

**1 DIRECTIVE**

- 1.01 All elements of the disaster recovery plan (DRP) that are applicable to GNB's IT systems must be exercised/tested at least annually.

**2 PURPOSE**

- 2.01 The purpose of this Directive is to ensure that there have been no gaps in documenting the DRP that may prevent successful recovery within required timelines.

**3 SCOPE**

- 3.01 This directive applies to all GNB IT sites which are included in the enterprise DRP.

**4 RESPONSIBILITY**

- 4.01 The disaster planning team (DPT) is responsible:
- (a) To identify disaster scenarios as part of the disaster recovery plan.
  - (b) To include a schedule for each disaster scenario in the DRP.
  - (c) To identify the recovery team members who are to participate in a disaster recovery exercise.
  - (d) To address any deficiencies uncovered in the DRP.
- 4.02 The recovery team leader is responsible:
- (a) To collect the documentation required for each disaster recovery scenario.
  - (b) To delegate responsibilities to the recovery team members involved.
  - (c) To schedule exercises with offsite personnel if the disaster scenario calls for it.
  - (d) To liaise with the offsite personnel during the recovery exercise if applicable.
  - (e) To collect and document the results of each disaster recovery scenario.

**5 DEFINITIONS**

None

**6 RELATED DIRECTIVES**

OCIO IT 11.01 – Disaster Planning Team  
OCIO IT 11.03 – Identification of Critical Processes  
OCIO IT 11.05 – Backup Data Stored Onsite  
OCIO IT 11.06 – Backup Data Stored Offsite