Disaster Recovery

An MDMA Disaster Recovery plan should include the following items to be considered complete. Use the checklist below to ensure that you have the required documents and that the required information is included. Check off each item and submit a copy of each document with this application.

Required Documents:
These documents must be included with your application:

✓	Document Description
	Implementation Plan and Procedures for Disaster Recovery Attach detailed procedures for each level of disaster. Document must include: ❑ Level ON Recovery – Emergency Level Low ❑ Temporary Power Failure (Less than 2 hours) ❑ Server Shutdown ❑ Minor Network Problems ❑ Level Two Recovery – Emergency Level Medium ❑ Extended Power outage (more that two hours) ❑ Major Equipment Failure ❑ Software Failure due to virus or system bug ❑ Major Network Failure or LAN/WAN failure ❑ Level Three Recovery – Emergency Level High ❑ Regional Disasters ❑ Fire ❑ Earthquake ❑ Major storms ❑ Anything impacting MDMA's Ability to access the primary site.
	Background or overview of Data Retrieval Organization Description of work groups and organizations.
	Business groups Dependent on the MDMA: Overview of other organizations and companies who depend on the MDMA data
	Disaster Impact: A list of systems that will be impacted internally or externally by disaster or outage. (eg. Billing Agent, Meter Data MSP, and UDC)
	Description of Hotsite and or Redundant Systems: Security, Power requirements, Remote access, Backup polices, System replicating, Mirroring, etc..