

APPENDIX 6

SAMPLE BRP RECOVERY TEAM AND RESPONSIBILITY ASSIGNMENTS

This is a **sample** list and does not include all possible recovery teams.

Teams may be merged or eliminated depending on the size, type, and platform on which the data system(s) is running.

Additionally, teams may not always be needed for each business resumption effort. Teams needed will depend on the type and degree of disruption.

BRP Team Leader

Responsible for directing, coordinating, and reporting to management until full recovery has been accomplished (generally the applications administrator).

BRP Coordination Site Coordinator

Responsible for ensuring that a facility adequately equipped with phone lines (automatic switching of phones from the primary facility should be pre-arranged so vital communications can continue during the recovery operation) status boards, conference equipment, etc. to function as an information and operations center for an extended period of time during business resumption has been established.

BRP Team Coordinator

Assist the BRP Team Leader by coordinating and reporting on task assignments and progress of the teams, investigating problems, reporting on findings, and other assistance as appropriate for operation of the BRP Coordination Site.

Damage Assessment Team

A technical group responsible for assessing damage to the facility and its components:

Identify extent of damage to the facility.

Determine condition of equipment.

Identify software problems.

Define data problems.

Identify data communications problems.

Describe salvageability of supplies.

Assess operational capability.
Define restoration requirements.
Schedule salvage and restoration.
Monitor salvage and restoration operation.
Provide a detailed accounting of damages for insurance claims, if applicable.
Advise BRP Coordination Site Coordinator of status and progress.

User Liaison Team

Major user area managers, production control, and applications lead analysts responsible for coordination and liaison with the information resources staff for applications recovery and restoration of data files and data bases:

Advise users of critical systems of the disruption and recovery production schedule.
Monitor the actual production schedule continually.
Provide programming and support services for alternate processing of critical systems.
Help system users prepare for resumption of normal operations as recovery progresses.
Advise BRP Coordination Site Coordinator of status and progress.

Under the general leadership of the User Liaison Team, technical applications specialists and data base administration sub-teams perform necessary application restoration activities. Setting priorities for applications recovery is a primary influence on procedures for this team and its subgroups.

Communications Team

Communications specialists responsible for restoring voice, data, and video communications links between users and the computer, regardless of location.

Assist in damage assessment.
Coordinate restoration of service with vendors.
Test data communications operation.
Establish data communications for critical applications.
Identify equipment and software requirements.
Provide necessary telephone service.
Monitor restoration of normal communication operation.
Advise BRP Coordination Site Coordinator of status and progress.

Communications vendor (carrier) input in designing and implementing the recovery plan is very important. Influential factors in developing recovery procedures for this team include: the type and size of network, the time requirement for restoration, percentage of the network to be recovered, and budget considerations.

Operations Team

Operators responsible for running emergency production for critical systems, coordinating with the Back-up Team to insure that applications system data and operating instructions are correct and with the Liaison Team to advise of the production status and any unusual problems requiring assistance:

- Initiate emergency production schedule for critical applications systems.
- Operate host computer center.
- Coordinate input/output from recovery facility.
- Receive backup versions of appropriate software.
- Establish production control function.
- Establish data entry/collection functions.
- Establish micrographics functions.
- Secure back-up forms as needed.
- Establish distribution function.
- Establish forms handling function.
- Assist the Facilities Team.
- Advise BRP Coordination Site Coordinator of status and progress.

Data input/control teams could be separate groups or subgroups of this team.

Security/Back-up Team

Responsible for retrieving back-up copies of operating systems, applications systems, applications data and ensuring security of the data, and back-up and original facilities:

- Retrieve back-up software, applications software, applications data and documentation required for emergency processing of critical applications systems.
- Advise the Operations Team of the status of back-up data and software.
- Advise BRP Coordination Site Coordinator of status and progress.

System Software Team

Systems software programmers responsible for providing the system software support necessary for production of critical applications systems during recovery:

- Assist the Damage Assessment Team in determining the extent of damage to system software.
- Advise the Procurement Team of specific system software purchase requirements.
- Oversee initialization of operating system, JCL, and other control systems.
- Restore applications and communications system software at the back-up or primary site as appropriate.
- Assist the Operations Team in restoring operation at the back-up or primary site.
- Advise BRP Coordination Site Coordinator of status and progress.

Procurement Team

Persons knowledgeable of the information resources and supplies inventory and the budgetary, funding, and acquisition processes responsible for expediting acquisition of necessary resources:

Assist Damage Assessment Team in determining equipment, software, facility, and other components beyond repair and in determining additional equipment or supplies required at the back-up site for expediting the recovery process.

Coordinate identification of purchases.

Contact vendors to procure necessary equipment, software and supplies.

Monitor acquisition and delivery of purchases.

Advise BRP Coordination Site Coordinator of status and progress.

Facilities Team

Responsible for arranging for the alternate and backup facilities and all components:

Assist the Damage Assessment Team in identifying specific damage to the facility.

Reference floor plan documentation for required dimensions and environmental.

Identify repair or replacement requirements.

Arrange for necessary repairs or replacement.

Oversee and monitor repair, reconstruction, or replacement.

Prepare back-up site for occupation and operation.

Advise BRP Coordination Site Coordinator of status and progress.

Standards and Procedures Team

Responsible for reassembling all documentation for guidelines, standards, procedures, applications, programs, systems, forms, etc. as required at the alternate site.

PC Support Team

This Team could also be part of the Operating, Security/Backup-up and/or System Software Teams.

Responsible for re-establishing microcomputer operations at back-up or remote sites and for assisting with reinstating PC applications.

Administrative Services Team

Responsible for clerical and administrative services support for BRP Team Leader and all other Teams. May also assist groups outside the information resources area, as needed.

University Audit Team

Responsible for observation and oversight participation in the recovery effort:

Review the existence of sufficient control to assure reliability and consistency of financial records.

Observe implementation of necessary supervision and controls during recovery.

Review logs of recovery activities.

Advise BRP Coordination Site Coordinator of status and progress.

Public Information Team

Responsible for disseminating information concerning the emergency or event requiring the recovery effort.

Have a single spokesperson accessible to employees and external forces.

Provide accurate, essential, and timely information to combat spread of rumors and adverse publicity.

Logistics Team

Arrange for transportation of staff, equipment, supplies and other necessary items between sites.