Disaster Recovery Runbook - Vision Plus

Document Control

- **Document Owner**: John Doe (DR Manager)

- **Issue Date**: 20/12/2024

- **Revision History**:

  - Version: 1.0

  - Author: Jane Smith

  - Revision Date: 20/12/2024

  - Initial Draft

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1. Application Overview

Application Name: EPH System
Environment: Production

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2. Infrastructure Details

Primary Instance

Server Role	Hostname	IP Address	Operating System	Ports	Owner
Application Server	vp-primary01	10.20.30.10	Linux RHEL 8	8080, 8443	Emma Williams
Database Server	vp-db01	192.168.3.20	Windows Server 2019	1433, 3306	James Carter
Web Server	vp-web01	192.168.3.30	Linux Ubuntu 20.04	80, 443	Sophia Brown
Load Balancer	vp-lb01	192.168.3.40	Linux RHEL 7	80, 443, 22	Liam Taylor

Secondary Instance

Server Role	Hostname	IP Address	Operating System	Ports	Owner
Application Server	vp-secondary01	10.20.40.10	Linux RHEL 8	8080, 8443	Alex Johnson
Database Server	vp-db-secondary01	192.168.4.20	Windows Server 2019	1433, 3306	Maria Lopez
Web Server	vp-web-secondary01	192.168.4.30	Linux Ubuntu 20.04	80, 443	Richard Kim
Load Balancer	vp-lb-secondary01	192.168.4.40	Linux RHEL 7	80, 443, 22	Kevin Wright

3. Communication Matrix

Role	Name	Phone	Email
DR Manager	Emma Williams	+1-555-123-4567	emma.williams@example.com
Application Owner	James	+1-555-987-6543	james.carter@example.com
Database Owner	Sophua	+1-555-234-5678	sophia.brown@example.com
Network Administrator	Kevin Wright	+1-555-345-6789	kevin.wright@example.com
Functional Tester	Liam	+1-555-456-7890	liam.taylor@example.com

4. Recovery Procedure

Step 1: Disaster Declaration

- Notify the DR Manager (John Doe) upon detecting a failure in the primary site.
- Verify the issue using monitoring tools.
- Trigger the disaster recovery plan if the downtime exceeds RTO (60 minutes).

Step 2: Failover Activation

1. **Pre-Failover Validation**:

   o Confirm data replication status between primary and secondary databases.

   o Ensure all secondary servers are operational.

   o Validate DNS readiness for secondary site.

2. **Failover Process**:

   o Stop primary application services.

   o Update DNS to point to secondary site IPs:

      ▪ Application: 192.168.4.10

      ▪ Web: 192.168.4.30

   o Start secondary application services.

3. **Post-Failover Checks**:

   o Verify application accessibility.

   o Validate dependent systems (e.g., database, APIs).

Step 3: Communication

- Inform all stakeholders about the failover.

- Share expected timelines for recovery.

Step 4: Post-Recovery Validation

- Perform sanity tests on application functionality.

- Reconcile any discrepancies in data.

- Document observations and lessons learned.

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5. Dependency Mapping

Dependent System	Direction	Dependency Type	Responsible Owner
Payment Gateway	Outbound	API Integration	Alex Johnson
Fraud Detection	Inbound	Data Feed	Maria Lopez

6. DR Drill Schedule

- Next Scheduled Drill: 15/01/2025

- Drill Scope: Full failover from primary to secondary site.

- Drill Duration: 4 hours.

7. Post-Drill Documentation

- Prepare a report summarizing:

    o Time taken for failover.

    o Observations and errors.

    o Recommendations for improvement.

- Responsible: John Doe (DR Manager).