



California
TECHNOLOGY AGENCY
Office of Information Security

**Statewide
Disaster Recovery Coordinator
Meeting**

October 31, 2012

Meeting Agenda

----- Topics -----	
<u>Opening Remarks and Introductions</u>	10 minutes
<u>Short Subjects:</u>	
<input checked="" type="checkbox"/> Program Update	15 minutes
<input checked="" type="checkbox"/> Disaster Recovery Program Transition	
<u>Interactive Session: Planning Assumptions</u>	45 minutes
<u>Q & A and Closing</u>	10 minutes

Opening Remarks/Introductions

■ Who is here today?

- ISOs
- DR Program Coordinators
- Business Continuity Planners
- Other

■ Introduce yourself

- Name
- Organization
- Role/Responsibility in organization

Program Updates/Reminders

- **Policy and Program Improvement Committee Update**
- **Administrative Reminders**
 - **DR Plan Submissions – Delivery Methods**
 - **FOUO Alert/Advisory Distribution**
 - **Registration for Meetings**
- **DR Program Transition**

Policy and Program Improvement

- Two draft TLs prepared for Committee
 - Announces Updates to SIMM 65D
 - Encryption Policy Update
- To be presented on **11/27/2012**

Reminders

DR Plan Submissions

■ **DON'T:**

- Send via email or Interagency Office Mail

■ **DO:**

- Arrange for personal delivery to our physical address in Rancho Cordova
- If you must use mail with signature tracking, first check with delivery service providers about the size of your package being delivery to our P.O. Box

Reminders

FOUO Reminder

- Follow FOUO Sensitive Information Handling Instructions
 - **DON'T:**
 - Post or make available on a public website
 - Provide to the media
 - **DO:**
 - Limit distribution to “need to know”
 - Persons who are authorized to act on information to protect information assets

Reminders

DR Coordinator meeting registration is requested:

- To accurately account for the number of hand-outs / materials
- To track attendance/participation

DR Program Transition



Interactive Session: Planning Assumptions

Victoria Craig, PMP, CBCP
Statewide Disaster Recovery
Program Manager

Presentation Agenda

Planning Assumptions

- Research
- What a Planning Assumption is Not
- Planning Assumption Defined
- Disruption vs. Catastrophic Event
- General Guidelines

Planning Assumption Research

- **Disaster Recovery Journal**
- **Continuity Planning Management**
- **Disaster Recovery Institute**
- **ISO Guidelines**
- **NIST**
- **FEMA**
- **Disaster Recovery Guide**

Planning Assumption Research

State Administrative Manual 5355.1

- All disaster recovery planning is based upon available knowledge and assumptions...

What are Planning Assumptions?

What a Planning Assumption Is Not

■ A Specific Event is Not a Planning Assumption

Natural Hazards	Technological Hazards	Human-Caused Hazards
Flood	Material Spill	Terrorism
Fire	Airplane Crash	Labor Strike
Earthquake	Power Outage	Sabotage
Hurricane	IT Technology Failure	Contractor Dispute
Tornado	Supply-Chain Failure	Regulatory Action
Severe Weather	Communication Outage	Civil Disobedience
		Cyber Attacks

What a Planning Assumption Is Not

Recovery Strategies are Not Planning Assumptions

- Manual processing
- Data backup and off-site container
- Vendor or external source for recovery services
- Data center reconstruction
- Quick ship equipment replacement strategy
- Hot and Cold Sites

What a Planning Assumption Is Not

Getting Closer...

All Hazards Scenario / Response To Emergencies

- Local facility disruptions, typically single buildings
- Region-wide disruptions affecting all or many buildings
- Disruption of a communications system
- Disruption of access to vital records or databases
- Disruption to availability of specialized equipment, including computing systems
- Loss of vendor service
- Unavailability of personnel

WHAT IS MISSING?

Planning Assumption Defined

A Planning Assumption is...

The **LOSS** of *infrastructure* or the **AVAILABLE** *infrastructure* after an “event” and for what **PERIOD OF TIME**

Planning Assumption Defined

Infrastructure

- Buildings
- People
- Cash
- Technology

Planning Assumption Defined

Loss or Availability of *Infrastructure*

■ Buildings

- Office or portion of a facility
- Field / District Office
- Electricity, HVAC, water, plumbing
- Wiring, cable
- Furniture, supplies, cleaning service
- Access to records

Reduces the ability to perform Essential Business Functions

Planning Assumption Defined

Loss or Availability of *Infrastructure*

■ People

- Injuries, fatalities, illness
- Transportation issues
- Victim of the event
- Day or elder care
- Key person dependency

Reduces the ability to perform Essential Business Functions

Planning Assumption Defined

Loss or Availability of *Infrastructure*

■ Cash

- Revenue
- Payments
- Electronic Funds Transfer (EFT)
- \$\$\$ transactions
- Investments
- Payroll

Reduces the ability to perform Essential Business Functions

Planning Assumption Defined

Loss or Availability of *Infrastructure*

■ Technology

- Communications
- Data
- Systems
- Networks

Reduces the ability to perform Essential Business Functions

Disruption vs. Catastrophic Event

State Administrative Manual 5355

- ...ensure the agency has the ability to continue its essential functions during a business disruption or major catastrophic event.

Disruption vs. Catastrophic Event

Loss or Availability of *Infrastructure*

% of Building

% of People

% of Cash

% of Technology

Over what Period of Time

General Guidelines

Planning assumptions are “what you plan to”

- Dictate the range of recovery strategies
- Identifies gaps between recovery strategies and actual recovery capabilities
- Typically, gaps are risks
- Risks are accepted or solutions are necessary

General Guidelines

- Don't force fit planning assumptions to match recovery capabilities
- Don't create planning assumptions based on in-the-future capabilities
- Continuity Plans and Disaster Recovery Plans must use the same planning assumptions

Free Resources

■ Disaster Recovery Institute International

■ www.drii.org

■ Disaster Recovery Journal

■ www.drj.com

■ Disaster Resource Guide

■ www.disaster-resource.com

Closing

**Thank you for joining us and for your
continued support!**