

Disaster Recovery Runbook - s

Document Control

- **Document Owner:** John Doe (DR Manager)
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 - Version: 1.0
 - Author: Jane Smith
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 - Initial Draft

1. Application Overview

Application Name: EPH System
Environment: Production

2. Infrastructure Details

Primary Instance

| Server Role | Hostname | IP Address | Operating System | Ports | Owner |
|--------------------|--------------|---------------|---------------------|-------------|-------------------|
| Application Server | cb-primary01 | 172.16.100.10 | Linux RHEL 8 | 8080, 8443 | Ahmed Al Mansoori |
| Database Server | cb-db01 | 192.168.3.20 | Windows Server 2019 | 1433, 3306 | Fatima Al Rashid |
| Web Server | cb-web01 | 192.168.3.30 | Linux Ubuntu 20.04 | 80, 443 | Hassan Al Nuaimi |
| Load Balancer | cb-lb01 | 192.168.3.40 | Linux RHEL 7 | 80, 443, 22 | Noor Al Falasi |

Secondary Instance

| Server Role | Hostname | IP Address | Operating System | Ports | Owner |
|--------------------|--------------------|---------------|---------------------|-------------|--------------|
| Application Server | cb-secondary01 | 172.16.200.10 | Linux RHEL 8 | 8080, 8443 | Alex Johnson |
| Database Server | cb-db-secondary01 | 192.168.4.20 | Windows Server 2019 | 1433, 3306 | Maria Lopez |
| Web Server | cb-web-secondary01 | 192.168.4.30 | Linux Ubuntu 20.04 | 80, 443 | Richard Kim |
| Load Balancer | cb-lb-secondary01 | 192.168.4.40 | Linux RHEL 7 | 80, 443, 22 | Kevin Wright |

3. Communication Matrix

| Role | Name | Phone | Email |
|-----------------------|---------------|-------------------|----------------------------|
| DR Manager | Mansoori | +971-555-123-4567 | ahmed.mansoori@example.com |
| Application Owner | Fatima Rashid | +971-555-987-6543 | fatima.rashid@example.com |
| Database Owner | Hassan Nuaimi | +971-555-234-5678 | hassan.nuaimi@example.com |
| Network Administrator | Kevin Wright | +971-555-345-6789 | kevin.wright@example.com |
| Functional Tester | Noor falasi | +971-555-456-7890 | noor.falasi@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:**

- Confirm data replication status between primary and secondary databases.
- Ensure all secondary servers are operational.
- Validate DNS readiness for secondary site.

2. **Failover Process:**

- Stop primary application services.
- Update DNS to point to secondary site IPs:
 - Application: 192.168.4.10
 - Web: 192.168.4.30
- Start secondary application services.

3. **Post-Failover Checks:**

- Verify application accessibility.
- 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.

5. Dependency Mapping

| Dependent System | Direction | Dependency Type | Responsible Owner |
|---------------------------|---------------|-----------------|-------------------|
| Loan Management System | Outbound | API Integration | Alex Johnson |
| Credit Scoring Service | Inbound | Data Feed | Maria Lopez |
| Customer Records Database | Bidirectional | API Integration | Richard Kim |

6. DR Drill Schedule

- Next Scheduled Drill: 15/01/2025
 - Drill Scope: Full failover from primary to secondary site.
 - Drill Duration: 4 hours.
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7. Post-Drill Documentation

- Prepare a report summarizing:
 - Time taken for failover.
 - Observations and errors.
 - Recommendations for improvement.
- Responsible: John Doe (DR Manager).