TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: **56.01, 1.3 DISASTER RECOVERY ([TAC 202.74](#))**

PURPOSE:

REVIEW:

POLICY/PROCEDURE:

This policy sets forth the guidelines and procedures for recovering the Data Center and all related information systems providing service to the Institution. In accordance with the [Texas Administrative Code Rule §202.72](#), Business Continuity Planning, the I.T. Division shall develop and maintain a Disaster Recovery Plan (DRP) that delineates all the roles and responsibilities for the individual Disaster Recovery Teams, along with the steps that must be taken for successful recovery operations.

At a minimum, the DRP shall be tested annually or when a major revision occurs and I.T. staff assigned to disaster recovery duties shall be trained, at least, on an annual basis.

In the event of a disaster,

- The Chief Information Officer (CIO) is the only authority for declaring a disaster for the Data Center and all related I.T. services based on the findings of the Tactical Operations Team.

- The Tactical Operations Team is responsible for the timely identification and determination of the disaster as well as the duration of the service outage.

Upon the declaration of a disaster,

- The I.T. Division and all associated Disaster Recovery Teams will invoke and comply with the procedures documented in the DRP.

- All efforts will be made to accommodate user needs while recovery services are being implemented but prioritization of recovery will be based on the criticality of the service and/or application experiencing the outage.

- The Office of Communications and Marketing is the only authority for all media communications based on information from the Chief Information Officer.

- The Chief Information Officer or designee from the Management Team is responsible for conveying all necessary information to the Office of Communications and Marketing for any updates and/or announcements to the media.

Mission Critical data shall be backed up on a scheduled basis and stored off site in a secure, environmentally safe, locked facility accessible only to authorized personnel.

TTUHSC El Paso Information Resources backup and recovery process for each system must be documented and periodically reviewed. A process must be implemented to verify the success of the electronic information backup.

Backups must be periodically tested to ensure that they are recoverable.