

Disaster Recovery Plan for MIS (Computer Department)

Excerpts

A "Disaster Recovery Plan" for a computer operation defines everything which needs to be done to recover from a disaster involving the computer center.

The disaster could be caused by a flood, fire, earthquake, etc. It is a necessity in this day and age, and has been since the late 1950s.

Disaster Recovery Plans are difficult to write and boring to read. Nevertheless, corporate reviewers at the parent company called it "***the finest Disaster Recovery Plan in the corporation.***"

Our plan was completed almost 2 years before the Norwest Bank Building in Minneapolis burned down in late 1983. It was only because of Norwest's fine DR Plan that they were able to resume operations almost immediately. (It also helped that their computer center, located in a separate building, blocks away, was intact). Norwest shared their DR Plan widely beginning in 1984.

I've keyed in a few pages from the original document produced in 1982 for B. Dalton Bookseller. (The entire document is around 100 pages).

B. Dalton later moved to New York in 1987 as part of Barnes and Noble. All the information herein is obsolete and no longer confidential.

.....

B. DALTON BOOKSELLER

DATA PROCESSING

DISASTER RECOVERY PLAN

01/27/1982

.....

Table of Contents

Approvals
Distribution List
Executive Summary and SCP Compliance
Revision Log
Section 1 - General Information
 Assumptions
 Explanations of symbols, terms
 Personnel
 Management Team
 Administrative Team
 Support Staff
 Responsibilities by position title
Section 2 - Project Mission Statement
Section 3 - Mission Objectives, Milestones
Section 4 - User Responsibilities
Section 5 - Task/Activity Lists by Objective
 Objective 1 - The Disaster Recovery Plan is Implemented
 Objective 2 - Critical Applications Running at Dayton's
 Objective 3 - Hardware Installed and Operational
 Objective 4 - Operating System and System Products
 Installed and Operational
 Objective 5 - Data Processing Personnel Functioning at
 Eloigne
 Objective 6 - Application recovery Plans in Place
 Objective 7 - Data Entry Dept Operational at Backup Site(s)
 Objective 8 - Application Systems Installed and Running at
 Eloigne
 Objective 9 - New Facility at DPC Prepared for Hardware
 Installation
 Objective 10 - Normal Operations Resumed at Permanent DPC
Ongoing Tasks

Section 6 - Disaster Recovery for Store Polling (Transmission)
Section 7 - Disaster Recovery Update and Maintenance Procedures
Section 8 - Telecommunications

Appendices

- A - Telephone Lists
- B - Mohawk Business Data Storage Procedures
- C - Computer Hardware
- D - Software Products
- E - Hardcopy and Microfiche Specifications
- F - Emergency Supplies
- G - Furniture Lists
- H - One-pack Operating System Build Procedures (Tech Support)
- I - Test Plan Logs
- X - Hardcopy Documents

.....
APPROVALS

APPROVED _____
[JE] DATE
Vice-president, Information Systems
.....

EXECUTIVE SUMMARY

This document meets the requirements of DHC SCP 85-10-30, governing the implementation of an MIS Disaster Recovery Plan (DRP). The SCP requires a Plan which assures the protection of software and data assets, and the timely resumption of data processing activity after a disaster has struck MIS or User resources.
.....

SECTION 1....

1. **IMPLEMENTATION OF THE PLAN**

- A.....
- B....

2. **BACKUP SITES/FACILITIES**

- A. The Eloigne Corporation "empty shell" or "cold site" in St. Paul will be used for the Command and Control Center and Computer Operations.
 - B.....
-

APPENDIX H: One-Pack System Build Procedures (Tech Support)

INTRODUCTION

....

REQUIREMENTS

The basic functions required of the One-Pack System to be built are:

1. BASIC MVS/SP with JES2
2. VTAM
3. TSO
4. SPF
5. SDSF
6. FDR, FDRDSF, and FDRCPK

Functions which will be specifically excluded from the One-Pack System are:

1. RMF
2. TMS
3. SMF collection of certain records
4. CICS
5. NCP
6. PAN/SPF

OPERATIONAL CHARACTERISTICS

1. All system functions (JES2, VTAM, TSO, etc) must be manually started by the operator during the IPL.
2. The operator will have to manually vary all non-DASD devices online. DLT012 is automatically mounted by the system as STORAGE/RESIDENT. The rest of the packs are automatically mounted as PUBLIC/RESIDENT.
- 3....