

Recovery Strategies and Procedures

1. Purpose

This document outlines the strategies and procedures for recovering systems, data, and operations in the event of an incident affecting business continuity.

2. Scope

The recovery strategies and procedures apply to all critical business applications, infrastructure, and supporting resources required for operational restoration.

3. Recovery Strategies

1. Data Backup and Restoration

- Ensure regular automated backups of critical data.
- Verify backup integrity on a periodic basis.
- Maintain offsite and cloud copies of essential backups.

2. Alternate Site Operations

- Activate pre-arranged alternate work sites if the primary site is not functional.
- Ensure remote access and required infrastructure for alternate site use.

3. System and Application Recovery

- Recover affected systems using disaster recovery images.
- Validate application integrity before restoration.
- Restore configuration and transactional data from latest backups.

4. Recovery Procedures

1. Incident Notification and Assessment

- Report incident to the incident response team immediately.
- Assess extent of the incident and identify impacted systems.

2. Activation of Recovery Plan

- Communicate recovery plan activation to all stakeholders.
- Assign roles and responsibilities for recovery tasks.

3. System Restoration

- Recover systems per prioritized list based on business impact.
- Perform verification tests after each system recovery.
- Document recovery steps and any deviations from standard procedures.

4. **Return to Normal Operations**

- Ensure all functionality and services are restored and tested.
- Communicate return to normal operations to all users.
- Conduct post-recovery review to identify lessons learned.

Important Notes

- Update this document regularly to reflect changes in the environment and technology.
- Test recovery procedures semi-annually or after any significant update.
- Clearly define roles and responsibilities in the plan.
- Store copies of this document in both onsite and offsite secure locations.
- Ensure all personnel are trained and aware of recovery procedures.