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AITS Disaster Recovery Program

Acronyms and Definitions

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The Disaster Recovery (DR) Program for Administrative Information Technology Services (AITS) is comprised of a multitude of acronyms that introduce new DR shorthand terminology into the organization. This document details all acronyms, and related definitions,

This is a living document that will be updated whenever any acronyms are added or removed from the Disaster Recovery Program.

Revision History

Version	Date	Document Change History
1.0	May 15, 2020	Initial Version
2.0	April 14, 2023	Review of 1.0

Acronyms and Definitions

AAR

After-Action Report

A document used to evaluate the management or response to an incident, exercise, or event by identifying strengths to be maintained and built upon, as well as potential areas of improvement within the plan that is being activated or exercised.

BC

Business Continuity

The strategic and tactical capability of the organization to plan for and respond to incidents and business disruptions in order to continue business operations at an acceptable predefined level.

The capability of the organization to continue delivery of products or services at acceptable predefined levels following a disruptive incident.

BCP

Business Continuity Plan

Documented procedures that guide organizations to respond, recover, resume, and restore critical business processes to a pre-defined level of operation following a disruption.

BCT

Business Continuity Team

Designated individuals responsible for developing, execution, rehearsals, and maintenance of the business continuity plan.

BIA

Business Impact Analysis

The p*rocess of analyzing business functions and activities and the effect a business disruption might have upon them, in order to prioritize restoration of those functions or activities.*

CM

Crisis Management

The overall direction of an organization's response to a disruptive event, in an effective, timely manner, with the goal of avoiding or minimizing damage to the organization's profitability, reputation, and ability to operate.

Development and application of the organizational capability to deal with a crisis.

CMP

Crisis Management Plan

A plan for actions to be taken immediately before, during, and after a catastrophic event that preserve lives, safeguards property, and reduces the loss of resources essential to the organization's recovery. A Crisis Management Plan is part of a broader Organizational Resilience Program.

CMT

Crisis Management Team

A team consisting of key leaders (e.g., media representative, legal counsel, facilities manager, disaster recovery coordinator), and the appropriate business owners of critical functions who are responsible for recovery operations during a crisis.

DR

Disaster Recovery

The process, policies, and procedures related to preparing for recovery or continuation of technology infrastructure, systems and applications which are vital to an organization after a disaster or outage. The strategies and plans for recovering and restoring the organizations technological infra-structure and capabilities after a serious interruption.

DRC

Disaster Recovery Coordinator

Individual or group of individuals responsible for the day to day operations of the AITS DR Program.

DRII

Disaster Recovery Institute International

A nonprofit that helps organizations around the world prepare for and recover from disasters by providing education, accreditation, and thought leadership in business continuity and related fields. Also provides guidance in the development of the AITS DR Program.

DRJ

Disaster Recovery Journal

One of the largest industry resources for business continuity, disaster recovery, crisis management, and risk management reaching a global network of more than 138,000 professionals. Provides guidance in the development of the AITS DR Program*.*

DRP

Disaster Recovery Plan

A command, control, and communications document that facilitates the recovery of critical applications or services affected by a disruption by restoring in an orchestrated manner in accordance with defined RTOs and RPOs. The information contained in this plan defines the recovery process that is necessary to coordinate the various recovery personnel and specifies the detailed activities executed at each phase of the recovery process.

DRT

Disaster Recovery Team

A group of individuals responsible for establishing and maintaining technical recovery procedures and coordinating the recovery of critical applications and services. For an effective Disaster Recovery Program to be implemented and maintained, a Disaster Recovery Team is essential.

EM

Emergency Management

Actions taken in response to a disaster, warning, or alert to minimize or contain the eventual negative effects, and those taken to save and preserve lives and provide basic services in the immediate aftermath of a disaster impact, for as long as an emergency situation prevails.

EMP

Emergency Management Plan

A plan which provides coordinated procedures for minimizing loss of life or injury and protecting property damage in response to physical threat. The plan focuses on personnel and property to a specific facility, not business process, application, or service.

EMT

Emergency Management Team

Qualified and authorized personnel who have been trained to provide immediate assistance.

ERM

Enterprise Risk Management

A framework for risk management that typically involves identifying particular events or circumstances relevant to the organization's objectives (risks and opportunities), assessing them in terms of likelihood and magnitude of impact, determining a response strategy, and monitoring progress.

ERP

Emergency Response Plan

A documented plan usually addressing the immediate reaction and response to an emergency situation.

GSLB

Global Server Load Balancing

The intelligent distribution of traffic across server resources located in multiple geographies. They can be hosted on premise in an organization's data centers or hosted in a public or the private cloud.

HA

High Availability

An approach or design that minimizes or hides the effects of configuration item failure on the users of an application or service. High availability solutions are designed to achieve an agreed level of availability and make use of techniques such as fault tolerance, resilience and fast recovery to reduce the number of incidents, and the impact of incidents.

IC

Incident Coordinator

Individual or group of individuals who are responsible for managing a level 1 incident from discovery to esclation to the Leadership Team and DR Coordinators for potental declaration of a DR event.

IM

Incident Management

The process by which an organization responds to and controls an incident using emergency response procedures or plans.

IMP

Incident Management Plan

A clearly defined and documented plan of action for use at the time of an incident, typically covering the key personnel, resources, services and actions needed to implement the Incident Management process.

IMT

Incident Management Team

A group of individuals responsible for developing and implementing a comprehensive plan for responding to a disruptive incident. The team consists of a core group of decision-makers trained in incident management and prepared to respond to any situation.

ISO

International Organization for Standardization

An independent, non-governmental organization, the members of which are the standards organizations of the 164 member countries. It is the world's largest developer of voluntary international standards and it facilitates world trade by providing common standards among nations. More than twenty thousand standards have been set, covering everything from manufactured products and technology to food safety, agriculture, and healthcare.

Use of the standards aids in the creation of products and services that are safe, reliable, and of good quality. The standards help businesses increase productivity while minimizing errors and waste. By enabling products from different markets to be directly compared, they facilitate companies in entering new markets and assist in the development of global trade on a fair basis. The standards also serve to safeguard consumers and the end-users of products and services, ensuring that certified products conform to the minimum standards set internationally.

NIST

National Institute of Standards and Technology

A physical sciences laboratory and a non-regulatory agency of the United States Department of Commerce. Its mission is to promote innovation and industrial competitiveness. NIST's activities are organized into laboratory programs that include nanoscale science and technology, engineering, information technology, neutron research, material measurement, and physical measurement. NIST also provides a set of standards which serves as the basis for the AITS DR Program and established the structure for the various plans AITS will adopt.

LT&DRC

Leadership Team and DR Coordinators

The Leadership Team has overall ownership of the AITS DR Program, while the DR Coordinators manage the day to day operations.

LTIC

Leadership Team Incident Coordinators

Individuals responsible for managing a level 2 or 3 incident from discovery through closure.

RT

Recovery Teams

All of the individuals reponsible for all levels of response and recovery during and immediately following a DR event.

RTO

Recovery Time Objective

The period of time within which systems, applications, or functions must be recovered after an outage. RTO includes the time required for: assessment, recovery, and verification. The period of time following an incident within which a product or service or an activity must be resumed, or resources must be recovered.

SIA

System Impact Analysis

The process determining criticality for systems, applications, and infrastructure that support key business functions and the potential impacts that a disruption might have upon them.

SPOF

Single Point of Failure

A unique pathway or source of a service, activity, and / or process where there is no alternative, and loss of that element could lead to total failure of a mission critical activity and/or dependency. Unique (single) source or pathway of a service, activity and / or process; typically there is no alternative, and loss of that element could lead to total failure of a mission critical activity and/or dependency.

SRDF

Symmetrix Remote Data Facility

A family of software products that facilitates the data replication from one Symmetrix storage array to another through a storage area network or Internet Protocol (IP) network.

SRP

System Recovery Plan

Recovery Teams will use this document as a guide to restore critical applications or services when a disruption occurs. There will be one SRP for each critical application or service containing essential information to facilitate recovery efforts. System Recovery Plans are activated within the Enterprise Disaster Recovery Plan.

TT&E

Testing, Training, and Exercising

Processes used to evaluate the viability of plans and / or activities through discussion-based or operation-based scenarios or simulations that evoke response activities as they are documented in the plan(s).