

1 DIRECTIVE

- 1.01 During disaster recovery and until the recovery process is complete, IT site management is empowered to restrict end-user activities regarding use of all IT resources when those activities are not part of critical business processes.

2 PURPOSE

- 2.01 The purpose of this Directive is to ensure that there are no unnecessary disruptions, distractions or resource limitations that may hinder business continuity or delay the recovery process.

3 SCOPE

- 3.01 This directive applies to all GNB IT sites.

4 RESPONSIBILITY

- 4.01 The disaster planning team is responsible to identify the IT resources that must be restricted or reallocated during disaster recovery.
- 4.02 The disaster recovery team is responsible to identify which restrictions or reallocations may be lifted at various stages during the recovery process.
- 4.03 IT site management is responsible to notify end-users regarding the restrictions that are being imposed at each stage of the recovery process and when all restrictions have been lifted.
- 4.04 All employees and guests are responsible to observe the restrictions imposed on IT resources.

5 DEFINITIONS

None

6 RELATED DIRECTIVES

OCIO IT 11.01 – Disaster Planning Team
OCIO IT 11.02 – Disaster Notification
OCIO IT 11.03 – Processing Continuity
OCIO IT 11.10 – Disaster Recovery Team