



Effective Date: 01 June 2023

## 1. Introduction

The Disaster Recovery Plan (DRP) outlines the procedures and guidelines for the Historic Army Aircraft Flight (HAAF) UK charity to recover its critical operations and systems in the event of a disaster. The goal of this plan is to minimize the impact of a disruptive incident on HAAF's operations, safeguard its assets, and ensure the continuity of essential services provided by the charity.

## 2. Scope

This plan covers all HAAF operations, systems, and facilities located within the United Kingdom. It applies to all employees, volunteers, contractors, and any other personnel involved in the recovery process.

## 3. Disaster Recovery Team

A designated Disaster Recovery Team shall be established and assigned the responsibility of executing the recovery plan. The team should include representatives from relevant departments, such as IT, operations, communications, and executive management. The team's roles and responsibilities shall include:

- a. Incident response and assessment
- b. Activation of the recovery plan
- c. Communication with stakeholders
- d. Resource allocation and coordination
- e. Restoration of critical operations and systems
- f. Continuous monitoring and evaluation

## 4. Disaster Classification

Disasters shall be classified into levels based on their severity and impact. The classification levels will assist in determining the appropriate response and recovery actions. The following classification levels are defined:

### a. Level 1: Minor Incident

- Minimal impact on operations or systems.
- Can be resolved with internal resources and procedures.

### b. Level 2: Moderate Incident

- Significant disruption to operations or systems.
- Requires coordination with external vendors and specialized resources.

### c. Level 3: Major Disaster

- Severe disruption to operations or systems.
- Requires extensive recovery efforts and coordination with multiple stakeholders.



### 5. Disaster Recovery Procedures

The following procedures should be followed in the event of a disaster:

#### a. Incident Response and Activation

- i. Notify the Disaster Recovery Team immediately.
- ii. Assess the situation and classify the disaster level.
- iii. Activate the appropriate response and recovery actions based on the classification level.

#### b. Communication and Stakeholder Management

- i. Establish a communication plan to notify stakeholders, including employees, volunteers, donors, and service recipients, about the incident and its impact on operations.
- ii. Provide regular updates and progress reports to stakeholders throughout the recovery process.

#### c. Resource Allocation and Recovery

- i. Identify and allocate necessary resources, including personnel, equipment, and facilities, to support the recovery efforts.
- ii. Restore critical operations and systems based on predetermined priorities.
- iii. Regularly test and validate the integrity and functionality of restored systems and data.

#### d. Alternative Worksite and Remote Access

- i. Establish alternative worksites or remote access capabilities to ensure continuity of operations, if required.
- ii. Define procedures for staff to access necessary systems and data remotely.

#### e. Data Backup and Restoration

- i. Regularly back up critical data and ensure off-site storage.
- ii. Verify the integrity of backup data and establish procedures for data restoration.

#### f. Training and Awareness

- i. Conduct regular training sessions and drills to familiarize employees and volunteers with the DRP and their respective roles during a disaster.
- ii. Maintain documentation of training activities and update as necessary.

### 6. Plan Testing and Maintenance

The DRP shall be periodically tested, reviewed, and updated to ensure its effectiveness and relevance. This includes:

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- a. Conducting regular drills and exercises to test the response and recovery procedures.
- b. Documenting and analyzing lessons learned from each test or actual disaster.
- c. Updating the DRP based on feedback, changes in technology or operations, and regulatory requirements.

Policy Review This policy shall be reviewed periodically to ensure its continued effectiveness, alignment with best practices, and compliance with applicable laws, regulations, and governance standards. Any proposed changes to this policy shall be reviewed and approved by the appropriate HAAF authority.