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# PURPOSE

Within Washington State government, the Military Department has overall responsibility for Emergency Management [activities. Included as part of emergency management is the requirement that state agencies develop Continuity o](https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#COOP)f [Operations Planning (COOP). [1]](https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#COOP)

It is through the COOP process that agencies identify mission essential functions in order to develop disaster recovery plans for the technology necessary to delivery agency essential functions. Once developed, the disaster recovery plan(s) becomes part of the COOP.

While the COOP speaks to emergencies and crisis management, routine [business continuity](https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#continuity) [2] planning ensures that essential functions are identified and can be recovered and restored in the event of [service disruptions](https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#servdisr) [3].

# POLICY STATEMENT

1. Agencies shall develop [disaster recovery](https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#disaster) [4] (DR) plans in support of the agency [COOP](https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#COOP) [1] and the essential functions identified in the plan.
2. DR plans are required for each technology component necessary to support and deliver the agency essential functions documented in the agency COOP plan. DR plan must account for and consider interdependencies with other systems, components or service providers, including those that are not under direct control of the agency.
3. DR plans must be updated at least annually.
4. Agencies shall test DR plans at least annually, document results and identify corrective actions and/or risk mitigations based on test results.
5. Each agency shall train appropriate employees on the content of their DR plan(s) and to execute the recovery plans.
6. Agency heads are responsible for ensuring compliance with this policy.

## CONTACT INFORMATION

Contact the [OCIO Policy & Waiver Mailbox](mailto:ocio.policy@ocio.wa.gov) [5] for additional information or to request a waiver.

## SUNSET REVIEW DATE:

August 31, 2019

ADOPTED DATE:

August 11, 2016

# APPROVAL DATE:

While the policy is in force as of the adoption date, final approval of policy is expected at 09/16 full TSB meeting

# REVISION HISTORY

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| --- | --- |
| **Date** | **Action taken** |
| **08/15/16** | **TSB Policy Subcommittee recommended approval of the updated policy at their 8/11/16 meeting & the policy was adopted by the CIO pending final approval of the full**  **TSB at their 09/16 meeting. The subcommittee also recommended rescission of standard 151.10.** |
| **4/17/15** | **Revised policy adopted.** |

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| --- | --- |
| **4/8/15** | **Revised policy reviewed by the Portfolio Subcommittee of the Technology Services Board (TSB) and recommended for approval.**  **Revisions include:**  **Removed reference to annual certification process to match current practice.**  **Changed reference to annual update of plans from ‘annually’ to ‘at least annually’**  **Added reference that plans are initially developed and then regularly updated and tested.**  **Streamlined language in several areas and made other editorial and formatting changes.**  **Removed statement that State Auditor can audit plans and tests.**  **Removed link to NASCIO Tool Kit which is more appropriately contained in guideline material.** |
| **October 2011** | **Policy reformatted for migration to Office of Chief Information Officer. Added NASCIO toolkit reference.** |
| **April 2002** |  |
| **July 1993** | **Policy adopted.** |

APPROVING AUTHORITY

/s/ Michael Cockrill 08/11/2016 Chief Information Officer

Chair, Technology Services Board

Source URL: <https://ocio.wa.gov/policies/151-information-technology-disaster-recovery-planning>

Links:

[1] https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#COOP

[2] https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#continuity

[3] https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#servdisr

[4] https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#disaster

[5] [mailto:ocio.policy@ocio.wa.gov?subject=Policy%20151%20-%20Disaster%20Recovery%20Info%20or%20Waiver%20Request](mailto:ocio.policy@ocio.wa.gov)

[6] <http://mil.wa.gov/washington-state-military-department>

[7] <http://mil.wa.gov/emergency-management-division>

[8] <http://www.fema.gov/>

[9] <http://training.fema.gov/emi.aspx>

[10] <http://www.ready.gov/>

[11] https://ocio.wa.gov/identifying-interdependencies-when-planning-dr

[12] https://ocio.wa.gov/disaster-recovery-testing-tips