

# 1. OPERATIONS WITH BACKUP PROCEDURES

## 1.1 System Description and Architecture

Francis Marion University Campus Applications and Data Services uses an **iSeries** to hold all departments' data (Student, Staff, financial, payroll, academic, etc.). This midrange computer is located in the ACC computer center (locked server room). We don't keep any Credit Card information in this system.

## 1.2 Backup Procedures

The backup procedure for this midrange computer is made up of two parts, part A. and part B. When restoration of these two parts to our iSeries or another one is complete, we will have all data as of the time when the last daily incremental backup was performed:

- A. The complete save (**GO SAVE Menu OPTION 21. Entire system**) is made every time we change the iSeries operating system or add any program temporary fixes to the system. We also do a complete save every few months just for backup. This saves all information on the system including data.
- B. **The daily is done every morning Monday through Friday at 1 a.m.** This save contains all data files that could have changed.

FMU keeps these Data Tapes in a fire Proof Safe in the Stokes accounting office.

## 1.3 Responsibilities

The following members have been trained to respond to a contingency event, affecting the iSeries system. This CADSDRP establishes several members assigned to participate in recovering the iSeries system operations. These members are responsible for recovery of the iSeries midrange computer environment and all applications. Members of this team include personnel who are also responsible for the daily operations and maintenance of iSeries:

Mr. Robin M. Moore: Director of Campus Applications and Data Services  
Mr. Howard M. Byrd: Director of Programming Services  
Mr. John B. Dixon: CIO of FMU

# 2. NOTIFICATION AND ACTIVATION PHASE

This phase addresses the initial actions to be taken to detect and assess damage inflicted by a disruption to the iSeries. Based on the assessment of the event, the plan may be activated by any member of the disaster team.

**In an emergency, FMU's top priority is to preserve the health and safety of its staff before proceeding to the Notification and Activation procedures.**

- A. Contact information for team members is located at the beginning of this document
- B. The team needs to assess the damage to the iSeries and/or the building, to determine the extent of damage, and to estimate recovery time.
- C. The CADSDRP is to be activated if one or more of the following criteria are met:
  - 1. iSeries will be unavailable for more than 24 hours.
  - 2. Facility is damaged and will be unavailable for more than 24 hours.
  - 3. ANY other unseen criteria as determined by the team for health, safety or preservation of data reasons.
- D. If the plan is to be activated, all members of the team need to be notified and informed of the details of the event and if CADSDRP is in place.
- E. The team members must notify disaster recovery company storage facility that a disaster event has been declared. Synergistic On Line Solutions (disaster recovery company) contact information. Hot Site 24 X 7 Hotline: 1-888-349-2982  
Hot Site Location:

*Synergistic On Line Solutions  
6650 Highland Rd.  
Suite 219  
Waterford, Mi 48327  
Attn: Joe Memmer  
Joe Memmer 248-666-4590 x 121*

### **3. RECOVERY OPERATIONS**

This section provides procedures for recovering the application at the disaster recovery site, whereas other efforts are directed to repair damage to the original system and capabilities.

The following procedures are for recovering the FMU iSeries data at the disaster recovery site. Each procedure should be executed in the sequence as presented in order to maintain efficient operations.

**Recovery Goal:** Restore the iSeries with all data to allow the execution of all needed applications.

#### **3.1 Restore Procedures**

The restore procedure for the iSeries midrange computer is made up of two parts. The first part is a system restore and the second part is a daily restore. When restoration of these two parts to disaster recovery company iSeries is complete, we will have all information restored as of the time when the last daily backup was performed.