# CONTINGENCY PLANNING

## CP-01 CONTINGENCY PLANNING POLICY AND PROCEDURES

Control description: <http://800-53.govready.com/control?id=CP-1>

Security control type: Hybrid

#### LINCS specific control or LINCS Responsibility

This is Agency common control. More data about implementation can be obtained from the Agency common control catalog.

The LINCS Technology Project has developed a contingency planning policy consistent with Department of Education, Handbook for Information Technology Security Contingency Planning Procedures (Handbook OCIO-10) and NIST 800-34. Contingency planning procedures are formally documented within the LINCS Technology Project Contingency Plan, which provides the roles and responsibilities as it pertains to contingency planning. The Department reviews and updates the policy as necessary and the policy was last updated in July 2012.

#### CivicActions Responsibility

CivicActions has developed, documented and disseminated to personnel a contingency planning policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and procedures to facilitate the implementation of the policy and associated controls. This information is maintained in Contingency Planning (CP) Policy and Procedure that can be found in the CivicActions Compliance Docs GitHub repository at <https://github.com/CivicActions/compliance-docs>.

#### Amazon Web Services (AWS) US-East/West control support

The system partially inherits this control from the FedRAMP Provisional ATO granted to the AWS Cloud Service Provider dated 1 May 2013.

## CP-02 CONTINGENCY PLAN

Control description: <http://800-53.govready.com/control?id=CP-2>

Security control type: Hybrid

### Part a)

#### CivicActions Responsibility

CivicActions has developed a contingincy plan for that addresses:

1. Essential missions, business functions and associated contingency requirements
2. Recovery objectives, restoration priorities, and metrics
3. Roles and responsibilities are identified in the CP and includes the ISCP Director, Incident Commander (IC), CivicActions Coordinator, and CivicActions Information System Security Officer (ISSO).
4. Maintaining essential missions and business functions despite an information system disruption, compromise, or failure
5. Full information system restoration without deterioration of the security safeguards originally planned and implemented
6. The ISCP is reviewed and approved by ISCP Director, Incident Commander (IC), CivicActions ISSO and the System Owner annually.

#### Amazon Web Services (AWS) US-East/West control support

The system partially inherits this control from the FedRAMP Provisional ATO granted to the AWS Cloud dated 1 May 2013 for the following: contingency plan.

### Part b)

#### LINCS specific control or LINCS Responsibility

The LINCS Information System Contingency Plan (ISCP) has been distributed to all members who have roles in Contingency Planning and Incident Response team. Direction by the System Owner will update who is required to receive a copy of the contingency plan. The ISCP can be found in the LINCS GitHub wiki at <https://git.civicactions.net/lincs/compliance/blob/master/docs/contingency-plan.md>.

#### CivicActions Responsibility

The CivicActions Information System Contingency Plan (ISCP) has been distributed to all CivicActons team members. The ISCP can be found in the CivicActions Handbook at <https://civicactions-handbook.readthedocs.io/en/latest/09-security/contingency-plan/>.

### Part c)

#### CivicActions Responsibility

The Information System Contingency Plan (ISCP) is closely integrated with the Incident Response Plan (IRP). Coordination is the responsibility of the ISCP Director and CivicActions Operations.

### Part d)

#### CivicActions Responsibility

The ISCP Director and CivicActions Security are responsible to review the ISCP annually and when a change to the system occurs.

### Part e)

#### CivicActions Responsibility

CivicActions Operations and ISCP Director are required to update the ISCP to address changes to the organization, information system, or environment of operation and problems encountered during contingency plan implementation, execution, or testing.

### Part f)

#### CivicActions Responsibility

The ISCP requires that changes to the plan be communicated to those on the Incident Response / Contingency Plan Contact List.

### Part g)

#### CivicActions Responsibility

The ISCP is available on CivicActions Github repository. This repository provides the configuration management capabilities for the ISCP to be protected from unauthorized disclosure and modification.

## CP-03 CONTINGENCY TRAINING

Control description: <http://800-53.govready.com/control?id=CP-3>

Security control type: Hybrid

#### CivicActions Responsibility

The ISCP stipulates that all CivicActions system assigned roles in the Contingency Plan Team are trained in their duties within three months of first being assigned a role in the CP, and then annually thereafter or when changes are required. CivicActions uses the Contingency Plan as described in controls CP-1 and CP-2 as a basis for personnel contingency training.

#### Amazon Web Services (AWS) US-East/West control support

The system partially inherits this control from the FedRAMP Provisional ATO granted to the AWS Cloud dated 1 May 2013 for the following: contingency plan training.

## CP-04 CONTINGENCY PLAN TESTING

Control description: <http://800-53.govready.com/control?id=CP-4>

Security control type: Hybrid

#### CivicActions Responsibility

Real world tests of the contingency plan will be held at least annually, with supplemental tests (checklist/table-top) as needed for specific scenarios. The ISCP Coordinator is responsible to facilitate annual testing exercises. The testing process for the ISCP includes review of the ISCP, exercise and identification of corrective actions and other improvements.

#### Amazon Web Services (AWS) US-East/West control support

The system partially inherits this control from the FedRAMP Provisional ATO granted to the AWS Cloud dated 1 May 2013 for the following: contingency plan testing.

## CP-06 ALTERNATE STORAGE SITE

Control description: <http://800-53.govready.com/control?id=CP-6>

Security control type: Inherited (Cloud Service Provider)

#### Amazon Web Services (AWS) US-East/West control support

The system partially inherits this control from the FedRAMP Provisional ATO granted to the AWS Cloud dated 1 May 2013 for the following: alternate storage site

## CP-06 (1) SEPARATION FROM PRIMARY SITE

Control description: <http://800-53.govready.com/control?id=CP-6>

Security control type: Inherited (Cloud Service Provider)

#### Amazon Web Services (AWS) US-East/West control support

The system partially inherits this control from the FedRAMP Provisional ATO granted to the AWS Cloud dated 1 May 2013 for the following: alternate storage site separation.

## CP-09 INFORMATION SYSTEM BACKUP

Control description: <http://800-53.govready.com/control?id=CP-9>

Security control type: Hybrid

### Part a)

#### CivicActions Responsibility

CivicActions conducts system user-level information backup in accordance with requirements (at a minimum, incremental backups must be conducted at least weekly and full backups must be conducted at least monthly).

#### Amazon Web Services (AWS) US-East/West control support

The system partially inherits this control from the FedRAMP Provisional ATO granted to the AWS Cloud dated 1 May 2013 for the following: user level backup requirements.

### Part b)

#### CivicActions Responsibility

System level information for the application is replicated and backed up in the same way as user-level information as defined in CP-9(a).

#### Amazon Web Services (AWS) US-East/West control support

The system partially inherits this control from the FedRAMP Provisional ATO granted to the AWS Cloud dated 1 May 2013 for the following: system level backup requirements.

### Part c)

#### CivicActions Responsibility

System documentation is backed up from the GitHub repository on a daily basis with a minimum two-week retention period and off-site storage.

### Part d)

#### CivicActions Responsibility

CivicActions employees must authenticate prior to being granted access to the GitHub repository. Roles and responsibilities within GitHub determine the proper level of access for the documentation being accessed. The folder structure of GitHub protects though permissions and ownership prohibiting users from accessing unauthorized documentation.

#### Amazon Web Services (AWS) US-East/West control support

The system partially inherits this control from the FedRAMP Provisional ATO granted to the AWS Cloud dated 1 May 2013 for the following: protection of backup information.

## CP-10 INFORMATION SYSTEM RECOVERY AND RECONSTITUTION

Control description: <http://800-53.govready.com/control?id=CP-10>

Security control type: Hybrid

#### CivicActions Responsibility

The Contingency Plan documents the mechanisms with supporting procedures that allow all system components to be recovered and reconstituted to the system’s original state after a disruption or failure. This original state means that all system parameters (either default or organization-established) are reset, patches are reinstalled, system and security configuration settings are reestablished, system documentation and operating procedures are available, application and system software is reinstalled, information from the most recent backups is available and the system is fully tested.

#### Amazon Web Services (AWS) US-East/West control support

The system partially inherits this control from the FedRAMP Provisional ATO granted to the AWS Cloud dated 1 May 2013 for the following: information system recovery and reconstitution.