



DEPARTMENT OF THE NAVY  
NAVAL EDUCATION AND TRAINING PROFESSIONAL  
DEVELOPMENT AND TECHNOLOGY CENTER  
6490 SAUFLEY FIELD ROAD  
PENSACOLA, FLORIDA 32509-5204

IN REPLY REFER TO  
NETPDTCINST 5239.2C  
N6

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NETPDTC INSTRUCTION 5239.2C

**Subj: ADP CONTINGENCY PLAN**

Ref: (a) OPNAVINST 5239.1B

Encl: (1) ADP Contingency Plan

1. **Purpose.** To issue this plan for emergency response per reference (a). The objective is to minimize losses, endure continuation of essential operations, and provide an orderly and timely recovery from an interruption of service. This plan provides guidance for any contingency that would preclude the command from functioning in a normal manner. This instruction is divided into several sections that state major objectives and functions for emergency situations.
2. **Cancellation.** NETPDTCINST 5239.2B
3. **Revision.** Since this is a major revision, marginal notations are not annotated. This instruction should be read in its entirety.
4. **Responsibility**
  - a. The Department Director, Systems Engineering and Technology Services Department (N6), will comply with enclosure (1) and assign persons for Emergency and Disaster Response Groups, as appropriate.
  - b. Applicable NETPDTC personnel will become familiar with and adhere to their guidelines that will be readily available for use during and after a contingency.
5. **Action**
  - a. The Department Director, Systems Engineering and Technology Services Department (N6), will implement the ADP Contingency Plan when in his/her judgment, conditions exist which would compel an emergency response or act upon the orders of higher authority.

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b. All responsible personnel will react with the objective of reducing damage and keeping operational outages to a minimum.



P. M. RICKETTS

Distribution: (NETPDTCINST 5216.1H)  
Lists I and II

Web Access: MAIN INDEX

[https://www.netpdtc.cnet.navy.mil/index.cfm/fuseaction/directive.home/index.cfm](https://www.netpdtc.cnet.navy.mil/index.cfm/fuseaction/directive/home/index.cfm)

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NAVAL EDUCATION AND TRAINING  
PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER (NETPDTC)  
ADP CONTINGENCY PLAN

**PART ONE - PRELIMINARY PLANNING**

1.1 PURPOSE.

a. The purpose of this plan is to establish policies and procedures to minimize, to the extent possible, any interruption in the flow of Automated Information Systems (AIS) data to system users. This plan establishes essential guidance for personnel to follow in the event of a disaster, natural or man-made, and assigns responsibilities for responding to the emergency.

b. Implementation of this plan will minimize the interruption of service and establish procedures to be followed to restore Automated Data Processing (ADP) services.

c. The following are major objectives of this plan:

(1) To minimize interruptions in service to users of NETPDTC's ADP services.

(2) To establish alternatives to cope with unusual events.

(3) To return to full service as quickly and economically as possible.

1.2 SCOPE. This plan is applicable to the data processing facility located in Building 2434, 290 Sprague Avenue, Saufley Field, Pensacola, Florida 32509.

a. This plan is divided into the following major divisions:

(1) PART I - PRELIMINARY PLANNING

(2) PART II - PREPARATORY ACTIONS

(3) PART III - ACTION PLAN

1.3 ASSUMPTIONS.

a. This plan is based on current tasking and capabilities of NETPDTC. The following assumptions were drawn in developing this plan:

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(1) A major disruption of ADP operations due to natural or man-made disaster occurs which activates this plan.

(2) Area wide man-made disasters, such as nuclear attack, which would necessitate extended recovery periods, are not covered as the ability to implement this plan would be severely limited or eliminated.

(3) Occurrences such as power surges and thunderstorms are covered by standard procedures since they occur frequently and are handled as a matter of routine.

(4) Severe Weather (Hurricanes, Tropical Storms, etc.) are common occurrences in this area and, unless they cause damage to the facility or equipment, would not normally result in the implementation of this ADP Contingency Plan.

b. Mission essential services will require top priority. Personnel and facilities of NETPDTC are committed to the contingency recovery effort covered by this plan. Management's ability to recover from or respond to contingencies covered under this plan is critically dependent on full cooperation at all levels of management within NETPDTC.

c. The effective recovery from any contingency is dependent on resources directly controlled by NETPDTC and those controlled by contract or other naval commands. Memoranda of Understanding (MOUs) have been established to cover services required by other activities.

#### 1.4 RESPONSIBILITIES.

a. AUTHORITY. Authority to implement this contingency plan has been delegated to the N6 Department Director. NETPDTC emergency and security instructions to be used in consonance with this plan are:

(1) NASPCLA INSTRUCTION (R)3440.4

(2) NETPDTCINST 5239.1 Automated Information Systems (AIS) Security

b. PLAN MAINTENANCE. Maintenance and updating of the plan will be based on changing conditions. However, an annual review of the plan will be made during the third quarter of every year to ensure that the plan is workable and current. Periodic reviews may be conducted at the discretion of the Command Coordinator of

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those areas subject to change.

c. AREAS OF RESPONSIBILITY/EXPERTISE. Disaster Response Group (DRG) personnel are assigned the responsibility for specific areas during the emergency situation. In order to have the most current expertise and skills, these assignments will normally be based upon present job assignments. However, in order to make full use of employee's knowledge and abilities, these assignments may be based on their special knowledge or areas of expertise.

(1) POSITION ASSIGNMENTS. Personnel may be assigned specific duties within the Disaster Response Group (DRG) because of their position or duties that are assigned outside the scope of this instruction. Positions and duties of personnel that are assigned in this manner are:

a) Command Coordinator (N6)

1) Convene the entire DRG initially to determine possible overlaps of responsibilities and to assure all team leaders and members know their assigned duties.

2) Ensure the DRG positions are staffed with qualified personnel and inform team members of their assignments.

3) Monitor testing of the ADP Contingency Plan and evaluate its effectiveness.

4) Evaluate initial reports of any contingency and decide whether or not the Initial Response Team (IRT) must be activated.

5) Determine the most appropriate course of action and direct the Disaster Response Manager to implement procedures to enable a rapid and orderly recovery process.

6) Coordinate the effort to handle the emergency situation and the actions of the Disaster Response Group, and ensure the safety of personnel during the emergency.

7) Keep the Commanding Officer and Executive Officer informed.

b) Disaster Response Manager (N63)

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1) Notify members of the Disaster Response Group and initiate provisions of the ADP Contingency Plan when directed by the Command Coordinator.

2) Perform the duties of the Command Coordinator if the Command Coordinator is not available.

3) Advise the Command Coordinator on extent and status of the emergency, and provide status report as necessary.

4) Maintain a roster of members of the DRG to include current names, work and home telephone numbers and area of responsibility. Report changes or additions to the Command Coordinator who will ensure positions are filled in a timely manner.

5) Monitor and coordinate the duties of the Disaster Recovery Group (DRG), and brief DRG on current status including extent of damage and anticipated downtime.

6) Notify all affected management personnel of the situation and the status of their AIS, Data and contingency procedure that will affect their mission.

7) Ensure an emergency locker is available for use during contingencies. The emergency locker will contain items for combating emergencies and be inventoried and maintained by N631C. Report locker readiness status to the Command Coordinator at the start of each hurricane season.

c) Information Systems Security Manager (ISSM) - N644.

1) Responsible for addressing all IT security incidents in accordance with NETPDTCINCT 5239.1A.

2) Notify N63 personnel of all Information Assurance Vulnerability Alerts (IAVAs) required software security patches.

3) Set standards and provide guidance to N631 personnel to insure adequate backups of system software and data are performed and stored in appropriate locations on and off site.

d) Physical Security Manager (N6311)

1) Functional responsibility is to provide for the physical security of the building and its contents including,

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personnel, equipment, furniture, supplies, files, software, and media.

2) When required, determine precautions needed to secure the facility after the initial emergency and report findings to the Command Coordinator.

3) At the Command Coordinator's discretion, notify the Security Officer of the contingency and ask for security assistance if needed. This will primarily involve use of security personnel in a guard role for computer spaces.

e) Enterprise Support Services (N631)

1) Functional responsibility is to provide computing services for computer systems, system peripherals, and computer support equipment.

2) Monitor the status of the security alarm system, card access system, under floor water detection alarms, electrical generator, uninterruptible power supply (UPS), fire suppression system and fire alarm system.

d. TEAM ASSIGNMENTS. Personnel may be assigned to teams within the Disaster Response Group because of their responsibilities or expertise within the Systems Engineering and Technology Services Department (N6). An overview of the areas of responsibility within the department, and their duties within the ADP Contingency Plan, is as follows:

(1) Corporate Applications & Technology Development Division (N61). Will coordinate all actions related to the acquisition, installation and implementation of applications software, and analyze the extent of damages to application software for restoration of the affected systems.

(2) Engineering and Integrated Learning Technologies Division (N63). Will coordinate all actions related to the installation and implementation of System software, and assure necessary System software and required backup programs are in place or available. Will determine extent of damage to communication capabilities and initiate procedures to recover. Will determine the extent of damages to the physical plant and ADP hardware. Provide operational support and, using Operations personnel on each shift, provide Computer Support Services personnel for each computer system.

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(3) Information Technology Business Management Division (N64). Provide technical procurement support services for acquisition of replacement Equipment, Software, Supplies, and Services required to effectively recover from contingencies and restore operations to a pre-disaster configuration. Write and maintain contractor tasking to insure contract personnel assigned to perform functions as part of the ADP Contingency plan can do so within the existing contract tasking. Maintain the ADP Contingency Plan, and perform the plans annual review. Perform the ADP Security function for NETPDTC.

#### 1.5 STRATEGY.

a. ADP systems are located in Buildings 2434 and 2435 at Saufley Field. Building 2434 has UPS power with a generator backup to handle loss of power. Servers located in building 2435 can be relocated to building 2434 in the event of extended loss of power.

b. Support contracts are currently in force with several civilian contractors to provide limited repair service as well as new hardware. Data and programs can be transported to alternate sites to continue operations. NETPDTC is currently developing a Continuity Of Operations Plan (COOP) Site at NAS Pensacola, Building 741, 280 Farrar Road, Naval Air Station, Pensacola, Florida 32508. This site will provide off-site storage facilities for backups as well as some limited operational capabilities as described in the "Disaster Preparedness Handbook for CeTARS".

c. The wide variety and scope of actions involved in recovery will be dictated by varying actions and whether they are long or short term. If the current facility is heavily damaged or destroyed, the decision must be made to either completely rebuild or perform necessary repairs to continue daily operations. Short-term strategy would be to defer non-critical tasking and perform other duties manually. Long-term strategy would be to restore operations by using existing contractors and vendors supplemented as necessary if funded.

#### 1.6 RECORD OF CHANGES.

a. This NETPDTC Instruction is intended to be electronically maintained and published, and a "Change Sheet" is not required.

b. Plan distribution.

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(1) Master copies of this ADP Contingency Plan, along with the team rosters, will be kept in the following locations:

(a) Command Coordinator's Office, Room 129, Building 2434, 6490 Saufley Field Road, Pensacola, FL. 32509.

(b) Off-site storage, Building 741, 280 Farrar Road, Naval Air Station, Pensacola, FL. 32508.

(2) Additional copies of the ADP Contingency Plan will be distributed in accordance with NETPDTCINST 5216.1.

(3) An electronic copy of all unclassified NETPDTC Instructions is available at:

<https://www.netpdtc.cnet.navy.mil/index.cfm/fuseaction/directive.home/index.cfm>

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PART TWO - PREPARATORY ACTIONS2.1 PEOPLE.

a. The Disaster Response Manager will maintain an up-to-date roster of all members of the Disaster Response Group (DRG) which consists of the Initial Response Team (IRT), Disaster Management Team (DMT), and the Damage Assessment and Recovery Teams (DARTs). Copies of this roster will be kept with the ADP Contingency Plan per section 1.6 of the plan.

b. Upon implementation of this plan the following personnel will be notified by N6:

- |                        |                              |
|------------------------|------------------------------|
| (1) COMMANDING OFFICER | 452-1310, 452-1001 Ext. 1900 |
| (2) EXECUTIVE OFFICER  | 452-1311, 452-1001 Ext. 1901 |
| (3) SAFETY OFFICER     | 452-5555                     |
| (4) SECURITY OFFICER   | 452-5555                     |
| (5) CIVIL ENGINEER     | 452-5555                     |
| (6) N3                 | 452-1685, 452-1001 Ext. 2256 |
| (7) N5                 | 452-1757, 452-1001 Ext. 2022 |
| (8) N8                 | 452-1391, 452-1001 Ext. 1435 |

2.2 DATA. If at all possible, data contained in the AISS supported by N6 will continue to flow to user activities. During any contingency, an attempt will be made to provide continuous service, to restore service quickly as possible, to prioritize restoration when necessary, and to interchange whatever equipment is available wherever it is required. The options that are available allow a high degree of flexibility precluding concurrent major disasters. Data in all its forms are subject to a variety of vulnerabilities and, at times, the loss is swift and total. A fireproof safe is maintained in Building 2434 and an off-base storage facility is located at Building 741, 280 Farrar Road, Naval Air Station, Pensacola, Florida 32508 for backup data. The storage of these vital records is the responsibility of NETPDTC Code N631.

2.3 SOFTWARE. Software is considered in two different forms: operating systems and application software. NETPDTC Code N6 is responsible for developing, producing and safeguarding software in any form. Since a large number of many software programs exist it

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is virtually impossible to inventory and number each for this publication, however;

a. A copy of each program is retained on each equipment type as well as at each applicable site. Programs may be transferred from one site to another with little difficulty.

b. A system operations manual is maintained by NETPDTC Code N631, and updated as necessary, and a current copy is stored at the off-site storage location.

c. A master schedule of programs to be run for each system is maintained by NETPDTC Code N631, and updated as necessary and published monthly. A distribution system circulates these schedules and a copy is dedicated to storage, along with media, and is considered a vital record for contingency purposes.

2.4 HARDWARE. Hardware is the equipment that the software runs on, and includes the computer, display, memory, storage devices, printers and other peripheral components.

a. NETPDTC uses hardware manufactured by several different manufactures, and has maintenance contracts currently in place to provide repairs for equipment that is broken or becomes defective. These maintenance contracts do not cover repairs required as a result of a disaster, and additional contracts and funding will be required to restore the equipment to operation in the event of a contingency.

b. A master equipment inventory is maintained by the command to identify all ADP equipment in use throughout the command. It identifies types of equipment by location, building, room and quantity. This database is updated as equipment is added, changed or moved to different locations. NETPDTC Code N63 is responsible for maintaining the ADPE inventory for the command. This inventory database is maintained at NETPDTC Code N6 at Saufley Field, Pensacola, Florida and is duplicated at each of the N6 Units.

c. The following list of hardware vendors is currently supplying equipment and/or maintenance to NETPDTC and should be looked upon as a resource for possible recovery operations:

- |                      |                |
|----------------------|----------------|
| (1) SUN Microsystems | 1-770-360-6550 |
| (2) DELL Inc.        | 1-877-446-6289 |

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- (3) Northrop Grumman I.T. 1-800-852-6464
- (4) EMC Corporation 1-703-970-5818
- (5) Hewlett Packard 1-800-633-3600
- (6) DTL Solutions, Inc. 1-800-284-5101
- (7) Network Appliance, Inc. 1-408-367-3206

2.5 COMMUNICATIONS. All communications terminate in Building 2434, Room 101. This is the one main checkpoint for voice and data transmission. The master circuit identification and circuit diagrams are held by NETPDTC Code N633.

2.6 SUPPLIES. A list of critical supply items with all necessary information (e.g. stock numbers for ordering) along with a list of vendors who provide such supplies is listed in Appendix A of this Instruction.

2.7 TRANSPORTATION.

a. NETPDTC Code N6 is currently issued a Government Vehicle that can be used for transportation of equipment, supplies and media.

b. Additional vehicles may be obtained from the Navy Public Works Center Dispatch Desk at (850) 452-4563 by using the existing job order number. Vehicles up to and including 2.5 ton trucks (excluding busses) may be operated by personnel with a valid State drivers license. If busses or vehicles greater than 2.5 tons are necessary, PWC requires that those drivers possess special licenses.

c. The use of Privately Owned Vehicles (POVs) to transport personnel, supplies, media, and equipment on a voluntary basis is anticipated and the Government will pay for such use on a per mile basis at the rate currently in effect at the time.

2.8 SPACE. Current site requirements (lay-out of facility) along with that of the COOP facility is listed in Appendix B of this Instruction.

2.9 FACILITIES (Power and Environment). Facilities are the support environment required to power the equipment and house equipment and personnel.

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a. Power. An Uninterruptible Power Supply (UPS) and diesel generator is currently installed and working at NETPDTC Saufley Field. This UPS system can provide adequate support in running the data processing operation in the computer room, Building 2434 until base power can be restored.

b. Climate Control. Presently there are eight air conditioning units for the Computer room. In the event two or three units fail, full operations will have to be curtailed and tasks will have to be reprioritized. The degree of operations may vary from time to time and will depend upon the amount of cooling needed/available.

c. Fire. The computer room is protected by a smoke detection system. If smoke is detected and the fire alarm sounds, the fire department can respond within two minutes.

(1) If only one smoke detector is activated the alarm will sound, power will remain in the computer room and the CO2 fire suppression system will not discharge. Since the power is not terminated, the systems will not shut down; therefore, no restart will be required.

(2) If more than one smoke detector is activated, or a CO2 Discharge Station is pulled, the alarm will sound, the power in the computer room will automatically be terminated, and the primary bank of the under floor CO2 fire suppression system will discharge. Note: The discharge of the CO2 may cause damage to computer systems as a result of thermal shock. Such damage is not covered by contracted maintenance and any repairs will have to be funded through one-time repairs or other means. The termination of power will cause all systems to shut down and will require a complete restart of all systems before operations can return to normal. After the emergency has passed, the Fire Department will switch the fire suppression system to the Secondary bank of CO2 and place a service request to refill the primary bank. When the primary bank is refilled the Fire Department will reset the system to use the primary bank.

d. Facility Destruction. A major fire, hurricane, tornado or other natural disaster may destroy the computer room in building 2434 at Saufley Field with the end result being the temporary curtailment of IT support for NAVEDTRACOM users on major AIS's. In the event of major destruction, NETPDTC Code N8 with guidance from N6 on requirements should immediately initiate procedures to secure replacement or interim facilities. Considerations for space should not be limited to Saufley Field but should include

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any available workspace at any military installation within the Pensacola area. If workspace is not available on military installations, N8 should contact the General Services Administration (GSA), Region 4, Director, Building Management Division, for the purpose of acquiring GSA contracted office spaces.

e. The following facilities resources can be vital to the recovery activities at NETPDTC:

- |                              |                |
|------------------------------|----------------|
| (1) NAVY Public Works Center | 452-4331       |
| (2) FMD Contractor Help Desk | 452-5555       |
| (3) FIRE STATION/EMT         | 452-3333       |
| (4) ELYSIUM Power Solutions  | 932-7998       |
| (5) LIEBERT Global Services  | 1-800-543-2378 |

#### 2.10 DOCUMENTATION.

- a. Plan Distribution - Refer to Paragraph 1.6.b
- b. Data - Refer to Paragraph 2.2
- c. Software - Refer to Paragraph 2.3
- d. Hardware - Refer to Paragraph 2.4
- e. Communications - Refer to Paragraph 2.5

#### 2.11 OTHER.

a. Alternate site agreements - The N6 COOP Site, Building 741, 280 Farrar Road, Naval Air Station, Pensacola, Florida 32508, will provide off-site storage facilities for backups as well as some limited operational capabilities as described in the "Disaster Preparedness Handbook for CeTARS".

b. Contracts - All N6 contracts are maintained by NETPDTC Code N64. Current vendor telephone numbers are listed in Paragraph 2.4.c of this document. Copies of current contracts may be obtained from NETPDTC Code N64 or NETPDTC Code N8.

#### 2.12 TESTING

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a. Major emergencies seldom occur so it is difficult to check for complete adequacy and proficiency. However, planning, budgeting and carrying out tests are necessary since there is no feedback, which would otherwise allow for evaluation. The Disaster Response Manager will ensure that all tests under this paragraph will be conducted and results recorded. Tests can be as minor as the simulated loss of a single system or as sophisticated as a complete evacuation of the building and shutdown of all equipment. When required, tests will use backup files and documentation. This will check the availability of save files and other required items from the storage vault. As a minimum tests should include:

- (1) Hardware failure of single items and/or multiple units.
- (2) Software sabotage and/or failure.
- (3) Power failure (commercial).
- (4) Communication lines failure.

b. The Command Coordinator will schedule a test of the ADP Contingency Plan annually, during the second quarter. The Disaster Response Manager will administer, control, observe and evaluate the results.

c. If results warrant, modifications to the basic plan and adjustments to training schemes will be initiated

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**PART THREE - ACTION PLAN**

3.1 Emergency Response

a. EMERGENCY CONTROL CENTER (ECC)

(1) The primary location for the ECC will be the N6 conference room if it is still habitable (if not an alternate location will be designated by the Command Coordinator (CC), Department Director, Systems Engineering and Technology Services Department(N6)). The ECC will be used as a muster point for all Disaster Response Group (DRG) Teams and as a work and planning space during the resolution of the contingency.

(2) In order for the Disaster Response Group (DRG) to have adequate facilities from which to operate, the Disaster Response Manager (N63) will ensure the ECC is prepared for use and will ensure adequate communications and phone service is available.

b. CRITICAL PROCESSING PRIORITIZATION

(1) The Disaster Response Group (DRG) will work with the NETPDTC users to ensure the important task of prioritizing AIS systems for recovery is accomplished and provided to the Disaster Response Manager. Mission critical systems will be given the highest priority in the recovery process.

(2) Based on the variety of conditions following a disaster and the uncertainty of having the ability to operate at full capacity, requirements existing following the incident must be analyzed and this may alter previously established priorities. Some tasks may be combined, postponed or even canceled. The Disaster Response Manager based upon approval by the Command Coordinator and damage assessment information provided by the DRG will execute these decisions. Changes made must optimize availability of equipment and personnel in the interest of computer use and processing demands.

(3) Although each user regards their systems as important, many of these will not be considered high priority for immediate recovery during post-disaster operations. It is important, however, to insure that our users understand that all of these systems are important to us and that recovery priorities will be made in a fair and equitable manner.

c. DISASTER RESPONSE GROUP (DRG). The Disaster Response Group

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(DRG) is an action group that responds to emergencies that threaten IT resources and the flow of Automated Information Systems (AIS) Data to system users. The DRG is comprised of three main teams, (1) the Initial Response Team (IRT), (2) the Disaster Management Team (DMT), and (3) a third team composed of numerous specialized teams, collectively known as Damage Assessment and Recovery Teams (DARTs). This Contingency Plan presents a series of procedures which may be exercised by the NETPDTC Disaster Response Group to provide contingency production processing in the event an emergency situation arises wherein the development and maintenance process would be inoperable for an unacceptable period of time. Key members of NETPDTC with extensive knowledge of management support, systems acquisition, systems and application software, computer support services, hardware, network management and systems integrations will be assigned additional duties to various teams/positions in support of this ADP Contingency Plan.

(1) In case of a major disaster, line of succession will be in accordance with NETPDTCINST 3050.1.

(2) NETPDTC personnel will be assigned to various teams within the DRG in writing, by their respective division within 30 days after this instruction has been published.

(3) A list of all Team Assignments is published as Appendix C of this instruction and shall include information on how to contact each member of the team.

(4) Upon assignment to the DRG, all personnel will be required to read and thoroughly familiarize themselves with the plan and sign a memorandum for the record stating that the document was read and understood.

(5) Each member will attend formal instruction on contingency planning requirements conducted by their appropriate team leader.

d. INITIAL RESPONSE TEAM (IRT). (As assigned by the Command Coordinator (CC), NETPDTC Code N6) The function of the IRT will be to respond, as directed by the Command Coordinator (CC), to any contingency and make a preliminary assessment of any damages. As the preliminary assessment is made and analyzed, the CC will make the decision, if necessary, to activate additional teams within the DRG.

(1) The IRT is made up of the following:

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- a) Command Coordinator (CC) - Department Director, N6.
- b) Disaster Response Manager (DRM) - N63.
- c) Information Systems Security Manager (ISSM) - N644.
- d) Physical Security Manager (PSM) - N6311.
- e) Computer Support Services - N631C personnel.

(2) In the absence of the Command Coordinator and the Disaster Response Manager the senior leader will be designated as the on-scene leader for the purpose of on-scene decision-making.

(3) The Initial Response Team may be augmented with additional personnel as required by the Command Coordinator in order to make the preliminary assessment.

e. DISASTER MANAGEMENT TEAM (DMT). (As assigned by the Command Coordinator (CC), NETPDTC Code N6) After the IRT has made a preliminary assessment of damages, the Command Coordinator (CC) may direct the Disaster Management Team (DMT) to respond. The team will be led by the Disaster Response Manager (DRM), and be made up of key management personnel within the Systems Engineering and Technology Services Department (N6). The Disaster Management Team will coordinate interaction between the Damage Assessment and Recovery Teams (DARTs) and manage the functions of the Disaster Response Group (DRG).

(1) When directed by the Disaster Response Manager, the DMT will assemble and initiate the contingency plan and activate the Emergency Control Center (ECC).

(2) Investigate the ability of the computer center to operate. Report the results to the Disaster Response Manager. Areas of concern are:

- a) Condition and status of hardware and software systems.
- b) Condition and status of files (media).
- c) Condition and status of communication lines and equipment.
- d) Condition and status of materials and supplies; e.g., paper, media.

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e) Condition of physical plant, normal and emergency power sources and all other support resources.

(3) Determine if off-site operation is necessary and ensure the DARTs are briefed on the backup site facility, including security, safety and standard operating procedures.

(4) Maintain a pool of personnel for assignment to recovery operations or as needed by the DARTs.

(5) Ensure adequate numbers of assigned teams including a team leader. Those teams that have a mix of personnel from different NETPDTC Codes will be formed with the cooperation of appropriate Division/Branch Heads. These supervisors will supply personnel names as needed to assist the Disaster Response Manager in staffing the DARTs.

(6) Ensure team leaders jointly monitor and direct all recovery efforts, including the assessment of damage to the facility, equipment, communications and supplies and also direct all backup site efforts during the contingency.

(7) Debrief the DARTs and report on completion of operations after recovery to the Disaster Response Manager. This report will outline problems encountered during recovery and recommend operating methods to reduce the chance of recurrence.

(8) Coordinate with vendors, ordering equipment and parts needed for recovery. (Use the Hardware Acquisition Team/Communications System Team/Software Support Team.)

(9) Advise the Disaster Response Manager of backup site availability.

(10) Coordinate Contingency Plan requirements with NETPDTC users and contractors.

(11) Insure that the DARTs work together to accomplish the following:

a) Completion of critical customer tasks and a return to full service.

b) Brief the Disaster Response Manager on all significant unsolved transition problems.

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c) Ensure resources are obtained from the off-site storage for DART usage.

f. DAMAGE ASSESSMENT AND RECOVERY TEAMS (DARTs). (As assigned by the Disaster Response Manager (DRM) NETPDTC Code N63) will consist of NETPDTC employees qualified for the duties to which assigned.

(1) Leaders will coordinate assignments from all codes when necessary. Team size is determined by the Leader and will work under their direction.

(2) The DART members will assemble when notified by the Leader. Assembly point will be the Emergency Control Center (ECC) or other prearranged location. Teams will perform specific tasks outlined in this plan and any additional assignments imposed by the DRM or DMT.

g. Administrative Support Team will:

(1) Provide clerical and administrative support during recovery operations at the Emergency Control Center and the backup computer facility (when used).

(2) Provide administrative support for the DRG to ensure adequate funding is available for recovery operations. Obtain interim funding to support the recovery operation. Funds may be necessary for limited mode on-site operations at NETPDTC; to cover transportation of personnel, supplies and equipment to an alternate site; and per diem funds for those personnel operating off-site.

(3) Process authorization of expenditures for the DRG Teams and screen requisitions submitted during the emergency. When necessary, validate the requirement with the Disaster Response Manager (DRM). Assign appropriate priority to requisitions and provide a record of emergency costs and expenditures.

(4) Arrange for recovery assistance from outside sources; e.g., PWC, Southern Bell, where necessary.

(5) Compile and maintain a list of required office materials and a list of contacts that could provide temporary replacement office furniture.

(6) Provide historian to record the events surrounding the disaster and recovery process.

h. ADP Security Team will:

(1) Insure that sensitive data is maintained in accordance with applicable regulations.

(2) Notify System Software Team of all applicable system security patches and insure that these patches are applied to the appropriate systems.

i. Applications Software Team will:

(1) Coordinate with the Computer Support Services Team for retrieval of backup application files, programs, and listings from the off-site storage/vault.

(2) Assist the Computer Support Services Team in the restoration of necessary application programs, user packs and files.

(3) Assist the Computer Support and Software Support Teams in testing and verifying system operation.

j. Communications Support Team will:

(1) With assistance from the vendor representative, evaluate the extent of damage to the communications network and determine line requirements during recovery. Report these to the Leader.

(2) Develop network changes to reestablish communications links. If reestablishment is not possible, alert the User Support Team so alternatives can be pursued with the user.

(3) Coordinate activities with hardware vendors to ensure communications system compatibility. Initiate procurement of telecommunications equipment (additional or replacement) as required after the contingency.

(4) Supervise line and equipment installations for network changes and recovery.

(5) Establish minimum equipment and telephone requirements to support operations and keep current.

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(6) Provide support for other communications recovery functions created by the emergency.

k. Computer Support Services Team will:

(1) Prepare a current inventory report of files and materials in the off-site vault and storage area. Forward inventory copies to the Software Support Team, Applications Software Team, User Support Team, and Operations Team Leaders.

(2) Determine transportation needs for local movement of equipment, supplies and personnel, requesting additional trucks, vans, cars, etc., thru the Administrative Support Team. Identify resources, files and materials that need to be moved between sites in the local area and provide drivers and vehicles to support this effort. Identify and supervise the distribution of media, supplies, materials and Software backups used by the DARTs for recovery operations.

(3) During the recovery and backup phase, continue to maintain vault/storage/backup services for those systems still in operation.

(4) With assigned vendor personnel, perform operational checks and test each piece of hardware equipment and components or peripherals, to get the status of the available ADP equipment and report findings to the DMT.

(5) Assist the System Software Team and the Applications Team with the loading/restoration of software and perform other tasks necessary to support backup or recovery.

(6) After coordinating with Application System Managers, load application data from backups.

(7) Initialize and operate computers and peripheral equipment. Coordinate with the DMT and the User Support Team in the activation of the processing schedule. If limited operations are necessary, ensure the processing of priority tasks per directions of the Disaster Response Manager.

(8) As operations begin, ensure copies of newly created backup and save files are sent to the off-site vault/storage area.

(9) Report any complaints or problems with user priorities or service to the Disaster Response Manager and keep the DMT informed of the processing accomplished.

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(10) Maintain a record of any operations backlog and report to the DMT.

(11) With assistance of the salvage team, direct the clean up and repair of the damaged area. Obtain assistance from PWC/FMD and the FMD Contractor to determine availability and capability of auxiliary power sources and generators. Report emergency equipment status to Disaster Response Manager.

(12) Coordinate the design and preparation of restoration and new construction to include: electrical and generator requirement, uninterruptible power source, raised flooring, air-conditioning, wall construction, floor layouts, heating, telephone lines, etc.

(13) Develop a list for the Administrative Support Team, of minimum requirements for temporary office space, furniture, and equipment. Determine, with salvage team support, the condition and inventory of material and supplies required during an emergency and ensure they are ready for use by the DARTs, and arrange for off-site storage of an emergency stockpile of consumables to cover sufficient time for reorder and restock. Coordinate the distribution of salvaged supplies to support operations and procure replacement supplies and/or setup new stores delivery systems needed for an adequate inventory of all required items; e.g., paper products, special forms, media, media racks, etc. Monitor requisitions until equipment or supplies are received. Distribute additional supplies for the continuing recovery effort.

1. Hardware Acquisition Team will:

(1) Provide the Disaster Response Manager (DRM) with cost estimates for repair or replacement of damaged or destroyed equipment using the post-disaster inventory.

(2) Coordinate ADP equipment needs and vendor requirements, as directed by the Manager. Initiate procurement of replacement hardware to meet immediate processing needs and other equipment required to return to full operational status.

(3) Establish, monitor and report delivery schedules and status for new hardware orders to the Manager. This report will include cost estimates for repair or replacement of damaged or destroyed equipment.

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(4) Obtain equipment status from the Computer Support Services Team and assist vendors with installation.

(5) Maintain contact with vendors and other ADP suppliers to assist in obtaining replacement equipment as rapidly as possible. When possible, establish pre-disaster agreements with vendors for priority replacement of damaged resources.

(6) Prepare a list of contacts that are available to provide salvage work in an emergency. Vendor personnel may salvage vendor equipment, with assistance, when needed.

(7) Assist the Facilities Preparation Team in the site repair and recovery effort.

m. Physical Security Team will:

(1) Determine contingency security requirements necessary to protect NETPDTC spaces and report them to the Disaster Response Manager.

(2) Ensure that security regulations are followed by personnel involved in recovery operations.

(3) Coordinate security efforts and enforce additional or more stringent requirements as appropriate. The Security team is authorized to deny access to damaged areas, and restrict access to spaces and buildings. Failure to comply with directions from security team members may result in charges for criminal trespass and arrest by base security personnel.

(4) Ensure posting of guards at entrances, check employees for badges, and provide escorts for non-NETPDTC employees that have duties in our spaces.

(5) This team may be augmented with other NETPDTC personnel, both military and civilian. Base Security forces may be requested through the Security Officer if necessary.

n. Salvage Team will:

(1) Initiate salvage efforts as directed by the Disaster Response Manager (DRM).

(2) Appraise damage to the physical plant and support components; e.g., power, air-conditioning, fire detection systems

etc., with assistance from various support activities; e.g., PWC, FMD, FMD Contractor, Fire Department, etc.

(3) Prepare assessments as a detailed damage and inventory review. With vendor assistance, identify materials and hardware that can be salvaged. Give this information to the Disaster Response Manager (DRM) who will use the data to brief to the DRG.

(4) Recover equipment, supplies and materials from the disaster area as required. Determine if items can be salvaged and arrange for their removal, relocation, and repair.

o. System Software Team will:

(1) Obtain backup software files, databases and listings from the Computer Support Services Team and validate system status.

(2) Isolate system failures and restore software packs on all systems ensuring systems generation for recovery configuration.

(3) Initiate procurement of replacement software with vendors where necessary. Keep the DMT advised of this requirement and progress.

(4) Coordinate the test, debug and initialization of system with the Computer Support Services Team.

(5) Retrieve databases and required data or information from backup media stored in the vault or off-site.

(6) After the contingency, ensure each system's software, master files and databases are backed up in the vault off-site.

(7) Maintain a list of vendor software contacts who may be needed to provide assistance.

p. User Support Team will act as liaison with users on system status and will:

(1) Be briefed by the DMT, who will keep them informed of the operational status, so they can accurately answer user questions and requests for assistance.

(2) Inform users and customers of the emergency condition and keep them informed of the operation status of NETPDTC and of

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any action required of them during the contingency operation.

(3) Survey users to determine if data or reports have been lost during the disaster and report these findings to the DMT.

(4) If operational ability is reduced, brief the user of the need to run only priority or critical tasks.

(5) Notify user contact points of any decision to operate from the backup site and brief them on operational impacts.

(6) Assist the DMT in scheduling priority critical tasks and prepare revised production schedules based on current priority need.

(7) Report user-task backlogs to the DMT.

(8) Keep user informed of the operating status, and when the system is operational (as directed by the DMT).

q. TRAINING

(1) The Disaster Response Manager will ensure each Team Leader understands the function of his team in the overall disaster recovery plan. This training will ensure an understanding of the interface required between DRG teams assigned to assist each other in the completion of tasks; e.g., the Security Team and the Salvage Team are involved jointly in isolating the damaged area within our spaces.

(2) Individual DRG team leaders will familiarize the members of their teams with the recovery plan and with any individual duties or responsibilities assigned, as outlined in Parts II and III.

3.2 Backup Operations

a. Scenario 1 - Minimal Damage

(1) Damage to portions of the computer facility in Building 2434, rooms 101-106, resulting in minimal downtime for some of the equipment and minor repairs to the facility.

b. Scenario 2 - Moderate Damage

(1) Damage to portions of the computer facility in Building 2434, rooms 101-106, resulting in extended downtime as

the result of the loss of some of the equipment and/or requiring repairs to the facility.

c. Scenario 3 - Catastrophic Damage

(1) Destruction of the computer facility in Building 2434, rooms 101-106, resulting in the loss of a major portion or all of the equipment and requiring the rebuilding or replacement of the facility.

3.3 Recovery Actions

a. All Scenarios

(1) The Command Coordinator (CC) will implement the ADP Contingency Plan as outlined in 3.1 Emergency Response of this document, assemble the Initial Response Team (IRT) and direct the Disaster Response Manager (DRM) to activate the Disaster Response Group as appropriate to the situation.

(2) The Disaster Response Manager (DRM) will initiate the provisions of the ADP Contingency Plan as directed by the Command Coordinator (CC) and activate teams within the Disaster Response Group as required. After reviewing the findings of the teams within the Disaster Recovery Group, the Disaster Response Manager (DRM) will form a plan of action to restore the computer facility to normal operation and will make the determination if systems will need to be relocated to other sites and the sequence the systems will be restored to operational status. In the event that high priority systems have been damaged, equipment from lower priority systems may be reutilized in order to shorten down time for the higher priority systems.

b. Scenario 1 - Minimal Damage

(1) The plan of action in a situation of Minimal Damage is to restore the affected systems to service at the current facility. It is anticipated that this can be accomplished by making some repairs to the physical facility and the repair or replacement of the damaged computer equipment.

(2) In this scenario users of the affected systems would experience minimal downtime.

c. Scenario 2 - Moderate Damage

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(1) The plan of action in a situation of Moderate Damage is to restore the affected systems to service at an alternate site while making repairs to the current facility, and after the repairs have been completed, return the systems to operation in the Saufley Field computer room. It is anticipated that this can be accomplished by making use of the COOP Site, Building 741, Naval Air Station, Pensacola, Florida, using equipment already staged at the COOP site, salvage of equipment from Saufley, and the purchase of additional equipment.

(2) In this scenario users of the affected systems could experience extended downtime.

d. Scenario 3 - Catastrophic Damage

(1) The plan of action in a situation of Catastrophic Damage is to relocate the affected systems to service at an alternate site and evaluate the option of rebuilding the current facility, moving to another facility or building a new facility. It is anticipated that some of the high priority systems can be brought up at the COOP Site, Building 741, Naval Air Station, Pensacola, Florida, using equipment already staged at the COOP site, salvage of equipment from Saufley, and the purchase of additional equipment.

(2) In this scenario users of the affected systems could experience prolonged downtime.

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ITEM	NUMBER	USE	VENDOR
Computer Paper 14 1/2" x 11"	7530-00-145-0414	Computer printouts	NSN
Copier Paper 8 1/2" x 11"	7530-00-181-7174	Printing, copying	NSN
CDs American Mic. Thermal White	15876	Training CDs	INET / APOGEE
CD Mailers 10-PK DM-1000 Fellowes	43859370122	Mailing CDs	DARTEK
Rimage CMY Ribbon	202944-001	Everest CD Printer	Summation Technology
Rimage Transfer roll	202947-001	Everest CD Printer	Summation Technology
Ribbons for Intermec	P/N 120084106	Property tags	INTERMEC MEDIA
Property Tag Labels	E02206	Property tags	INTERMEC MEDIA
Maxell DLT 35/70 40/80 Tapes	12437	System Backups	APOGEE & Maleo
Maxell SDLT cartridges	183700	System Backups	Magnetic Products/Svcs & Maleo
IMATION 4mm 90M Dat Tapes	C3614	System Backups	Global Computer
IMATION 4mm 120M 100 pk Dat Tape	16539	System Backups	DARTEK
MAXELL DDS-3 4mm 125m Dat Tape	12436	System Backups	APOGEE
IMATION 4mm Cleaning Tapes (50 clngs)	16621	Tape drive cleaning	DARTEK
IMATION TR-1 TRAVAN Dat Cart. 400MB	16137	System Backups	DARTEK
HP Toner Cartridges Black	92298A	Reports/prints	Inet, Apogee, Global Computer
HP Toner Cartridges Black	C4127X	Reports/prints	Inet, Apogee, Global Computer
HP Toner Cartridges Black	C4191A	Reports/prints	Inet, Apogee, Global Computer
HP Toner Cartridges Cyan	C4192A	Reports/prints	Inet, Apogee, Global Computer
HP Toner Cartridge Magenta	C4193A	Reports/prints	Inet, Apogee, Global Computer
HP Toner Cartridges Yellow	C4194A	Reports/prints	Inet, Apogee, Global Computer
HP Smart Toner Cartridges Blk	C9730	Reports/prints	Inet, Apogee, Global Computer
HP Smart Toner Cartridges Cyan	C9731	Reports/prints	Inet, Apogee, Global Computer
HP Smart Toner Cartridges Yellow	C9732	Reports/prints	Inet, Apogee, Global Computer
HP Smart Toner Cartridges Magenta	C9733	Reports/prints	Inet, Apogee, Global Computer
HP C4195A Drum Kit	C4195A	Printers	CDW-G or Apogee
HP 1160 Color Printer Ink Cartridge	C5010A	Reports/prints	Global Computer
HP 1160 Color Printer Ink Cartridge (Black)	C5011A	Reports/prints	Global Computer
HP C6578 Tri Colour Print Cartridge	C6578	Reports/prints	Global Computer
HP 1160 Color Printer Head (Black)	C4920A	Reports/prints	Global Computer
HP 1160 Color Printer Head (Cyan)	C4921A	Reports/prints	Global Computer
HP 1160 Color Printer Head (Magenta)	C4922A	Reports/prints	Global Computer
HP 1160 Color Printer Head (Yellow)	C4923A	Reports/prints	Global Computer

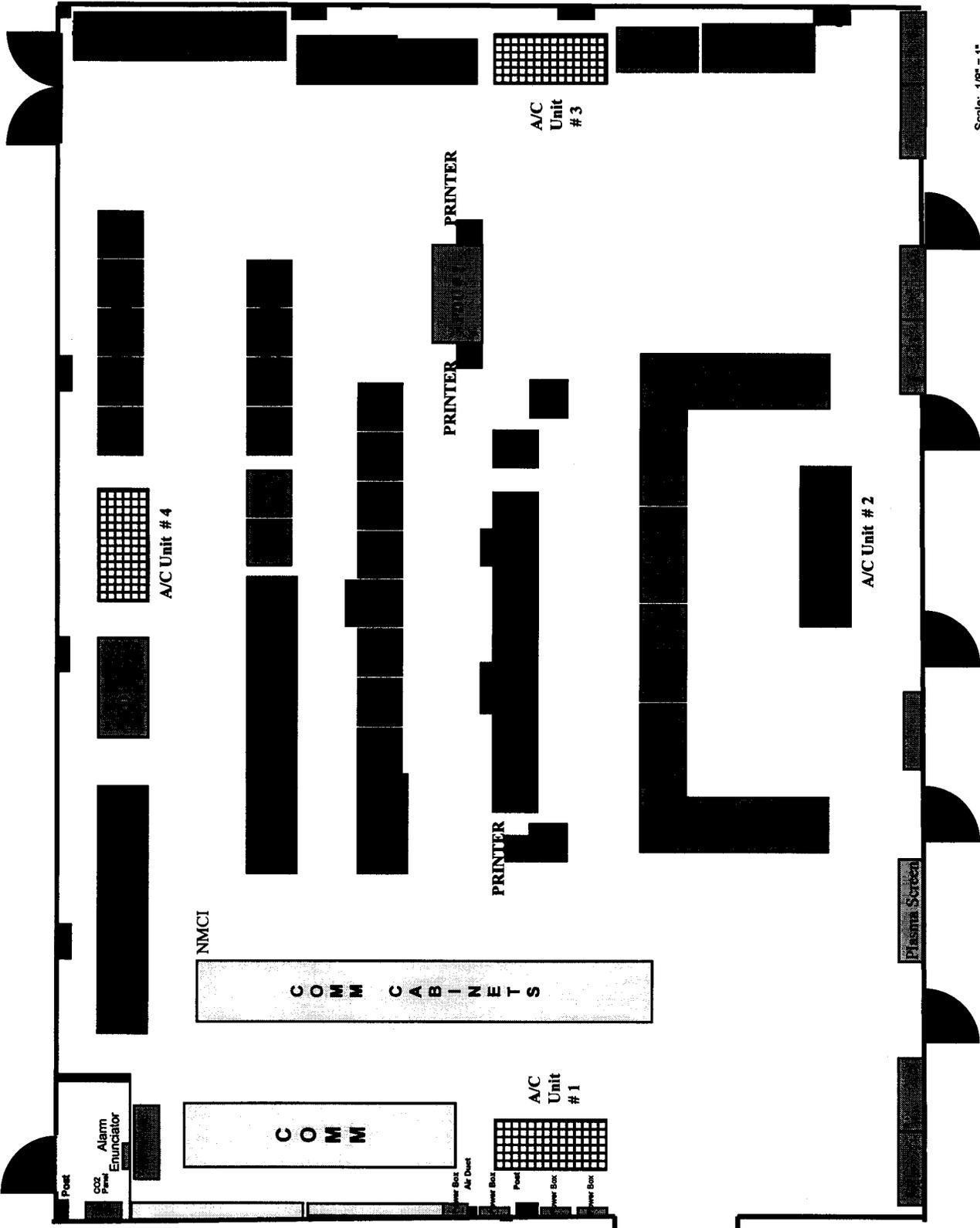
ITEM	NUMBER	USE	VENDOR
Lexmark 20K Yield Prebate Print Cart.	299718	Reports/prints	CDW-G or Apogee
Lexmark C750 Blk Prebate 15K Ink Cart.	340690	Reports/prints	CDW-G or Apogee
Lexmark C750 Cyan Prebate 15K Ink Cart.	340691	Reports/prints	CDW-G or Apogee
Lexmark C750 Mag. Prebate 15K Ink Cart.	340692	Reports/prints	CDW-G or Apogee
Lexmark C750 Yellow Prebate 15K Ink Cart	340693	Reports/prints	CDW-G or Apogee
Xerox 4400YN High Capacity Print Cartridge	487187	Reports/prints	CDW-G or Apogee
Xerox Blk High Capacity Toner 6200	386211	Reports/prints	CDW-G or Apogee
Xerox Cyan High Capacity Toner 6200	386208	Reports/prints	CDW-G or Apogee
Xerox Mag. High Capacity Toner 6200	386209	Reports/prints	CDW-G or Apogee
Xerox Yellow High Capacity Toner 6200	386210	Reports/prints	CDW-G or Apogee
Lexmark Cartridge No. 82 Black	Z65 Series	Reports/prints	CDW-G or Apogee
Lexmark Cartridge No. 83 Color	Z65 Series	Reports/prints	CDW-G or Apogee



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Scale: 1/8" = 1'

Building 2434, Sausley Field  
 Room 101  
 Appendix B

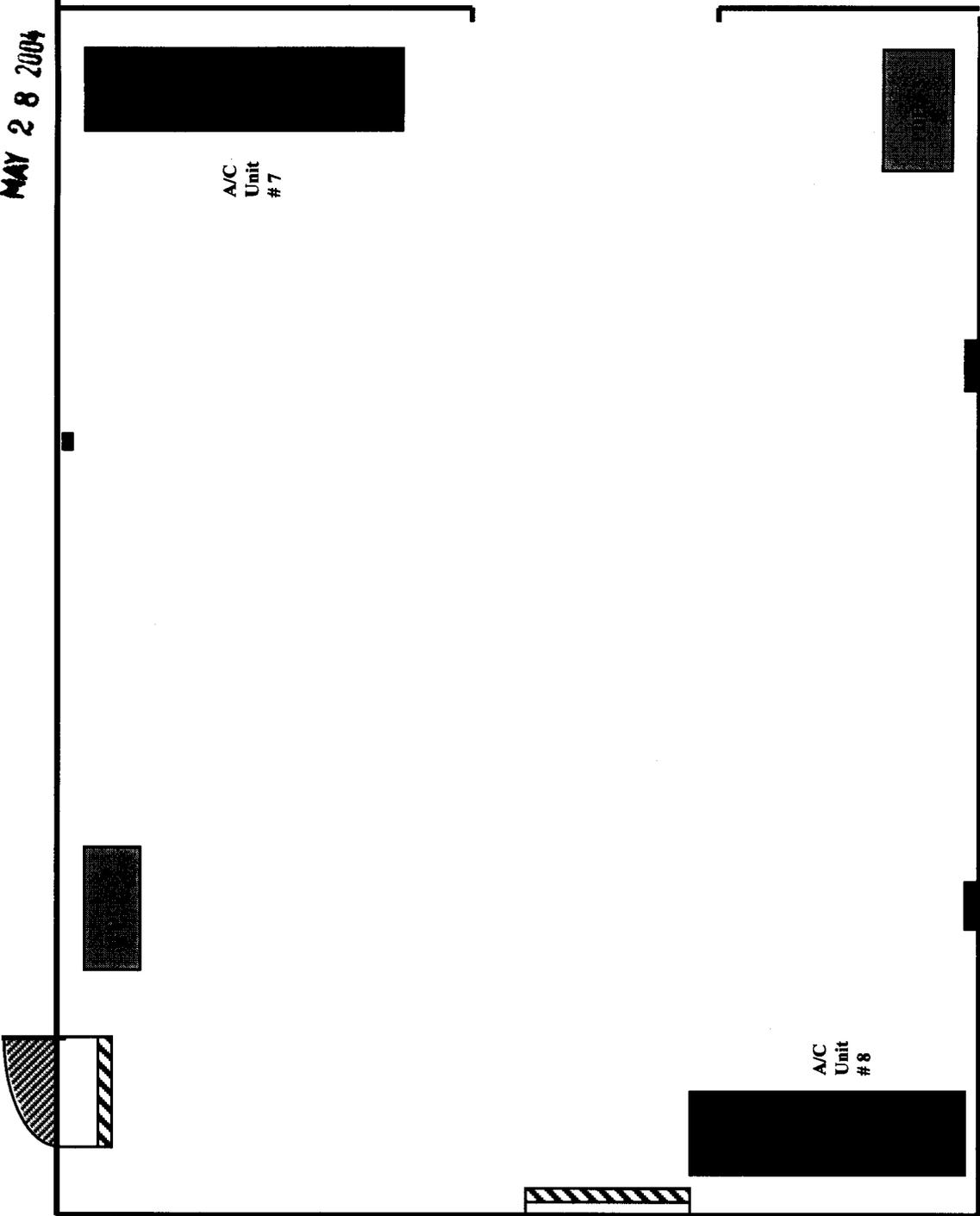


LEGEND	
[Symbol]	Table/Console
[Symbol]	Hewlett Packard
[Symbol]	File servers
[Symbol]	NMCI Comm.
[Symbol]	Communications
[Symbol]	SUN
[Symbol]	PRINTERS
[Symbol]	APC Mixed Servers

65' 9" X 46' 10"  
 2965" 6" sq ft.

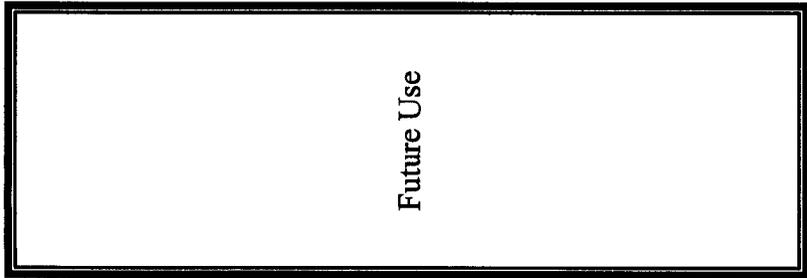


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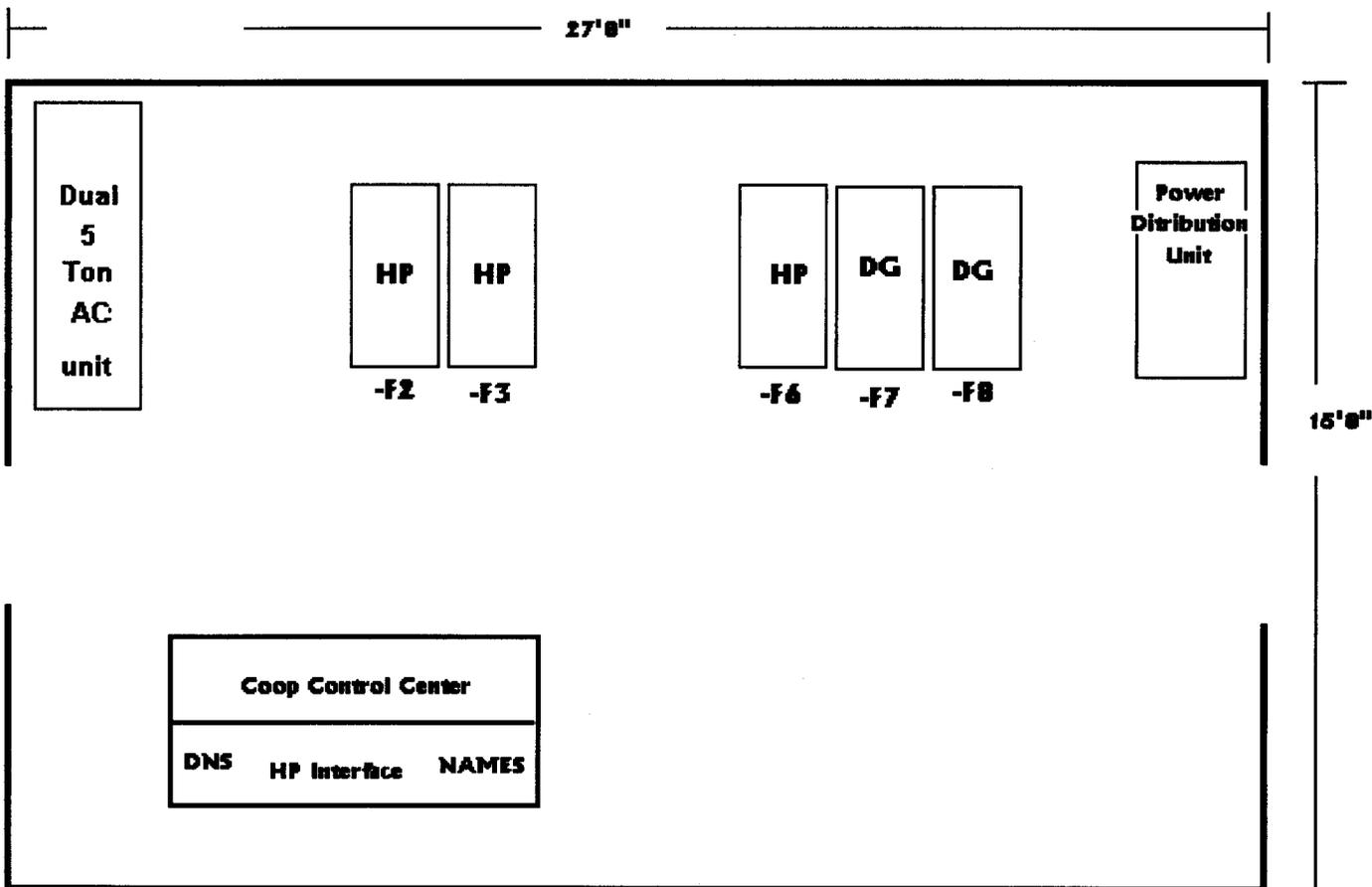
Building 2434, Saufley Field  
Room 106  
Appendix B

LEGEND



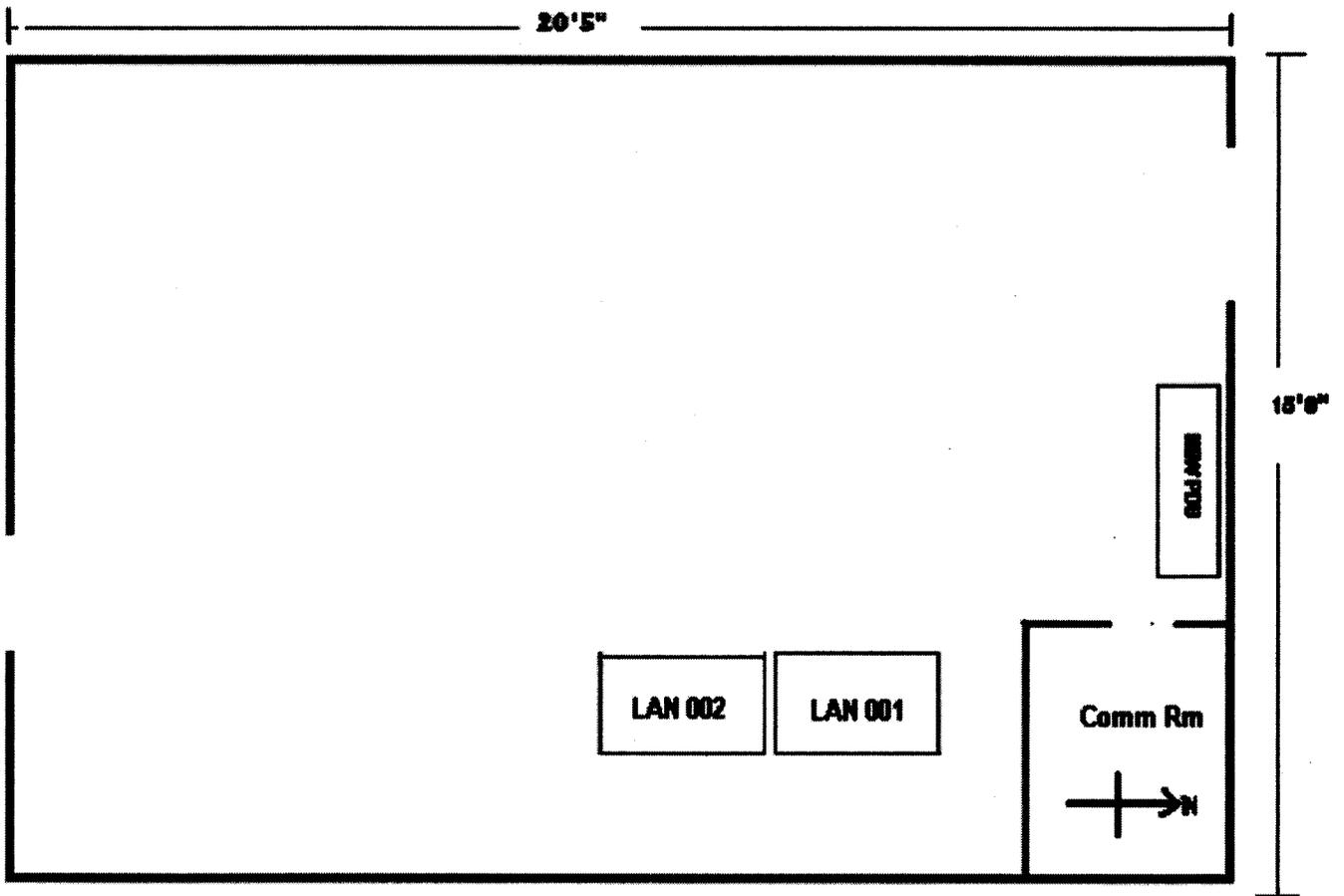
33'6" X 29'8"

COOP Site Bldg 741



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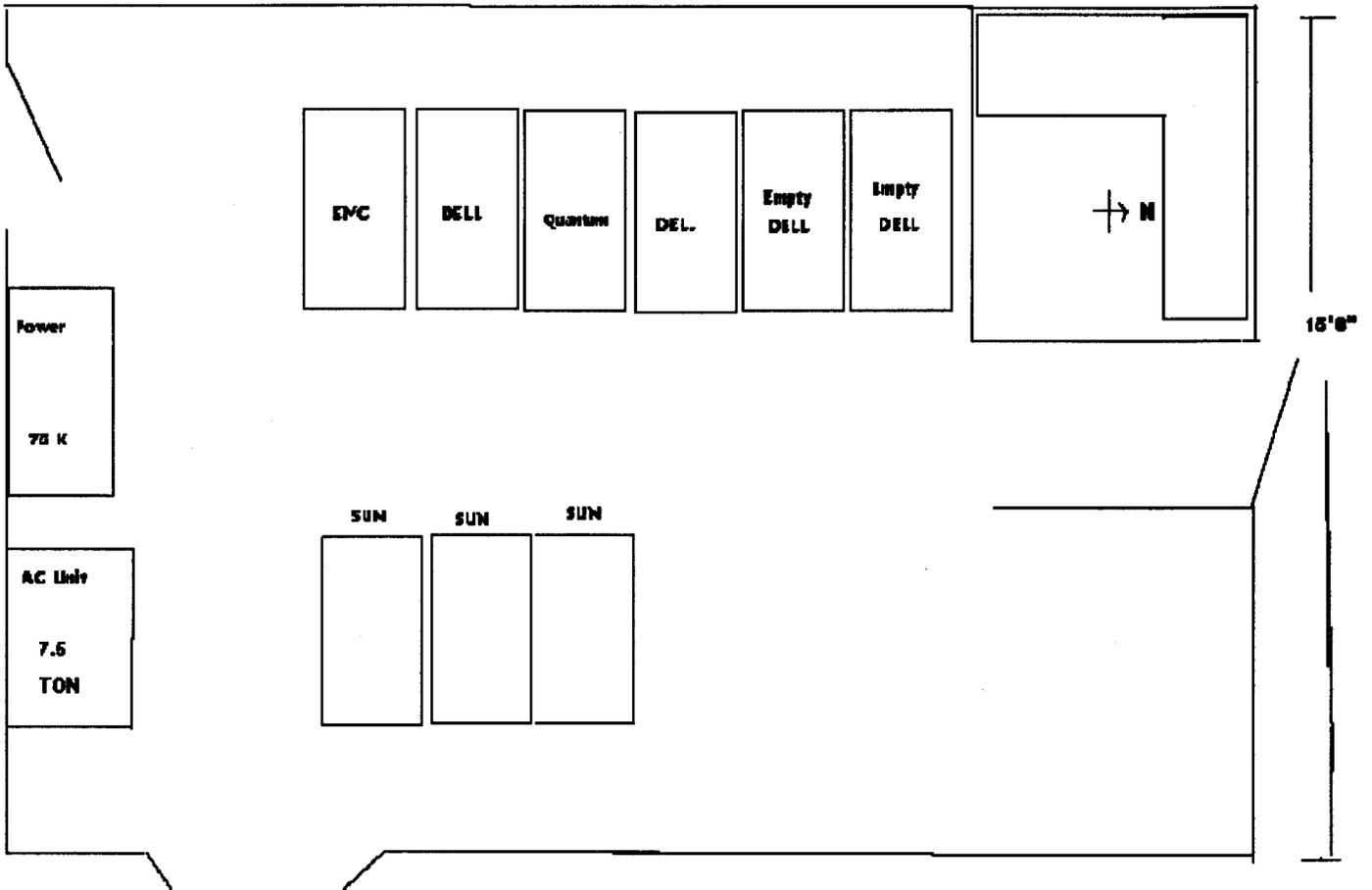
COOP Site Bldg 741



Building 741, NAS Pensacola  
LAN Room 115  
Appendix B

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COOP Site Bldg 741



Aft Computer Room 113

Building 741, NAS Pensacola  
AFT Computer Room 113  
Appendix B



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	Team Name				
	Team Leader:				
	Alternate:				
	Name	Work Ext.	Home Phone	Beeper/Cell Phone	Area of Responsibility
1					
2					
3					
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