

IT Building Related Recovery Tasks

In the event of an incident which has resulted in destruction to any of the [Company] premises where IT infrastructure resides, the following tasks are to be performed.

Task	Responsibility for Task Completion	Task Completed By:
1. Upon notification of an incident that has affected a building where IT infrastructure resides, determine whether it is possible to access the affected building to perform an initial IT related damage assessment.		
2. In the event that it is not possible to gain access to the building to perform an IT related damage assessment: <ul style="list-style-type: none"> ○ Determine whether it is possible to assess systems availability without gaining access to the affected building; AND ○ Liaise with Facilities to enable IT to gain access to the affected building at the first opportunity. 		
3. Complete the IT related damage assessment at the first opportunity and establish the extent of the damage including: <ul style="list-style-type: none"> ○ Which systems are affected; ○ Whether it is possible to repair the damage to the IT systems with technology supplies that are available locally; ○ Whether the affected building will be available for the rebuilding of the damaged IT infrastructure; AND ○ An estimate of time it will take to repair the damage to the IT infrastructure. 		
4. Convene a Crisis Management Team meeting and communicate the results of the damage assessment. Inform the Crisis Management Team of the estimated time it will take to restore the affected IT services.		
5. In conjunction with the Crisis Management Team, determine whether it is necessary to invoke the affected business, service delivery and IT recovery plans.		
6. Confirm the affected systems criticality ratings and ensure that application restore priorities meet with[Company]group priorities.		

Task	Responsibility for Task Completion	Task Completed By:
7. Ensure IT staff, suppliers and any required contract staff are available to commence systems repairs.		
8. Conduct any repairs to the IT infrastructure that is possible.		
9. Liaise with Human Resources to identify and obtain any specialist skill-sets that are required to assist with the repairs to the IT infrastructure.		
10. Continue to liaise with the Crisis Management Team and ensure that they are continually aware of the status of the availability of the IT infrastructure.		