

Compliance Procedure

Title: Disaster Recovery Test Performance – Procedure

Reference Number: 3.3.2.2

Purpose:

The purpose of this compliance procedure is to supplement the development and performance of the OCCS Disaster Recovery Test.

OCCS will assemble specific staff to discuss key items in the plan, disclose and discuss who will play a role and the plan implementation with recovery tasks and procedures. All participants will contribute to a final list of executables and deliverables that will represent the required actions and expected results of the test.

Procedures & Related Information:

1. Assemble at DR Site at proper time
2. Assess staffing to ensure all key areas are represented
3. Pass out latest version of DR Test instruction sheet
4. Ask staff if any questions or points of interest need to be addressed before beginning
5. Instruct staff to follow the sequence of preplanned events
6. Instruct staff to relay all completion of events (normal and abnormal) to observer
7. Instruct staff that abnormal events will bring a 30 minute period where participant can deal with failure unobstructed. Upon expiration of 30 minute window, support staff must be called to assist. Appropriate time will be given to problem resolution with close observation by test coordinator. Failure to resolve problem in the provided timeframe will yield a "failed" rating on that line item, perhaps causing the failure of requisite instruction.
8. All written instruction and areas of testing will be executed in sequence
9. All events will be observed and recorded as successful or non-successful
10. Upon completion of all expected events, staff will be instructed to review events to ensure that all objectives have been met and events documented.
11. Staff will be asked to provide any information that might be helpful in identifying significant issues – both good and bad.
12. Staff will be instructed to restore the network and databases as necessary to resume normal business and provide normal business environments.
13. Staff will be instructed to test all normal essential services.
14. Staff will be released.

Old Dominion University

Technology Policies, Standards, Procedures and Guidelines

Definitions

OCCS is the acronym for the official name of the Office of Computing and Communications Services.

Policy References

ODU faculty, staff and students are bound by all applicable laws, policies, standards and procedures and guidelines. For reference, some frequently referenced documents are noted. This is a non-inclusive list and not intended to limit applicability of any other law or policy.

Ⓢ Policy Foundation:	Federal and State Law Policy 3507 Operations Management
📏 Related Standards:	IT System and Data Backup and Restoration Standard Server Management Standard Network Management Standard Change Management Standard Print Management Standard Physical Security Standard
📋 Related Procedures, Forms:	System Monitoring procedure Console Logging Procedure Customer Notification Procedures Alert Posting Procedure
📌 Related Guidelines:	System Monitoring Tips Call Out List Customer Contact List
🔧 Maintenance:	Office of Computing and Communications Services
✓ Effective Date:	Reviewed on an annual basis
✓ Approved by:	Rusty Waterfield Acting Assistant Vice President, Office of Computing and Communications Services