

# Disaster Recovery Plan

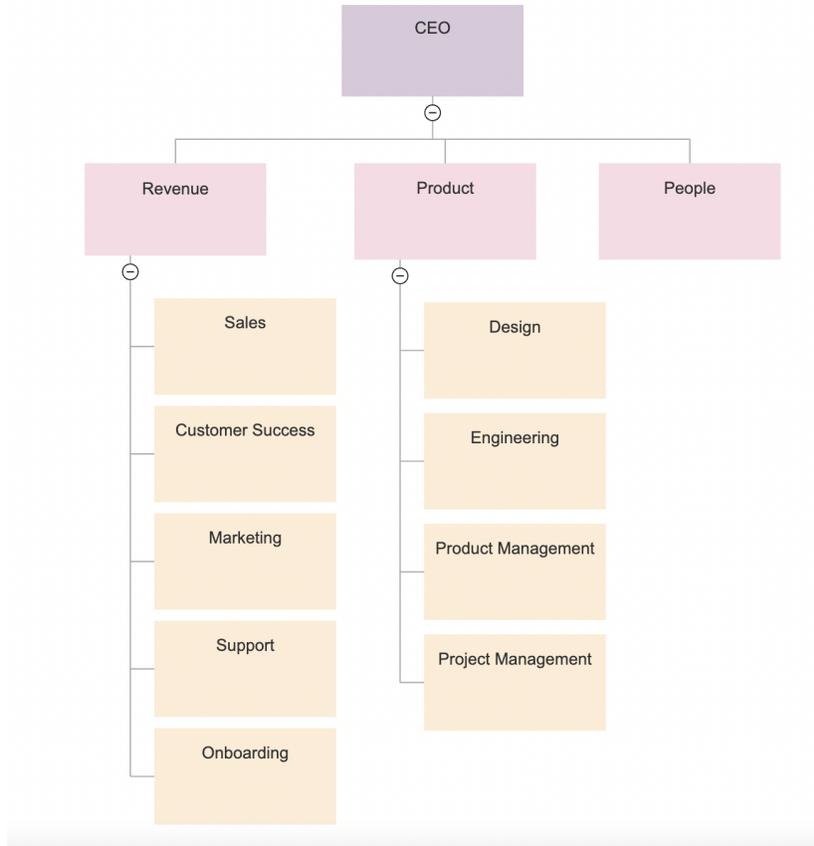
## Section 1. Major goals of this plan

The major goals of this plan are the following:

- To minimize interruptions to the normal operations.
- To limit the extent of disruption and damage.
- To minimize the economic impact of the interruption.
- To establish alternative means of operation in advance.
- To train personnel with emergency procedures.
- To provide for smooth and rapid restoration of service.

## Section 2. Personnel

<b>Data processing personnel</b>			
<b>Name</b>	<b>Position</b>	<b>Address</b>	<b>Telephone</b>
Daniel Andrews	CEO	424 Broadway, #602 NY NY 10013	3104248136
Josh Andrews	CTO	424 Broadway, #602 NY NY 10013	3109992883
Sasha Reiss	CPO	424 Broadway, #602 NY NY 10013	3106253726
Beny Mizrachi	Communications	424 Broadway, #602 NY NY 10013	8587758146



### Section 3. Application profile

Application profile				
Application Name	Critical? Yes/No	Fixed Asset? Yes/No	Manufacturer	Comments
Playground Backend	Yes	No	Google Cloud Platform	1
<b>Comment legend:</b>				
1. Backups Runs daily.				

### Section 4. Inventory profile

Manufacturer	Description	Model	Serial Number	Own or Leased	Cost

N/A					
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## Section 5. Information services backup procedures

- Main Playground Databases
  - Daily backups at 5pm ET saved to two different cloud providers
  - Weekly backups on Monday at 5pm ET saved to two different cloud providers
  - Monthly backups on the 1st of the month at 5pm ET saved to two different cloud providers
    - After each monthly backup, Playground runs a dry run of recovering all data from a daily, weekly, and monthly backup in addition to procedures to ensure that all data is being properly backed up

## Section 6. Disaster recovery procedures

### Backup Operations Procedures

In the case of database and redundant system failure, Playground restores all data from the most recent backup. Our most recent dry run took fewer than 10 minutes to do a full system and data recovery. Our disaster recovery team is alerted, downtime is confirmed, and the process to restore the database is begun immediately on a separate server.

### Recovery Actions Procedures

Playground's servers have been tested and are able to be deployed in fewer than 5 minutes on different cloud platforms, in the case that one cloud platform goes down. Deploying our infrastructure on a new software is a routine procedure that is practiced by Playground engineering teams. Playground also has boilerplate disaster notification emails pre-written with blanks to fill in information such as information known at this time, expected time to recover, information loss, if any, points of contact for customers, and a status page to reference for live updates on recovery progress.

### *Disaster action checklist*

1. Plan Initiation
  - a. Notify senior management

- b. Contact and set up disaster recovery team
  - c. Determine degree of disaster
  - d. Implement proper application recovery plan dependent on extent of disaster (see Section 7. Recovery plan--mobile site)
  - e. Monitor progress
  - f. Contact backup site and establish schedules
  - g. Contact all other necessary personnel--both user and data processing
  - h. Contact vendors--both hardware and software
  - i. Notify users of the disruption of service
2. Follow-Up Checklist
    - a. List teams and tasks of each
    - b. List all personnel and their telephone numbers
    - c. Establish user participation plan
    - d. Set up the delivery and the receipt of mail
    - e. Establish emergency office supplies
    - f. Check all data being taken to backup site before leaving and leave inventory profile at home location
    - g. Set up primary vendors for assistance with problems incurred during emergency
    - h. Ensure that all personnel involved know their tasks
    - i. Notify insurance companies

***Recovery start-up procedures for use after a disaster***

1. Notify 310-424-8136 of the need to utilize service and of recovery plan selection.

This telephone number is in service from 7:00 am until 8:00 pm Monday through Friday.

2. Disaster notification number: 310-424-8136

This telephone number is in service for disaster notification after business hours, on weekends, and during holidays. Please use this number only for the notification of the actual disaster.