations.
- ❑ Although the plan is designed for worst case, inherent in the plan strategy is the ability to recover up to the most minor interruption, which is perhaps a more likely situation.
- ❑ The plan is base upon a sufficient number of center staff not being incapacitated to implement and affect recovery. Therefore, the level of detail of the plan is written to a staff experienced in the Company's computer services. Development, testing and implementation of new technologies and applications are suspended so that all resources are available to recover existing critical production processing.
- ❑ Off-site inventory and equipment acquired through vendors is considered to be the only resource with which to recover computer processing. Items at the original site are not expected to be salvageable and used for recovery. This includes items stored in any on-site security location.
- ❑ An alternate site (backup computer facility) in which to establish recovery of computer processing is necessary. Time frame requirements to recover computer processing are significantly less than estimated times to repair/reconstruct a data center on an emergency basis.
- ❑ The computer facilities of the alternative site is not within the scope of this plan and is assumed not to be impacted by any disaster which may interrupt computer operations at COMPANY offices.

2.1 Scope

The scope of the Business Impact Analysis is the COMPANY operating departments supported by data center facilities located at _____ . This network encompasses the following information technology services:

- General business applications, such as word-processing, spreadsheet and database applications
- e-Mail
- File servers supporting all business operations
- Gateway to the host applications and other sites

To determine the maximum time frame allowable, the following COMPANY operating departments were interviewed (See Appendix - People Interviewed):

- Information Technology
- Sales
- Marketing
- Credit
- Finance
- Human Resources
- Manufacturing
- Distribution
- Customer Service
- Accounting
- Investor Relations

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4.3.5 Hardware Installation

The Hardware Team is responsible for site preparation, physical planning, and installation of data processing equipment to meet the required processing capacity of COMPANY in the event of a disaster. This includes responsibility for ordering and installing hardware for both the alternative site and the permanent site.

Pre-Disaster

- Understand role and responsibilities within the Disaster Recovery Plan
- Work closely with Recovery Management Team to reduce possibility for disaster in data center (See Preventative Measures in Appendix)
- Train employees in emergency preparedness
- Participate in Disaster Recovery Plan tests as required
- Maintain current system and LAN configuration in off-site storage

Post-Disaster

- Verify with alternative site the pending occupancy requirements
- Inspect the alternative site for physical space requirements
- Interface with Software, Communications and Operations Team members on space configuration of alternative site
- Coordinate transportation of salvageable equipment to alternative site
- Notify Administration Team of equipment required
- Ensure installation of ___ temporary terminals connected to alternative site mainframe
- Plan the hardware installation at the alternative site
- Install hardware at the alternative site
- Plan, coordinate transportation of and install hardware at permanent site, when available