

**1 DIRECTIVE**

1.01 The disaster recovery plan (DRP) developed by the disaster planning team (DPT) must include a disaster declaration procedure that identifies the criteria used for declaring a disaster and disaster notification procedures that identify GNB personnel and all outside agencies who must be notified in the event of a disaster.

**2 PURPOSE**

2.01 The purpose of this Directive is to ensure that, in the event of a disaster, the appropriate GNB management, IT disaster recovery personnel, other affected employees, business partners, external vendors, support agencies and customers are contacted without unnecessary delay.

**3 SCOPE**

3.01 This directive applies to all GNB sites and computer systems.

**4 RESPONSIBILITY**

4.01 Each IT site liaison to the disaster planning team is responsible to identify the management team members, IT Technical Support personnel, employees, external vendors and support agencies needed to assist in recovering from a disaster, as well as those business partners and customers who may be adversely affected by delays in business processes during the disaster recovery period. Contact information should include addresses, telephone numbers (both landline and wireless), emails, and other forms of communication.

4.02 The disaster planning team is responsible to document all contact information supplied (updates occur any time there is a change and/or determined by a predefined and agreed lifecycle management).

**5 DEFINITIONS**

None

**6 RELATED DIRECTIVES**

OCIO IT 11.01 – Disaster Planning Team

OCIO IT 11.03 – Identification of Critical Processes