

GALLS, LLC

IT Disaster Response and Recovery

Disaster Recovery

IT Systems - Readiness and Procedures

IBM I-Series AS400– GQ ERP System

This document will outline the recovery readiness procedures in place as well as the steps and procedures to be followed in the event a disaster is declared regarding the IBM I-SERIES computer hardware and software. This plan will provide for continued operation of the IBM I-SERIES hardware and software, which is a critical component to the operation of Galls. This document addresses the IBM I-SERIES computer system only and assumes there is an office infrastructure in place available for business use.

All hardware components are covered by a Service Agreement with IBM. This agreement provides for 24/7 hardware support by IBM trained and certified Customer Engineers.

Physical Operating Environment

The IBM I-SERIES hardware is located in the data center located in Lexington Kentucky. This facility has the following services available:

- Physical security and limited access to the IBM I-SERIES hardware
- Temperature controlled environment
- Humidity controlled environment
- Uninterrupted electrical power supply support
- Natural gas fired generator
- Network interface to SIS DR site
- Daily backup tape, retention of monthly backups and off site storage at Iron Mountain.

Software Profile

The IBM I-SERIES runs the V7R2 version of the OS/400 Operating System. This operating system features integrated Database, Security, and Networking, as well as CGI compliant server support for all applications.

All software applications, business systems and data are backed up in full every night.

## Disaster Recovery Readiness Plan

### Hardware

Galls, LLC has contracted with Software Information Systems (SIS) and Business Continuity Specialists Group (BCS) to maintain a target backup machine located at the SIS data center in Lexington Kentucky.

All programs, data and user objects are replicated to the SIS data center on a 'real time' basis. The replications are generally no more than 2 seconds behind in posting the replication images to the target system.

In case of a failover scenario SIS is committed to provide an operating environment equal to or more powerful than our existing iSeries.

### Backups

- Operations personnel monitor the backup status on a daily basis to ensure complete and accurate backup media
- Maintain a Tape Catalog that identifies the physical tape serial numbers used on a daily, monthly and off-site basis.

### Determination of Disaster Situation

In the event of a Secaucus Data Center Facility Disaster, an assessment of the expected downtime needs to be made. This assessment will be made using information supplied by the Data Center facilities advisor. Viacom Outdoor has assigned a primary and secondary contact person responsible for making the decision to enact this Disaster Recovery Plan and initiate the sequence of steps outlined in this plan.

### Disaster Recovery Activation Checklist

1. Upon first indication that an outage has occurred at the Lexington Data Center, the IT Director, or their designated representative will contact IBM service or WAN provider for an assessment of the situation and expected downtime. Expected downtimes of 24 hours or more will continue with the next steps in this procedure.
2. Notify SIS and BCS that we are declaring an emergency failover and have them prepare to accept connections to the iSeries from the business. These activities are performed by BCS under contract with Galls.
4. Notify critical Galls user departments that an emergency has been declared and we will be switching GQ operations to our hot site at SIS.
5. The recovery team (IT operations) should be on call to verify that external web sites and internal GQ functionality is available once the backup iSeries at SIS has been swapped to be the primary machine.
7. Just before the system becomes available, notify department heads of the expected system availability time so the appropriate users can be ready to continue operations.
8. When the system becomes available, departmental users will confirm that all data has been recovered, and system is up to date. This will bring the system to the most current information level prior to the failure.
9. Resume normal system activity. This may involve only critical applications or all applications as determined by the department heads and the Disaster Recovery Team.

#### Disaster Recovery Termination Checklist

This checklist will be used to return to normal system operations once the Galls Lexington Data Center is operational again.

1. Schedule a Disaster Recovery Termination date with the Disaster Recovery Team and the User Department heads.
2. Determine if a full restore to the Galls iSeries is required or can the primary machine be updated incrementally from the SIS data center.
3. Synchronize systems, perform role swap.
4. Resume Normal System Operations